

User's Guide



Norton Commander 5.0

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Contents

Chapter 1 Introduction

New features	1
Using this manual	2
Conventions	3
Type styles	3
Keyboard combinations	3
Installing Norton Commander	4
Running Norton Commander under Windows	4

Chapter 2 Quick tour

Starting the Norton Commander	7
Getting help	7
Exiting the Norton Commander	7
Screen elements	8
Directory panels	9
Displaying panels	10
Moving in the panels	11
Using the keyboard	11
Using the key bar	11
Using the mouse	13
Speed searching	14
Managing your files	15
Point and shoot	15
Associating applications and extensions	15
Associating editors and extensions	16
User menus	17
Command line	20
Command history	21
NCD Tree — Norton Change Directory Tree	22
Terminal emulation	23
Getting information	23
System Information	23
Drive information	24
Directory information	25
Network information	26

Chapter 3 **Configuring the Norton Commander**

Configuring the screen	27
Specifying the number of lines on your screen	29
Panel options	29
Saving the screen	30
Selecting a printer	31
Configuring the mouse	31
Selecting an editor	32
Setting confirmation options	32
Setting compression options	33

Chapter 4 **Managing panels**

Displaying the panels	35
Switching panels on or off	36
Quick View	36
Deciding what files to display	37
Selecting the order of the files	38

Chapter 5 **Working with directories and files**

Selecting the files to work with	41
Inverting your selection	42
Restoring your selection	42
Finding a file	43
Creating a directory	43
Copying directory structures	43
Working with selected files and directories	44
Viewing files	44
Editing files	45
Copying files and directories	48
Moving or renaming files and directories	49
Deleting files and directories	50
Comparing directories	51
Synchronizing directories	51
Changing file attributes	53
Working with compressed files	55
Compressing files	55
Decompressing files	56
Splitting and merging files	57
Transferring files using Commander Link	58
Cloning the Commander Link	60

Chapter 6 File filters

Panel filters and operations filters	61
Using panel filters	61
Using operations filters	62
Using file filters	64
Creating custom file filters	65
How to specify a file filter	66
File Name	66
File Date	67
File Size	67
File attributes	67
Examples of using filters	67

Chapter 7 Finding files

Searching for a file	69
Running the file finder from the command line	72
Using regular expressions for advanced searches	72
Using regular expressions to specify a filename	73
Using regular expressions to search for text	74
Searching for special characters	75

Chapter 8 Disk utilities

Copying a diskette	77
Creating an Image file	78
Formatting a diskette	79
Labeling a disk	81
Tidying up your disk	81
Defining selection sets	83

Chapter 9 Terminal emulation

Configuring the terminal emulator	85
Modem setup	86
Connecting using the modem	87
Dial directory	88
Creating a dial entry	88
Transferring files	89
File selection	90
Saving session details	90
File menu commands	91
Clear Screen	91
DOS Gateway	91
Exit	91
Overview of keyboard assignment	91
Defining and using macros	92

Chapter 10 Working on a network

Accessing a server	93
Attaching to a server	93
Mapping — associating a drive with a server	94
Sending messages	95
Monitoring networks	97
Viewing server information	97
Setting an alarm	98

Appendix A Viewers

Glossary

Index

Symantec Customer Service Plan

Introduction

1

This chapter introduces the Norton Commander 5.0. The Norton Commander turns DOS into an environment that is easy enough for everyone to use, yet powerful enough for the advanced user. The Norton Commander integrates file management, file viewing, application launching, disk housekeeping facilities and PC-to-PC file transfer in one simple and consistent user interface, equally accessible from keyboard or mouse.

New features

The following features have been added to Norton Commander version 5.0.

File filters enhanced	The filter facility has been enhanced to provide filters for copying, moving, deleting and compressing files.
Directory synchronization	Duplicates directories on two machines — particularly useful for laptop users who want the latest files on the desktop machine on a regular basis.
Format diskette	A faster and more flexible format than the DOS Format command.
Copy diskette	The Copy diskette command copies information from one diskette to another, or creates an image file of a diskette.
System information	System Information has been extended to include CMOS Values, DOS memory blocks and directory information.
File find	A new and more powerful file finder! The ability to use regular expressions when searching for text and the ability to specify the date and time of files to search for are just some of the new features added.
Enhanced copy	The Norton Commander can verify disk space before copying. If you run out of space when copying onto a diskette, the Norton Commander asks you to insert another diskette.

Screen savers	More than twenty screen savers are included with the Norton Commander.
Drag and drop support	Copy and move files with drag and drop.
File splitter/merger	File too big to put on a disk? Use the splitter to divide the file onto two or more disks, then use the merger to put them together on the hard disk.
Disk cleanup	Removes unwanted files from your hard disk.
Network utilities	The Norton Commander has a network module which enables you to attach to a server, map to a drive and send messages across the network.

Using this manual

Use this manual to learn the basics about the Norton Commander and later as a reference book. The manual is divided into ten chapters:

Read....	To learn....
Chapter 1: "Introduction"	About the product and the new features. How to use the manual. How to install the Norton Commander.
Chapter 2: "Quick tour"	How to run the Norton Commander. About the screen elements. About the directory panels. How to move around in the Norton Commander. Other hints and tips for using the Norton Commander.
Chapter 3: "Configuring the Norton Commander"	How to configure the Norton Commander.
Chapter 4: "Managing panels"	How to display panels and navigate in the Norton Commander.
Chapter 5: "Working with directories and files"	How to select and work with files and directories. How to transfer, edit and compress files.
Chapter 6: "File filters"	How to define and use file filters for displaying or working with files.
Chapter 7: "Finding files"	How to use the new Find file feature to search for files.

Read....	To learn....
Chapter 8: "Disk utilities"	How to format, copy and label diskettes. How to tidy up your hard disk.
Chapter 9: "Terminal emulation"	How to configure and use the terminal emulator.
Chapter 10: "Working on a network"	How to use the Norton Commander's network utilities.

The Appendixes contain a list of the formats supported by the viewers.

Conventions

To help you find information, the Norton Commander documentation adheres to the following conventions.

Type styles

Style	Meaning
Initial Caps	Indicates the name of a menu, a dialog box, or a dialog box component. For example, the File menu or the Cancel button.
<code>monospace</code>	Indicates something you should enter with the keyboard. For example, "Type <code>*.DOC</code> to search for all documents."

Keyboard combinations

Style	Meaning
Key	Indicates that you press the key. For example, F2 indicates that you press the function key F2.
Key+Key	Indicates that you should press and hold the first key while pressing the second key. ALT + F7 indicates that you press and hold the ALT key while pressing the function key F7.

Installing Norton Commander

Insert the disk labelled Program diskette into the A or B drive of your computer.
Type:

```
a:install
```

—or—

```
b:install
```

and press Enter.

Follow the instructions on your screen.

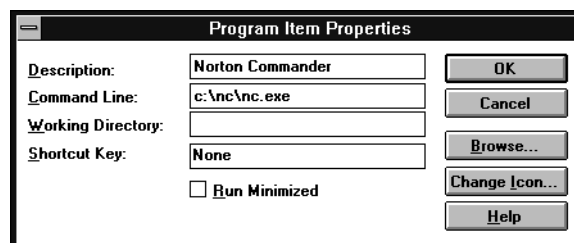
Running Norton Commander under Windows

When you have installed the Norton Commander, you can choose to access it from your desktop.

To put the Norton Commander on your desktop:

- 1 Run Windows and select the Group Window where you want to place the Commander Icon.
- 2 From the File menu, select New.
- 3 Select Program Item from the New Program Object dialog.
- 4 The Program Item Properties dialog box is displayed.

Figure 1-1: Program Item Properties



- 5 Type Norton Commander in the Description text box.
- 6 Type the full path name for the nc.exe program in the Command Line text box. You can use Browse if you are unsure of the full path name.
- 7 In the Working Directory text box type the path name of the directory where Norton Commander is installed.
- 8 Press Enter.

To display the Norton Commander icon:

- 1** Select the Change Icon button.
- 2** Select NC.ICO from the Norton Commander directory.

The Norton Commander Icon is now displayed in the Group Window.

The Norton Commander is now installed on your desktop. You can run the Commander by double clicking on the Commander icon.

Quick tour

2

This chapter introduces the main features of Norton Commander and explains how to get started quickly. For information on specific operations, refer to chapters 3 to 10.

Starting the Norton Commander

To launch the Norton Commander, type:

```
nc
```

at the command line. The Norton Commander displays either one or two directory panels. The files listed in the right panel are the files contained in the current directory. If you want to work with a specific directory, type `nc` followed by the directory path. For example,

```
nc c:\dos
```

launches the Commander and lists the files in the C:\DOS directory in the left panel, and the current directory in the right panel.

Getting help

The Norton Commander provides online help for all the panels. Press F1 to get help.

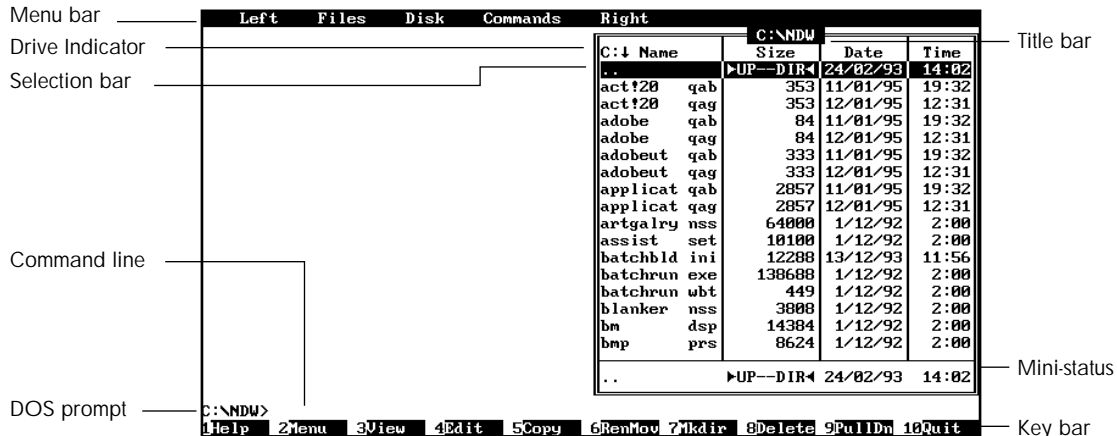
Exiting the Norton Commander

When you have finished working with the Norton Commander, choose Quit from the Files menu or press F10. This displays a confirmation dialog box, unless you changed the Confirmation options on the Configuration dialog box. Choose Yes to exit.

Screen elements

Figure 2-1 shows a typical Norton Commander screen.

Figure 2-1: Screen elements



Menu bar The menu bar is displayed at the top of the screen. It provides menus for controlling the left and right panels. The menu bar contains the titles of the menus available. Press F9 to activate the menu bar or point to it using the mouse, then use the cursor to move to the menu you want, or press the appropriate hotkey (the highlighted letter in the menu title).

Title bar The title bar displays the drive letter and the current directory path for a panel.

Drive indicator Indicates the current drive. Click on the drive indicator to display the Drive Letter dialog box.

Selection bar The selection bar is the highlighted bar which you use to select a file or directory.

Command line The DOS command line, displayed at the bottom of the screen, is a fully functional command line. Use it in the same way as you would if the Commander wasn't running.

DOS prompt The DOS prompt is displayed on the command line at the bottom of the screen. It shows the current drive, and you can specify that it also shows the current directory path.

Mini-status Line The mini-status line appears at the bottom of a panel and provides brief details about the selected file: name, size and the date and time of last modification.

Key bar The key bar is positioned at the bottom of the screen. You can use the key bar to perform all the important functions in the Norton Commander. The key bar operates in four modes when used in conjunction with the SHIFT, ALT and CTRL keys.

Directory panels

When you start the Norton Commander for the first time, it displays a single directory panel on the right-hand side. However, if you prefer, you can choose display two panels (Figure 2-2) — useful for procedures such as Copy and Move, which take place between two directories — or choose not to display any panels at all.

Figure 2-2: Left and right directory panels

Left		Files		Disk		Commands		Right	
C:\NNU8		Name		Name		Name		C:\NNDW	
C:\ Name	..	syngui3	dll	fa	exe	C:\ Name	..	Size	Date
aliases	syngui3	dll	fcompare	exe	act128	qab	353	11/01/95	19:32
samples	btm	syngui3	dll	fd	exe	act128	qag	353	12/01/95
tour1	btm	syngui3	dll	filefind	exe	adobe	qab	84	11/01/95
tour2	btm	syngui3	dll	filefix	exe	adobe	qag	84	12/01/95
ndiags	cf	trakisr	dll	fl	exe	adobeut	qab	333	11/01/95
nusetup	cfg	appnotes	doc	fs	exe	adobeut	qag	333	12/01/95
norton	cmd	ncache	doc	image	exe	applicat	qab	2857	11/01/95
kstack	com	ndos	doc	inieditr	exe	applicat	qag	2857	12/01/95
ndos	com	be	exe	initrack	exe	artgalry	nss	64000	1/12/92
norton	cpl	calibrat	exe	initrakd	exe	assist	set	10100	1/12/92
drumap3	dll	diskedit	exe	inituner	exe	batchbld	ini	12288	13/12/93
nddubmps	dll	diskmon	exe	install	exe	batchrun	exe	138688	1/12/92
npt3	dll	diskreet	exe	instdos	exe	batchrun	wbt	449	1/12/92
sdenginb	dll	disktool	exe	lp	exe	blanker	nss	3808	1/12/92
syndb3	dll	ds	exe	ncache2	exe	bm	dsp	14384	1/12/92
symfat3	dll	dupdisk	exe	ncc	exe	bmp	prs	8624	1/12/92
..	UP--DIR 19/04/94		13:33	..	UP--DIR 24/02/93		14:02		

Figure 2-2 shows both panels displayed. Note that the Right panel contains the selection bar and its title bar (at the top) is highlighted, indicating this is the active panel. Use the Tab key to switch to the other panel.

The display status of the panels, and the contents they display are controlled by the Left and Right menus—available from the menu bar at the top of the screen. Each panel can be set independent of the other, so that one panel, for example, shows a file list with all the file details such as date and time, while the other panel just shows file names

How much is shown by each Panel depends on the format you choose for each: the Right Panel is set to Full Format, and provides a detailed listing of the files in the current directory; the Left Panel is set to Brief format and just shows the names of the files. You can also display the directory panels in a tree format, refer to the section on displaying panels for more details.

The mini-status line at the bottom of each panel shows the size, date, and time for the selected file.

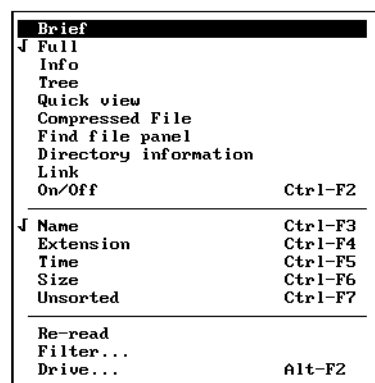
Displaying panels

Panels are automatically displayed when you choose an option from the Left or Right menu. For example, by choosing Drive... from the Left menu, you can simultaneously turn on the left directory panel and choose the drive you want displayed.

To display a panel manually:

- 1 Press F9 to activate the menu bar. The menu options Left, Files, Disk, Commands and Right are displayed.
- 2 Press L to obtain the menu for the Left Panel, or R to obtain the menu for the Right Panel (see Figure 2-3).

Figure 2-3: Right panel menu



Brief	
J Full	
Info	
Tree	
Quick view	
Compressed File	
Find file panel	
Directory information	
Link	
On/Off	Ctrl-F2

J Name	Ctrl-F3
Extension	Ctrl-F4
Time	Ctrl-F5
Size	Ctrl-F6
Unsorted	Ctrl-F7

Re-read	
Filter...	
Drive...	Alt-F2

- 3 Select the On/Off option to toggle the display of the Panel.

Tip: An alternative, and quicker method of displaying the second panel is to use shortcut keys. The shortcut keys for switching on and off the left and right panel are CTRL+F1 and CTRL+F2.

Moving in the panels

This section explains how to use the keyboard and the mouse to navigate and operate the Norton Commander.

Using the keyboard

If you are using the keyboard with the Norton Commander, the following keystrokes are useful.

Use this Key	To...
Tab	Move to the other panel
Up Arrow	Move the selection bar up
Down arrow	Move the selection bar down
Home	Move the selection bar to the first directory/file in a panel
End	Move the selection bar to the last directory/file in a panel
Page Up	Move the selection bar up one "page" in a panel
Page Down	Move the selection bar down one "page" in a panel
CTRL+Enter	Confirm a selection in a dialog box In a panel, copy the name of the highlighted file or directory onto the command line
Esc	Exit from a dialog box
Insert	Select a directory or file
Enter	Launch an application or load a file

Using the key bar

The key bar is displayed at the bottom of the screen; it is used to perform many of the functions in the Norton Commander. It can be used in four different modes: Normal, SHIFT, ALT, and CTRL. The key bar is also available with dialog boxes.

- For Normal mode, press the function key.
—or—
- For SHIFT, ALT and CTRL modes hold down the SHIFT, ALT or CTRL key and then press the function key.

Key	Normal	SHIFT	ALT	CTRL
F1	Invokes the help system		Lets you select the drive for the left panel	Turns on or off the left panel
F2	Displays the User menu		Lets you select the drive for the right panel	Turns on or off the right panel
F3	Views the highlighted file using the relevant viewer	Lets you specify a file to view	Invokes the internal viewer to view the highlighted file	Sorts the list of files in the active panel by name
F4	Opens the highlighted file in the specified editor.	Lets you specify a new or existing file to edit	Opens the highlighted file in the Commander editor	Sorts the list of files in the active panel by extension
F5	Copies the selected file(s)	Lets you specify the files to copy	Compresses the selected files	Sorts the list of files in the active panel by date
F6	Renames or moves the selected files	Lets you specify the files to move or rename	Decompresses the selected files	Sorts the list of files in the active panel by size
F7	Creates a new directory	Creates a new directory	Runs the File find command to find a file	Specifies that the list of files in the active panel should be unsorted
F8	Deletes the selected files	Lets you specify files to delete	Displays a list of the last 16 commands	Synchronizes the contents of the directories displayed in both panels.
F9	Activates the menu bar		Toggles the display between 25 and 43/50 line mode	Prints the selected file

Key	Normal	SHIFT	ALT	CTRL
F10	Exits Norton Commander	Highlights the last menu command selected.	Displays the NCD tree	Splits or merges the selected files

Using the mouse

The following information applies to a right-handed mouse. To switch to a left-handed mouse, change the mouse configuration in the Screen and Mouse options from the Configuration dialog box. For more information on configuring Norton Commander, see Chapter 3.

	Action	Mouse sequence
Panels	Move the cursor (point)	Click the left button
	Change directory	Double-click the left button on a directory
	Launch an application or load a file	Double-click the left button on the file
	Page down	Click the left button on the bottom border of a panel
	Page up	Click the left button on the first line or the top border of a panel
	Select or deselect a file	Click the right button
	Select or deselect consecutive files	Click the right button on a filename and drag over other filenames
	Copy files	Click and hold the left button on selected filenames and drag to the other panel.
	Move files	Hold the ALT key and click and hold the left button on selected filenames and drag to the other panel
Dialog boxes	Cancel the dialog box	Click the left button outside the dialog box, choose Cancel, or click both mouse buttons together
	Select a dialog box item	Point to item and click left button

	Action	Mouse sequence
	Select a dialog box item and exit	Point to item and click right button
Menus	Activate menu bar	Click either button at the top of the screen
	Choose menu item	Point to item and click either button

Tip: Click and hold the left button on a filename and drag to the key bar. You can perform any of the key bar operations on the file — such as editing, viewing or deleting the file.

Speed searching

To find a file or directory quickly, you can speed search through a directory listing or a directory tree.

- Press the ALT key and start typing the name.

The Search dialog box is displayed and the selection bar moves to the first name that matches the text string you have typed.

Figure 2-4 shows an example of a speed search, where fade.nss is the first file found that matches the text string “fa”.

Figure 2-4: Speed searching for “fa”

Left	Files	Disk	Commands	Right
C:\ Name	C:\ Name	C:\ Name	C:\ Name	C:\ Name
..	syngui3.dll	fa	exe	dbase.set
aliases	symkrnl3.dll	fcompare	exe	default.set
samples	symmail3.dll	fd	exe	default.slt
tour1	symutil3.dll	filefind	exe	deskdedit.exe
tour2	sysmon.dll	filefix	exe	deskdedit.hlp
ndiags	trakisr.dll	fl	exe	deskdedit.ini
nusetup	appnotes.doc	fs	exe	doc.prs
norton	ncache.doc	image	exe	draw.prs
kstack	ndos.doc	inieditr	exe	dru.prs
ndos	be	initrack	exe	exclude.dat
norton	cpl	initrackd	exe	eyes.nss
drvmap3	diskedit.exe	inituner	exe	fade.nss
nddubmps	diskmon.exe	install	exe	faxpress.grb
npt3	diskreet.exe	instdos	exe	faxpress.grp
sdenginb	disktool.exe	lp	exe	fincalc.exe
symdb3	ds.exe	ncache2	exe	fincalc.hlp
symfat3	dupdisk.exe	ncc	exe	frame.dat
..	UP--DIR 19/04/94 13:33			fade.nss
				11904 1/12/92 2:00

Press CTRL+Enter to move to the next file that matches the text string.

Managing your files

The Norton Commander is the perfect file management system for organizing your hard disk. For details on how to move, copy, rename or delete directories and files, refer to Chapter 5, "Working with directories and files".

Point and shoot

You can directly launch an application, or load any file with the point and shoot method.

- Select the file and press Enter — or double-click the left button on your mouse.

For example to run TimeLine, move the selection bar to the file, timeline.exe, and press Enter. TimeLine starts automatically. You can also run TimeLine and open a specific file by pointing and shooting at the file you want to open. However, you have to tell the Commander the application to run when you choose a particular file type.

Associating applications and extensions

To tell the Commander which application to run on a selected file, you must create (or edit) the extension file, nc.ext. The extension file associates the extension to the appropriate program.

To create a new extension file or edit the existing file:

- 1 Choose Extension file edit from the Commands menu. The Edit Associations dialog appears.
- 2 Press F6 (Insert), or the Insert key, to add a new association — or F4 (Edit) to edit an association.
- 3 In the File extension text box, type the file extension, for example, 5T0. There is no need to type in the period that precedes the extension.
- 4 Type the command for the extension. For example,
`c:\timeline\timeline.exe`
associates the .5T0 extension with the Timeline program. If you point and shoot at a file with a .5T0 extension, Timeline automatically starts and opens the file.

- 5 Choose one of the following options:

To	Choose
Launch the application with the filename and extension.	Filename with extension
Launch the application with the filename, without the extension. This is used for programs which automatically append the extension when opening the file.	Filename without extension
Launch the application with the drive specified.	Drive letter
Launch the application specifying the pathname.	Pathname
Specify your own run-time parameters.	User defined

- 6 Choose Ok to return to the Edit Association dialog.
- 7 Press F10 (Quit) and choose Save in the prompt box to save the changes to the extension file.

You can associate the same extension to more than one application. If you have associated more than one application to the extension, you can choose the application to run, from the list displayed, when you point and shoot at the file.

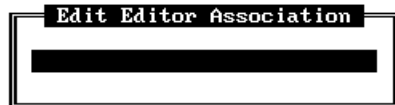
Associating editors and extensions

You can specify different editors to use with different extensions. These editors are invoked when you press F4.

To associate an editor with an extension:

- 1 Choose Editors from the Commands menu to display the Editor Associations dialog box.
- 2 Press F6 Insert to display the Edit Editor Association dialog box.

Figure 2-5: Edit Editor Association



- 3 In the File extension text box, type the file extension, for example, *.c, to edit C files. There is no need to type in the period that precedes the extension.
- 4 Type the command for the extension. For example,
c:\brief\b

- 5 Choose one of the following options:.

To	Choose
Launch the application with the filename and extension	Filename with extension
Launch the application with the filename, without the extension. This is used for programs which automatically append the extension when opening the file.	Filename without extension
Launch the application with the drive specified	Drive letter
Launch the application specifying the pathname	Pathname
Specify the runtime parameters to use for this editor	User defined

- 6 Choose Ok to return to the Edit Association dialog.
 7 Press F10 (Quit) and choose Save in the prompt box to save the changes to the editor extension file.

You can specify a number of editors for the different file types. If you specify more than one editor for a file type, you can choose which editor to use when you press F4.

Note: These editors are used if you have specified External Editor in the Editor options from the Configuration dialog box.

User menus

The Commander enables you to create user menus that contain a list of commonly used programs and commands. There are two types of user menus:

- Main user menu — stored in the Norton Commander directory; it can be accessed from any directory
- Local user menu — stored in a local directory; it can only be accessed from that directory

You can specify a hotkey to execute these programs or commands. The hot key can be any text key or CTRL plus any key, for example, W or CTRL+W.

To create a user menu for database products:

- 1 Press F2 or choose User menu from the Files menu.

—or—

Choose Menu file edit from the Commands menu to create a local user menu, and then choose local menu.

- 2 Press F6 (Insert) or the Insert key. You can insert a command or a menu.
- 3 Press the space bar and press Enter, or click the left mouse button to insert a menu.

Figure 2-6: Edit main User Menu

- 4 Type D as the hot key for the Database products menu.
- 5 Type Database Products as the menu label. This name appears as an item on the user menu.
- 6 Press CTRL+Enter or choose OK to accept the details entered.
- 7 Now specify what programs are available from the sub-menu. Highlight Database Products and press Enter. The Sub Menu dialog box appears.
- 8 Press F6 (Insert) or the Insert key.

Figure 2-7: Edit sub menu.

- 9 Type a hot key (^Q), a label (Q&A) and the required commands to launch the database:
cd\QA
QA.COM
- 10 Press CTRL+Enter or choose OK to accept the details entered.
- 11 Press F2 to save the changes to the nc.mnu file.

If you want to run Q&A, you can now run it from the User menu. Press F2, select Database Products from the user menu, and then select Q&A from the Database Products menu.

To add a command to the User menu:

This example adds a command to backup your C: drive onto floppy disks.

- 1 Choose User menu from the Files menu, or press F2.
- 2 Press F6 (Insert) or the Insert key.
- 3 Select Command from the Insert menu item dialog box. The Edit Main Menu dialog box appears.

Figure 2-8: Command to backup your C drive

Edit Main Menu	
Hot key:	[^b]
Label:	[Backup.....]
Commands:	<div> <div>backup c: a:</div> </div>
<div> <div>Ok</div> <div>Cancel</div> </div>	

- 4 Type a hot key (^B), a label (Backup) and the command:
backup c: a:
- 5 Press CTRL+Enter or choose OK to accept the details.
- 6 Press F2 (Save) to save the changes to the nc.mnu file.

To run any of the commands or programs added to the user menu, press F2 (Menu) and choose from the list displayed, or press the hot key displayed beside the menu label.

Command line

The DOS command line displayed at the bottom of your screen is a fully functional command line; use it in the same way as you would if the Commander wasn't running, just start typing.

You can edit the command line:

To	Press
Go to the start of the line	CTRL + Home
Go to the end of the line	CTRL + End
Move one word to the left	CTRL + A or CTRL + Left Arrow
Move one word to the right	CTRL + F or CTRL + Right Arrow
Delete the word to the left	CTRL + W or CTRL + backspace
Delete the word to the right	CTRL + T
Delete to the end of the line	CTRL + K
Delete line	CTRL + Y or ESC

You can automatically copy the filename highlighted by the selection bar onto the command line by pressing CTRL+Enter. Use this feature to build long command lines using names in the active directory panel.

The DOS screen is always preserved under any open panels. To look at output covered by the Commander panels, choose Panels on/off from the Commands menu, or press CTRL+O.

Command history

The Commander keeps a history of the last 16 commands entered on the command line during the current Commander session. To view the command history choose History from the Commands menu, or press ALT+F8. A list box is displayed showing the last 16 commands.

Figure 2-9: History commands



You can use the command history in the following ways:

To	Do this
Re-issue a command	Select the command and press Enter.
To edit a command in the History dialog box	Select the command and press F4. Edit the command in the highlighted bar. Press Enter to execute the command.

The command history can be useful, even without displaying the History box. You can use it to re-issue commands on the DOS command line.

To	Do this
Put the last command on the command line	Press CTRL+E.
Scroll back through the list of commands	Press CTRL+E repeatedly, or press the up arrow key when the directory panels are turned off.
Scroll forward through the list of commands	Press CTRL+X repeatedly, or press the down arrow key when the directory panels are turned off.
Repeat a command	Start typing the command and press CTRL+Enter. The Norton Commander completes the command line with a matching command from the history.

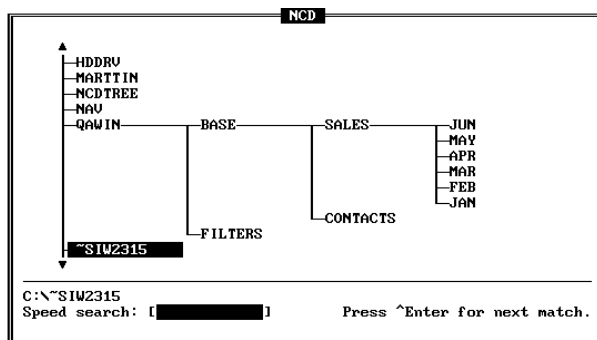
NCD Tree — Norton Change Directory Tree

The NCD tree is a pop-up version of the tree format available for each panel. The NCD tree pops up over existing directory panels without disturbing the panel set-up.

To display the NCD tree:

- Choose NCD tree from the Commands menu or press ALT+F10.

Figure 2-10: NCD Tree



A directory tree of the current drive is displayed with the current directory highlighted. To change directories, use the cursor keys to highlight the directory you require. Alternatively you can use the speed search feature. For example, to move to SHOTS subdirectory, start typing the first letters of the directory name. The cursor moves to the first directory name that matches the string you have typed. If the highlighted directory is not the one you require, press CTRL+Enter to highlight the next match.

When you have highlighted the directory required, press Enter. The directory panels replace the NCD tree. The directory highlighted on the NCD tree becomes the current directory on the active panel.

There are a number of commands available from the key bar at the bottom of the NCD screen:

Command	Action
Rescan F2	Rescans the current disk and rebuilds the treeinfo.ncd file.
Rename F6	Allows you to rename the highlighted directory.
Mkdir F7	Creates a subdirectory of the highlighted directory.
Delete F8	Deletes the highlighted directory. You cannot delete the current directory, on the active directory panel.
Quit F10	Quits the NCD tree and returns you to the Norton Commander directory panels.

Terminal emulation

The Norton Commander has a terminal emulation and communications module. To run the terminal emulation module, choose Terminal emulation from the Commands menu. For further information, refer to Chapter 9, "Terminal emulation".

Getting information

The Norton Commander provides system and file information. There are several information panels: system information, directory information, drive information and network information.

System Information

System Information, available from the Commands menu, displays general system information about your computer, disk space, memory and other hardware related details.

Choose the Next button to cycle through the information panels.

CMOS values information

The CMOS Values information panel provides information about hard disks, floppy disks, installed memory and CMOS status.

Memory information

The Memory summary panel provides a breakdown of the memory used by programs on your machine.

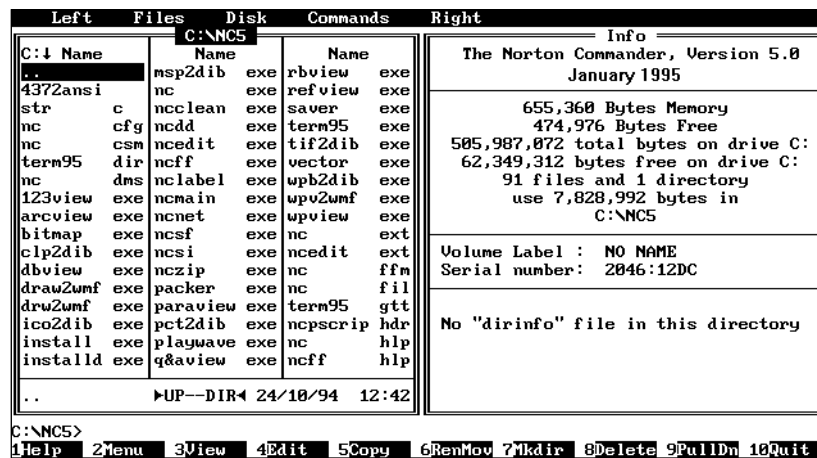
DOS memory blocks

The DOS Memory Blocks panel displays information about the DOS memory usage on your system, including the address, the size, the "owner" of each block and the type of "owner".

Drive information

The Info panel provides information about the current drive. To view the Info panel, choose Info from the inactive panel menu. This displays an information panel for the current drive in the active panel. Alternatively, press CTRL+L to display the Info panel, and CTRL+L again to re-display the inactive panel.

Figure 2-11: Drive information



To display information about a directory, select the directory and press Enter, or double-click with the left mouse button.

The following information is displayed:

- Total amount of conventional memory in your system
- Amount of available memory
- Storage capacity of current drive
- Amount of available space on current drive
- Number of files and directories in the current directory
- Total size of the files in the current directory
- Volume label
- Disk serial number

Tip: To find out how much space a directory and all its subdirectories take up, select the directory and turn Quick View on (CTRL+Q).

You can type a brief description of the directory in the bottom third of the panel. This description is stored in a file called *dirinfo*. To add directory information, press F4. Type the text you want to add. Press F2 to save the description, and F10 to exit the description section.

Note: The dirinfo section does not appear if you are in half-screen mode.

Directory information

Directory Information provides information about the currently highlighted directories. To view the Directory Information panel, choose Directory Information from the inactive panel menu — or press CTRL+Z. This displays an information panel for the highlighted directories or files in the active panel.

The following information is displayed:

- The number of directories selected — including subdirectories
- The number of files in the directories
- The total size in bytes of the highlighted file, or the total size of all the files in the directories

If you specified a filter, the equivalent information is available for the files which match the filter specification. For example, specify a filter to include *.bmp files. Refer to Chapter 6 “File filters” for details on creating and using file filters.

Figure 2-12: Directory Information

Left	Files	Disk	Commands	Right
	C:*Custom			Directory Information
C:\ Name	Size	Date	Time	
FOUNDRY	►SUB-DIR◄	20/08/93	12:49	
GRAPHIC	►SUB-DIR◄	21/11/94	12:28	
HDDRV	►SUB-DIR◄	4/11/93	14:17	
HJPRO	►SUB-DIR◄	17/08/94	8:30	
HJWIN	►SUB-DIR◄	4/03/93	19:27	
HOUDINI	►SUB-DIR◄	4/05/94	18:16	
HSG	►SUB-DIR◄	6/03/93	12:49	
MAIL	►SUB-DIR◄	10/03/93	13:51	
MAKER	►SUB-DIR◄	24/02/93	14:37	
MAKER4	►SUB-DIR◄	22/03/94	13:57	
MORPH	►SUB-DIR◄	20/09/94	10:42	
MOUSE	►SUB-DIR◄	22/02/93	11:22	
MSOFFICE	►SUB-DIR◄	21/07/94	14:11	
NAV	►SUB-DIR◄	28/09/93	18:21	
NC4	►SUB-DIR◄	3/03/93	11:11	
NC5	►SUB-DIR◄	24/10/94	12:42	
NCDTREE	►SUB-DIR◄	29/09/93	17:14	
NC5	►SUB-DIR◄	24/10/94	12:42	
				Selection Statistics
				Totals:
				Directories: 1
				Files: 113
				Bytes: 9,196,258
				With filter:
				Directories: 1
				Files: 22
				Bytes: 1,367,859
				1.44Mb disks: 1
				1.2 Mb disks: 2
C:\>				
1Help 2Menu 3Zoom 4Edit 5Copy 6RenMov 7Mkdir 8Delete 9PullDn 10Quit				

The following information is displayed:

- The number of directories selected — including subdirectories
- The number of files with the .bmp extension
- The total size of the .bmp files

The 1.44MB and 1.2MB disks indicate the number of disks required for copying the selected files, depending on the disk size you are using. If a filter is specified this number is based on the filtered files.

Network information

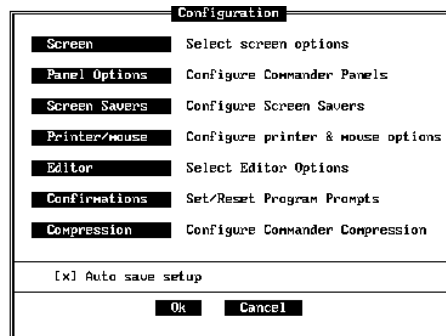
You can view information about the network servers and volumes to which you are attached. For details on accessing this information see Chapter 10, “Working on a network”.

Configuring the Norton Commander

3

This chapter explains how you can configure the Norton Commander to suit your personal tastes and preferences. You can change what is shown on the screen, the contents of the panels, compression options, as well as choosing the type of editor to be used in the Norton Commander. Most of the configuration is set using the Configuration option from the Commands menu.

Figure 3-1: Configuration dialog box



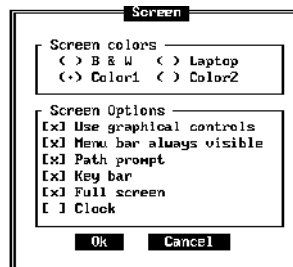
Configuring the screen

You can choose how your screen is displayed, and what you want to display on the screen.

To configure your screen:

- 1 Choose Configuration from the Commands menu.
- 2 Choose the Screen option to display the Screen dialog box.

Figure 3-2: Screen dialog box



To set the screen colors:

- From the Screen colors group, select the color combination that you want.
The Commander can be displayed in any one of four color combinations: Black and White (B&W), Color 1 (the default), Color 2, or Laptop.

To specify a graphical control display:

- Check Use graphical controls in the Screen dialog box.
The default display for the Norton Commander is text.

Note: In EGA mode, or in a DOS box under Windows graphical characters are not displayed.

To specify that the menu bar is always displayed:

- In the Screen dialog box, check the Menu bar always visible option.
The menu bar will always be visible at the top of the screen. If this option is not checked, the menu bar can be activated by pressing F9.

To display the path prompt:

- Check the Path prompt option on the Screen dialog box.
When this option is checked the full current path is displayed on the DOS command line.

To specify that the function key bar is always displayed:

- Check the Key bar option in the Screen dialog box.
The key bar is positioned at the bottom of the screen. You can use the key bar to perform all the important functions in the Norton Commander. The key bar operates in four modes when used in conjunction with the Shift, ALT and CTRL keys. For Shift, Alt or Ctrl modes, hold down the Shift, ALT or CTRL key when pressing the function key.

To toggle between full screen and half screen:

- Check or uncheck the Full screen option in the Screen dialog box.

To display the clock:

- Check the Clock option in the Screen dialog box.
The current time is displayed in the upper right corner of your screen.
If the Full screen option is checked the Norton Commander panels cover your full screen. If this option is left unchecked, only half screen panels are displayed.

After you have specified the screen options you want to change, press Ctrl+Enter, or click OK to save your changes.

Specifying the number of lines on your screen

To show more files on your screen, you can increase the number of lines shown on your screen. If you have an EGA monitor you can toggle between 25 and 43 line mode; on VGA monitors it's between 25 and 50 line mode.

To switch line mode:

- Select EGA lines from the Commands menu or press ALT+F9.

Figure 3-3: Commands menu

NCD tree	Alt-F10
Find file	Alt-F7
History	Alt-F8
EGA lines	Alt-F9
System information	
Swap panels	Ctrl-U
Panels on/off	Ctrl-O
Compare directories	
Synchronize directories	Ctrl-F8
Terminal Emulation	
Menu file edit...	
Extension file edit...	
Editors...	
Configuration...	

Note: In EGA mode graphical characters are not displayed.

Panel options

The panel options set in the Configuration dialog box apply to both the right and left panels.

To change your panel options:

- 1 Choose Configuration... on the Commands menu. The Configuration dialog box is displayed.
- 2 Choose Panel Options to display the Panel Options dialog box.

- 3 Choose the options you want to set.

To:	Choose:
Specify that hidden files are displayed in the list of files	Show hidden files
Specify that the insert key moves to the next item on the list	Ins moves down
Specify that directories are selected when you use * . * (or any valid wildcard expression) to select files.	Select Directories
Specify that, when in tree format, a highlighted directory is automatically selected and the contents are displayed in the other panel.	Autochange directory
Specify that the user menu is automatically displayed each time you run the Norton Commander	Auto menus
Specify that the mini-status line — showing details of selected files — is displayed in the bottom section of the directory panel	Mini-status

- 4 Press CTRL+Enter or choose OK to save your changes.

Saving the screen

When your screen display is inactive for a long time, the image can “burn” a permanent image onto your screen. To avoid this, the Norton Commander blanks your screen and displays a screen saver. By default, the Commander blanks the screen after ten minutes. You can change this and choose your own time delay.

Press any key to restore the screen image once the screen saver has started.

Tip: Mouse users can blank the screen instantly by moving the mouse to the upper right corner of the screen. Move the mouse to the lower right corner to prevent the screen blanking.

To configure the screen savers:

- 1 Choose Configuration... from the Commands menu. The Configuration dialog is displayed.
- 2 Choose the Screen Savers option. The Screen Savers dialog box is displayed.
- 3 Check the Use screen saver check box.
- 4 In the Minutes text box, specify the number of minutes of inactivity before the screen saver switches on.
- 5 Press CTRL+Enter or choose OK.

Selecting a printer

You can print a file from the Norton Commander editor or from the file panels on a standard ASCII or postscript printer.

To specify the printer:

- 1 Choose Configuration... from the Options menu. The Configuration dialog is displayed.
- 2 Choose the Printer/mouse option to display the Printer/mouse dialog box.
- 3 From the Printer port group, choose the port you are using for the printer.
- 4 From the Printer type group, choose either a text printer or a postscript printer as your printer type.
- 5 Press CTRL+Enter or choose OK.

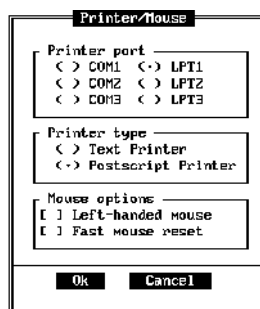
Configuring the mouse

By default the Norton Commander uses a right-handed mouse: the left button points and the right button selects. You can switch to a left-handed mouse, so that the button actions are reversed.

To specify a left-handed mouse:

- 1 Choose Configuration... from the Commands menu. The Configuration dialog is displayed.
- 2 Choose the Printer/mouse option to display the Printer/mouse dialog box.
- 3 Check the Left-handed mouse option.

Figure 3-4: Specifying a left-handed mouse



- 4 Press CTRL+Enter or choose OK.

Your mouse now points with the right button and selects with the left.

Note: If you have a serial mouse, you can speed up your mouse reaction. The Fast mouse reset option allows you to specify that only the mouse software is reset after executing a command. Normally both the hardware and software are reset.

Selecting an editor

You can specify any DOS-based editor you want to use for editing files. The default is the built-in Norton Commander editor.

To specify an external editor:

- 1 Choose Configuration... from the Commands menu. The Configuration dialog box is displayed.
- 2 Choose the Editor options. The Editor dialog box is displayed.
- 3 Check the External editor box.

Note: Specify the editor or editors you want to use by selecting Editors from the Commands menu. Refer to “Associating editors and extensions” on page 16 for more information.

- 4 Press Ctrl+Enter or click OK.

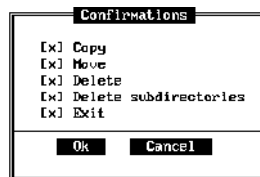
For information on using the Norton Commander editor, see “Editing files” on page 45.

Setting confirmation options

When working with files and directories, particularly when deleting them, you should have an opportunity to confirm your action before going any further. You can specify a confirmation prompt for the actions you would like to confirm.

To specify confirmation prompts:

- 1 Choose Configuration... from the Commands menu. The Configuration dialog box appears.
- 2 Choose the Confirmations option to display the Confirmations dialog box.

Figure 3-5: Specifying confirmation prompts

- 3 Choose the actions for which you want confirmations:

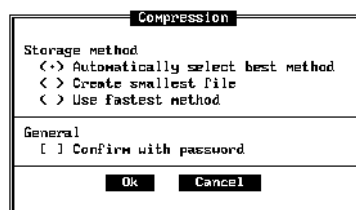
Select	If you want confirmation before
Copy	Overwriting any files or directories when copying
Move	Overwriting any files or directories when moving
Delete	Deleting any files
Delete subdirectories	Deleting any subdirectories which contain files
Exit	Exiting from the Norton Commander

Setting compression options

You can save disk space by using the Norton Commander to compress files. You can control how Norton Commander compresses your files.

To set the compression options:

- 1 Choose Configuration... from the Commands menu. The Configuration dialog box is displayed.
- 2 Choose the Compression option to display the Compression dialog box.

Figure 3-6: Setting compression options

- 3 From the Storage method group, choose the method appropriate to your needs:
 - Allow the Commander to choose the most suitable compression method for each file
 - Always make the files as small as possible
 - Always use the fastest method
- 4 If you want a password for compressing and decompressing, check the Confirm with Password box. If a password is specified during compression, the files cannot be decompressed without the password. This option is only available when using Commander compression.
- 5 Press CTRL+Enter or choose OK.

Note: For information on compressing and decompressing files, see “Compressing files” on page 55.

Managing panels

4

The Norton Commander provides two directory panels. You can decide how you want to display the panels, what files to include in the file list and the order in which the files appear. These options are available from the Left and Right menus.

Displaying the panels

The Norton Commander panels can be displayed in four formats: Brief (the default), full, Tree and Find File.

Format	Result
Brief	Displays a list of directories and files on the selected drive. If you select a directory, the subdirectories and files in that directory are listed. File information about each highlighted file is displayed in the mini-status line at the bottom of the panel (if you have opted to display the mini-status line). Refer to “Selecting the order of the files” on page 38 for details on the order in which the files are displayed.
Full	Like the Brief format, it displays a list of directories and files on the selected drive. Additionally, the size, date and time of each file is shown in adjacent columns. Up to 19 files are displayed per page in this format. Refer to “Selecting the order of the files” on page 38 for details on the order in which the files are displayed.
Tree	Displays a directory tree for the current drive. If, for example, you select the Tree format from the Left menu, a directory tree for the right panel is displayed. As you scroll through the directory tree in the left panel, the files contained in each directory are displayed in the right panel. The directory highlighted in the tree panel becomes the current directory.
Find File panel	Displays a list of files found when you use the Find file command from the Commands menu. You must select the Send to Panel button on the Find File dialog box to create the list of files found. This list of files is saved until the next time you run Find File. You can handle files in the Find File panel in the same way as in other panel formats.

The panel formats for each directory panel work independently. You can display the left panel in Brief format, while displaying the right panel in Full format.

Note: Press CTRL+U or choose Swap panels from the Commands menu to swap the panels around.

Switching panels on or off

You can switch either panel off by selecting Panel on/off from the relevant panel menu, or pressing CTRL+ F1 for the left panel and CTRL +F2 for the right panel.

Press CTRL+O to switch both panels on or off.

Quick View

The Norton Commander Quick View allows you to view the contents of a file without launching the application that created it. It is available from both the Left and Right menus.

- To view a selected file, press CTRL+Q: the adjacent panel changes to the Quick View format and displays the contents of the file. Pressing CTRL+Q again restores the panel to its previous format.

Figure 4-1: Quick View of Document

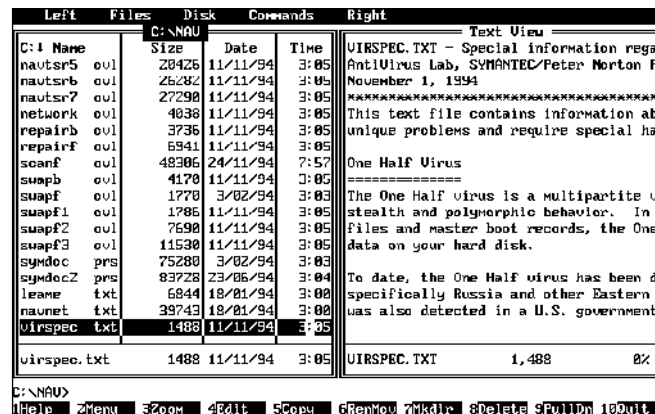


Figure 4-1 shows the left panel in Full format and the right panel set to Quick View.

A file is automatically displayed when it is highlighted by the selection bar. Press F3 to get a full-screen view of the file.

Quick View handles different files in different ways:

File type	Action
Data file	The file is displayed
Application file (.EXE, .COM)	Press Enter to launch the program, or press F3 to view it.
Directory	Directory information is displayed
Graphics file	Press F3 to view the file

When a text file is displayed, you can edit it by pressing F4 (Edit). This invokes the editor you chose to use with the Norton Commander. Refer to “Selecting an editor” on page 32 for details on how to select an editor.

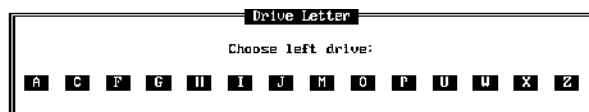
Deciding what files to display

You can choose the drive and the type of files you want displayed in the panel.

To choose a drive:

- 1 Select Drive... from the Left or Right menus (depending on the panel to be affected).
—Or—
Press ALT+F1 to choose the drive for the left panel or ALT+F2 for the right panel.
—Or—
Click on the drive indicator under the title bar.

Figure 4-2: Selecting a drive



- 2 Choose the drive you require either by pressing the appropriate drive letter on the keyboard, using the cursor to select the letter and pressing Enter, or by clicking with the mouse.
- 3 The directory panel now lists the files from the drive you chose.

You can shorten the list of files by specifying the files you want to list.

To specify the files to display:

- 1 Choose Filter from the Left or Right menu (depending on the panel to be affected).
- 2 The Panel Filters dialog box is displayed.
- 3 Specify the filters you want to use for this panel.

Refer to Chapter 6 “File filters” for information on how to create and use file filters.

Note: If the directory panels do not show what you expect, choose Re-read from the Left or Right menu to re-read the drive. For example if you change the disk in drive A, the files from the original disk may continue to be displayed until you choose Re-read.

Selecting the order of the files

If you are displaying the directory panels in a Brief or Full format, you can choose the order in which files are displayed. The files can be sorted by: Name, Extension, Date or Size, or left unsorted. The default is to sort by name. You can sort the files using either the menus or the shortcut keys.

To sort the files using menus:

- 1 Choose the Left or Right menu, depending on which panel you want to sort.
- 2 Choose your sort criteria, using the selection bar or the hot key.

Criteria	Result
Name	Sorts alphabetically by the filename, in ascending order.
Extension	Sorts alphabetically by the file extension, in ascending order.
Date	Sorts by the last modified date and time, the latest date appears at the top of list.
Size	Sorts by the size of the file, the largest file appears at the top of the list.

If you choose to leave the files Unsorted, the file list is determined by DOS.

To sort the files using shortcut keys:

To	Press
Sort by name	CTRL+F3
Sort by extension	CTRL+F4
Sort by date	CTRL+F5
Sort by size	CTRL+F6
Choose an unsorted list	CTRL+F7

Working with directories and files

5

It is easy to manipulate files and directories with the Norton Commander. You can copy files and directories, move them, compress them, delete them, rename them and make two directories identical. You must be familiar with the basic directory and file display techniques, refer to Chapter 4, “Managing panels” for details.

Selecting the files to work with

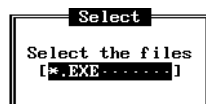
You can work with one or more files using the Norton Commander. Just select the files you want to work with and perform the required task.

Note: Select one or more files using the Insert key, or by clicking on the files with the right mouse button.

To select a group of related files or directories:

- 1 Choose Select group from the Files menu, or press the gray plus (+) key on the numeric keypad.

Figure 5-1: Selecting files



- 2 In the Select dialog box, type the file specification for the files you want to select. For example, to select all files with an .EXE extension, type * .EXE.
- 3 Press Enter. All files with the extension .EXE are selected.

You can select more than one group of files by separating your file specifications with a semi colon (;) or space. For example, to select all EXE and TXT files, type

* .EXE ; * .TXT

in the select dialog box.

Note: Type * . * to select all the files in the panel. If you checked Select directories in the Panel Options dialog box, directories and the files contained in the directories are selected.

If you want to change the group of files selected, you can deselect the group.

To deselect a group of related files or directories:

- 1 Choose Deselect group from the Files menu, or press the gray minus (-) key on the numeric keypad.
- 2 In the Deselect dialog box, type the file specification for the files you want to deselect. For example, to deselect all files with an .EXE extension, type
*.EXE.
- 3 Press Enter. All the .EXE files are deselected. Using the previous example, this means that only the .TXT files remain selected.
To deselect both .EXE and .TXT files type
.EXE;.TXT.

Note: You can also select or deselect a file or directory using the Insert key or clicking with the right mouse button.

Inverting your selection

You can choose to select all the files that are not currently selected, and deselect all the selected files.

To invert your selection:

- 1 Choose Invert selection from the Files menu, or press the gray asterisk (*) key on the numeric keypad.
- 2 Your selection is now inverted; all previously selected files are deselected, all files not previously selected are selected.

Restoring your selection

After a copy operation, it is possible to reselect all the files just copied.

To select the files you copied:

- 1 Select the panel from where the files were copied.
- 2 Choose Restore selection from the Files menu.

Finding a file

On a large hard disk, with many directories it is very easy to misplace a file. You may have forgotten what you called the file, or in which directory you put it. The Find file command can find the file for you. You can also use the Find file command to find a group of files. Refer to Chapter 7, “Finding files” for more details.

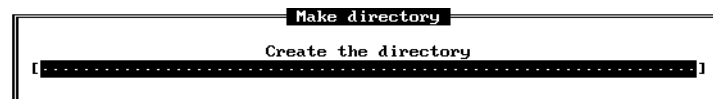
Creating a directory

You can create a directory anywhere on your drive.

To create a directory:

- 1 Choose Make directory from the Files menu, or press F7.

Figure 5-2: Make directory dialog box



- 2 In the Make directory text box, type the name of the directory you want to create. If you do not precede the directory name with a pathname, the directory is created in the current directory.
- 3 Press Enter.

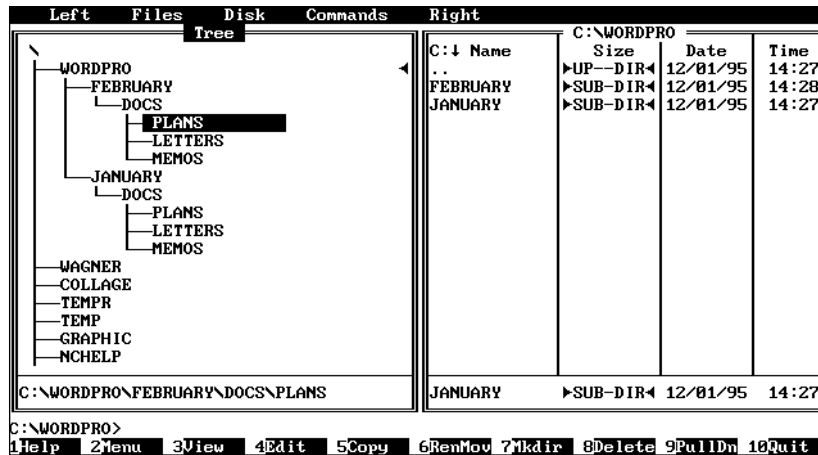
Copying directory structures

An alternative method of creating a directory is to copy a directory — and its subdirectories — when in tree mode. In this way you can reflect a directory structure without having to create all the directories and subdirectories.

For example, if you want to create the same directory structure for your word processing files on a monthly basis:

- 1 Create a directory for JANUARY.
- 2 Make a subdirectory called DOCS, with subdirectories for MEMOS, LETTERS and PLANS.
- 3 Now create a directory for FEBRUARY.
- 4 Highlight the DOCS directory, hold the left mouse button down and drag DOCS to FEBRUARY.
- 5 Your FEBRUARY directory now has the same directory structure as your JANUARY directory.

Figure 5-3: Directory structure copied



Working with selected files and directories

When you have selected the files to work with, you can perform many file operations. You can view files, copy files, delete files or compare directories.

Viewing files

The Norton Commander viewers display the contents of most leading database, spreadsheet, word processing and graphics files without running the applications that created them.

To view a file:

- 1 Move the selection bar to the file you want to view.
- 2 Press F3. The file is displayed. The top line of the screen shows the file format.

Figure 5-4: Viewing a document

```

WinWord View: C:\NCS\PACKER.DOC          Col 0          4,248 Bytes          9%
define the start of a compression utilities command lines use the : followed by
a short descriptive piece of text.
This text is displayed on the Compression Method Selection Dialog box.

2.      To define the characteristics of a compression utility use a two digit
number followed by a :. The two digits are significant as they define the type
of command that the compression utility supports.

The meaning of these numbers is as follows :-

00:      File extension of compressed file type
01:      Command to add a file to a compressed file.
02:      Command to add a file to a compressed file and also store the file's
full pathname.
03:      Command to extract a file from a compressed file.
04:      Command to extract a file from a compressed file and maintain it's
full pathname.
05:      Command to move a file to a compressed file.
06:      Command to move a file to a compressed file and also store the files
full pathname.
07:      Command to delete a file from a compressed file.
08:      Command to select the best compression method supported by the
compression utility.
1Help  2Unwrap 3  4Hex  5  6  7Search 8Viewer 9Print 10Quit

```

Refer to Appendix A for a list of viewers available with the Norton Commander.

Tip: You can also view the file by highlighting it, holding down the left mouse button and dragging it to the F3 key on the key bar.

Editing files

You can edit text files in the Norton Commander. If you didn't specify to use an external editor in the Configuration options from the Commands menu, the Norton Commander editor is used.

To	Do this
Edit a file from the file list	Select the file and press F4 or highlight the file, and holding down the left mouse button drag it to the F4 key on the key bar.
Specify the name of the file you want to edit	Press Shift+F4 and enter the filename.
Create a new file	Press Shift+F4 and enter the new filename.
Select Commander editor even if an external editor has been specified in the configuration dialog box	Press ALT+F4.

The Edit screen is displayed. The name and path of the file you are editing are displayed at the top of the screen.

Figure 5-5: Editing a file

```

Edit: C:\ndw\readme.txt           Line 55   Col 1   35,725 Free  EOL
to DOS. Rather, choose Run from the Program Manager File menu and
type A:INSTALL (assuming the Norton Desktop installation diskette
is in drive A:). Or, exit Windows and at the DOS command-line
prompt, type A:INSTALL.

Norton Desktop Diskettes
-----
    The 3.5" HIGH-density disk set contains five, not six, diskettes.
All "fix-it" programs are contained on Fix-It Disk #1. Unlike the
3.5" low-density and 5.25" diskette packages, there is no need for a
Fix-It Disk #2 in the 3.5" high-density diskette set.

Creating a "Norton Desktop Applications" Group
-----
    If you are installing over Norton Desktop version 1.0,
your version 1.0 Quick Access groups are retained. Thus, you
will not see your newly created Norton Desktop Applications
group with the new group items. To convert the Norton Desktop
Applications group from Program Manager, open a drive window and
select the Windows directory. Drag the NORTONDE.GRP file (it
could also be named NORTOND0.GRP, NORTOND1.GRP, etc.) from the
1 2SaveAs 3Unmark 4Repl 5 6 7Srch 8 9 10Su&EX

```

When using the Norton Commander editor the following functions are available:

To	Do this
Save the modified file	Press F2.
Save the modified file under another name	Press Shift+F2.
Save the file and quit the editor	Press Shift+F10.
Quit without saving the file	Press F10 or Escape.
Mark a block of text	Press F3 to mark the start of the block. Move the cursor to the end of the block and press F3 again. Alternatively you can use the right mouse button to mark a block of text.
Copy the marked text to the current cursor position	Press F5.
Move the marked text to the current cursor position	Press F6.
Delete the marked text	Press F8.
Append the marked block to a file	Press ALT+F10, specify the name of the file you want to append the text to and press Enter.

To	Do this
Unmark the block of marked text	Press Shift+F3.
Search for text	Press F7 to search forward or Shift+F7 to search backward. Enter the string you want to search for. Press ALT+F7 to repeat the search.
Search and replace text	Press F4 to search forward or Shift+F4 to search backward. Enter the search string and then the replace string. You can choose to replace the current occurrence of the search string, or all occurrences. Press ALT+F4 to repeat the search and replace.
Print the file to a standard ASCII or postscript printer	Press F9.
Use ANSI character set with file, This is useful for displaying Windows files	Press ALT+F1.
Display the file in ASCII format	Press ALT+F2.
Insert the current date at the cursor position	Press ALT+F3.
Insert a file at the current cursor position	Press ALT+F5 and enter the name of the file.
Count the number of words and lines in the file	Press ALT+F6.
Go to a specific line.	Press ALT+F8 and specify the line number.
Enable or disable the creation of a backup copy of the file. The backup file will have an extension of .BAK.	Press ALT+F9.
Delete the word after the cursor.	Press CTRL+T.
Delete the previous word.	Press CTRL+Backspace or CTRL+W.
Quote the next character.	Press CTRL+Q and the key combination of the character you want to display. For example, to display the character \$, press CTRL+Q and then ALT and 21 on the numeric keypad.

To	Do this
Delete the current line.	Press CTRL+Y.
Delete to the end of the line.	Press CTRL+K.
Go to the beginning of the current line.	Press Home.
Go to the end of the current line.	Press End.
Go to the top of the file.	Press CTRL+Home.
Go to the end of the file.	Press CTRL+End.
Display help for the editor.	Press F1.

Copying files and directories

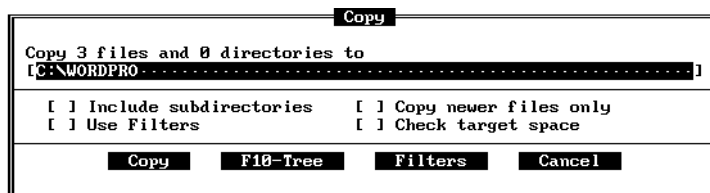
You can copy files, and directories to another location on your hard disk, on the network, to a diskette, to a compressed file or, using the Commander Link facility, even to another computer.

To copy files and directories:

- 1 Select the directories or files.
- 2 Choose copy from the Files menu, or press F5.

Tip: Using drag and drop, you can drag the selected files to the F5 (Copy) key on the key bar — or drag the files onto the other panel to copy them into the location displayed on that panel.

Figure 5-6: Copying files



- 3 Type the destination (directory name) in the Copy dialog box. To quickly choose a destination, press F10 for the directory tree. You can select a directory by highlighting it and pressing Enter.
- 4 If you are copying directories and also want to copy all the relevant subdirectories and files, check Include subdirectories.

- 5 Check the Use Filters checkbox if you want to use filters in the copy procedure. Choose the Filters button to specify the filters. For more information on using filters see chapter 6 "File filters".
- 6 Check the Copy newer files only check box to ensure that you do not overwrite a later version of a file with an earlier one.

Tip: You can use the Copy newer files only option as a means of speeding up your copy procedure.

- 7 Select Check target space if you want the Norton Commander to warn you if there is not enough space on the target disk to store the selected files.
- 8 Press Enter or choose Copy.

Tip: If you are copying one file, you can give the file a new name by typing the new name after the pathname.

Moving or renaming files and directories

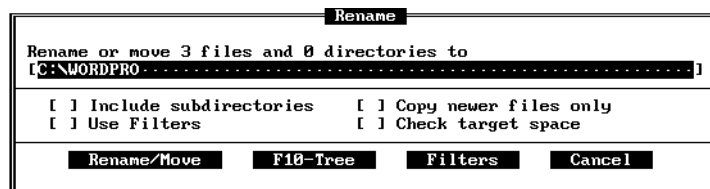
You can move files and directories to another location on your hard disk, on the network, to diskette, to a compressed file or, using the Commander Link facility, to another computer.

To move or rename files and directories:

- 1 Select the directories or files.
- 2 Choose Rename or move from the Files menu, or press F6.

Tip: Using drag and drop, you can drag the file to the F6 (RenMov) key on the key bar. Alternatively, you can move the selected file by holding down the ALT key and dragging the file to the other panel. The file will be moved to that location.

Figure 5-7: Rename dialog box



- 3 Type the destination (directory name) in the Rename dialog box.

- 4 If you are moving directories and also want to move all the relevant subdirectories and files, check Include subdirectories.
- 5 Check the Use Filters checkbox if you want to use filters in the rename procedure. Choose the Filters button to specify the filters. For more information on using filters see chapter 6 “File filters”.
- 6 Check the Copy newer files only checkbox to ensure that you do not overwrite a later version of a file with an earlier one.

Tip: You can use the Copy newer files only option as a means of speeding up your move procedure.

- 7 Select Check target space if you want the Norton Commander to warn you if there is not enough space on the target disk to store the selected files.
- 8 Press Enter, or choose Rename.

Note: Remember that when you rename a directory or file, you are really moving it to a different filename in the same directory.

Deleting files and directories

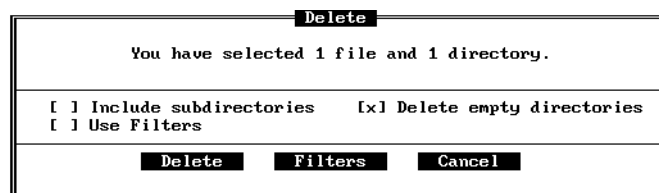
You can delete directories and files from the selected drive.

To delete directories and files:

- 1 Select the directories and files.
- 2 Choose Delete from the Files menu, or press F8.

Tip: Using drag and drop, you can drag the file to the F8 (Delete) key on the key bar.

Figure 5-8: Delete dialog box



- 3 If you are deleting a directory, and you want to delete all the relevant subdirectories and files, check Include subdirectories.
- 4 Check the Use Filters checkbox if you want to use filters in the delete procedure. Choose the Filters button to specify the filters. For more information on using filters see chapter 6 "File filters".
- 5 Check the Delete empty directories checkbox to specify that empty directories are deleted. If this option is left unchecked, the contents of the directories are deleted, but the directory structure remains the same.
- 6 Press Enter, or choose Delete.

Note: Use the Confirmations option from the Configuration dialog box, to specify a confirmation prompt before copying, moving or deleting files and directories.

Comparing directories

You often need to compare the files in a directory before copying or deleting files. Use the Compare directories facility to determine which files you want to keep.

To compare directories:

- 1 Select the directories you want to compare in the Left and Right panels.
- 2 Choose Compare directories from the Commands menu.

The Norton Commander selects, or tags the files that appear in one directory but not the other. Additionally, it selects any files created or modified more recently than their counterparts in the other directory.

Synchronizing directories

There are many occasions when you need to have two directories identical — that all the files in one directory are the same as the files in the other — for example if you want to ensure that all the files on your portable are the same as the files on your desktop machine.

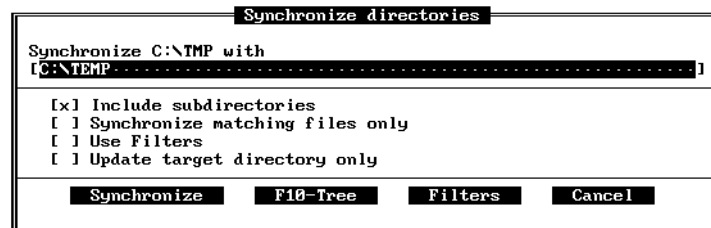
To synchronize directories:

- 1 Display the directories you want to synchronize in the left and right panels. The directory in the active panel is the source directory, and the directory in the inactive panel is the target directory.

Note: To synchronize directories from one computer to another you need to connect the computers using the Link option. See “Transferring files using Commander Link” on page 58.

- 2 Choose Synchronize directories from the Commands menu to display the Synchronize directories dialog box

Figure 5-9: Synchronize directories dialog box.



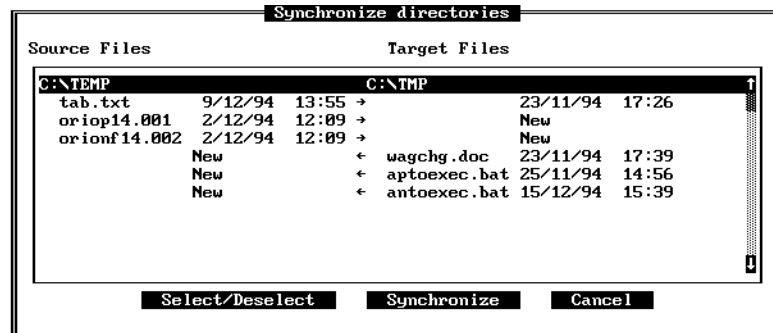
- 3 Choose your synchronization options::

Check	To
Include subdirectories	Synchronize the contents of subdirectories.
Synchronize matching files only	Update only the files which exist in both directories. If this option is checked, new files are not copied into the panels.
Use Filters	Specify that only files which match the filter specification are synchronized.
Update target directory only	Specify that files are copied to the target directory only.

- 4 If you want to use filters, choose the Filters button to specify which filters to use. Refer to Chapter 6, “File filters” for more information on using file filters.

- 5 Choose the Synchronize button to start the Synchronization procedure. The following dialog box is displayed:

Figure 5-10: List of files from both directories



- 6 The list of files to be copied from one directory to another is displayed. The arrow indicates the direction a file is to be copied. If the file does not exist in a directory it is marked as a New file. If a file exists, but file time or date is different, the new time and date is displayed.
- 7 You can select or deselect files from the list using the Select/Deselect button or by clicking on the file with the secondary mouse button.
- 8 Choose Synchronize to synchronize both directories.

Note: Blank directories are not included in synchronization procedure.

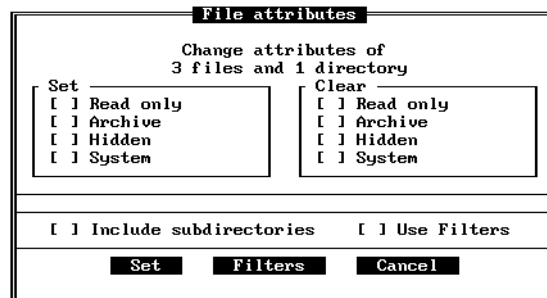
Changing file attributes

All files stored on a disk have a set of associated attributes. These attributes specify if the file is read-only, hidden, if the file needs to be archived or if it is a system file. The Norton Commander allows the user to manipulate this information on an individual file or a group of files.

To change the attributes for a file or a group of files:

- 1 Select the files.
- 2 Choose File attributes from the Files menu. The File attributes dialog box appears.

Figure 5-11: File attributes dialog box



- 3 You can set or clear attributes for the selected files. Choose the attributes you want to specify.

To specify that	Choose
The file can be read (viewed, copied or printed) but it cannot be modified	Read-only
The file is to be backed up during the next DOS back up	Archive
The file is part of the operating system	System
The file is not listed in a DOS screen, although you can choose to list it in a Commander directory panel	Hidden

- 4 Check the Include subdirectories checkbox if you want the attributes of files in the selected subdirectories to be changed.
- 5 Check the Use Filters checkbox if you want to specify filters for setting attributes. Refer to Chapter 6 “File filters” for more information on using file filters.
- 6 Press CTRL+Enter, or choose Set.

Tip: When you copy files from a CD-ROM, the files are marked read-only. You can use the File attribute function in the Norton Commander to clear the read-only attribute from all of the files — including directories and subdirectories.

Working with compressed files

The Norton Commander makes handling compressed files easy, by treating a compressed file as a directory. You can view the contents of a compressed file using the Left and Right menus or by double clicking on the file with the mouse.

To work with a compressed file:

- 1 Select the compressed file.
- 2 Choose Compressed file from the relevant panel menu, or double click the mouse on the file you want to select.
- 3 A list of the files contained in the compressed file appears. You can work with this panel list in the same way as you work with any file panel. For example, to delete a file from the compressed file list, select the file and press F8.
- 4 If you select a file from the contents of the compressed file and copy it, or move it to another location, it is automatically decompressed before it is moved or copied.

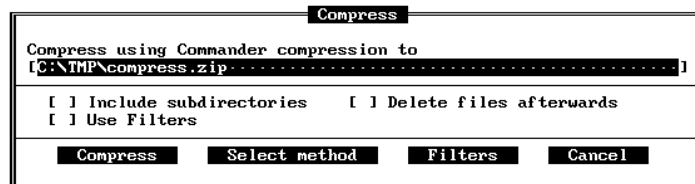
Compressing files

Compressed files save disk space. A compressed file takes up much less disk space than files that are not compressed. When you want to access the files again, you just decompress them.

To compress files:

- 1 Select the directory or files you want to compress. If you select a directory all the files in the directory are compressed.
- 2 Press ALT+F5.

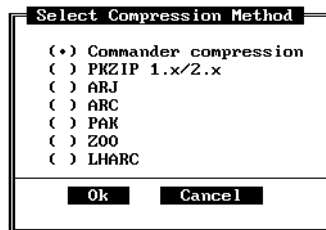
Figure 5-12: Compression dialog box



- 3 Type the full path and filename for your compressed file in the To text box.
- 4 If you want to include subdirectories in the compressed file, check Include subdirectories.
- 5 To specify that files are deleted after they are compressed into another file, check Delete files afterwards.

- 6 Check Use Filters to specify what files you want to compress. Refer to Chapter 6 “File filters” for more information on using filters.
- 7 Commander compression creates ZIP files compatible with PKZIP 1.x and 2.x. To specify an alternative compression method select the Select method button.

Figure 5-13: Compression method



- 8 Choose the compression method you want to use and press CTRL+Enter.
- 9 In the Compress dialog box press Enter or choose Compress.

Note: If you specified that a password is required for compressing files, you will be prompted for a password. This password is then required before the files can be decompressed. Only files compressed using Commander compression can be password protected. If you forget the password, the files cannot be unencrypted.

To add files to a compressed file:

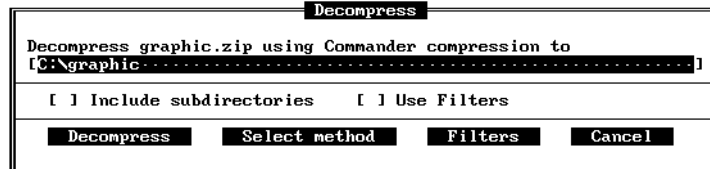
- 1 Open the compressed file to which you want to add files, by double clicking with the mouse or highlighting the file and pressing Enter. The files in the compressed file are listed.
- 2 In the other directory panel select the files to add to the file.
- 3 You can choose to copy (F5) or move (F6) the files into the compressed file panel.
- 4 The files are automatically compressed before they are included in the compressed file.

Decompressing files

Compressed files on your disk must be decompressed before accessing them.

To decompress files:

- 1 Select the file you want to decompress.
- 2 Press ALT+F6.
- 3 Type the name of the directory where you want to place the decompressed files.

Figure 5-14: Decompression dialog box

- 4 If you want to decompress all relevant subdirectories, check Include subdirectories.
- 5 Check Use Filters to specify what files you want to decompress. Refer to Chapter 6 “File filters” for more information on using filters.
- 6 Press Enter, or choose Decompress to decompress the files.

Note: If you specified a password when compressing the files, you must enter it to decompress the files. If you do not know the password the files cannot be unencrypted.

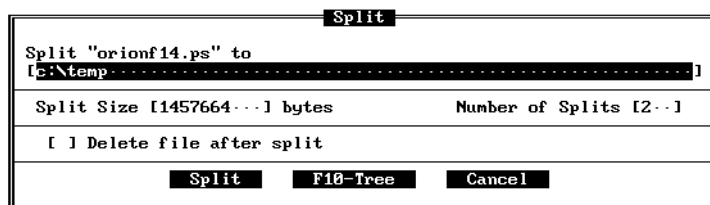
Tip: The file packer.set can be used to program how Norton Commander deals with different types of compressed files. You can program your own compressed file support by modifying this file. View the packer.set file for more details on modifying the file.

Splitting and merging files

You often find that files are too big to copy or onto a diskette — for example, postscript files tend to be very large files. With the Norton Commander Split and Merge function you can split the file into a number of segments, copy these segments onto a diskette and merge them at a later stage.

To split a file:

- 1 Select the file you want to split.
- 2 Choose Split/Merge from the Files menu, or Press CTRL+F10. The Split dialog box is displayed.

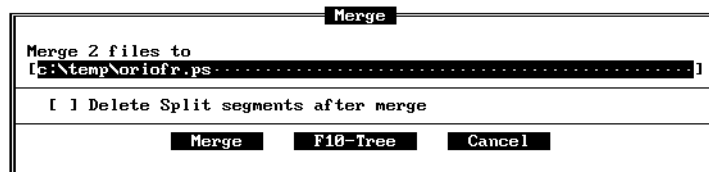
Figure 5-15: Split dialog box

- 3 Specify the directory where you want to place the split segments.
- 4 Specify the size of the segments. The default is 1457664 to copy the segments onto high density diskettes.
- 5 Press Enter to automatically calculate the number of split segments. Alternatively, you could specify the number of segments and the segment size is automatically calculated.
- 6 Check the Delete file after split checkbox to remove the file from your directory, after the split has successfully completed.
- 7 Choose Split to split the file. A number of files with the same name, but with extensions .001, .002, .003 and so on, are created. These files are your split files.

To merge split files together:

- 1 Select the files you want to merge.
- 2 Choose Split/Merge from the Files menu or press CTRL+F10. The Merge dialog box is displayed.

Figure 5-16: Merge dialog box



- 3 Specify the path and the filename you want to give your merged file. The default is the name of the split files, without an extension. If the file names for the split files are different, the merged file will take the first name selected.
- 4 Check the Delete Split segments after merge checkbox if you want to remove the split segments from your directory.
- 5 Choose Merge. The segments are merged into the specified file.

Transferring files using Commander Link

You can also copy and move large groups of files between two computers with Commander Link. The two computers must be connected using a Commander cable via the serial or parallel ports. This would be useful for transferring files from your laptop to your desktop computer.

Tip: For faster transfer speeds use parallel ports for the transfer.

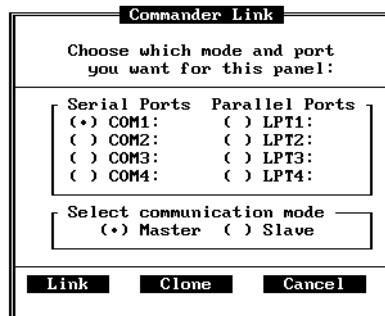
To transfer files:

- 1 Connect the two computers with a Commander cable, via the serial or parallel ports.

Caution: Do not mix the ports on the machines, if you use the parallel port on one machine, you must use the parallel port on the second machine.

- 2 Decide which is the *master* computer and which is the *slave*. The master computer will control all the functions of the slave computer. The transfer of files can be from either computer, but is always controlled by the master.
- 3 Choose Link from the Left or Right menu on the master computer.

Figure 5-17: Commander Link



- 4 Select the port to which you have connected the cable.
- 5 Select Master.
- 6 Follow the steps 3-5 on the slave computer, but select Slave.
- 7 Choose Link.

When the link is established, the link panel on the master computer changes to show the contents of the slave's current drive. You can view the contents of any directory or any disk on the slave computer.

You can work with the files and directories in the two panels in the same way as you work with two panels for the same computer. For example, to copy a file from the slave to the master,

- 1 Select the file.
- 2 Choose Copy from the Files menu.
- 3 Press Enter or choose Copy.
- 4 A copy of the file now exists on the master computer.

When you have finished working with the files, choose the Link command to terminate the connection between the two computers.

Cloning the Commander Link

To use the Commander Link, the Norton Commander must be installed on both machines. If the Norton Commander is not installed on the Slave computer, choose Clone. This will partially install the Commander for the transfer operation. If you are using the Clone facility, you must specify either COM1 or COM2 on the slave computer.

To clone the Commander Link:

- 1 Join the PC's using a serial cable.
- 2 Run Norton Commander on the master computer.
- 3 Choose Link from the Left or Right menu.
- 4 Select Clone from the Commander Link dialog box.
- 5 Select the port being used on the receiving (clone) PC.
- 6 On the Clone PC, from the DOS prompt, change to the directory where you want the copy of the Norton Commander to be stored. For example, create a directory called NC, and change to that directory by typing:

```
md nc
cd nc
```

- 7 If the receiving PC is using the COM1 serial port, type the following on the receiving PC:

```
MODE COM1:2400,N,8,1,P
```

You then see a message "Resident portion of mode loaded". Type

```
CTTY COM1:
```

If the receiving PC is using the COM2 serial port, substitute COM2 for COM1 in the preceding steps.

- 8 On the master computer select OK. The Cloning Status dialog box appears. It displays the progress of the transfer of Norton Commander to the receiving PC. The receiving PC displays the name of the file currently being transferred.
- 9 When the cloning process is complete, type NC on the receiving PC and press Enter. The Norton Commander appears.

Once you have completed the installation on the receiving PC, you can transfer files using Commander Link, as described in the section "Transferring files using Commander Link" on page 58.

File filters

6

The Norton Commander file filters let you specify the files you want to display or manipulate. You can use the filters that are included with the Norton Commander, or create custom filters.

Panel filters and operations filters

There are two types of filters in the Norton Commander — panel filters and operations filters. Panel filters are used to specify what is displayed on a panel, operations filters are used to specify the files on which you want to perform an action — such as copy, move, delete or compress.

Using panel filters

Panel filters are used to specify what files are displayed in the active panel. You can use a different panel filter on each panel. The screen below shows the same directory displayed in the left and right panels. A different filter has been set for each panel.

Figure 6-1: Panels using different filters

Left				Right			
Files		Disk		Commands		Right	
C:\NCS\Custom		C:\NCS\Custom		C:\NCS\Custom		C:\NCS\Custom	
C:\ Name	Size	Date	Time	C:\ Name	Size	Date	Time
..	UP--DIR	1/01/80	0:00	..	UP--DIR	1/01/80	0:00
123view.exe	123040	12/01/95	10:22	bug.nss	16133	17/11/94	16:44
4372ansi.set	255	26/07/93	9:46	bungee.nss	41914	17/11/94	16:44
8502ansi.set	255	26/07/93	9:46	evileye.nss	7221	17/11/94	16:44
8652ansi.set	255	21/03/94	9:42	faces.nss	13260	17/11/94	16:44
8662ansi.set	255	24/08/94	4:01	fish.nss	54524	17/11/94	16:44
ansi2437.set	255	26/07/93	9:46	flip.nss	52385	17/11/94	16:44
ansi2850.set	255	26/07/93	9:46	mouse.nss	37649	17/11/94	16:44
ansi2865.set	255	21/03/94	9:42	tornado.nss	9635	17/11/94	16:44
ansi2866.set	255	24/08/94	4:01				
arcview.exe	80866	12/01/95	10:21				
bitmap.exe	54085	1/01/90	1:00				
clip2dib.exe	38501	1/01/90	1:00				
dbview.exe	98782	12/01/95	10:21				
draw2wmf.exe	49957	1/01/90	1:00				
draw2wmf.exe	64085	1/01/90	1:00				
ico2dib.exe	37925	1/01/90	1:00				
..	UP--DIR	1/01/80	0:00	..	UP--DIR	1/01/80	0:00

The left panel filter has been set to display files with the extensions .SET and .EXE. The right panel filter has been set to display screen saver files — with the extension .NSS. The filters specified from the left and right menu affect only what is displayed on the relevant panel.

Using operations filters

Operations filters are used when performing actions such as:

- Copying files
- Moving or renaming files
- Deleting files
- Compressing and decompressing files
- Setting file attributes

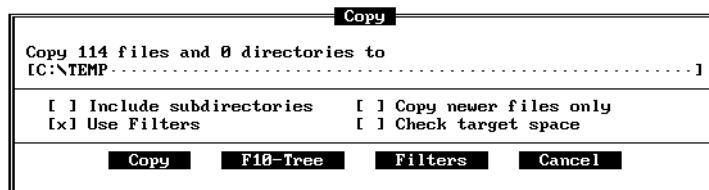
These filters work independently of the filters specified in the Panel Filters dialog box.

Example: Copying files using an operations filter

Imagine you want to copy all of the *.EXE files in the NC5 directory created after 10/10/94:

- 1 Select all the files in the panel — you can use the panel filter already in place.
- 2 Press F5. The Copy dialog box is displayed.

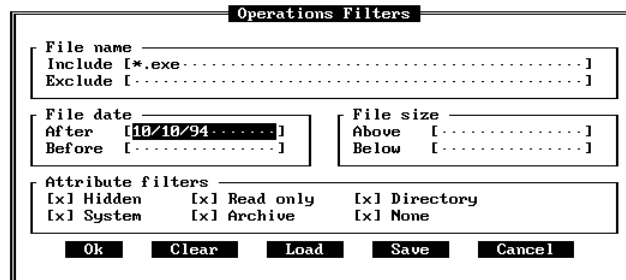
Figure 6-2: Copy dialog box



- 3 Check the Use Filters check box.

- 4 Choose the Filters button to display the Operations Filters dialog box.

Figure 6-3: Operations Filters dialog box



The Operations Filters dialog box contains the following sections:

- File name:**
 - Include [*.exe.....]
 - Exclude [.....]
- File date:**
 - After [18/10/94.....]
 - Before [.....]
- File size:**
 - Above [.....]
 - Below [.....]
- Attribute filters:**
 - ☐ Hidden ☐ Read only ☐ Directory
 - ☐ System ☐ Archive ☐ None

Buttons at the bottom: Ok, Clear, Load, Save, Cancel.

- 5 In the Include text box type:

*.exe

In the File date After text box type:

10/10/94

- 6 Choose Ok or press Ctrl+Enter to return to the Copy dialog box.
 7 The files that meet the criteria specified are copied to C:\TEMP.

Figure 6-4: Copied Files

Left				Right			
Files				Files			
C:\NCS				C:\TEMP			
C:\ Name	Size	Date	Time	C:\ Name	Size	Date	Time
bitmap exe	54885	1/01/90	1:00	arcview exe	80866	12/01/95	10:21
bug nss	16133	17/11/94	16:44	dbview exe	98782	12/01/95	10:21
bungee nss	41914	17/11/94	16:44	nc exe	3766	12/01/95	10:12
cars bmp	630	26/08/92	3:10	ncclean exe	116628	12/01/95	10:14
castle bmp	778	26/08/92	3:10	ncdd exe	268930	12/01/95	10:12
catfud bmp	112074	6/04/89	15:18	ncedit exe	199494	12/01/95	10:15
chitz bmp	19918	26/08/92	3:10	ncff exe	105150	12/01/95	10:15
clp2dib exe	38501	1/01/90	1:00	nclabel exe	167892	12/01/95	10:18
dbview exe	98782	12/01/95	10:21	ncmain exe	227280	12/01/95	10:11
dru2wmf exe	49957	1/01/90	1:00	ncnet exe	405508	17/01/95	9:13
dru2wmf exe	64085	1/01/90	1:00	ncsf exe	335994	12/01/95	10:13
earth bmp	153883	9/11/90	10:46	ncsi exe	338342	12/01/95	10:14
egypt bmp	630	26/08/92	3:10	nczip exe	138672	12/01/95	10:12
evileye nss	7221	17/11/94	16:44	packer exe	104772	12/01/95	10:19
faces nss	13260	17/11/94	16:44	paraview exe	114756	12/01/95	10:20
fish nss	54524	17/11/94	16:44	playwave exe	25910	3/01/95	13:32
flip nss	52385	17/11/94	16:44	q&aview exe	97344	12/01/95	10:19
6,305,615 bytes in 96 selected files				arcview.exe	80866	12/01/95	10:21

C:\TEMP>
 1Help 2Menu 3View 4Edit 5Copy 6RenMov 7Mkdir 8Delete 9FullDn 10Quit

Using file filters

The Norton Commander has a number of pre-defined file filters for use in commonly performed searches. These are Executable, Database, Spreadsheet, Word processor, Graphic and Compressed file filters. Each filter has a default filter specification which you can use as is, or modify to suit your own preferences. You can also create your own custom file filters. See “Creating custom file filters” on page 65 for more details.

To use a filter:

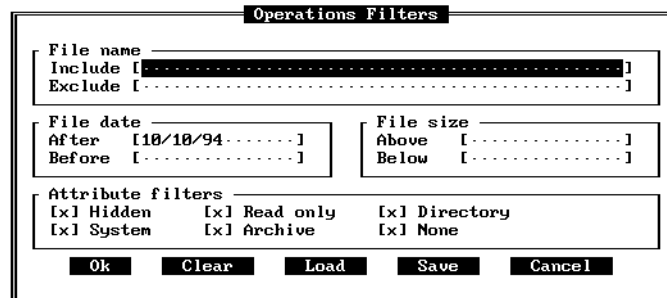
- 1 Choose Filter... from the Left menu

—Or—

Choose the Filters button on the Copy, Rename/Move, Delete, Compress or File Attributes dialog boxes.

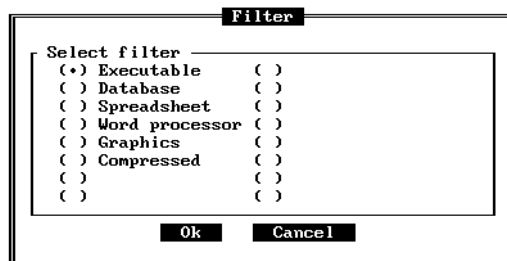
Depending on from where you accessed the Filter dialog box, either the Panel Filters dialog box or the Operations Filters dialog box is displayed.

Figure 6-5: Operations Filters dialog box



- 2 Choose the Load button. A list of available filters is displayed.

Figure 6-6: Available file filters.



- 3 Choose the filter you want to use.
- 4 Click Ok or press Ctrl+Enter.
- 5 The Filters dialog box is displayed. You can modify the specifications for this filter. See “How to specify a file filter” on page 66 for more information.
- 6 Click Ok or press Ctrl+Enter to implement the filter.

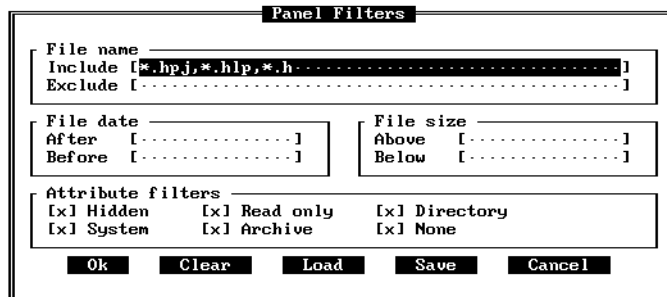
Creating custom file filters

Custom filters can be created from the Left or Right menus, or from the operations dialog boxes — such as copy, delete, compress. The procedure is the same regardless of from where you access the filter dialog box — and the filter you create is available for all commands.

Creating a custom filter:

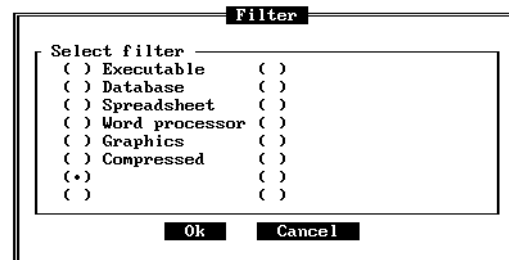
- 1 Choose Filter... from the left panel to display the Panel Filters dialog box.

Figure 6-7: Panel Filters dialog box.



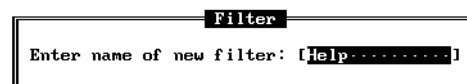
- 2 Specify the files you want to include in your filter specification. See “How to specify a file filter” on page 66 for more information.
- 3 Choose the Save button to display the Filter dialog box.

Figure 6-8: List of filters



- 4 Choose an unassigned Custom filter — one with no text.
- 5 Choose Ok or press Ctrl+Enter to display the Filter name dialog box.

Figure 6-9: Enter the name of the new filter



- 6 Type a descriptive name for this filter. This filter will now be available when you need to use it again.
- 7 Click Ok on the Panel Filters dialog box.

The left panel displays files which match the filter specifications. Note that the title bar now contains the name of the filter you have created.

Figure 6-10: Files displayed with a Help filter specified

C:\NCS\Help			
C:\ Name	Size	Date	Time
..	UP--DIR	1/01/80	0:00
navw hlp	211985	11/11/93	17:46
navw hpj	2053	27/10/93	11:52
navw_hlp h	6905	15/09/93	0:48
nc hlp	56238	12/01/95	10:12
ncff hlp	1129	17/12/94	21:30
term95 hlp	16294	24/11/94	11:31
57,367 bytes in 2 selected files			

How to specify a file filter

When using the Panel or Operations Filter dialog, you can use a combination of categories to create a filter specification:

- File Name
- File Date
- File Size
- File Attribute

File Name

Uses the File Name option to determine what files are included or excluded when using the filter. To specify a number of file types, separate the file specifications with a semi-colon (;).

For example,

`*.hlp;*.hpj;*.ph`

in the Include text box, includes all files with these extensions.

File Date

Use the File Date category to filter files based on the dates and times they were last modified. Type in the Date first, followed by a space, and then the time. For example:

10/10/94 9.00

9-10-94 19.00

File Size

Use the File Size category to filter files based on their size (in bytes). If you specify Above and Below, only files within those limits will be filtered.

File attributes

If you check multiple attribute boxes, files will not be considered a match unless each of the checked attributes is set.

- Hidden — Check to find files that do not appear in normal directory listings.
- System — Check to find files with the system attribute set. System attributes indicate a DOS or system-related file.
- Read only — Check to find files that are read-only. The read-only attribute protects a file from being modified or deleted.
- Archive — Check to find all files that have not been backed up.
- Directory — Check to find only sub-directories.
- None — Check to find files with no attribute set.

Examples of using filters

The following examples show how the filter functions in the Norton Commander can make updating and monitoring files easier.

1. Compressing files of a certain size

You want to compress all files that are 100k to 200k in size — which have been changed since the November 1st. You want to exclude temporary, backup and swap files from the Compression.

- 1 Select all the files in the directory — or select a number of directories.
- 2 Press ALT+F5 to display the Compression dialog box.

- 3 In the Filters dialog box set the following options:

Option	Set to
File name Include	.*
File name Exclude	*.bak;*.tmp;*.swp
File Date After	1/11/94
File Size Above	100k
File Size Below	200k
File Attributes	Archive and not System files

2. Backing up files between certain dates

You want to create a backup copy of all the Wordprocessing and Spreadsheet files worked with this week.

- 1 Select the directories where the files are held.
- 2 Press F5 to display the Copy dialog box.
- 3 In the Filters dialog box set the following options:

Option	Set to
File name Include	*.doc;*.xl*;*.txt;*.qw
File Date After	10/11/94
File Date Before	15/11/94
File Attributes	Archive Bit set

Figure 6-11: Filters dialog box

Operations Filters

File name
 Include [*.doc;*.xl*;*.txt;*.qw.....]
 Exclude [.....]

File date
 After [10-11-94.....]
 Before [15-11-94.....]

File size
 Above [.....]
 Below [.....]

Attribute filters
☐ Hidden ☐ Read only ☐ Directory
☐ System ☒ Archive ☐ None

Ok Clear Load Save Cancel

Finding files

7

The Find File command locates files by searching through all the drives (including network drives) and directories on one or more disks (including CD-rom and optical disks). Find File also finds hidden and system files not displayed by the DOS DIR command. In addition, you can limit a search to files with particular dates, times and attributes.

When the files have been located you can send the results to the Find File panel, where you can work with them just as you can with other panels. For example, you might want to find all temporary files so that you can delete them.

You can use the Find File command to perform a simple file search using standard DOS wildcard characters * and ?. You can also perform an advanced search using more complex patterns. These complex patterns are called regular expressions — where you use special characters to extend the power of the search.

The Norton Commander Find file command can be invoked from the command line.

Searching for a file

Use Find File when you need to use a file, or group of files, but don't know where they are located. You can also find a file when you know some of the text it contains but can't remember its filename.

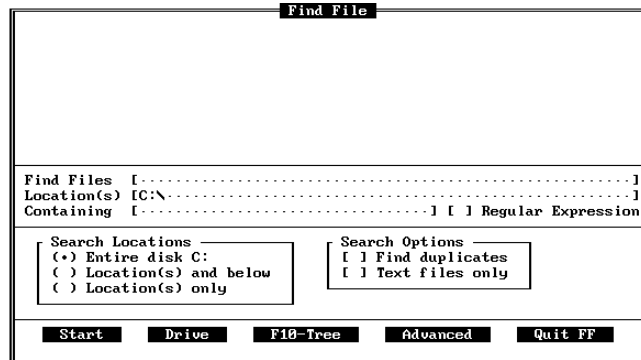
When the search for files is finished, you can choose to:

- Define a new search
- View the highlighted file
- Go to the highlighted file
- Send the list of files to the Find File panel

Note: Files sent to the Find File panel can be worked on in the same way as files in all other panel formats.

To find a file:

- 1 Choose Find File from the Commands menu, or press ALT+F7. The Find File dialog box is displayed.

Figure 7-1: Find File dialog box

- 2 In the Find files text box, type the filename or the file specification for the group of files you want to find. In addition to the usual DOS wildcard symbols * and ?, Norton Commander provides an additional set of symbols — regular expressions — for defining the search criteria. For more information about regular expressions see “Using regular expressions for advanced searches” on page 72 and “Using regular expressions to specify a filename” on page 73
- 3 In the Locations text box specify the locations to search — the default is to search the entire drive.

Tip: Choose the Tree button, or press F10 to display a tree view of the current drive. Highlight a directory and press Enter to place the path for that directory into the Locations text box.

- To change to a different drive choose the Drive button, and select a drive from the drive letter dialog box.
- In addition to specifying directories and paths in the Locations text box, you can search the directories and drives specified in any environment variable (such as PATH, ROOT, HOME or TEMP).

The variable must be surrounded by the % symbol. For example, to use the PATH environment variable, type in:

```
%path%
```

The Norton Commander searches the directories contained in the path statement for the requested files. You can combine drive locations with any number of environment variables. For example:

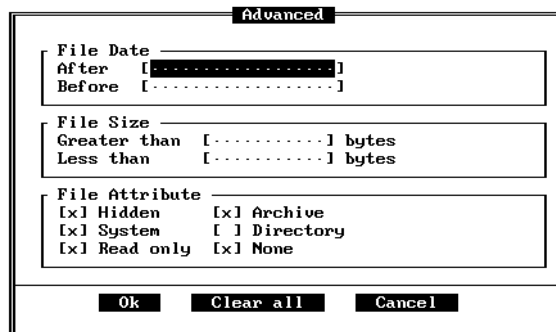
```
c:\dos %path% c:\batch %temp%
```

Consult your DOS manual for further instructions on using the SET command to create environment variables.

- 4 To find files containing a specific text string, type the text in the Containing field.
 - If you check the Regular Expression check box, you can then use special symbols — regular expressions — to create a more advanced search pattern. For more details about these symbols, see “Using regular expressions to search for text” on page 74, and “Using regular expressions to specify a filename” on page 73.
- 5 In the Locations group box select the location you want searched:

Entire Disk X:	Searches the default drive. Use the Drive button to change the default drive.
Location(s) and below	Searches the directories — and their subdirectories — specified in the Location text box
Location(s) only	Searches only the directories specified in the Location text box
- 6 Check the Find duplicates check box to specify that only duplicate filenames are located. This is useful if you want to find all versions of a file — such as `command.com`.
- 7 Check the Text files only check box if you want the search to ignore binary files (typically, executables and DLLs). The Norton Commander will ignore files which have a NULL character within the first 100 bytes of the file.
- 8 To limit the search to files with particular dates, times, attributes or sizes, choose the Advanced button to bring up the Advanced dialog box.

Figure 7-2: Advanced dialog box



- Type in the appropriate dates and sizes, and check the appropriate attributes.
- Choose Ok or press CTRL+Enter to return to the Find File dialog box.

- 9 Choose the Start button or press CTRL+Enter to commence the search.
- 10 The following buttons are available while the search is in progress:

Stop	Stops the search.
View	Allows you to view the selected file.
Go to	Goes to a file panel showing the current directory, with the file you selected in the Find File panel highlighted.

Running the file finder from the command line

The Find file command can be invoked from the command line.

- Type NCFF at the DOS prompt.

For information on the switches available with the command, type NCFF / ? at the prompt.

Using regular expressions for advanced searches

The Norton Commander provides a set of special symbols — regular expressions — which can be used on their own, or combined with each other, to create a more advanced search pattern.

These symbols can be used when specifying the name of the file to search for and when specifying the text to find. When searching for text, some additional symbols are available to take account of tabs and newlines.

Regular expressions are particularly useful for:

- Extending the search to take account of many possibilities — similar to the DOS wildcards * and ?.
- Excluding files from a search — such as all files starting with 'a' or 'b'.
- Narrowing the search to a particular range — such as all files containing words that start with any letter between 'w' and 'z'.

Note: When searching for text, the strings specified in a regular expression are case sensitive.

Using regular expressions to specify a filename

The following table shows the symbols available for creating a file specification.

Symbol	Description and examples
?	Match any single character — similar to the DOS wildcard ?. test?.doc test1.doc, test2.doc, testa.doc, testb.doc
*	Match none or any instances of any character — similar to the DOS wildcard *. *. * All Files *.bat All files with the extension .bat a*.bat All .bat files beginning with 'a'.
[]	Use a group of characters in a pattern. The characters are placed between the brackets. Do not place spaces between characters — spaces will be treated as a character in the search pattern. [a-c]*.bat Locates files which have the .bat extension and start with either 'a', 'b', or 'c'.
[x]	Match any one of the characters between brackets [abc]*. * Any files beginning with 'a', 'b' or 'c'.
[x-x]	Match any one of the characters in the range listed within brackets. [a-e]*. * All files beginning with 'a', 'b', 'c', 'd' and 'e'. [d-h]*.bat All file with the extension .bat beginning with 'd', 'e', 'f', 'g' and 'h'.
~	Match everything specified but exclude files following ~ *.bat Locates all files with the extension .bat except the ~autoexec.bat autoexec.bat *.bat ~a*.bat Locates all files with the extension .bat except those beginning with 'a'. *.com Locates all files with the extension .com except the files in ~\dos*. * the DOS directory *.bat ~[a- Locates all files with the extension .bat except those which c]*.bat have the .bat extension and start with either 'a', 'b', or 'c'.
[^x]	Match everything specified except any one of the characters contained in brackets [^adt]*. * Locates files which do not begin with the letters a, d or t.

Using regular expressions to search for text

If you want to use regular expressions to find text, you must check the Regular Expression check box (and provide the file specification).

The following table shows the various symbols available for use in regular expressions.

Symbol	Description and examples	
?		Contains any single character.
	t?p	Locates files containing three letter words with a t and p separated by another character. This search will find words such as tip, top.
*		Contains zero or more occurrences of the preceding character
	SET *TEMP	Matches files containing the words SET TEMP separated by zero or more spaces. It will find SETTEMP, SET TEMP, SET TEMP
	t?p?*	Locates files containing any words starting with t, followed by any character, followed by p, followed by any number of characters. This search will find words such as tip, top, tepee, tepid.
[]		Use a group of characters in a pattern. Contains any one of characters specified in the group. To use the '[' and ']' in the search pattern, you must place the closing bracket first. See the examples below for more details.
	T[i o I O]P	Locates files containing the following strings: TIP, TOP, TiP, ToP.
	M[a-p A-P]P	Locates files containing the strings: MaP, MAP, MbP, MBP, McP, MCP, etc
	[]]	Locates files containing the character ']'
	[[]	Locates files containing the character '['
	[] []	Locates files containing either '[' or ']'. Note the closing bracket must be used first.
^		This symbol has two purposes. When placed inside a group, it tells Norton Commander to locate all files which do not contain any of the characters in the group. When used outside a group, it tells Norton Commander to start matching at the start of a line.
	[^a-zA-Z]	Locates files which do not contain any characters between 'a' and 'z' — either uppercase or lowercase.
	^int	Locates files which have the word 'int' at the start of a line. See "Searching for special characters" for more details.

Searching for special characters

If you want to search for a newline in a file or other special characters, you need to understand how these are represented in files. Most people think a newline means the start of a new line — in fact, it means “move down to the next line”. To go to the start of the line, there must also be a carriage return.

Therefore, what you typically think of a new line is really made up of two symbols: the ‘\n’ symbol to represent a new line and the ‘\r’ symbol to represent the carriage return. Although you can search for these characters separately, you can use the ‘\$’ symbol to search for the combined symbols.

The following table summarises the use of these symbols.

Symbol	Description and examples	
\$	Indicates the end of a line. This is not to be confused with a carriage return or a new line.	
	sample\$	Locates files which have the word ‘sample’ at the end of a line.
^	Tells Norton Commander to start matching at the start of a line.	
	^int	Locates files which have the word ‘int’ at the start of a line. See “Searching for special characters” on page 75. for more details.
	^int?(?)*?*\$	Locates files which contain the word ‘int’ at the start of a line, followed by any number of characters preceding a set of brackets which contain any amount of text. Programmers will recognise this as a useful way to search files containing a function which returns an integer! Those who understood this and are not programmers should consider a job in the software industry!
\n	Contains the word specified after the \n at the beginning of a line.	
	\ntest	Searches for files where the word “test” appears at the beginning of a line
	:\n	Matches files where a colon is followed by a new line.
	:\ntest	Matches files where a semicolon is followed by a new line beginning with the word “test”.

Symbol	Description and examples	
\r		Contains a carriage return.
	\rtest	Matches files with a carriage return followed by the word 'test'.
\t		Contains a Tab character
	\ttest	Matches files with a tab followed by the word 'test'.
	\t;	Matches files with a Tab followed by a semicolon.

Disk utilities

8

This chapter explains how you can copy data from one diskette to another, how to format and label a diskette, and how to tidy up your hard disk. These options are available from the Disk menu.

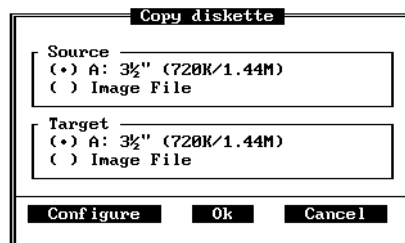
Copying a diskette

Using the Copy diskette command you can copy data from one diskette to another without copying it onto your hard disk first.

To copy a diskette:

- 1 Choose Copy diskette from the Disk menu to display the Copy disk dialog box.

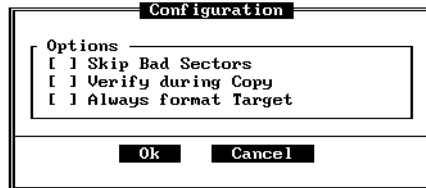
Figure 8-1: Copy diskette dialog box



- 2 Choose Ok to start the copy procedure.
- 3 Insert the source diskette into your floppy drive. The data is copied from the diskette.
- 4 When prompted, insert the target diskette into the floppy drive and choose Ok. The data from the source diskette is copied onto the target diskette.

To configure the copy options:

- 1 Choose the Configure button from the Copy diskette dialog box to display the Configuration dialog box.

Figure 8-2: Configuration dialog box.

- 2 Choose the configuration options you want to set. When you set the Verify and Format options they become the default for each time you copy a diskette. The Skip Bad Sectors option must be reset before copying.

Choose	To
Skip bad sectors	Specify that bad sectors are not copied over
Verify during Copy	Specify that the disk is verified while the files are being copied
Always format Target	Specify that the target diskette is formatted before any files are copied to it.

- 3 Choose Ok to accept the configuration options and return to the Copy disk dialog box.

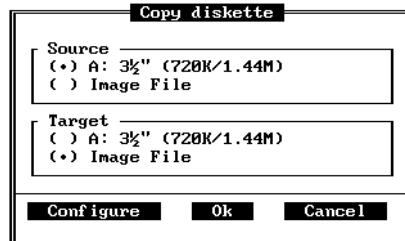
Creating an Image file

An Image file is an exact copy of a diskette — sector for sector, byte for byte. The Norton Commander allows you to create an Image file and store it on your hard disk. You can copy the Image file at a later stage and have an exact copy of a diskette.

To create an Image file:

- 1 Insert your source diskette into the floppy drive.
- 2 Choose Copy diskette from the Disk menu to display the Copy diskette dialog box.

Figure 8-3: Copy diskette dialog box.



- 3 Select your floppy drive in the Source group box.
- 4 Select Image file in the Target group box and choose Ok to display the Select File dialog box.
- 5 Specify a name for your Image file, and where you want to place it.
- 6 Choose Ok to create your Image file. An exact copy of your diskette is placed on the hard disk.

Copying an Image file:

- 1 Choose Copy diskette from the Disk menu to display the Copy diskette dialog box.
- 2 Select Image file in the Source group box and click Ok to display the Select File dialog box.
- 3 Specify the name and location of your Image file.
- 4 Choose Ok. You are prompted to insert the target diskette. The contents of the Image file are copied onto the target diskette.

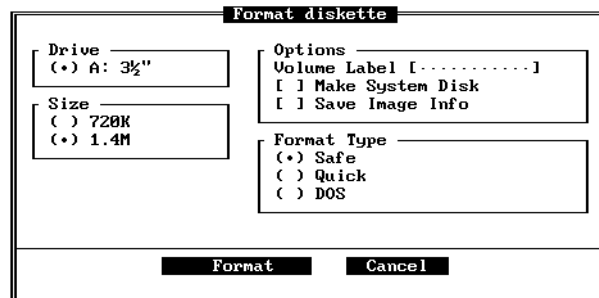
Note: If you use F5 (Copy) or the drag and drop facility to copy the Image file, then a copy of the Image file is made. This is not the same as using the Copy diskette command which undoes the imaging process and creates an exact replica of the source diskette.

Formatting a diskette

Before you can use a diskette for storing files it must be formatted. The Norton Commander provides a fast and efficient diskette format utility. The Norton Commander Safe Format makes it possible to unformat a diskette using the Norton Utilities Unformat utility.

To format a diskette:

- 1 Insert a diskette into the floppy drive.
- 2 Choose Format diskette from the Disk menu. The Format diskette dialog box is displayed.

Figure 8-4: Format diskette dialog box

- 3 Choose a drive for formatting. If you have only one floppy drive, this drive is automatically selected.

You can specify a floppy disk size. The default size is the maximum capacity of the drive.

The following options are available:

Option	Action
Volume Label	Enter a volume label of up to eleven characters for your diskette.
Make System Disk	Check this checkbox to specify that system files are put on a disk to make it bootable.
Save Image Info	Check this checkbox to specify that the disk's system area is saved to the IMAGE.DAT file.

- 4 Choose one of the three format types:

Choose	To
Safe Format	Use Norton Commander's own formatting algorithm, check the disk surface, mark bad sectors, create Image files and reformat bad tracks.
Quick Format	Place a new system area on a previously formatted diskette and create Image files.
DOS Format	Use the standard DOS FORMAT command.

- 5 Choose Format to begin formatting. A warning box displays any files currently on the disk. Choose Yes to continue, choose No to interrupt the formatting procedure.

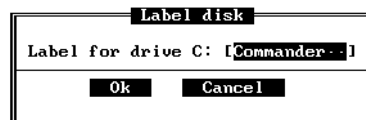
Labeling a disk

You can specify a label for the disk displayed in the active panel.

To label a disk:

- 1 Choose Label disk from the Disk menu to display the Label disk dialog box.

Figure 8-5: Label disk dialog box



- 2 Type a label for the disk.
- 3 Choose Ok.

Tidying up your disk

Disk space often gets used up with unwanted and unnecessary files — many of which are created due to:

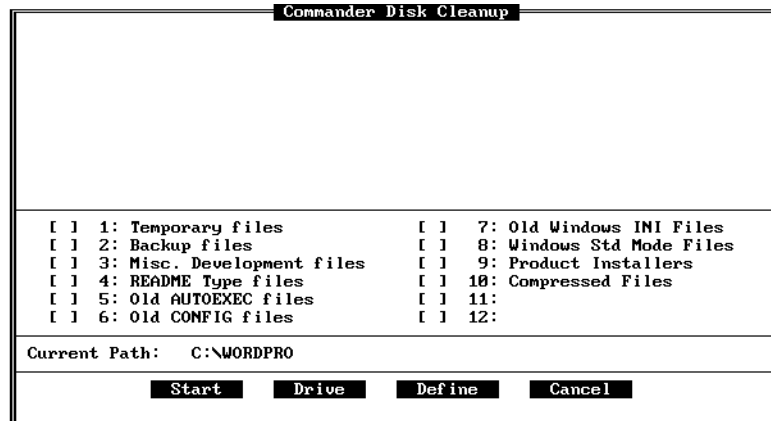
- product installations which create many versions of the AUTOEXEC.BAT, CONFIG.SYS, WIN.INI and SYSTEM.INI files, and place readme files on your hard disk.
- software applications which create temporary files on your hard disk.
- automatic backup — many products provide an automatic save facility which creates a backup of the file you are working on. Often this file is stored on the hard disk, even after the original file has been saved.

The Norton Commander provides a cleanup utility which automatically deletes the unwanted files from your hard disk.

Caution: The Cleanup utility is very useful for controlling your hard disk space — however, use it with caution as you might delete important files in error.

To tidy up your disk:

- 1 Choose Disk cleanup from the Disk menu. The Commander Disk Cleanup dialog box is displayed.

Figure 8-6: Disk cleanup dialog box

- 2 Choose the type of files you want to delete:

Choose	To
Temporary files	Delete all temporary files
Backup files	Delete all backup files
Misc. Development files	Delete development files that you no longer need
README Type files	Delete readme files
Old AUTOEXEC files	Delete old AUTOEXEC files
Old CONFIG files	Delete old CONFIG files
Old Windows INI files	Delete old Windows INI files
Windows Std Mode files	Delete files necessary to run Windows in standard mode. Only choose this set if you never intend running Windows in standard mode.
Product Installers	Delete installation or setup files which were copied onto your hard disk. Does not delete files in \WINDOWS, \NDW, \DOS, \BIN or \BRIEF.
Compressed files	Delete compressed files.
11 - 12	Specify your own criteria for deletion

Caution: The temporary selection set includes all files in the directory specified by your SET TEMP statement. If your SET TEMP statement specifies C:\DOS as the temporary directory, all files in C:\DOS are deleted.

- 3 You can specify what files are included in each selection set using the Define button. See “Defining selection sets” later in this chapter.
- 4 Choose Drive to select the drive you want to work with.
- 5 Choose Start to begin the process.
- 6 All the files which meet the delete criteria are displayed in the file list box. You can deselect files from this list by double clicking on the file name.
- 7 Choose Delete to delete the files — or choose Send to Panel to send the files to a Find File panel.

Note: Files sent to the Find File panel can be worked with in the same way as files in all other panel formats.

Defining selection sets

You can specify the types of files to be included in each selection set — *.tmp files in the Temporary files set, *.bak files in the Backup files set.

To define a selection set:

- 1 Select the Define button from the Commander Disk Cleanup dialog box. The Define Selection Set dialog box is displayed.

Figure 8-7: Define Selection Set dialog box

Define selection set

Name [.....]

File(s) [.....]

Location(s) [.....] ☐ and Below

Containing [.....] ☐ Regular Expression

File Date

After ☐ [.....]

Before ☐ [.....]

File Size

Greater than ☐ [.....] bytes

Less than ☐ [.....] bytes

Cleanup sets

<input type="checkbox"/> 1: Temporary files	<input type="checkbox"/> 7: Old Windows INI Files
<input type="checkbox"/> 2: Backup files	<input type="checkbox"/> 8: Windows Std Mode Files
<input type="checkbox"/> 3: Misc. Development files	<input type="checkbox"/> 9: Product Installers
<input type="checkbox"/> 4: README Type files	<input type="checkbox"/> 10: Compressed Files
<input type="checkbox"/> 5: Old AUTOEXEC files	<input type="checkbox"/> 11:
<input type="checkbox"/> 6: Old CONFIG files	<input checked="" type="checkbox"/> 12:

Load Save F10-Tree Cancel

- 2 Select the file set you want to define from the Cleanup sets group.
- 3 Choose the Load button, the name of the selected set is displayed in the Name text box. If you are defining a new set you can type in the name of your set.

- 4 In the Files text box, type the filename or the file specification for the set of files you want to define. You can use wild cards and regular expressions to broaden your search.
- 5 In the Locations text box specify the possible location or locations of the file — the default is the current directory in the active panel.

Tip: Press F10 to display the contents of the current drive in a tree format

- 6 If you type text in the Containing field, the system will search for a file containing that text. You can use regular expressions to increase your search criteria for this field, see “Using regular expressions to search for text” in Chapter 7.

Note: When using regular expressions for the Containing field you must check the Regular Expression check box.

- 7 You can also specify date and size criteria:

Specify	To
File Date After	Search for files dated on or after the specified date
File Date Before	Search for files dated on or before the specified date
File Size Greater than	Search for files bigger than the specified size
File Size Less than	Search for files smaller than the specified size

- 8 Choose the Save button to save the definition for this file set.

Terminal emulation

9

The terminal emulation program, Term95, available with the Norton Commander, lets you transfer files to a remote computer using a modem.

Configuring the terminal emulator

You can set the parameters to be used by the terminal emulation program. Press ALT+S or choose Settings from the menu bar to display the Settings menu.

The following configuration options are available:

Driver	Select the driver you wish to use for your transfer. The following drivers are available: Standard, BIOS, Ext. BIOS, FAST, NCSI and INT-14. NCIS and INT-14 can be used to access shared modems in a LAN. NCSI has many advantages over INT-14 because it can access more servers, logic ports and supports block-mode write and reads.
Line	Use Line Settings to select baudrate, parity, flow control and the number of data and stop bits, as well as 8 different serial ports.
16550	Choose 16550 to select support for the fast UART chip.
Change Dir...	Use this screen to specify the default directory and upload and download directories to be used during file transfer.
Terminal Emulation	Choose the default terminal type which the program will emulate when connected to another computer. The following terminal emulations are available: TTY, ANSI, HEX, VT100, PRESTEL, PRESTEL-B and TELETEL.
Terminal Settings:	The following options are available from the Terminal Settings submenu.

EGA Lines	Toggles the display between 25 and 43/50 line mode.
Echo	Specifies whether the data you send to the remote modem is displayed on your screen or not. Most computers automatically echo the data, so it may not be necessary to specify Echo ON.
Attributes	The screen attributes can be toggled on and off to obtain a text only effect, if the background and foreground colors of received text are the same.
Conceal	Specifies that hidden characters are displayed.
CR to CR/LF Out or IN	Specifies that Carriage return is transmitted as carriage return /line feed. Useful for some hosts which do not transmit Line Feed after a Carriage Return.

Modem setup

You can set the following options for your modem:

Initialisation	Specifies a series of commands that are sent to the modem when you start the terminal emulation program.
Dial prefix	Specifies the command that tells your modem to dial.
Dial suffix	Specifies the character that tells your modem to begin executing a dialing command.
Hangup command	Specifies the command that tells the modem to hang up the line (disconnect).
Auto Answer	Specifies the command that tells the modem to answer all calls automatically. The command you specify here is what the program sends to your modem when you press ALT+Y.
Connect message	Generic connect message. If the program receives this message, the connection is established.
No connect	Specifies the messages your modem sends if no connection is made.
Fallback to...	Specifies the message your modem sends if a connection is made at the indicated baudrate. These messages are used for Auto Baud detecting. The default setting is Off. This option should only be enabled when the modem does not support fixed DTE-speed.

Dial time	Specifies how long the program will wait for a connection after dialing.
Redial pause	Specifies how long to wait before redialing if no connection is made.
Redial attempt	Specifies how often to automatically redial if no connection is made.
Hangup on Exit	If you check this option you will be asked if you wish to disconnect when you end a session, otherwise the modem automatically disconnects.
Auto baud detect	Specifies whether or not to automatically change the baudrate when a connection is made at a different baudrate.
Drop DTR hangup	Specifies whether or not to hangup by dropping the DTR line.
Send initialisation	Specifies whether or not to send the modem initialization command when the program is started.

Connecting using the modem

Use the Connect menu to initialize your modem, dial, answer, redial or disconnect a call.

The six items that can be selected from the Connect menu are:

Dial	Displays the dialing directory.
Redial	Redials the last called number this session.
Hangup	Disconnects the modem from the telephone line using the AT-command and/or DTR-low function, as selected in the Modem Setup Menu.
Break	Sends a break signal across the modem.
Autoanswer	Sets the modem to automatically receive calls from a remote computer.
Initialise	Sends the initialisation-string to the modem.

Dial directory

Use the Dial Directory to automate your dialing tasks. The directory stores information about your most often called systems.

Note: To select a button, keyboard users tab to the button and press Enter, mouse users double click on the button.

The options that can be selected from the Dial Directory are:

DIAL	To dial a system, highlight the entry using the Up arrow and Down arrow and double click on the Dial button.
MANUAL	To dial a number not in your Dial Directory select the MANUAL button, type the number and press Enter.
APPEND	Select the APPEND button to create a new entry.
DELETE	Delete an entry by selecting the entry and selecting the DELETE button.
EDIT	Change an entry by highlighting the entry and selecting the EDIT button.
CANCEL	Select the CANCEL button to leave the Dialing Directory Menu and return to Terminal Mode.
HELP	To display the online help, select the HELP button.

Creating a dial entry

Each entry in the Dial directory stores information about the system or person you want to call.

To create a dial entry:

- 1 Choose the Append button from the Dial directory.
- 2 Type the name and telephone number of the system or person you want to add to the directory.
- 3 Select the default terminal emulation and protocol for the entry.
- 4 You can type a modem command which will be sent to the modem before dialing.
- 5 In the Script field you can type the name of a script you wish to use for automatic login.
- 6 Select the baud rate, number of databits, stopbits and the parity.

- 7 If you want echo on, check the echo option.
- 8 Choose OK to add this entry to the Dial directory.

Voice calls

You can use the program as an Autodialer for making voice calls. Select the required Dial Entry. Choose the Voice option from the Emulation list box. A message is displayed on screen when the modem has dialed the number. Pick up the phone and press the Spacebar to disconnect the modem from the line and take over the call by voice.

Transferring files

The terminal emulation program allows you transfer files across the modem.

To send a file:

- 1 Begin the transfer procedure on the remote computer.
- 2 Press PgUp or select Upload from the File menu.
- 3 Choose the transfer protocol you want to use.

Your choice depends on the protocols available at the remote site, the type of data you want to transfer (Text or Binary), type of datalink, speed, reliability and ease of use. The following protocols are available:

ZMODEM	YMODEM
XMODEM	SEALINK
KERMIT	ASCII

- 4 You are prompted for the name of the file to transfer. Type the name of the file, or choose a file from the list displayed.
- 5 Press Enter to transfer the file.

To receive a file:

- 1 Begin the transfer procedure on the remote computer.
- 2 Press PgUp or select Download from the File menu.
- 3 Choose the transfer protocol you want to use.

Your choice depends on the protocols available at the remote site, the type of data you want to transfer (Text or Binary), type of datalink, speed, reliability and ease of use. The following protocols are available:

ZMODEM	YMODEM
XMODEM	SEALINK
KERMIT	ASCII

- 4 You are prompted for the name of the file to receive. Type the name of the file, or choose a file from the list displayed.
- 5 Press Enter.

File selection

To select a file from the current directory press the Tab key to move to the file listbox. Use the up and down arrow keys to highlight the file and press Enter.

To change the current directory press the Tab key again to move to the directory listbox. Highlight the directory you want to change to, and press Enter.

Saving session details

You can save the text received during a session, or save the details of what is displayed on screen.

To save text:

- 1 Choose Logfile from the File menu or press ALT+F1.
- 2 Type the name of the file where the text will be stored. If you type an existing filename you can choose to add the logged data, or overwrite existing data.
- 3 When you select the Logfile Command again the logfile is closed and saved to disk.

Use the Logfile Pause Command (ALT+F2) to temporarily suspend file logging to skip part or parts of the data being displayed.

You can view the saved text or work with it in a word processor after you have disconnected the modem.

Note: The logfile includes all escape sequences which may cause problems using a wordprocessor.

To save the screen:

- 1 Choose SaveScreen from the File menu or press ALT+G.
- 2 Type the name of the file where the screen shot will be stored. If you type an existing filename you can choose to overwrite the existing file.
- 3 Press Enter.

File menu commands

In addition to transferring files and saving session details, the following options are available from the File menu.

Clear Screen

This command clears all information from the screen. The cursor will be located in the upper left corner of the screen.

DOS Gateway

Use the DOS Gateway command (ALT+F4) to perform DOS commands or run other programs without exiting the terminal emulation program. Running other programs on top of the terminal emulation program may cause memory allocation problems. The COMMAND.COM file must be installed properly to use the DOS Gateway command.

When you have finished in the DOS session type Exit and press Enter to return to the terminal emulation program.

Exit

You can exit the program by typing ALT+X. Exiting the program disconnects the modem from the line and closes all files that are currently open.

Overview of keyboard assignment

The following table lists the available functions and the keystrokes to perform each function.

Function	Key Assignment
Line Settings	ALT+P
Dial Directory	ALT+D
Redial last number	ALT+R
Auto Answer	ALT+Y
Initialise modem	ALT+I

Function	Key Assignment
Hang Up	ALT+H
Exit Program	ALT+X
Log File On/Off	ALT+F1
Log File Pause	ALT+F2
DOS Gateway	ALT+F4
Screen Snapshot	ALT+G
Echo Toggle	ALT+E
Send Files	PgUp
Receive Files	PgDn
Context Sensitive Help	F1
File Menu	ALT+F
Connect Menu	ALT+C
Settings Menu	ALT+S

Defining and using macros

Macros are customized commands you create to work more quickly and efficiently. You can define up to 10 macros to send alphanumeric or hexcode to the attached device, to automatically dial telephone numbers, to send strings and passwords.

To define a macro:

- 1 Choose Define from the Macro menu to display the Keyboard Macros dialog box.
- 2 Press ALT 1 to define a macro for this keystroke.
- 3 Type the string you want to use when ALT 1 is pressed — for example, a password that you use to connect to another computer.
- 4 Choose Ok to save the macro.

Now when you press ALT 1, the password is automatically entered.

Working on a network

10

The Norton Commander simplifies working on a local area network (LAN). Using the Network Utilities you can send messages across the LAN, view server details, attach to and detach from servers and map to drives — all through a familiar interface.

Accessing a server

When you access a server you first need to link to the server — known as "attaching to a server". Once you have attached to a server you may want to associate a drive letter with the server, so that it's easier to navigate directories.

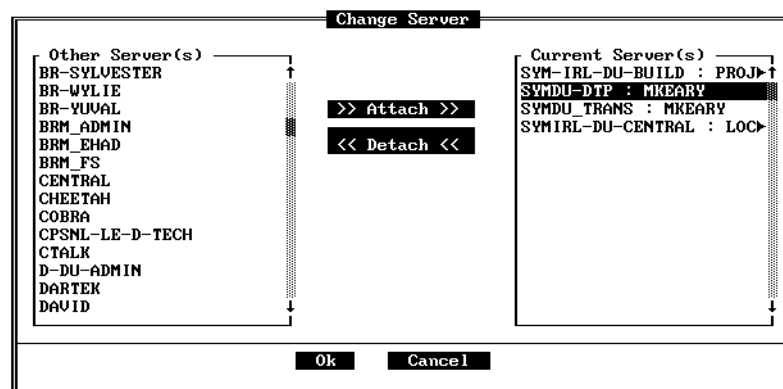
Attaching to a server

Norton Commander makes it easy to attach to a file server: you don't need to know the complex syntax or commands typically associated with this process.

To attach to a server:

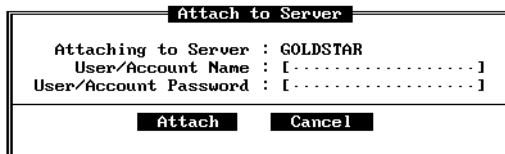
- 1 Choose Network utilities from the Disk menu to display the Network Connections dialog box.
- 2 Choose Change Server to display a list of available servers, and a list of servers to which you are attached.

Figure 10-1: List of servers



- 3 Highlight the server to which you wish to attach.
- 4 Select the Attach button to display the Attach to Server dialog box.

Figure 10-2: Attach to server



- 5 Type the User or Account name you wish to use.
- 6 Type a valid password for the User name.
- 7 Select the Attach button.

You are attached to the server, and it is now displayed on the Current Servers list.

Mapping — associating a drive with a server

If you regularly use an area on your server and want to save time accessing the area, you can associate the server (or an area on the server, such as a directory or volume) with a drive letter. This is known as mapping (consult your DOS manual if you want to find out more about the DOS MAP command).

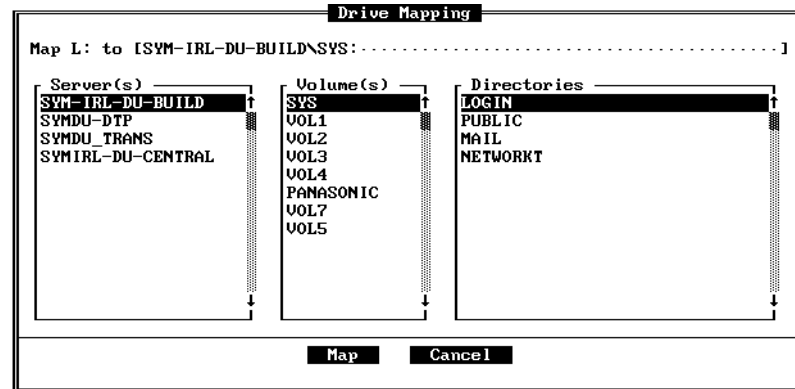
To map to a drive:

- 1 Choose Network Utilities from the Disk menu.
- 2 Choose Mapping from the Network connections dialog box. The Drive Mapping dialog box appears, displaying a list of drives available.
- 3 Select the drive you want to use and choose the Map button.
Alternatively, double-click on the required drive.

Note: You can attach to a different server by selecting the Change Server button.

The Drive Mapping dialog box is displayed.

Figure 10-3: Drive Mapping dialog box



- 4 Highlight the server, volume and directory to which you wish to map.
- 5 Click Ok. The selected drive is now mapped to the server, volume and directory.

To access the specified volume or directory, select the drive letter from the Drive Letter list box in the Norton Commander — or simply type the drive letter and a colon (:) at the DOS prompt.

To unmap from a drive:

- 1 Choose Mapping from the Network Connections dialog box. The Drive Mapping dialog box appears, displaying a list of drives available.
- 2 Select the drive you want to unmap and choose the Unmap button.

Sending messages

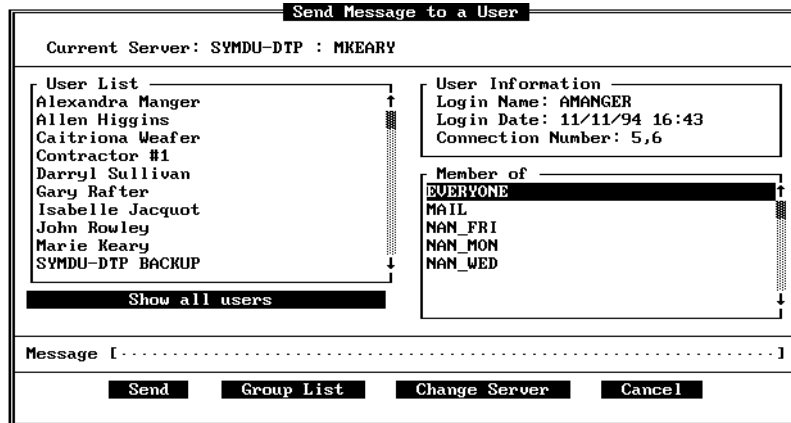
You can send a message to a user or a group of users on the network.

To send a message to a user:

- 1 Choose Network Connections from the Disk menu.
- 2 Choose Message from the Network Connections dialog box to display the Send Message dialog box.

The dialog box will be the Send Message to a User dialog box or the Send Message to a Group dialog box — depending on whether you sent messages to a group or a user previously. Select the Group List/User List button to switch between users and groups.

Figure 10-4: Send Message



- 3 You can view all users with access to the current server, or users currently logged in. Select the Show all users/Show only logged-in users button to specify what users to display.
- 4 Highlight the user to whom you wish to send the message. Information about the user is displayed.
- 5 Type the message you want to send in the Message text box.
- 6 Select the Send button. The message is sent to the user.

Note: Select the Change servers button to attach to another server.

To send a message to a group of users:

- 1 Choose Network Connections from the Disk menu.
- 2 Choose Messages from the Network Connections dialog box to display the Send Message dialog box.
The dialog box will be the Send Message to a User dialog box or the Send Message to a Group dialog box — depending on whether you sent messages to a group or a user the last time. Select the Group List/User List button to switch between users and groups.
- 3 A list of the groups with access to the current server is displayed.
- 4 Highlight the group to whom you wish to send a message. A list of the users in the group is displayed.
- 5 Type the message you want to send in the Message text box.
- 6 Select the Send button. The message is sent to the group.

Note: See the section on setting an alarm later in this chapter for information about sending alarm messages.

Monitoring networks

With the Norton Commander you can monitor the use of your network, the workload on each server and volume, and the users logged in. You can also set an alarm which will warn you if a problem is imminent — for example, if a volume is nearly full.

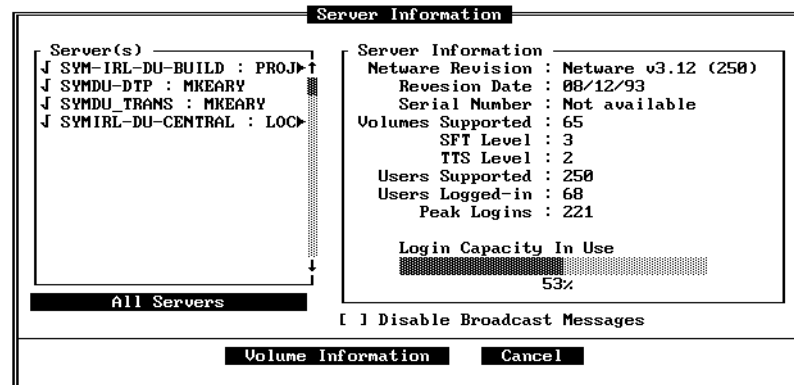
Viewing server information

You can view information about servers and volumes on each server.

To view server information:

- 1 Choose Network Utilities from the Disk menu.
- 2 Choose Information from the Network Connections dialog box. The Server Information dialog box is displayed.

Figure 10-5: Server information

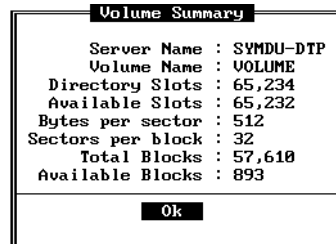


This dialog box lists attached servers. Select the All Servers button to display a list of all servers on the network.

- 3 Highlight a server.
The Server Information box changes to reflect information about the highlighted server.
- 4 Select the Volume Information button to display a list of volumes on the highlighted server.

- 5 The information in this dialog box is constantly updated, giving you a true picture of the usage on each volume. You can specify how often this information is updated by selecting 5, 15, 30 or 60 seconds in the Update Interval box.
- 6 For more detailed information on a volume, highlight the volume and select the Volume Summary button.

Figure 10-6: Volume Summary



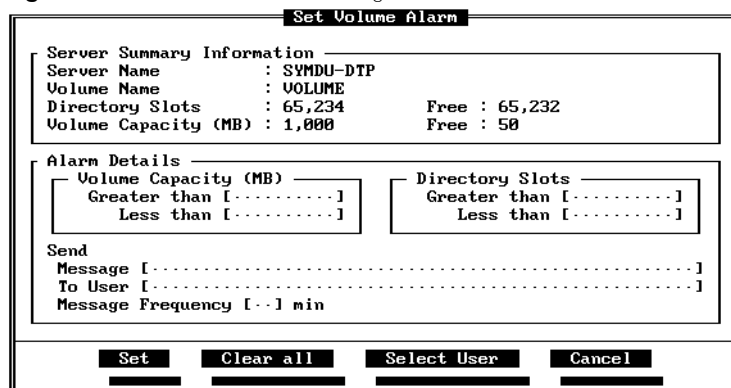
Setting an alarm

You can set an alarm on a volume to warn you of certain events — that the volume is nearly full or contains less data than anticipated, or that there are too many, or too few directories.

To set an alarm:

- 1 Select the Set Alarm button on the Volume Information dialog box, to display the Set Volume Alarm dialog box.

Figure 10-7: Set Volume Alarm dialog box



- 2 You can set an alarm for the following criteria:

Criteria	Send an alarm
Volume Capacity greater than	when volume usage reaches the amount specified
Volume Capacity less than	when volume usage drops below the amount specified
Directory slots greater than	when the number of directories reaches the number specified
Directory Slots less than	when the number of directories drops below the number specified

- 3 Specify the user who is to receive the message. You can select a user or a group of users from the Select User dialog box. Click on the Select User button to access this dialog box.
- 4 Specify the interval, in minutes, between each message.
- 5 Select the Set button to save the alarm information for the volume.

Viewers



The Norton Commander can view the following file formats:

Database	ACT! Database Clipper Dbase dBase Foxbase Paradox Q&A Database R:Base Reflex
Archives	Arc/Pak Arj Lharc Zip Zoo
Spreadsheet	Excel Lotus 123 Mosaic Twin MS Works Quattro Symphony
Graphics files	Windows Metafile Micrografx Charisma Micrografx Designer Micrografx Microsoft Paint PCX TIFF Windows Bitmap Windows Clipboard Windows Icon WordPerfect Bitmap WordPerfect Graphics

Others	DESQview PIF Executable (.EXE, .COM,.DLL) Hex Windows PIF
Word processors	Amipro Microsoft Word Microsoft Works Multi-Mate Q&A Write RTF format Windows Write Wordstar 2000 WordStar 7.0 WordPerfect XyWrite

When you select a file to view, the Norton Commander chooses the viewer.

Tip: You can view the contents of a file in a compressed file — without decompressing the file. Select the file you want to view and press F3.

There are different function keys available depending on the file format you are viewing

Commands	Description
Info (F1)	Provides information about the file. Available for databases.
Help (F1)	Provides on-line help about the viewer. Available for archive files, spreadsheets, graphics and word processor files.
Fields (F2)	Lists the field name, field type and field length of all fields in the database. Available for databases.
Wrap/Unwrap (F2)	Toggles text wrap on and off. Available for word processor files.
Browse/Form (F4)	Toggles between viewing a single record or multiple records. Available for databases.
Hex/ASCII (F4)	Toggles the text display between hexadecimal and ASCII view. Available for word processors.

Commands	Description
Go To (F5)	Goes to the record or cell you specify. Available for databases and spreadsheets.
Search (F7)	Searches for a text string in the file. Available for databases, archives, spreadsheets and word processor files.
Viewer (F8)	Allows you to select an alternative word processor viewer for viewing this file. Available for word processor files.
Print (F9)	Prints the file. Available for spreadsheets and word processor files.
F10 (Quit)	Quits the viewer. Available for databases, spreadsheets, archives and word processor files.

Glossary



ASCII	American Standard Code for Information Interchange. This code represents letters, numbers, and symbols in a written text within the computer.
associate	Associates extensions to applications.
auto menus	If selected, automatically displays your user menu when the Norton Commander is launched.
attach	Connect to a server on a network
byte	The basic unit of computer memory used by an alphabetic or numeric character. A group of eight bits is called a byte.
check box	A dialog box component that acts like a switch, to switch on or off an option.
command history	The last 16 DOS commands typed on the command line.
command line	The DOS command line at the bottom of the screen.
Commander Cable	The Commander Cable is a serial null modem cable, or a standard parallel printer cable. Refer to the special coupon for details about ordering a Commander Cable.
Commander Link	A facility which allows you to view and move data between two machines.
compress	An encoding process that makes a file smaller. Several files can be compressed into one file.
decompress	The decoding process that returns compressed files to their original state.
dialog box	A box that pops up on the screen asking you for additional information or confirmation.
directory panels	Panels that display file listings, subdirectories and hidden files.
dirinfo	Text file in which you can place information about a directory. Displayed on the Info panel.
DOS	Disk Operating System. Software that directs your computer operating functions.

EGA	Enhanced Graphics Adaptor. Capable of showing additional, smaller lines on the screen. ALT+F9 switches the EGA lines on and off.
extension file	The nc.ext file which associates extensions to applications.
filter	Allows you to select what files you want to display.
hard disk drive	The permanent storage disk in your computer.
hex	A base-16 notation. You can choose to view files in Hex format using the Norton Commander viewer.
hot keys	The letter that appears highlighted within a menu command, button or option. Pressing the hot key selects the item.
key bar	Display bar below the command line that accesses Norton Commander features. Can be used in normal, Shift, Alt and Control modes.
kilobyte	1,024 bytes.
map	Associate a drive with a directory or volume on the network
master computer	With Commander Link, the master computer issues the commands to the slave computer.
menu bar	The bar at the top of the screen displaying Left, Files, Commands, Options and Right pull-down menus.
mini-status line	Located at the bottom of the Commander panels. When the mini-status option is selected it displays the name, size and date of the last modification.
NCD tree	Norton Change Directory Tree is a full screen graphical representation of your disk directories.
path	The route the computer uses to locate files, directories or sub directories.
point and shoot	To launch an application or load a file by double-clicking on the name or by moving the selection bar over it and pressing Enter.
Quick View	A command allowing you to view spreadsheet, database, graphics, compressed or word processing files without first loading the parent applications.
regular expressions	A set of special symbols which can be used with Find file to create an advanced search pattern
select	To choose a file, command, option or menu by highlighting it with the cursor or the mouse.
shortcut keys	Combination of keys that perform a function.

slave computer	With the Commander Link, the slave computer receives commands from the master computers.
speed search	A search facility which searches for a match of the text string you have typed.
string	A series of characters or text.
text field	A field within a dialog box into which you type text.
toggle	To alternate between two screens or functions. For example, CTRL+O switches the directory panels on and off.
tree	A directory system which resembles a tree, each directory and sub directory branches out from its parent directory.
user menu	A customized menu that you tailor to execute commands and applications.
viewers	Allow you to view spreadsheet, database, graphics, compressed or word processing files without first loading the parent applications.
wildcard	A global filename character that represents all or part of a filename. The question mark (?) represents a single variable and an asterisk (*) represents a series of up to eight question marks.
zoom	Provides a full-screen view of a document or data.

Index

A

- accessing
 - server 93
- active panel 9
- advanced search
 - using regular expressions 72
- alarm
 - network 98
- application
 - associate with an extension 15
 - launch 11, 15
- associations
 - extension file 14, 15
- attach
 - to a server 93
- attributes
 - file 53

B

- brief format 9

C

- cleanup
 - disk 81
 - selection sets 83
- clock
 - displaying 28
- cloning 60
- CMOS values
 - information 23
- Commander Link 58
 - cloning 60
- compare directories 51
- compress
 - files 55
- compressed file
 - add files 56
 - decompressing 56
 - viewing 55
 - working with 55

- compressed files
 - decompressing 56
- compression
 - fastest method 34
 - files 55
 - making files as small as possible 34
 - method 33
 - setting options 33
 - setting password 34
- configuration 27
 - choosing a printer 31
 - clock 28
 - colors 28
 - compression options 33
 - confirmation options 32
 - EGA lines 29
 - key bar 28
 - menu bar 28
 - mini-status line 30
 - mouse 31
 - panel options 31
 - panel size 28
 - path prompt 28
 - screen 27
 - saver 30
 - screen lines 29
 - selecting an editor 32
 - terminal emulator 85
- confirmation options
 - setting 32
- copy
 - directories 48
 - diskette 77
 - files 48
 - from CD-ROM 54
 - large files 57
- create a directory 43
 - NCD tree 22

D

- decompress
 - files 56
 - password 57
- delete
 - directories 50
 - files 50
- deselecting
 - a file 42
 - a group of files 42
 - directories 42
- dial directory
 - terminal emulation 88
- dial entry
 - create 88
- directories
 - comparing 51
 - copying 48
 - structures 43
 - selecting 41
 - synchronizing 51
- directory
 - autochange 30
 - creating 43
 - deleting 50
 - deselecting 42
 - dial 88
 - moving 49
 - renaming 49
 - speedsearching for 14
 - working with NCD tree 22
- directory panels
 - displaying 9
 - switching on and off 10
- DIRINFO 24, 25
- disk
 - cleanup 81
 - label 81
 - tidying 81
 - utilities 77
- diskette
 - copy 77
 - format 79
- DOS
 - memory blocks 23
- DOS command line
 - command history
 - editing 21
 - editing 20
 - path prompt 28

- drive
 - selecting 10, 37
- drive mapping 94

E

- editing 18
 - files 45
 - user menu 18
- editor
 - Commander 46
 - external 32
 - internal 32
 - selecting 32
- EGA lines 29
- exiting the Norton Commander 7
- extension file 15
 - create 15

F

- fast mouse reset 32
- file
 - load 15
- file filters 61
 - creating 65
 - custom 65
 - existing 64
- file viewers 101
- filename 14
- files
 - add to a compressed file 56
 - changing attributes 53
 - compressing 55
 - copying 48
 - creating 45
 - decompressing 56
 - deleting 50
 - deselecting 42
 - deselecting a group 42
 - displaying 37
 - editing 37, 45
 - filtering 61
 - finding 43, 69
 - inverting your selection 42
 - load 11
 - merging 57
 - moving 49
 - renaming 49
 - restoring your selection 42
 - searching for 69
 - selecting 30

- selecting a group 41
- selecting the order 38
- sorting 38
- speedsearching for 14
- splitting 57
- transferring across a modem 89
- viewing 44, 101
 - Quick View 36
- filter
 - by file name 65
 - name 66
- filters
 - custom 65
 - operations 61
 - panel 66
- Find File
 - list files 35
 - panel 35
- Find file 43
- finding
 - files 69
- format
 - brief 35
 - full 35
 - tree 35
- format diskette 79
- full format 9

H

- help, see online help
- hidden files
 - displaying 30
- history
 - of commands 21

I

- Image file
 - copy 78
 - create 78
- inactive panel 9
- information
 - CMOS values 23
 - DOS memory blocks 23
 - memory 23
 - network 97
 - server 97
 - system information 23
 - volume 98
- information panel
 - adding information to 24

K

- key bar
 - displaying 28
 - modes 11
- keys
 - internal editor 46
 - modes 11
 - navigation 11
 - shortcut 11

L

- label
 - disk 81
- Link, see Commander Link
- local 17
- logfile
 - command 90
 - pause 90

M

- make a directory 43
- map
 - to a drive 94
- memory
 - information panel 23
- menu bar
 - displaying 28
- merging files 57
- mini-status line
 - displaying 30
- modem
 - connecting 87
 - terminal emulation 86
- mouse 13
 - changing to left-handed 31
 - configuration 31
 - fast reset 31
- move
 - directories 49
 - files 49
- moving to other panel 11

N

- NCD tree
 - change directory 22
 - create a directory 22
 - displaying 22
- NCF command 72

- network
 - monitoring usage 97
 - sending messages 95
 - utilities 93

O

- online help 7

P

- panel
 - active 9
 - brief format 35
 - configuration options
 - file panel 29
 - displaying both panels 10
 - Find File 35
 - full format 9, 35
 - moving in the panels 11
 - size 28
 - tree format 9, 35
- panel information 23
- panels
 - displaying 35
 - managing 35
 - types of format 35
- path prompt
 - displaying 28
- point and shoot 15
- printer
 - choosing 31
- printer port
 - selecting 31

Q

- Quick View 36

R

- regular expressions
 - using 72
- rename
 - directories 49
 - files 49

S

- save
 - session details 90
- screen
 - colors 28
 - elements 8

- full screen 28
- half screen 28
- number of lines 29
- saver 30

- searching
 - advanced 72
 - for a file 69
 - for special characters 75
 - using regular expressions 72

- selecting
 - a group of files 41

- selection
 - inverting 42
 - restoring 42

- selection sets
 - defining 83

- server
 - accessing 93
 - attach to 93
 - information 97

- session
 - save details 90

- shortcut keys 11

- special characters
 - searching for 75

- speed search
 - directory name 14

- splitting files 57

- starting the Norton Commander 7

- synchronize directories 51

T

- Term95 23, 85

- terminal emulation 23, 85
 - configuration 85
 - file menu commands 91
 - keystrokes 91

- tidy
 - disk 81

- transfer
 - directories 59
 - files 59
 - files across a modem 89
 - protocol 89

- tree
 - NCD tree 22
- tree format 9

U

- user menu
 - automatic 30
 - creating 18
 - editing 18
 - local 17
 - main 17
- using the mouse 13

V

- viewers
 - archives 101
 - compressed files 101
 - database 101
 - graphics files 101
 - spreadsheets 101
 - word processors 102
- viewers, see file viewers
- viewing files 44
- volume
 - alarm 98
- volume summary 98

Z

- Zipped file, see compressed file



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