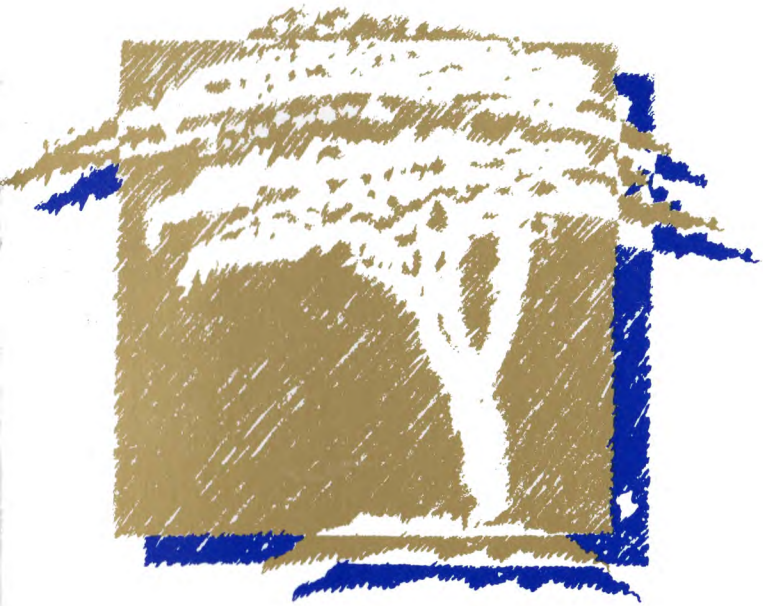

XTreePro *gold*

Start-Up Manual

XTREE COMPANY

XTreePro *Gold*

Start-Up Manual

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About this Manual

As the name implies, this *Start-Up Manual* was designed to provide you with a fast and easy way to begin to use and understand XTreePro Gold.

Most likely, you're eager to start using this program to simplify your routine disk and file management tasks and increase your productivity. Given...

- A brief introduction
- An overview with charts and diagrams
- Step by step instructions

...you'll be able to perform the most frequently used XTreePro Gold operations.

Later, as you become more proficient, you'll be able to use the extensive Operations Manual to learn about the remaining capabilities of XTreePro Gold. And, as time allows, you'll want to try all of the advanced functions to determine which are most beneficial to your business or individual needs.

Using the Start-Up Manual

The best way to use this manual is to review all the overview information, then go to the step by step procedures to install and start XTreePro Gold. You will be ready to perform the tasks which are most essential to you, using the procedures.

Current users of XTreePro should review the *Using a Mouse* section first, and then turn to *Installing XTreePro Gold*.

XTreePro Gold Overview

XTreePro Gold is a tool for managing your files, directories and disks. It first provides you with the big picture, giving you a lot of information in a concise and organized way. Then, it gives you the tools to complete specific tasks in an efficient and individualized manner.

In order to work with XTreePro Gold, you'll need to be familiar with these program concepts:

- Directory and File Windows and Commands
- Screens and Windows
- Matching Files
- Tagging Files

Directory and File Windows and Commands

There are two major windows, the Directory Window and File Window.

Commands are divided into Directory Commands and File Commands, and correspond to the active window.

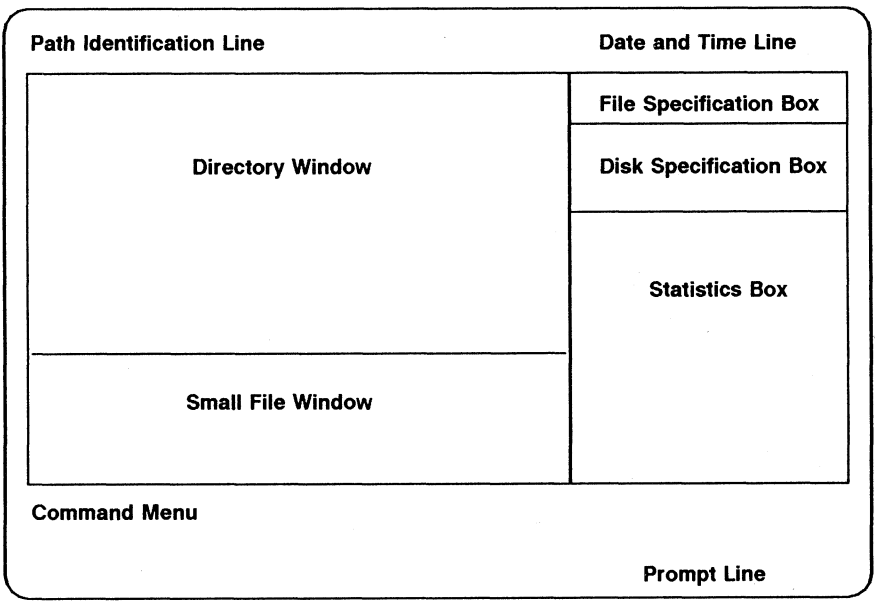
- When a window is active, a highlight bar is in that window.
- When a window is active, the available commands are displayed on the bottom of the screen.
- You can quickly move between the windows (changing which one is active) by using the Enter key, Escape key or mouse.

To perform most operations on a *disk or directory*, the Directory Window must be active.

To perform most operations on a *file or group of files*, the File Window must be active.

Screens and Windows

XTreePro Gold's first display is the *Main Display*, organized into separate sections and windows.



Path Identification Line

Identifies the drive and directory where the highlight bar or pointer is.

Example: Path: C:\DOS

Date and Time Line

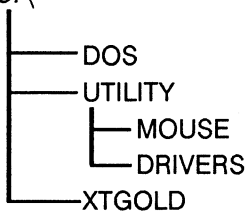
Displays the current date and time.

Example: 10-30-89 12:05:30 pm

Directory Window

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

Example: C:\



Small File Window

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

Example:

XTGOLD.CFG	XTP_EDIT .XTP	XTP_HELP .X30
XTGOLD.COM	XTP_FIND .XTP	XTP_HELP .X40
XTGOLD.HST	XTP_HELP.X10	XTP_MENU.BIN
XTP .EXE	XTP_HELP.X20	XTP_MENU.XTP

File Specification Box

Shows the name of the files which XTreePro Gold will display in the File Window. Each time XTreePro Gold is started the *.* (all files) wild card specification is displayed.

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

Disk Specification Box

Identifies the current disk, volume label and number of available bytes on the disk.

Example:
```
DISK C: MYDISK
  Available
    Bytes 10,100,100
```

Statistics Box

Displays information about files and the amount of disk space they occupy. This display changes, depending on which of the Directory or File Windows is active.

Example:
```
DISK Statistics
  Total
    Files          296
    Bytes    6,602,239
  Matching
    Files           32
    Bytes    1,467,866
```

Command Menu

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

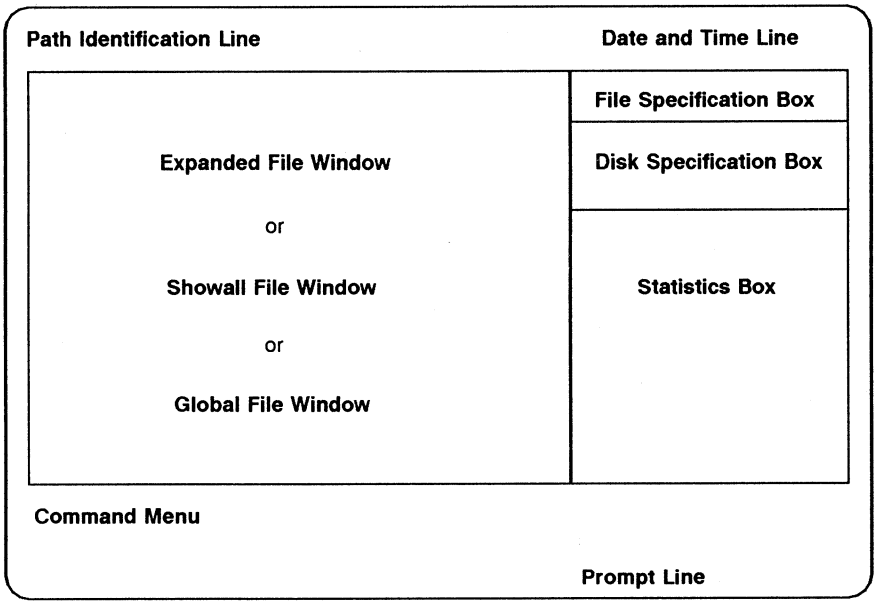
Example:

```
DIR          Available Delete Filespec Global
COMMANDS     Showall Tag Untag Volume eXecute
```

Prompt Line

Lists additional options and active function keys.

Example: **F9** menu **F10** commands **F1** help **?** stats



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

- Expanded
- Showall
- Global

The displays look identical, except that each contains file names from different sources, and that the label in the Statistics Box changes to correspond to the display.

Expanded File Window

Replaces the Small File Window and Directory Window, allowing the *display of up to 57 file names* at once. The files in the current directory are listed.

- To access, press the Enter key when the Small File Window is active.

Showall File Window

Lists the files in *all the directories* on the disk that match the File Specification. If *.* is in the File Specification Box, all the files on the disk are listed in the File Window.

- To access, press **S** (for **S**howall) when the Directory Window is active.

Global File Window

Lists the files in all the directories *on all logged disks* that match the File Specification.

- To access, press **G** (for **G**lobal) when the Directory Window is active.

Matching Files

XTreePro Gold uses a concept called *matching files* to enable you to specify files which will be acted on by its operations.

- Matching files are controlled by the File Specification command.
- The name of the file you are matching is always displayed in the File Specification Box. This file name can include wild cards, for example MYFILE.* or *.TXT.
- Each time XTreePro Gold starts, the wild card *.* is in the File Specification box, and *all files are matching files until you make a change.*
- The names of all matching files are always listed in the File Window.
- When file commands are performed, they are performed on files you see in the window, *which are the matching files.*
- Always check the File Specification Box and the Statistics Box to confirm the current matching files before performing operations or selecting commands.

The following page summarizes some of the procedures for specifying matching files.

Specifying Matching Files

- Each time XTreePro Gold starts, the wild card *.* is in the File Specification box, and all files are matching files until you make a change.

To change matching files:

- With the File or Directory Window active, first use the **F**ilespec command (Press **F**). Then type the name of the files you want to see in the file windows, using wild cards, and press the Enter key. For example, a file specification MYFILE.* might show MYFILE.WP, MYFILE.BAK and MYFILE.DOC as matching files in the file window. The *File Specification Box* contains the file name being matched.

To change matching files back to the *.* wild card:

- With the File or Directory Window active, first use the **F**ilespec command (Press **F**). There is no need to type *.*. Just press the Enter key. The *File Specification Box* contains the file name *.* and all files are now matching files.

Tagging Files

A file or group of files must be selected before a command can be applied to them.

- To perform operations on only one file, that file can be selected with the *highlight bar*.

- To perform operations on more than one file at a time, those files must be *tagged. In XTreePro Gold, tagging means to select files and mark them with a diamond. The diamond will be displayed to the right of each file.*

- To perform operations on all the files in a directory, select and tag all the files in that directory while the File Window is active.

- To perform operations on all the files on the disk, you will need to tag all the files while the Showall File Window is active.

Once you have tagged a group of files, use the group of File Commands called *Control File Commands*. The commands are always applied to all the tagged files.

After you have completed your task(s), use the Control **U**ntag Command to remove the tags from all files, as a safety measure.

The following page summarizes some of the procedures for tagging files.

To tag individual files:

- With the File Window active, use the **T**ag command (Press **T**) to select files and mark them with a diamond. The diamond is displayed to show you the files have been selected.

To tag all the files in a directory:

- With the Directory Window active, highlight the directory and use the **T**ag command (Press **T**). All the files in that directory will be tagged and a diamond next to each file name will confirm its selection.

OR

- With the File Window active, use the **T**ag all command (Press **Ctrl** and press **T**). All the files in that directory will be tagged.

To access Control File Commands:

- When any File Window is active, hold down the **Ctrl** key to display these commands, then press the corresponding command key.

To remove the tags from all the files on a disk:

- From the Directory Window, press **Ctrl** and press **U** to **U**ntag all files.

Using a Mouse

XTreePro Gold supports a two button mouse. On a three button mouse, the middle button will be inactive. You can use the mouse and keyboard interchangeably to move around the windows and select commands. Here is a summary of mouse operations.

Action	Mouse Operation
Executing Commands	
To cycle through the command menus	Point to **DIR COMMANDS** or **FILE COMMANDS** at the bottom of the screen and click the left button
To execute any command	Move the mouse pointer to the bottom of the screen until the desired command prompt is highlighted, then click the left button
To respond to messages and questions	Move the mouse pointer over one of the command prompts in the prompt line *(it will become highlighted)* and click the left button
To display a Help Screen	Highlight **F1 help** in the prompt line and click the left button

Action	Mouse Operations
Executing Commands (continued)	
To cancel the current operation and return to the Directory or File Window	Highlight **ESC cancel** in the prompt line and click the left button
To complete an entry of text or confirm an informative message	Highlight ↵ **ok** in the prompt line and click the left button
Directory Windows	
To select a directory	Point to the desired directory and click the left button
To scroll the directory tree	Point to the top or bottom border of the Directory Window and hold down the left button
To move to the File Window	Point to the File Window and click the left button, or point to the ↵ **file** prompt and click the left button

Continued on next page

Action	Mouse Operations
File Windows	
To select a file	Point to the desired file name and click the left button
To scroll the file display	Point to the top or bottom border of the File Window and hold down the left button
To change the tag on a file	Point to the file and click the right button. Drag the mouse (move it while holding down the right button) to continue changing the tag state of other files
To move to the Expanded File Window	Point to the ↵ **more** prompt and click the left button
To move to the Directory Window	Point to the ↵ **tree** prompt and click the left button

Commands

There are two sets of commands in XTreePro Gold:

- Directory Commands are available when the Directory Window is active
- File Commands are available when one of the File Windows is active

Within each set, there are three types:

- Standard Commands
- Control Key Commands
- Alt Key Commands

Standard Commands

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

Control Key Commands

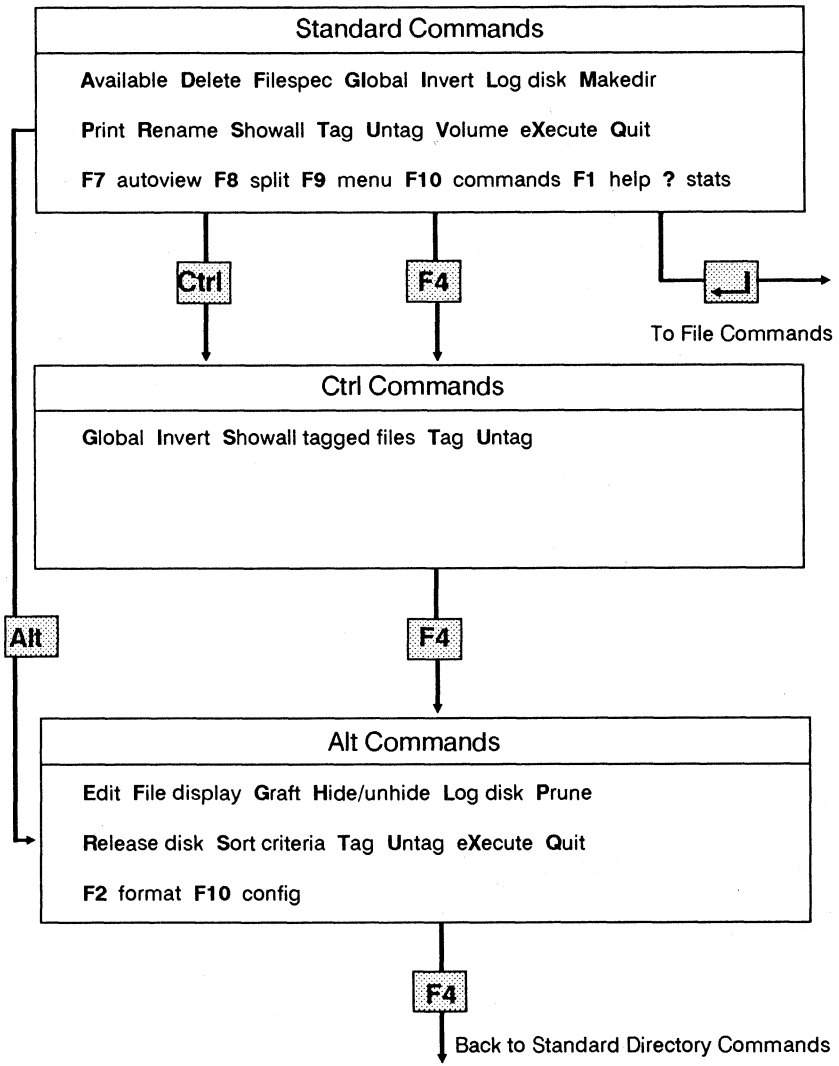
Displayed when you hold down the Ctrl key, they perform operations on multiple files or directories.

Alt Key Commands

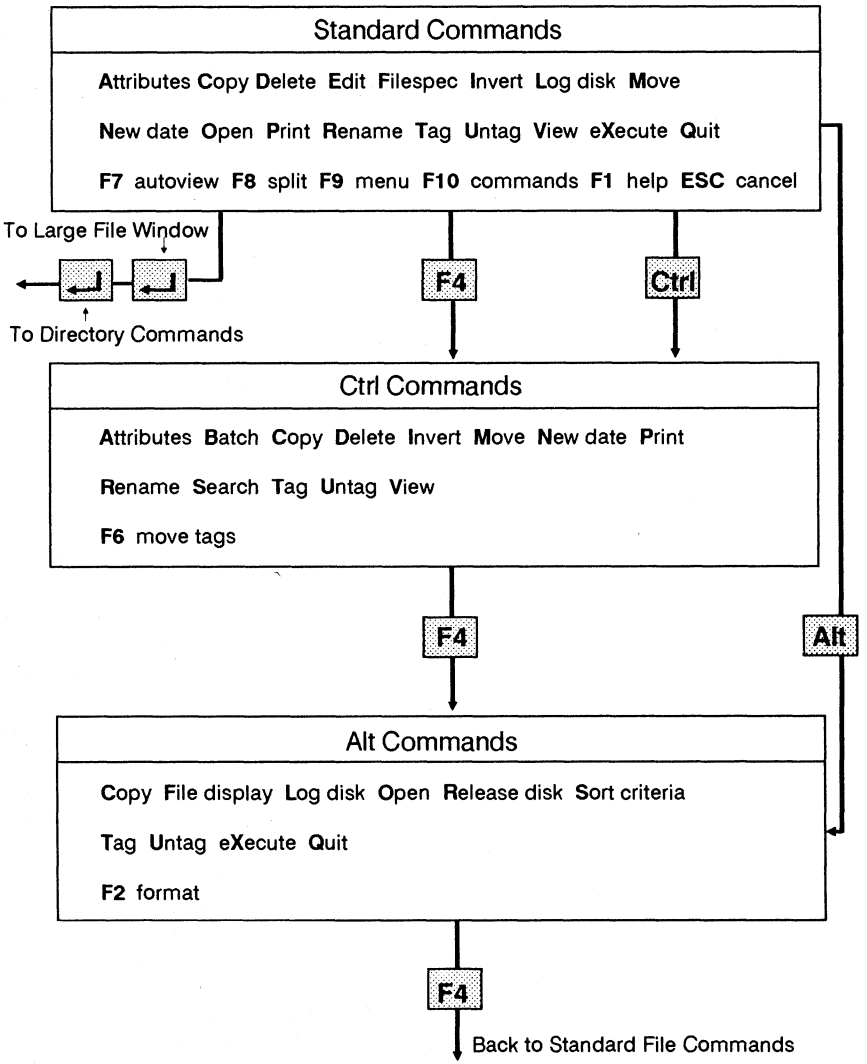
Displayed when you hold down the Alt key, they are advanced file and directory commands that extend the function of the Standard Commands.

Some commands are available when either the Directory or File Window is active, as shown in the following command summary chart.

Directory Commands



File Commands



Installing XTreePro Gold

To install XTreePro Gold, insert the XTreePro Gold floppy diskette in drive A: and follow these steps. If your floppy drive is named something other than A, substitute that letter for A. If your hard disk is named something other than C, substitute that letter for C. Before installing, you will make a backup copy of the XTreePro Gold diskette(s). The example assumes that the *DOS command line* displays the current directory.

Action	Response
1. At the DOS (C:\) prompt, type **diskcopy A: A:** *Note: If your system has two floppy disk drives of the same size, type A: B: instead and insert a blank diskette in the B: drive.*	The prompt **Insert Source diskette in drive A:** is displayed
2. Make sure the XTreePro Gold diskette is in drive A: and press	The copy process is started, then the prompt **Insert TARGET diskette in drive A:** (or B:) is displayed
3. Remove the XTreePro Gold diskette and insert a blank diskette in drive A: then press *(On a dual drive system, do not remove the diskette.)*	The copy process is completed and the prompt **Copy another diskette (Y/N)?** is displayed
4. For 5 1/4" diskettes, press **Y** and repeat steps 1-3; For 3 1/2" diskettes, press **N**	The **DOS (C:\)** prompt is displayed and you are ready to install XTreePro Gold

Remember, the example shows how to install XTreePro Gold when the hard disk is named C: and the floppy drive is named A:. If your system is configured differently, make the needed substitutions in the following directions.

Action	Response
5. Again, insert the XTreePro Gold diskette in drive A:, type **A:** and press	The **A:** prompt is displayed
6. Type **INSTALL** and press	The Installation Menu is displayed
7. Press 3 times	The line **Create C:\XTGOLD > BAT for easy access No** is highlighted
8. Press	The **No** is changed to **Yes**. You will now be able to start XTGOLD quickly from the root directory
9. Press	The line **INSTALL XTreePro Gold in subdirectory C:\XTGOLD** is highlighted

Continued on next page

Action	Response
10. Press	The installation process is started. When it is completed, the message **XTreePro Gold is now installed on drive C:** is displayed. The prompt **Press any key to exit INSTALL** is also displayed.
11. Press or *any other key*	The **C:\XTGOLD prompt** is displayed. You are ready to start using XTreePro Gold.

Starting XTreePro Gold

To start XTreePro Gold when the DOS C:\ or C:\(*Any Other Directory*) prompt is displayed:

Action	Response
1. Type **CD\XTGOLD** and press	**C:\XTGOLD** is displayed
OR	
1. Type **CD** followed by the name of the directory in which XTreePro Gold was installed (if you made modifications to the install procedure) and press	If XTreePro Gold was installed in a different directory, that name will be displayed
2. Type **XTGOLD** and press	The XTreePro Gold Title Screen is briefly displayed, and then the Main Display for the current DOS drive is shown
OR	
2. To start XTreePro Gold and immediately display the contents of a floppy diskette in drive A:, type **XTGOLD A:** and press	The XTreePro Gold Title Screen is displayed, and the Main Display for the diskette in the A: drive is shown

Exiting XTreePro Gold

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

Action	Response
1. Press **Q** (for **Q**uit)	The prompt **Quit XTree GOLD and return to DOS?** is displayed
2. Press **Y** (for **Y**es)	The DOS command line prompt (for example **C:\XTGOLD**) is displayed

Getting Help

To display help screens when either the Directory or File Commands are displayed:

Action	Response
1. Press F10	A Quick Reference Screen is displayed
2. Press ↓ to highlight a command	A single line display at the bottom of the Quick Reference Screen briefly explains the command
3. If you wish to execute the command, press ↵	The command will be executed
OR	
1. Press F1	The corresponding page of the XTreePro Gold Help Screens is displayed
2. Highlight your choice on the screen for an additional help topic and press ↵	A full screen of information on that topic is displayed
3. Press Esc	The Help Screen is cancelled

Copying Files

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

Action	Response
1. Press **L** (for **L**og drive)	The prompt **LOG DISK DRIVE** is displayed
2. Type **A**	The Main Display is shown
3. Press **S** (for **S**howall)	The Showall File Window is displayed for drive A: listing all the files in all the directories on the disk
4. Press ↓ to highlight a file to be copied, then press **T** (for **T**ag), repeating until all files are selected	Files to be copied will be *tagged* (selected and marked with a diamond)
OR	
4. Press **Ctrl** and **T** (for **T**ag all) to select all the files	Files to be copied will be *tagged* (selected and marked with a diamond)
5. Press **Ctrl** and **C** (for **C**opy)	The prompt **COPY ALL TAGGED FILES AS** is displayed

Action	Response
6. Press ↵ to copy the files and keep the file names	The prompt **to:** is displayed, asking you where you want to copy the files
7. Press F2 then + and then ↓ to highlight the destination MYDIR, then press ↵	The prompt **to: C:\MYDIR** is displayed
8. Press ↵	The prompt **Automatically replace existing files?** is displayed
9. Type **Y** (for **Y**es)	All *tagged* files are copied
OR	
9. Type **N** (for **N**o) then type **Y** or **N** as desired	The prompt directs you to confirm the copy process for each file if that file already exists in the destination directory

Deleting Files

This example shows how to delete all files in a directory MYDIR with the extension BAK. You may substitute any filename or extension, for example MYFILE.* or MY*.* for the example *.BAK.

Action	Response
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory Commands are now available
2. Press ↓ until directory MYDIR is highlighted, then press ↵	Directory MYDIR has a pointer <-- next to it and the File Commands are displayed
3. Press **F** (for **F**ilespec)	The prompt **File Specification:** is displayed
4. Type ***.BAK** and press ↵	A list of files with the extension ***.BAK** is displayed. ***.BAK** will now be displayed in the File Specification Box. *Note that if there were no files that matched the file specification *.BAK, the highlight bar would immediately move back to the Directory Window and highlight the previous directory*

Action	Response
5. Press Ctrl and **T** (for **T**ag all)	All the files listed will be *tagged* (selected and marked with a diamond)
6. Press Ctrl and **D** (for **D**elete)	The prompt **Confirm delete for each file?** is displayed
7. Press **N** (for **N**o)	All the tagged files are deleted
OR	
7. Press **Y** (for **Y**es) and then confirm your choice by pressing **Y** or **N** to respond to each prompt	Each file is highlighted, one at a time, followed by the prompt **Delete this file?**
8. Press **F** for (**F**ilespec)	The prompt **File Specification:** is displayed
9. Press ↵	The file specification is reset and **FILE *.*** is displayed in the upper right of the screen

Editing a File

This example shows how to edit the file AUTOEXEC.BAT in the root directory C:\ to add XTreePro Gold so it will run each time you start your system.

Action	Response
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory Commands are now available
2. Press Home	**Path C:** is displayed in the top left of the screen and **C:** is highlighted
3. Press ↵	The File Commands are active and the first file in the list is highlighted
4. Press ↓ until AUTOEXEC.BAT is highlighted	The file AUTOEXEC.BAT is selected and can now be edited
5. Press **E** (for **E**dit)	The prompt **Edit file: AUTOEXEC.BAT** is displayed

Action	Response
6. Press	The contents of the file are displayed
7. Press until the cursor is below the last line, then type **C:\XTGOLD** and press	The Quit Commands are displayed
8. Press to Save the file and quit	The edited file AUTOEXEC.BAT is saved

Printing a Catalog of Files

This example shows how to print a list of the files in a directory named MYDIR, or a list of all the files on a disk.

Action	Response
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press **Esc**	The Directory Commands are now available
2. Press ↓ until directory MYDIR is highlighted	Directory MYDIR is selected
3. Press **T** (for **T**ag)	All the files in directory MYDIR are *tagged* (selected and marked with a diamond)
OR	
2. and 3. Press **Ctrl** and **T** (for **T**ag all) to print a catalog of the entire disk	All the files on the disk are *tagged* (selected and marked with a diamond)
4. Press **P** (for **P**rint)	The **PRINT COMMANDS** are displayed
5. Press **C** (for **C**atalog)	The prompt **Number of lines per page** is displayed

Action	Response
6. Type a number and press ↵ or press ↵ to accept the number shown	The catalog is printed. *Note: If the catalog does not print, and the Error Message* **Device not ready, Press C to Cancel and R to Retry** *is displayed, check to make sure your printer is on and ready. Then press R to print.*
7. Press **Ctrl** and **U** (for **U**ntag all)	The previously *tagged* files are no longer tagged

Creating a Directory

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

Action	Response
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory Commands are now available
2. Press Home to place the highlight bar on the root directory	The root directory is selected
3. Press **M** (for **M**akedir)	The prompt **Make subdirectory under :\ as:** is displayed
4. Type **NEWDIR** and press ↵	Directory **NEWDIR** is created and displayed in the Directory Window

Running a Program

This example shows how to run a program named MYPROG.EXE that is in the directory MYDIR.

Action	Response
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press **Esc**	The Directory Commands are now available
2. Press ↓ until directory MYDIR is highlighted, then press ↵	Directory MYDIR has a pointer <-- next to it, the File Commands are displayed and the highlight bar moves to the File Window
3. Press ↓ until file MYPROG.EXE is highlighted	File MYPROG.EXE is selected
4. Press **O** (for **O**pen)	The program **MYPROG** is displayed and running

Viewing the Contents of a File

This example shows how to view the contents of file MYFILE.TXT in directory MYDIR.

Action	Response
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory Commands are now available
2. Press ↓ until directory MYDIR is highlighted, then press ↵	Directory MYDIR has a pointer <-- next to it and the File Commands are displayed
3. Press ↓ until file MYFILE.TXT is highlighted	File MYFILE.TXT is selected
4. Press **V** (for **V**iew)	The **contents of file MYFILE.TXT** are displayed
5. Press ↓ or ↑ to scroll through the entire contents	Text is scrolled on the screen
6. Press Esc to end the viewing the process	The File Commands are now active

Finding Files

This example shows how to find all files named MYFILE with any extension (MYFILE.EXE, MYFILE.DOC, MYFILE.TXT, etc.) which may be in any directory on the C: drive.

Action	Response
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory Commands are now available
2. Press **F** (for Filespec)	The prompt **Enter a new file specification** is displayed
3. Type **MYFILE.*** and press ↵	**MYFILE.*** is displayed in the File Specification Box and the number of matching files is displayed in the Statistics Box
4. Press **S** (for **S**howall)	**All files with the name MYFILE and any extension** are displayed in the File Window; if no files named MYFILE exist, the highlight bar is back in the Directory Window and zero (0) matching files is in the Statistics Box
5. Press ↓ to highlight any file in the list	The highlighted file is selected and can now be tagged, copied deleted, viewed, etc. as needed

Searching for Text

This example shows how to search for the text John Smith, which may be in any file in directory MYDIR.

Action	Response
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory Commands are now available
2. Press ↓ until directory MYDIR is highlighted, then press ↵	Directory MYDIR has a pointer <-- next to it and the File Commands are displayed
3. Press Ctrl and **T** (for **T**ag all)	All files in directory MYDIR will be *tagged* (selected and marked with a diamond)
4. Press Ctrl and **V** (for **V**iew)	The beginning of the first *tagged* file is displayed
5. Press F9	The prompt **Search all tagged files for text:** is displayed

Action	Response
6. Type **John Smith** and press ↵	**The first occurrence of the text John Smith** is displayed
7. Press **F10** to search again	**The next occurrence of the text John Smith** is displayed
8. Continue pressing **F10** until you have found the location you were searching for, then press **Esc**	The File Commands are active
9. Press **Ctrl** and **U** (for **U**ntag all)	No files are now *tagged*

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