ZTreeWin Instructions

Ver. 1.49.2

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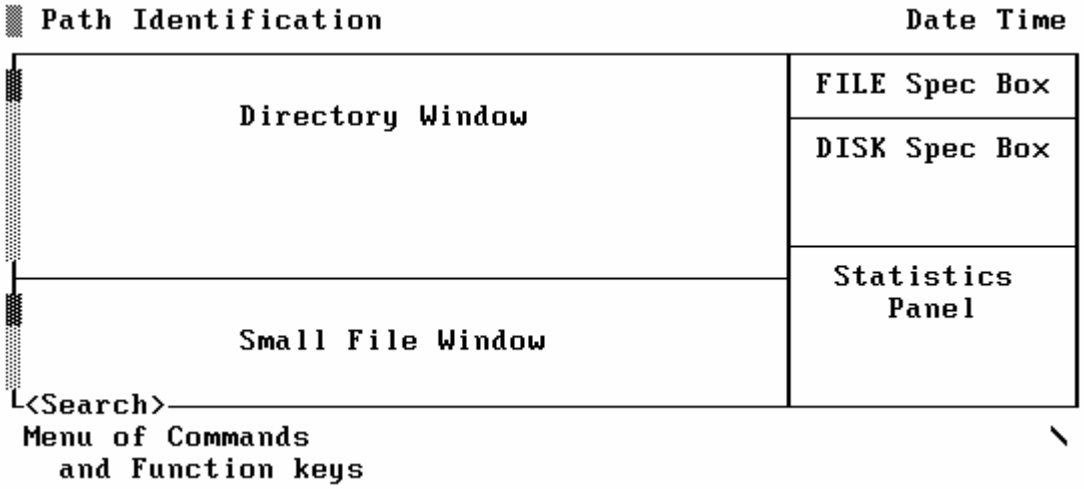
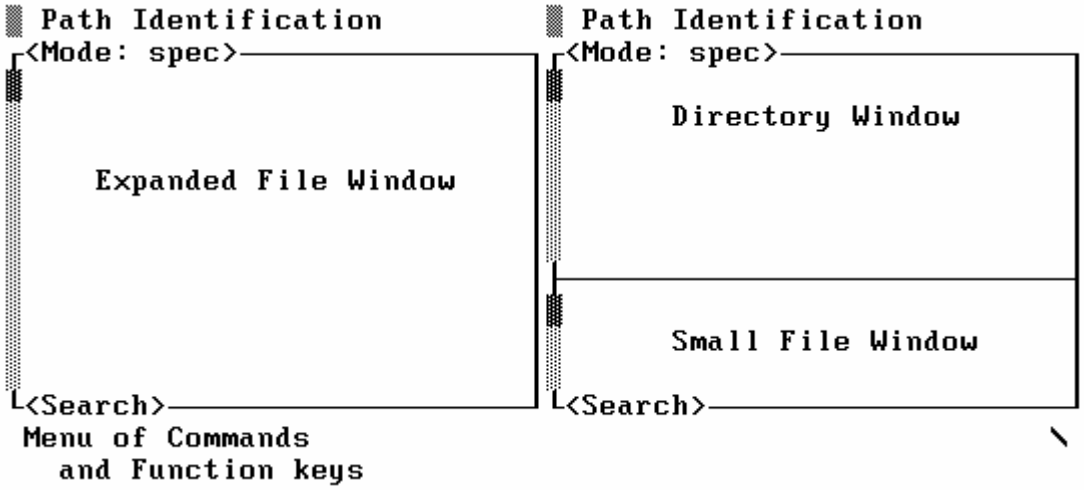
1. Main Display



The main display, shown above, is composed of five main areas surrounded by additional information. The main display can be split into a side-by-side pair of displays, called the "Split Screen," as shown below.



In a Split Screen, each side can display directory and file information independently from the opposite side, and each can display the Directory and Small File Windows, or the Expanded File Window. There are no statistics boxes or panels, and no date and time when in the split mode.

The overall size of the ZTreeWin main display can be controlled initially by configuration options, command-line switches and shortcut properties, and can be changed at any time with the video commands.
See sections *1.10 'Video Control'* and *3.12 'Shortcut Setup'* for more information.

The left border of the File and Directory Windows contains a scroll bar which shows the relative position of the highlighted item in the entire list.

A more detailed description of the display areas follows the following brief description.

Directory Window - Displays a list of directories in a "tree" structure.

Small File Window - Displays a list of files in the directory currently highlighted in the Directory Window.

Expanded File Window- A single window which replaces both the Directory Window and the Small File Window.

	This displays a list of files in the current directory, branch, disk, or all disks, depending on the command used.
FILE Spec Box	- Shows the current file specification, (filespec), which “filters" the files to be displayed.
DISK Spec Box	- Displays the Volume ID and size of the displayed disk drive.
Statistics Panel	- Contains detailed information about the currently displayed Directory or File Window.
Path Identification	- The full path of the currently highlighted directory or file.
▒ (Filter Indicator)	- Displayed to the left of the Path Identification, this indicates that not all files may be shown.
Date Time	- The current system date and time when the screen is not split.
<Mode: spec>	- The window mode followed by the current filespec when the screen is split.
<Search>	- Displays the most recent spell search string used in the Directory or File Window.
Menu of Commands	- Displays most of the commands and function keys and Function Keys available in the current Directory or File Window.
\ (Spinner)	- Appears to the right in the menu area when ZTreeWin is busy with an operation. Keyboard commands are accepted in the type-ahead buffer, but execution will be delayed until the current operation is completed.

1.1 Directory Window

This window shows the directory structure of the current disk. The Root directory is at the top of the list, and all other directories are sorted alphabetically, and displayed from the top of the window to the bottom. If the root directory is a network drive or a SUBST drive, the UNC name or SUBST path is also displayed to the right of the drive letter. (The SUBST path display is not supported in Windows 95).

Main directories, (first level directories), are on the left, with their subdirectories indented to the right. A Branch is defined as any directory, and all the subdirectories that are indented below it, (a "parent" directory and all its “child" directories).

When the highlight bar is located in the Directory Window, this window is active, and ZTreeWin's Directory Commands are available. The highlight bar identifies the current directory. When you start ZTreeWin, the Directory Window is active and the highlight bar is at the Root directory of the disk. You can move the bar to any directory on the tree by using the cursor keys.

If you move the highlight bar to the Small File Window, (by pressing Enter), a left-arrow symbol is shown in the Directory Window, marking the current directory.

Normally, the Directory Window shows you the entire tree for the disk. However, ZTreeWin also gives you the ability to selectively read (log) and display portions of the disk. This helps to conserve memory and allows you to focus only on areas of the tree you are most interested in. For large disks this will also improve the start up time as less disk activity will be required before ZTreeWin is ready for use.

A ZTreeWin configuration option provides the ability to configure ZTreeWin to initially log disks only to the first level of directories under the Root. You can then use outlining commands to expand, collapse, log, and release, (unlog), branches on the tree. The following symbols to the left of the directory tree have special meaning:

Symbol	Meaning
+	Files in the directory are not logged. The subdirectory tree may or may not be logged and displayed.
<blank>	Files in the directory are logged. All its files and first level subdirectories are in memory and available for operations.
·	Files in the directory are logged. All its files and first level subdirectories are in memory, but the subdirectory tree has been collapsed with the F5 or F6 command keys.
:	Files in the directory are not logged. The subdirectory tree is logged and in memory, but the tree has been collapsed with the F5 or F6 command keys.
÷	Files in the directory are not logged. The subdirectory tree is displayed, but some or all subdirectories have been unlogged and removed from the display with the Shift-Numpad-minus command.
-	Files in the directory are logged. All its files are in memory, but some or all of its subdirectories have been unlogged and removed from the display with the Shift-Numpad-minus command.

The following table summarizes the appearance of the above six symbols.

	Directory Logged State	
	Files Unlogged	Files Logged
Normal (Not modified)	**+**	**(blank)**
Collapsed with F5 or F6	**:**	**+**
Removed with Shift-Numpad-minus	**÷**	**-**

Tree Outlining Commands - The following keys are used to control the tree display. They affect how much directory and file information is logged and kept in memory.

Key	Operation
+	Expand the tree 1 level below the directory. ZTreeWin logs the directory files and shows them in the File Window, and logs the 1st level subdirectory names and shows them on the tree. If the directory is already logged then it is relogged.
=	Equivalent to +
Enter	If the directory is not logged, the '+' operation is performed.
*	Fully expand the branch under the current directory. Logs all subdirectories and their files and shows the branch on the tree. At the root directory, this has the effect of fully logging the entire disk.
-	Collapse the entire branch. All file and directory information for the branch is unlogged (released) from memory, and the subdirectory tree is no longer displayed.
Ctrl-Backspace	Unlog (release) the files in the current directory, but continue to display the subdirectory tree.
F5	Toggle between collapsing and expanding the first-level subdirectories under the current directory, without unlogging (releasing) them.
F6	Toggle between collapsing and expanding all the subdirectories under the current directory, without unlogging (releasing) them.

Shift-Numpad--	(Shift-Numpad-minus) Unlog the current directory and remove it from the display. (Use a refresh or log command on the parent directory to return it to the display.)

1.2 File Windows

The ZTreeWin File Windows are used to list file information. Only those files that are logged and have names matching the File Specification are shown and available for ZTreeWin operations. Logged files are those that have been read into memory by using a log command, or at program startup if ZTreeWin is configured to automatically log directories.

The highlight bar indicates the current file, which is the file affected by the File Commands. Move the highlight bar with the cursor keys.

In ZTreeWin the method of selecting a group of files for an operation is called "tagging". Generally, the "T" key is used to tag, and the "U" key to untag. A diamond symbol is displayed to the left of each file that is tagged. There are many methods of tagging, untagging and operating on tagged files. See section *2.10 'Tagging Files'* for more information. You can also display only those files that are tagged by entering one of the Tags-Only filter modes. See section *1.7.1 'Tags-Only Mode'* for details on that.

You can change the order in which the files are listed by using the Alt-Sort command, and can select what details about the files are displayed by using the Alt-File display command, and can vary the length of the file extension displayed in most of those displays with the Shift-Left and Shift-Right commands.

1.2.1 Small File Window

The Small File Window appears under the Directory Window, and lists the files found in the current directory that match the current filespec.

Normally you cannot move the highlight bar into the Small File Window. In order to move the highlight bar to the file list, you expand the Small File Window to the Normal full-size File Window with the Enter key, or to one of the other Expanded File Windows using keys described in the next section.

If you wish to be able to move the highlight bar to the Small File Window, you can set the Alt-F10 configuration option for the Enter key assignments, "Directory - Bypasses Small File Window", to "No". When this bypass is disabled, press Enter to move the highlight bar to the Small File Window. Press Enter again to expand the Small File Window to the Expanded File Window. Press Enter a third time to move back to the Directory Window. Press Esc in either File Window to exit to the Directory Window.

When the highlight bar is in the Directory Window or the Small File Window you can change the size of the Small File Window with the Alt-Up and Alt-Down keys, and return it to its default size with the Alt-Home key.

When the highlight bar is in the Directory Window and the Alt-F10 configuration option "Maintain file position in each directory" is set to "Yes", a highlighted right-arrow pointer is displayed to the left of the current file name in the Small File Window. If that file is tagged, then a highlighted diamond is displayed instead.

Under certain conditions the Small File Window will contain one of the following messages:

No files
: There are no files in this directory.

No files match the filespec
: There are files in the directory, but none of them match the current File Specification.

Directory not logged
: The directory has not been logged, and it is not known if it contains any files. Use +, Enter or * to log the directory.

Access denied!
The permissions on the directory prohibit anyone, regardless of authority, from accessing the files that it contains the "System Volume Information" directory on NTFS volumes is an example of this.

1.2.2 Expanded File Window

The Expanded File Window replaces the Small File Window and the Directory Window, allowing more file information to be displayed.

There are four variations of the Expanded File Window.

Normal - The Normal File Window lists only the files that are in the current directory and match the current filespec, just as the Small File Window does. Press Enter in the Directory Window to enter this window. (Or press Enter in the Small File Window if the Small File Window is not bypassed in the Alt-F10 configuration).

Branch - The Branch File Window lists all the files in the current branch which are logged, and match the current filespec. This includes all logged subdirectories of the current, highlighted directory. Press "B", for Branch, in the Directory Window to enter this window.

Showall - The Showall File Window lists all logged files on the current disk that match the filespec. Press "S", for Showall, in the Directory Window to enter this window.

Global - The Global File Window lists all logged files on all logged disks that match the filespec. Press "G", for Global, in the Directory Window to enter this window.

When either the Branch, Showall or Global Window is displayed, the title of the Statistics Panel is changed to indicate the current window type, and the color scheme changes, (unless it has been configured to be the same color as the Normal Window scheme, using Alt-F10, then F4).

Press Enter or Esc while in any Expanded File Window to return to the Directory window.

1.3 Directory and File Window Control Keys

1.3.1 Basic Control Keys

Use these keys to perform basic ZTreeWin control functions:

Enter - When in the Directory Window, enter the Normal File Window, and when in any Expanded File Window, exit to the Directory Window. The actions performed by the Enter key can be modified in the Alt-F10 configuration option section "Enter Key Assignments in Specific Windows".

Esc - In any File Window this exits to the Directory Window that was current before the File Window was entered.

B, S, G - In the Directory Window, these three keys enter the Branch, Showall and Global File Windows, as described above in section 1.2.2.

Ctrl - Hold this key to display and use the Ctrl commands.

Alt - Hold this key to display and use the Alt commands.

F4 - Press this key to cycle through the Normal, Ctrl and Alt menu commands without having to press the Ctrl or Alt keys.

F8 - Split and unsplit the Directory or File Window. See section *1.8 'Split Screen'* for more information.

F1 - Display ZTreeWin Help, (this file). This key may not always be displayed in the menu, but it usually opens this help file to a section that includes a description of the command or window being used.

Alt-F10 - Enter the ZTreeWin configuration pages. See section *3.7 'Configuration Options'* for information on each option.

E - Edit a file using the Editor configured with Alt-F10.

V - View a file.

X - Execute a command in a command prompt shell window.

? or / - Display the Extended Statistics window. See section *1.6.2 'Extended Statistics Window'*.

< and > - Switch to the previous or next disk that has been logged. (These do not have to be shifted, so the comma and period work as well on U.S. keyboards). See section *2.8 'Log Disk'* for more detail on logging and unlogging disk drives.

Q - Quit ZTreeWin.

1.3.2 Basic Navigation

The following descriptions assume that the Alt-F10 Directory Window configuration option "Highlight bar" is set to the default "Scrolling" mode. If it is set to "Fixed", then the directory list will always scroll in the Directory Window so that the highlight remains on line 4 of the display.

File and Directory Windows

Up/Down arrows - Use the up and Down arrows to move the highlight one line up or down until it reaches the top or bottom of the window, then scroll the list up or down.

Home/End - Move the highlight to the first or last item in the file or directory list.

Numpad-5 - Scroll the highlighted directory or file to the center of the display window, (if possible without having blank lines at the top of the window). In the Directory Window, if the highlight is configured to be Fixed, then reposition the highlight to the mid-point of the directory list.

Shift-Numpad-# - Where # is 1 through 9, use this with NumLock off to move the highlight to the directory or file at the 10% to 90% point in the list.

Ctrl-Up/Down - Scroll the list keeping the currently highlighted item highlighted until it reaches the top or bottom of the window. Then continue scrolling the list with the highlight at the top or bottom of the window. (This is disabled in the File Windows if Alt-F10 configuration option, "File window Ctrl/Alt-Up/Down to tag/untag" is set to "Yes").

Ctrl-PgUp/PgDn - Scroll the list up or down so the currently highlighted item is placed at the top or bottom of the window, then scroll the list one page up or down, (like PgUp and PgDn).

Backspace - Use this to navigate to the parent directory. (In a File Window this will log the files in the parent directory if they are not yet logged).

Directory Windows Only

Left/Right arrows - Use the Left arrow to navigate to the parent directory of the current directory. The Right arrow acts the same as the Down arrow.

PgUp/PgDn - Move the highlight to the top or bottom of the window then scroll the list one page up

or down.

Ctrl-Left/Right - Use to navigate up and down the levels of a directory tree, unlogging and logging directories as you do so.

Tab/Shift-Tab/ Ctrl-Tab - Move the highlight down or up to the next directory at the same level as the current directory. If the screen is split, (see section *1.8 'Split Screen'*), then use Ctrl-Tab to move down, since in split mode Tab moves the highlight to the opposite side of the split.

Ctrl-Home/End - Move the highlight to the first or last directory at the same level as the current directory within the current branch.

File Windows Only

Left/Right arrows - Use the Left and Right arrow to scroll the list up or down one page, while keeping the highlight in a fixed position in the window.

PgUp/PgDn - Scroll the currently highlighted file to the top or bottom of the window, then scroll the list one page up or down. (Set Alt-F10 configuration option "File Window paging like the Directory Window" to "Yes" make these keys work like they do in the Directory Window).

1.3.3 Treespec Navigation

One of the most powerful and useful ZTreeWin navigation aids is Treespec Navigation. This is entered from the Directory Window and the Normal File Window by pressing the Backslash (\) key.

When the Backslash (\) key is pressed, the input line immediately contains the current directory path, ready for editing. As you edit this line, you are interactively taken to the directory that matches the input.

To navigate to a subdirectory, press Backslash (\), then simply enter the first letter(s) of the subdirectory name. After reaching the desired subdirectory, press another Backslash (\), or the Tab key, to automatically complete the current name. This adds another Backslash, ready for the next subdirectory name. Usually only a few letters are required to navigate in this manner.

To navigate to a parent directory, you can Backspace over the name until the desired parent is reached. However, it is usually easier to use the Left arrow to navigate in this direction, or Home to reach the Root, before starting Treespec Navigation.

At the Root of a drive you can Backspace over the disk drive letter and enter a new letter to navigate to that drive.

Once you have reached the desired directory, press Enter to complete the navigation and log that directory (if it is not already logged).

Press Esc to cancel the Treespec navigation and return to the previous directory. Press Shift-Esc to cancel Treespec and remain on the current directory without logging it.

All Treespec Navigation is saved in the history, providing a very quick method of reaching your recently used or favorite directories. Use F3 to retrieve the last Treespec used, or Up arrow to reach the bottom of the history list. (See section 3.6 'History Lists' for more information on marking and retrieving history items).

While in the Treespec menu, you can use Ctrl-Up and Ctrl-Down to scroll the directory list to make a target directory visible that is out of view. (This is not required for Treespec to work, but is simply an additional aid).

You can also use the F4 key to navigate directly to the most recent target directory of a Copy or Move operation.

The Treespec command will automatically refresh the first level of the directory tree under the current directory, in order to reflect changes that may have occurred externally to ZTreeWin. This can be prevented by setting the Alt-F10 configuration option "Prevent auto-refreshing of directories" to "Yes". However, even if that is set to "Yes", the refresh can be done by pressing a second Backslash or Tab key.

In the Branch, Showall or Global File Windows, the Treespec command performs a special form of navigation. In these windows, pressing Backslash navigates directly to the directory containing the currently highlighted file, and enters the Normal File Window with that file highlighted.

1.3.4 Spell Search Navigation

Spell search provides the ability to navigate directly to the next file or directory that matches the key(s) entered. There are two spell search modes, the "Active" and "Prompted" modes.

By default the Active mode is disabled. When disabled, you can use Shift-A through Shift-Z to move the highlight bar to the next directory or file name that begins with a specified letter. Likewise, pressing a numeric key, (0 through 9), will jump to the next directory or file beginning with that number.

To turn on the Active mode, set the Alt-F10 configuration option "File/directory name spell search" to "Yes". You can then enter a "search string" to navigate to a file or directory name beginning with a specified string. In addition to Shift-A through Shift-Z and the numerics, most other valid file name characters can then be used. To enter characters matching the extension, enter a colon (:) to represent the period that starts the extension. The current search string is displayed in the lower left border. Use the double quote (") key to repeat the search for the next occurrence of the search string. Use Shift-Backspace to remove a character. Pressing any command key, Ctrl key or Alt key will stop the search. Use Shift-Esc to clear the search string.

Whether or not the Active mode is enabled, you can always use the Prompted mode with the "|" command to do a spell search. In this mode you can enter the alphabetic characters without holding Shift, and can access all valid file and directory name characters. Also, in this mode, you can use the asterisk (*) wildcard anywhere in the string, so the name does not have to begin with the string. Use double quote (") or PgDn to find the next occurrence of the search string, PgUp for the previous one, and Ctrl-Home/End to go to the first and last match in the list. Use Up/Down to access the history list, and F3 to retrieve the previous search string. Press Enter to exit the Prompted spell search mode.

A separate spell search string is maintained for the Directory and File Windows, and also for each side of a split screen, (see section *1.8 'Split Screen'*). However, the same spell search strings are shared between both the Active and Prompted spell search modes.

1.3.5 Bookmark Navigation

As you navigate and enter File Windows to view file information, ZTreeWin automatically maintains a list of "bookmarks" which represent the 10 most recently "visited" directories. The act of entering or attempting to enter the Normal File Window from the Directory Window automatically updates the list of "visited" directories. A directory can only exist once on the list, so if a directory is visited twice, then the old entry is deleted and a new one is placed at the bottom, (most recent point), on the list.

Use the bookmark navigation keys [&] (or Alt-Left & Alt-Right) to visit each directory in the list. Use the bookmark navigation keys from within a File Window to take you to the previous or next bookmarked directory, and enter the File Window automatically. If your keyboard or mouse has keys or buttons mapped to the Windows Forward and Back functions, these will also perform bookmark navigation.

This makes it very easy to quickly jump between groups of files in different directories. Note that as you move between bookmarks with the navigation keys, the order of the list is not changed. The most recently used directory is always the last one "visited" from the directory tree.

To remove the current directory from the bookmark list, press Ctrl-[. To remove all bookmarks in the list, press Ctrl-].

Press F11 to see the current bookmark list. From there you may select one to which you may navigate, or press Delete to remove it from the list.

Note that the bookmark list is a temporary list that only exists for the current session, and will be empty the next time you run ZTreeWin. For more permanent quick navigation to certain directories, refer to the Treespec and History List features.

1.4 FILE Specification Box

File Specification, (or "filespec"), is one of the three methods in ZTreeWin of "filtering" the files that are displayed. (See section *1.7 'Filtered Displays'* for a description of the other two).

Filespec is one of the main features of ZTreeWin file operations. Only files that match the current filespec are displayed and affected by ZTreeWin operations. These files are called "Matching files". This has the effect of serving as a "filter" to show you only the file, or group of files, with which you are interested in working.

When ZTreeWin is first started, the default *.* (all files) specification appears, and all files are displayed. Press "F" for Filespec in any window to enter a new filespec. Press Enter after the "F", without any input, to quickly return to the default *.* specification.

Filespec is capable of displaying files based on three different types of specifications:

File names - "name spec"
File dates - "date spec"
File sizes - "size spec"

Within each type, multiple specifications can be used, and combinations of the three types can also be used. (See section *1.4.3 'Combining Filespecs'* for more information on multiple filespecs).

When the length of the File Specification exceeds the space available in the File Specification Box, a right arrow indicates that part of the specification is not visible. To see the complete specifications of the current or previous filespec, press "F", then use the command history (up-arrow) to see the specs; or press "F", then press F3 to retrieve the previous filespec to the input line.

When the filespec is not set to *.*, the Filter Indicator to the left of the Path Identification contains a highlighted dash (-) to indicate that some files may not be displayed. Also, if the "STATS" keyword is assigned a color in the ZCOLORS.INI file, the Matching statistics will be displayed in that color.

1.4.1 Filespec Rules

The filespec is not case sensitive, so all files matching a name spec, regardless of case, will be displayed.

Filespec treats the name and extension sections of the name spec separately. This means that wildcards do not span the extension period. A name spec that has no period is treated as if it had a trailing period, and therefore no extension. The only exception to this is that trailing asterisks in the name section will be treated as spanning the extension period if the configuration option "Treat trailing '*' & no '.' as '*.*'" is set to "Yes".

A leading period in a file name or name spec is always considered to be like any other character in the name section, and never considered to be the rightmost period which separates the name and extension sections.

A trailing period in a filespec, if it's the only period, (not counting a leading period), means files with no extensions. A trailing period, if it's not the only period, (not counting a leading period), is ignored.

The valid month, date and year separator characters for a date spec are "/", "." and "-". The year may be specified as two or four digits.

The entire filespec can be reversed, or "inverted", so as to show only those files that do not match the filespec. Press Ctrl-I to "Invert", then press "F" for Filespec. The filespec shown in the FILE Specification Box will be highlighted, to indicate that the filespec is inverted, or reversed.

1.4.2 Filespec Characters

The following are all the characters, (besides the valid file name and date separator characters), that can be used in the filespec.

* Use the asterisk in a name spec to permit any number of any characters in that position of the file name. The asterisk signifies any number of characters, including zero, (or no characters), in that position of the filename. A rightmost period followed by an asterisk, (.*), means files with and without extensions.

Example: *ZT*.* displays all files that have a "ZT" anywhere in the name section of the file name, but not any files that do not have a "ZT" in the name section. It includes files with any extension, or no extension.

? If leading or embedded in that section of a name spec, then permit any exact number of any characters in that position of the file name. If trailing in that section of the name spec, then permit that number or fewer, including zero, of any characters in that position of that section of the file name.

Examples: A?C*.* displays all files that begin with "A", and have a third letter of "C", but not any files that don't.

???AB.* displays all files that have exactly 5 characters in the name section and end in "AB".

AB???.* displays all files that start with "AB" and have 5 or fewer characters in the name section.

, ; To enter multiple specifications, separate each one with a comma, space or semicolon. (See section *1.4.3 'Combining Filespecs'* for more information on multiple filespecs).

Example: *.GIF,*.JPG,*.BMP, displays all files having any of the three extensions, and no others.

" " For name specs containing commas, spaces or semicolons, you must enclose the specification in double quotes, (or they will be considered separators between multiple specifications).

Example: "ABC *XYZ.DOC" will display all files that start with "abc ", (including the space), followed by any number of any characters, and ending in "xyz", and having a ".doc" extension. No other files will be displayed.

◄ ► Enclose a group of characters, any one of which may occupy this position in the file name. Use Alt-[and Alt-] to insert the ◄ and ► characters (or glyphs) into the filespec. (For non-US keyboards, see section *2.11 'Non-US Keyboards'*).

Example: ABC◄123►.TXT displays ABC1.TXT, ABC2.TXT and ABC3.TXT, but not ABC4.TXT, (or any other files).

< = > Display only those files that have dates or sizes less than equal to, or greater than the specified date or size. To specify a size, rather than a date, follow the symbol with an "s". You can also enter TODAY as a spec, to reference files dated today.

Examples: >12-31-99 displays all files newer than 12-31-99.

=>s200000 displays all files 200,000 bytes or larger in size.

<TODAY displays all files older than today.

\- Negate the individual specification, (not the entire filespec), showing only those files that do not match the specification. This must be the first character of the specification.

Example: -*.TXT will show all files except those with a .TXT extension.

: Label the entire filespec. Precede the colon with the desired label, to make it easy to recognize a long or complex combination of filespecs in the small filespec box. (This is just a visual clue, and has no effect on the filespec itself).
Example: "Pics: *.GIF,*.JPG,*.BMP" will display "Pics:" as the first part of the filespec in the filespec box. This can also help when retrieving a filespec from history.
(See section *3.6 'History Lists'*).

1.4.3 Combining Filespecs

Filespecs can be combined within types. For example, multiple name specs can be used together.

The logic used for positive name specs is "OR", which means that the file is displayed if it meets any of the listed specs. For negative name specs, the logic is "AND NOT", which means that, of the otherwise displayed files, these will be not be displayed. If all the name specs are negative, then the *.* name spec is assumed to be present, even though not specified.

Examples: *.GIF,*.JPG,*.BMP means display all files that have either .GIF or .JPG or .BMP extensions.

.GIF,-A.* means display all files with .GIF extensions, except those that start with the letter "A".

-*.GIF,-*.JPG,-*.BMP means display all files except those with .GIF or .JPG or .BMP extensions.

The logic used for positive date and size specs is "OR", except when a ">" lower value is immediately followed by a "<" higher value. In this case the logic is "AND", so that the range will be included. For negative, (not equal), date and size specs, the logic is "AND NOT", which means that, of the otherwise displayed files, these will not be displayed.

NOTE: All date and size specs are considered to be positive, unless they are "-=" or "<>", (not equal). This is because a "-<" spec is actually a "=>" spec, and a "-=>" spec is actually a "<" spec, etc.

Examples: <5-1-03,>5-31-03 displays all files not dated in May, 2003.

-=>5-1-03,-<=5-31-03 displays the same as above.

=>5-1-03,=<5-31-03 displays all files dated in May, 2003.

-<5-1-03,->5-31-03 displays the same as above.

-<5-1-03,->5-31-03,<>5-10-03 displays all files dated in May, 2003, except those dated May 10,2003.

Filespecs can be also combined between types. In other words, name specs, date specs and size specs can all be used together.

The logic used when combining the different types of specs is always "AND", which means that files must meet each of the types of specs to be displayed.

Examples: *.TXT,=5-10-03,<s1000 means display only those files with a .TXT extension which are dated May 10, 2003 and are smaller than 1000 bytes in size.

.GIF,.JPG,*.BMP,-* ◄XYZ► .*,<5-1-03,>5-31-03,=>s10000,<=s100000 means display all .GIF, .JPG and .BMP files that have names that do not end in “X" or "Y" or "Z", and are not dated in May, 2003, and are between 10,000 and 100,000 bytes in size.

1.5 DISK Specification Box

This identifies the disk currently referenced by ZTreeWin, and shows the volume name and number of available bytes for this disk. This changes each time you Log or select a new disk.

Use the Log or Alt-Log (Log Options) commands to log another disk. Log keeps the information for previously logged disks in memory, and Alt-Log releases all other disks, and/or provides for partial logging. Use the < and > keys to switch to a previously logged disk without relogging it.

To change the volume name of a disk, select the Ctrl-Volume command from the Directory Window command menu.

1.6 Statistics Displays

1.6.1 Statistics Panel

When the Directory Window or Showall File Window is active, the statistics in this box reflect the data for the entire disk: DISK Statistics, or SHOWALL statistics. For the Small or Expanded File Window, the statistics apply only to the current directory: DIRECTORY Statistics. When the Branch Window is active, the statistics apply only to the current branch: BRANCH Statistics. In the Global Window, the statistics include all logged disks: GLOBAL Statistics. In all cases, the statistics reflect totals only for currently logged directories.

The Total statistics shows you the total number of files and how much space these files use. The Matching statistics show you how many files match the File Specification and the amount of space they utilize. The Tagged statistics show you how many files have been tagged (marked with a diamond) and how many bytes these tagged files occupy.

This box also displays the name of the current directory and the size of its contents if the Directory Window is active, or the current file and its size if any of the File Windows is active.

If the line height is set to more than 25 lines, then the number of files in the directory is also shown in the Directory Window, and the file attributes, date and time is also shown in the File Window.

When the keyword "STATS" is assigned a color in the ZCOLORS.INI file, then the "Matching" or "Tagged" sections are displayed with that color when the filespec is not set to *.*, or there are tagged files in the current directory or File Window.

1.6.2 Extended Statistics Window

In addition to the statistics displayed in the Statistics Panel, ZTreeWin provides more detailed information about your disk and files in the Extended Statistics window. Press "?" or "/" from the Directory or File Window to display this window. Close the window by pressing Esc or Enter. Switch drives with the statistics displayed with the < and > keys.

Below is a guide to some of the additional data supplied in this window:

DISK STATISTICS Column

Disk Drive	-	Volume ID and formatted file system. If the disk drive is a mapped network share or a SUBST drive, then the UNC name or SUBST path is displayed below this line. (The SUBST path display is not supported in Win 95).
Capacity	-	Total amount of physical space on the disk, or a disk partition.
Available space	-	Amount of space on the disk not yet occupied by files, directories, slack space and other overhead.

Used space - Amount of space on the disk used by files, directories, slack space and other overhead.

Slack space - Used disk space not available due to clustering. This is the difference between the total size of the logged files on the disk, and the amount of space used on the disk to store them. This is caused by the fact that files occupy multiples of entire fixed-size clusters, but do not usually occupy the entire last cluster, thereby wasting space. To see the slack space of the entire disk, all files must be logged.

Other overhead - Used disk space that is not allocated to files or to slack space. This includes the space occupied by directories. This statistic appears only if all files on the disk are logged. If the disk is a mapped network shared directory, or a directory mapped with the SUBST command, then this overhead will include all physically used disk space not occupied by the logged files and their associated slack space.

Cluster size - The size of the clusters formatted on the disk.

Sector size - The size of the sectors formatted on the disk.

Total sectors - The number of sectors formatted on the disk.

Total clusters - The number of clusters formatted on the disk.

Sectors/cluster - The number of sectors in each cluster on the disk.

FILE STATISTICS Column

File spec - The current filespec filter.

Total files - The number and total size of files currently logged on the disk or branch.

Matching files - The number and total size of logged files on the disk or branch that match the filespec.

Tagged files - The number and total size of tagged files on the disk or branch.

Displayed files - The number and total size of files displayed in the current directory or file window.

Average size - The average file size based on the total file count and the total size of all logged files on the disk.

DISPLAY INFORMATION Line

Cols - The total character width of the entire ZTreeWin window.

Rows - The total line height of the entire ZTreeWin window.

List height - The number of lines in the current Expanded File Window.

Files/page - The number of files that can be displayed in the current Expanded File Window in the current Alt-File display mode.

Name.ext length - The lengths of the largest file name and extension that can be displayed in the current Expanded File Window, in the current Alt-File display mode.

1.7 Filtered Displays

As mentioned in section *1.4 'FILE Specification Box'*, there are three methods of filtering files in ZTreeWin. The first was described in that section. The other two methods are to enter a "Tags-Only" display mode, or to use the Compare Filter.

1.7.1 Tags-Only Mode

In the Tags-Only mode ZTreeWin displays in the File Window only those files that are tagged, and also match the filespec, (matching tagged files). See section *2.10 'Tagging Files'* for more basic information about tagging files.

The Tags-Only mode can only be entered if there are tagged files that match the filespec. If there are no matching tagged files, then no action is performed. There are five methods of entering the Tags-Only mode, (four from the Directory Window, and one from the File Window).

From the Directory Window, use the same keys as usual to enter the File Windows, except also hold the Ctrl key to show only matching tagged files:

Ctrl-Enter - Normal File Window.
Ctrl-Branch - Branch File Window.
Ctrl-Showall - Showall File Window.
Ctrl-Global - Global File Window.

From any File Window:

Ctrl-Enter or Ctrl-F4 - Enter the Tags-Only mode. If already in the Tags-Only mode, reduce the list to only the tagged Files or exit the Tags-Only mode if all or no displayed files are tagged.

The detail of how this works is as follows:

If not in the Tags-Only mode, then:
- If some displayed files, but not all, are tagged, enter the Tags-Only mode showing only the tagged files that match the filespec.
- If none or all displayed files are tagged, then take no action. If no displayed files are tagged and there are non-matching tagged files in the directory, this will first display the message "No tagged files match the filespec".

If already in the Tags-Only mode, then:
- If some displayed files remain tagged, but not all, remain in the Tags-Only mode and reduce the list to show only the matching tagged files.
- If all displayed files remain tagged, then exit from the Tags-Only mode and display all matching files.
- If no displayed files remain tagged, exit the Tags-Only mode and display all matching files. If there are non-matching tagged files in the directory, this will first display the message "No tagged files match the filespec".

When the Tags-Only mode is active, the Filter Indicator to the left of the Path identification contains a diamond (◊) to indicate that some files may not be displayed.

1.7.2 Compare Filter

While in any File Window where it is possible to have duplicate file names, (Branch, Showall or Global File Windows), you can enter the Compare Filter mode by pressing Alt-F4.

This provides a special compare menu which allows the display to be restricted to files that are unique, or are duplicates with optionally identical, newer or older timestamps.

When in a Global window, the compare scope can be restricted to all files, or to just those files on different drives, or to those in matching paths on different drives.

This Compare Filter mode operates only on the files currently being displayed. In effect, it reduces the current list to those files that match the menu choice. Once reduced, additional Alt-F4 Compare operations only further reduce the list. They do not redisplay any files not currently displayed.

This mode is very temporary. Any operation that causes a refresh will exit the Compare Filter mode.

When the Compare Filter mode is active, the Filter Indicator to the left of the Path Identification contains a number sign (#) to indicate that some files may not be displayed.

1.7.3 Filter Indicator

The Filter Indicator is displayed to the left of the Path Identification any time that ZTreeWin is in one of the three filtering modes. This indicates that not all files may be displayed.

Filespec	-	Whenever the filespec is not *.*, the filter indicator is highlighted. If no other filter mode is active, then a dash (-) is highlighted.
Tags-Only	-	When ZTreeWin is in a Tags-Only mode, a diamond (◊) is displayed in the Filter Indicator.
Compare Filter	-	When the Alt-F4 Compare Filter is active, a number sign (#) is displayed in the Filter Indicator.

1.8 Split Screen

ZTreeWin provides the ability to have two simultaneous views of the files and directories on your disks. From the Directory or File Window press F8 to split the current display in two. After splitting the display, the new window on the right side will initially display the same information as on the left. You can then perform ZTreeWin commands separately on each side of the split. The operations are performed in the side that contains the highlight bar.

Use the Tab key to move the highlight bar between the two sides. The side of the split you are leaving is temporarily frozen, and a highlighted right-arrow pointer is displayed to the left of current directory or file on that side. If the directory is not logged, or the file is tagged, then the log symbol or tag is highlighted instead.

If you perform operations in the newly activated side of the split that affect the information in the inactive side, the inactive side is updated only when you Tab back to it. Since the Tab key is used to toggle between the two sides, the alternate Ctrl-Tab key can be used to navigate down the directory tree at the same level. (Shift-Tab is used whether or not the screen is split to navigate up the directory tree at the same level).

When the screen is split, the destination directory for copy and move operations always defaults to the current directory on the opposite side of the split.

A separate independent state is kept for each side of the split for the following settings:

- Tags
- Filespecs
- Spell search strings
- Window state (Directory or File) for each disk
- Current directory and file for each disk

A common ZTreeWin state applies to both sides of the split for all other settings. Any change to these will affect both sides of the split, but will be seen only when you Tab to the other side. Some of these settings are:

- Disk and directory logging
- F5/F6 collapse/expand state
- Sort order
- Column mode

- Kbyte mode
- Bookmarks
- History
- Most recent target and browse directories

When you first split the display, ZTreeWin copies the file tags and other window states from the original display to the new one on the right. Any Tag or Untag operations you then perform affect only the tags in the display side that is currently active. As indicated above, file tags are maintained separately once the display is split, unless you unlog a directory with tagged files in it.

When the display is split, the Merge tags (Ctrl-F6) command can be used to copy the tags in the current window to the same files in the same directory on the opposite side. This works whether or not the files on the opposite side are currently being displayed. (You must Tab to the other side to refresh that window before the tags will appear).

To unsplit the display, press F8 again. ZTreeWin displays in full width whichever side was active when you pressed F8 to unsplit the display, and any tags unique to the opposite side will be lost.

1.9 Browse Window

This window enables you to browse for a destination directory, rather than typing the path when moving or copying files, or comparing or grafting directories. Display this window by pressing F2 when being prompted for the destination path during these commands, or when prompted for input. It can be enabled for almost all input prompts by setting Alt-F10 configuration option "Enable F2 and F11 on non-destination input" to "Yes".

The Browse Window is displayed using inverted colors to differentiate it from the normal Directory Window.

The first time this function is used during a session, the display will be of the active disk with the current directory highlighted. As other disks are later browsed, the last selection on each is saved, and is shown by default in subsequent uses.

The highlight bar identifies the destination directory that will be placed on the input line. Use the cursor keys to highlight the desired directory. Most of the directory outlining and navigation keys work in this window, including '+' and Ctrl-right to expand, F5/F6 to collapse, \ for Treespec, Alt-Left/Right for previous bookmarks, Shift-letter for spell searching, etc. You can also use < and > to switch drives, or "L" to log a new drive while in this window. See section *1.1 'Directory Window'* for the full list of outlining commands, and section *1.3 'Directory and File Window Control Keys'* for a description of the navigation, spell search and bookmark commands.

Log commands performed in this window affect the actual logged state of disks and directories in ZTreeWin. The unlog and release commands are not active.

Press Enter to select the highlighted directory and pass the path name to the destination prompt. Press Esc to return to the destination prompt without passing a path name.

1.10 Video Control

The overall size of the ZTreeWin window can be controlled in several ways.

The initial default size is 80 columns by 25 lines, (80x25). This is controlled by the Alt-F10 configuration options "Number of characters wide" and "Number of rows high". Either or both of these may be set to "MAX" to set the initial size to the maximum size that will fit on the screen. This size will depend on the screen resolution, and the font being used in the shortcut.

In Windows 95, 98 and ME, the maximum size is automatically made slightly smaller than the entire screen, in order to avoid difficulties that arise if the window uses all of the screen. In Windows NT, 2000 and XP, the maximum size will use all of the screen.

The initial size may also be set by command-line options, which will override the configuration option settings, as explained in section *3.13 'Command-Line Options'*. The /COLS and /ROWS switches provide the ability to specify a series of sizes, which will be used by the horizontal and vertical video control commands.

There are three video control commands which can be used at any time to change the overall size of the display:

Alt-F7 Zoom - Use to toggle the size to maximum size and back to the previous size. If there was no previous size, (initially MAX), then it will toggle to the size set in the configuration options, or 80x25.

Alt-F8 Video - Use to cycle the horizontal width through the settings specified on the command line with the /COLS switch, (or use internal settings if not specified), up to the maximum width possible, depending on the screen resolution and font being used.

Alt-F9 Video - Use to cycle the vertical height through the settings specified on the command line with the /ROWS switch, (or use internal settings if not specified), up to the maximum height possible, depending on the screen resolution and font being used.

Some 16-bit DOS programs have difficulties if the window size is not one of the standard sizes, (80x25, 80x43 and 80x50). These programs may freeze, especially when they exit. Therefore, if you start one of these programs from ZTreeWin, you may want to set up your window sizes so that you can cycle with the video control commands to one of these standard sizes.

Some Windows 95, 98 and ME installations occasionally freeze when ZTreeWin is ended if the window size is not one of the above mentioned standard sizes. (This may depend on the video card and driver). If you experience this difficulty, you may need to resize to one of these settings before ending ZTreeWin.

In some cases, when calling an external program from ZTreeWin, an undesirable blinking will occur. This is a Windows problem caused by the use of bright background colors in ZTreeWin. To avoid this, configure ZTreeWin to use only one of the eight normal (dim) background colors.

You may use the Windows Alt-Enter key to toggle the ZTreeWin window to full screen and back. This works best if the window is first set to one of the above mentioned standard sizes.

See section *3.12 'Shortcut Setup'* for important information regarding how the shortcut properties may affect the video display.

2. ZTreeWin Commands

ZTreeWin provides two primary sets of command menus. These menus are displayed at the bottom of the screen, and change according to the type of window in which the highlight bar is located.

The Directory Command menus contain the commands that operate on disks and directories, and are displayed only when the highlight bar is in the Directory Window. The File Command menus usually operate on files, and are only displayed when the highlight bar is in a File Window.

There are three sets of commands in each type of window.

- Normal (unshifted) commands are those you usually see at the bottom of the screen when you are not pressing a shift key (Ctrl or Alt). Choose these commands by pressing the key indicated by the first uppercase letter in the command. Normal commands generally operate on individual disks, directories, and files.

- Ctrl commands appear when you hold down the Ctrl key. They typically act on multiple files, (or tagged files).

- Alt commands appear when you hold down the Alt key. They are advanced commands and sometimes extend the function of Normal commands. When calling external commands, the Alt versions usually launch in a separate session.

You can access the Ctrl and Alt commands without holding down those keys by using the F4 key to cycle through the Normal, Ctrl and Alt menus.

2.1 ZTreeWin Operation Keys

These keys are generally used throughout ZTreeWin to control the operation of commands which are described in the following sections, 2.2 through 2.7. See also section *3.4 'Input Navigation'* for more detail on these and other keys commonly used to control the input lines.

Esc	-	Cancel the command operation.
F1	-	Display this ZTreeWin Help file.
F2	-	Activate the Browse Window. Use this to place a directory path into the input line. See section *1.9 'Browse Window'* for more details.
F2 - F8	-	Use these function keys in many commands to choose command options.
Tab	-	Choose the current or previous directory destination path, or perform other actions specific to the command operation.

2.2 Directory Window Commands – Normal

Normal Directory Commands are displayed at the bottom of the screen when the highlight bar is in the Directory Window. Some commands do not appear on the menu. To execute a Normal command, press the key indicated by the first uppercase letter, character or function key for the command. This key is highlighted if it's on the menu.

The following is a list of all Directory Window Normal commands. Descriptions of those commands that do not appear on the menu are marked here with "=".

Avail	-	Show the amount of space available on any disk drive.
Branch	-	Enter the Branch File Window and display all matching files logged in the current branch.
Compare	-	Compare the file entries in the current directory with those in a second directory, and tag the

files in the current directory that match the options chosen, when compared to the files in the second directory.
The options are:

Identical- All files that are identical in size, date or both.
Unique - All files that do not have the same name in the second directory.
Newer - All files that have a newer date and time in the current directory.
Older - All files that have an older date and time in the current directory.
Binary - All files that have either the same or different internal contents.
Case - Set to "Yes" to treat files with the same name but different case as different files.

Combinations of the Identical, Unique, Newer and Older options use "or" logic.
For example, you can tag files that are Unique "or" Newer. Binary scans the contents of the files, then uses "and" logic with Identical, Newer and Older, and uses "or" logic with Unique. For example, you can tag files that have identical dates "and" have different contents. Time tolerances can be set with Alt-F10 configuration options "Ignore 2 second timestamp differences" and "Ignore 1 hour timestamp differences".

Del - Delete the current directory, which must be empty. (Use Alt-Prune to remove non-empty directories.)

Edit - Edit a new or existing file using the editor specified in the Alt-F10 configuration option “Editor:".

Filespec - Specify a group of files for ZTreeWin's operations. This specification is a filter that defines "matching" files. See section *1.4 'FILE Specification Box'* for a detailed description.

Global - Enter the Global File Window and display all matching logged files on all logged disks.

sHortcut - Create a shortcut to the current directory. The default name of the shortcut will be the directory name. You may enter a new name if desired. The .LNK extension will automatically be added to the name on the input line. Use Tab to cycle through several paths that might be available, including the Windows Desktop.

Invert - Reverse the tags on all matching files in the current directory, or reverse the File Specification.

Log - Log another disk, keeping the disks which were previously logged in memory.
See section *2.8 'Log Disk'* for more details on the available options.

Make - Make a new subdirectory under the current directory. Multiple levels can be created in one operation, by separating each level with a Backslash, (e.g. dir1\dir2\dir3). Use the TAB key to change the case of the entered directory name.

Oops! - Open the Windows Recycle Bin to restore files and directories, or run ZOOPS.BAT if it exists in the ZTreeWin directory to launch an alternative program.
NOTE: This window may not be visible because Windows placed it behind the ZTreeWin window. Use Alt-Tab to bring it to the foreground.

Print - Print directory information. There are three directory print options:

- Catalog of tagged files - Print a list of all tagged files on the current drive.
- Pathnames - Print a list of all logged paths on the current drive.
- Tree - Print a directory tree of the current drive.

Set the following print options:

- Lines/page - Set to the desired number of lines on a page before a page break. Set to 0 to not send page breaks to the printer.
- Margin - Set to 1 to create a left margin of about 1 inch. (Actually 8 characters).
- Wrap - Set to "Off" to not wrap long lines sent to the printer, or select 75, 80 or 132 as the wrap point for the right margin.
- Print to - Enter a port name such as LPT1 or COM1, or enter a file name to print to a file, (appends if the file exists). Press Tab to cycle through the installed printers.

Select "Windows Drivers" to use the Windows dialog to choose the printer.
NOTE: This dialog may not be visible because Windows placed it behind the ZTreeWin window. Use Alt-Tab to bring it to the foreground.

Quit - Quit ZTreeWin and return to Windows. Use Y or Q for the confirmation.

Rename - Change the name of the current directory, (see section *3.2 'Renaming Files and Directories'*). Use Tab/Ctrl-Tab to change the case of the name and extension, (see section *3.2.3 'Changing Case'*). A preview confirmation will appear automatically on a complex Rename if the Alt-F10 configuration option "Rename protection" is set to "Confirm".

Showall - Enter the Showall File Window and display all matching files logged on the current disk.

Tag - Tag all matching files in the current directory, and advance the highlight bar to the next directory.

Untag - Untag all matching files in the current directory, and advance the highlight bar to the next directory.

View - View the contents of the entered file using the internal viewer, or another viewer using the viewer specified in the Alt-F10 configuration option, "Viewer:". See section *3.8 'The Internal Viewer'* for more information on the internal viewer.

eXecute - Open a command shell window to run programs or Windows commands from a command line. Use Batch parameters to retrieve information about the directory. (See section *3.1 'Batch Parameters'*). Use the Up, Down, F3 or other history keys to retrieve previous command history. (See section *3.6 'History Lists'*). Press Esc to exit the shell window, or press Ctrl-Enter instead of Enter to exit the shell window after executing the command.

Y = ZTreeWin Assistant Application Program (ZAAP) command. Requires that the /ZB switch be used. At the Assist prompt enter a command string to be passed to the assistant program. ZTreeWin will pass the command string and the highlighted directory name to the program selected by the first letter of the command string. For more information on available ZAAPs visit the ZTreeWin ZAAP web page at: http://www.ztree.com/html/zaap.htm

Z = Same as the Branch command.

Shift A-Z = Move the highlight bar to the next directory in the list that starts with this letter. (See section *1.3.4 'Spell Search Navigation'* for more details).

1-9 = Move the highlight bar to the next directory in the list that starts with this number. (See section *1.3.4 'Spell Search Navigation'* for more details).

Numpad-5 = Scroll the highlighted directory to the center of the Directory Window, (if possible without having blank lines at the top of the window). If the highlight is configured to be Fixed, then reposition to the mid-point of the directory list.

Shift-Numpad-# = Where # is 1 to 9, use this with NumLock off to move the highlight to the 10% to 90% point in the directory list.

F1 Help - Display this help file.

F3 = Refresh the file list for the current directory, and update the branch structure, to reflect possible changes made by other applications. (Keeps tags). Also redisplays directories hidden with Shift-Numpad-minus.

Shift-F3 = Refresh the file list for the current directory, and update the next level only of the branch structure, to reflect possible changes made by other applications. (Keeps tags).

F4 = Cycle through the Ctrl, Alt and Normal menus without holding the Ctrl or Alt keys.

F5 = Collapse and expand, without unlogging, subdirectories of the highlighted branch.

F6 = Collapse and expand, without unlogging, the highlighted branch.

F7 Autoview - Autoview the files in the current directory. Use F7, Esc or Enter to exit the Autoview mode. Use Alt-Right and Alt-Left to change the relative widths of the file list and document windows. Use Alt-Home to restore the default widths. Use Shift to control the viewer in this mode, using the normal viewer commands. (See section *3.8 'The Internal Viewer'* for these commands).

F8 Split - Split and unsplit the window display. (See section *1.8 'Split Screen'*).

F9 Menu - Application Menu. Activate the ZTreeWin Application Menu.
See section *3.5 'Application Menu'*.

Shift-F10 = Show the Windows context menu for the highlighted directory, or for the drive if the highlight is at the root. This is the same as a right-click with the mouse in Windows Explorer.

F11 = Show the bookmark history. See section *1.3.5 'Bookmark Navigation'* for a detailed description.

F12 = Run a keyboard macro. See section *3.10 'Keyboard Macros'*.

* = Log all files and directories of the currently highlighted directory.

+ or = = Log the files in the current directory, and display the next level subdirectories of the current directory, without logging their files.

- or _ = Unlog all the files and subdirectories of the current directory.

Shift-Numpad-- = (Shift-Numpad-minus). Unlog the current directory and all its subdirectories, and remove them from the display. (Use F3 Refresh or a log command on the parent directory to return them to the display.)

< or , Select - Switch to the previous logged drive.

> or . Select - Switch to the next logged drive.

| = Enter the Prompted spell search mode. See section *1.3.4 'Spell Search Navigation'* for more details.

/ Stats -= Display the Extended Statistics window.

? = Same as "/" Stats.

\ Treespec - Use this to quickly navigate directories. The first directory that matches the input is highlighted

in the Directory Window. See section *1.3.3 'Treespec Navigation'* for more details.

; = Same as "\" Treespec.

[= Navigate to the previous directory in the bookmark list.
See section *1.3.5 'Bookmark Navigation'* for more details.

] = Navigate to the next directory in the bookmark list.
See section *1.3.5 'Bookmark Navigation'* for more details.

◄┘ File - Enter key. Enter the Normal File Window and display all matching files in the current

directory. (If the Alt-F10 Enter Key Assignment, "Directory - Bypasses Small File Window" is set to "No", then Enter will move the highlight bar to the Small File Window).

Shift-Esc = Clear the display of the most recent spell search string.

Del Key = Delete the current directory, which must be empty. (Same the Delete command).

Up = Move the highlight bar up one directory.

Down = Move the highlight bar down one directory.

Left = Move the highlight bar up to the parent directory of the current branch, but stop at the first level under the root directory.

Right = Move the highlight bar down to the next directory in the current branch. (Same as Down).

PgUp = Move the highlight bar to the top of the window, then move up the directory list a page at a time.

PgDn = Move the highlight bar to the bottom of the window, then move down the directory list a page at a time.

NOTE: The above PgUp/PgDn keys always scroll the directory list if the Alt-F10 Configuration option "Highlight Bar" is set to "Fixed".

Home = Move the highlight bar to the root directory of the drive.

End = Move the highlight bar to the last directory in the list.

Space = Move the highlight bar down one line. (Same as Down).

Backspace = Move the highlight to the parent directory. (Same as Left, except it can move to the root of the drive).

Tab = Move the highlight bar down to the next directory at the same level as the current directory. (If the screen is split, move the highlight bar to the opposite side of the split, and use Ctrl-Tab instead to move the highlight bar down one directory at the same level).

Shift-Tab = Move the highlight bar up to the previous directory at the same level as the current directory.

2.3 Directory Window Commands – Ctrl

Ctrl Directory Commands are displayed at the bottom of the screen by holding down the Ctrl key when the highlight bar is in the Directory Window. Some commands do not appear on the menu. To execute a Ctrl command, hold Ctrl and press the key indicated by the first uppercase letter, character or function key for the command. This key is highlighted if it's on the menu.

The following is a list of all Directory Window Ctrl commands. Descriptions of those commands that do not appear on the menu are marked here with "=".

Ctrl-Branch	-	Enter the Branch File Window in the Tags-Only mode to show only the matching tagged files in the current branch.
Ctrl-Filespec	-	Toggle between the two most recently used Filespecs (not including *.*).
Ctrl-Global	-	Enter the Global File Window in the Tags-Only mode to show only the matching tagged files on all logged disks.
Ctrl-Invert	-	Reverse the tags on all matching files on the current drive, or reverse the File Specification.
Ctrl-Log disk	-	Log another disk, but if it is already logged then switch to it without relogging it. See section *2.8 'Log Disks'* for more information on the available options. This function may be swapped with Log, using the Alt-F10 configuration option, "Swap Log and Ctrl-Log key assignments".
Ctrl-Quit	-	Quit ZTreeWin and launch a new command shell at the directory which is current in ZTreeWin. Use this when ZTreeWin was started from a shortcut. (This does not require the use of the ZTWIN.BAT file).
Ctrl-Showall	-	Enter the Showall File Window in the Tags-Only mode to show only the matching tagged files on the current disk.
Ctrl-Tag	-	Tag all matching files logged on the current disk.
Ctrl-Untag	-	Untag all matching files tagged on the current disk.
Ctrl-Volume	-	Change the volume name (label) of the current disk.
Ctrl-Z	=	Toggle the colorization of files and directories, as defined in the ZCOLORS.INI file. (This does not affect colors assigned in the Alt-F10, F4 color configuration).
Ctrl-F7 Tag	-	Tag all matching files logged in the current branch.
Ctrl-F8 Untag	-	Untag all matching files tagged in the current branch.
Ctrl-F9 Invert	-	Invert tags on all matching files in the current branch. Untags tagged files, and tags untagged files in the current branch that match the filespec.
Ctrl-F12	=	Toggle recording of keystrokes to macro file ZSAVE.ZTM. See section *3.10 'Keyboard Macros'*.
Ctrl-\	-	Toggle between the two most recently used Treespecs. (For non-US keyboards, see section *2.11 'Non-US Keyboards'*).
Ctrl-;	=	Same as the Ctrl-\ command.
Ctrl-[	=	Delete the bookmark for the current directory. (For non-US keyboards, see section *2.11 'Non-US Keyboards'*).

Ctrl-] = Delete all bookmarks. (For non-US keyboards, see section *2.11 'Non-US Keyboards'*).

Ctrl-◄┘ - Ctrl-Enter. Log the current directory if not logged. If logged, enter the Normal File Window in the Tags-Only mode to show only the matching tagged files in the current directory.

Ctrl-Ins Key = Copy information about the directory to the Windows Clipboard. Choose options to copy the Name only, path only, name and path, short names, case and other info.

Ctrl-Up = Scroll up a line, keeping the highlighted directory highlighted until it reaches the top of the window.

Ctrl-Down = Scroll down a line, keeping the highlighted directory highlighted until it reaches the bottom of the window.

Ctrl-Left = Logged directory: Unlog the directory and branch. Unlogged directory: Move up a directory level.

Ctrl-Right = Unlogged directory: Expand the directory tree. Logged directory with subdirs: Move down a directory level. Logged directory without subdirs: Log the files.

Ctrl-PgDn = Scroll down so the highlighted directory moves to the top of the window and remains highlighted, then scroll down a page at a time.

Ctrl-PgUp = Scroll up so the highlighted directory moves to the bottom of the window and remains highlighted, then scroll up a page at a time.
NOTE: The above Ctrl-PgUp/PgDn keys are not active if the Alt-F10 configuration option "Highlight bar" is set to "Fixed".

Ctrl-Home = Go to the first directory at the same level.

Ctrl-End = Go to the last directory at the same level.

Ctrl-Backspace = Unlog the files in the current directory, without affecting subdirectories. Same as Alt-Release Current.

Ctrl-Tab = Move to the next directory down at the same level.

2.4 Directory Window Commands - Alt

Alt Directory Commands are displayed at the bottom of the screen by holding down the Alt key when the highlight bar is in the Directory Window. Some commands do not appear on the menu. To execute an Alt command, hold Alt and press the key indicated by the first uppercase letter, character or function key for the command. This key is highlighted if it's on the menu.

The following is a list of all Directory Window Alt commands. Descriptions of those commands that do not appear on the menu are marked here with "=".

Alt-Attributes - Modify the attributes of the current directory.

Alt-Compare - Compare the file entries in the current branch with those in a second branch, and tag the files in the current branch that match the options chosen, when compared to the files in the second branch.
The options are:
Identical - All files that are identical in size, date or both.
Unique - All files that do not have the same name in the second branch.
Newer - All files that have a newer date and time in the current branch.
Older - All files that have an older date and time in the current branch.
Binary - All files that have either the same or different internal contents.
Case - Set to "Yes" to treat files with the same name but different case as different files.
Combinations of the Identical, Unique, Newer and Older options use "or" logic. For example, you can tag files that are Unique "or" Newer. Binary scans the contents of the files, then uses "and" logic with Identical, Newer and Older, and uses "or" logic with Unique. For example, you can tag files that have identical dates "and" have different contents. Time tolerances can be set with Alt-F10 configuration options "Ignore 2 second timestamp differences" and "Ignore 1 hour timestamp differences".

Alt-Edit = Edit a new or existing file using the alternate editor specified in the Alt-F10 configuration option, "Alt-Editor:".

Alt-File - Change the format and amount of file information displayed in the Display File Windows. Use this to cycle through the following four display modes:
- Name - Multi-column mode, displaying file name and extension only.
- Name, size and attributes. Multi-column mode, displaying file name, extension, size and attributes.
- Name, size, attributes and date - Single-column mode, displaying file name, extension, size, attributes, date and time.
- Long name - Single-column mode, displaying file name and extension only. The extension immediately follows the name, rather than being in a separate column.

Use the Alt-F10 configuration option "Initial file display mode" to set the initial display mode when ZTreeWin starts.

Alt-Graft - Move the current directory with all its subdirectories and files to another location on the same disk drive.

Alt-Hide - Set or unset the Hidden attribute of the current directory.

Alt-Info - Display additional directory information including timestamps, attributes and short directory name. Use the navigation keys while this information is displayed to show the information for other directories.

Alt-KByte - Display, to the right in the directory tree, the sum of the file sizes or the number of files in each logged directory. This normally displays sizes in kilobytes, but can be changed to thousands of bytes with Alt-F10 configuration option "Kilobytes displayed as multiples of". This function displays a menu to allow the selection of Size, Count or None, the choice of whether the display

shows the totals for each Directory or Branch, and whether it shows All files or just Tagged files. Press Enter when all choices are complete. The following shows how each of the choices that display numbers is bracketed.

```
Size
    Directory
        All files       ( k
        Tagged files    ( t
    Branch
        All files       [ k
        Tagged files    [ t
Count
    Directory
        All files       ( #
        Tagged files    ( .
    Branch
        All files       [ #
        Tagged files    [ .
```

NOTE: A partially logged branch will be displayed with a leading {. Empty directories or branches will not have any brackets displayed.

Alt-Log - Log another disk and release (unlog) all disks which were previously logged, or perform a partial log operation. See section *2.9 'Log Options'* for details on the options.

Alt-Mirror - Create a mirror of the current branch by copying all directories in the branch, including directory attributes, empty directories and all logged files. In order to mirror an entire branch, it must be completely logged, because files will not be copied from an unlogged directory. You may also mirror just the branch structure without any files by first using Alt-Release/Files in Branch. Existing files in the target branch will not be deleted if they do not exist in the source branch. Three important differences from Alt-Copy when using Alt-Mirror are:

- It will replace existing files only if the source files are newer.
- It will copy empty directories.
- It will copy directory attributes.

Alt-Prune - Delete all the subdirectories of the current directory, including all files contained in them. Optionally delete the files in the current directory, and the current directory itself. The entire branch must be logged. Use the F2 option to choose the forced deletion of Read-only, System and Hidden files and directories. Use the F5 option to choose to keep the files in the current directory. Use the F4 option to choose the use of the Recycle Bin. If using the Recycle Bin, use the F3 option to choose to recycle the branch as a single object. (The F3 and F5 options are mutually exclusive). One of the following three confirmations is required, as specified by the Alt-F10 configuration option "Prune confirmation":

- PRUNE
- The directory name
- Y

Alt-Quit - Quit ZTreeWin and return to the command window in the directory that is current in ZTreeWin. This requires that ZTreeWin be started using the ZTWIN.BAT file in a command window.

Alt-Release - Unlog all of or a portion of a disk from memory:

```
Disk drive      - A complete drive (shift for multiple).
Branch          - The current dir and all its subdirs.
Current         - Just the files in the current dir.
Files in branch - Just the files in the current branch.
F4              - Windows dialog to disconnect a drive.
```

NOTE: This dialog may not be visible because Windows placed it behind the ZTreeWin window. Use Alt-Tab to bring it to the foreground.

Alt-Sort - Choose one of the following sort commands to sort the file list. Press the highlighted letter of the command to sort immediately, (the Enter key is not required). The current sort order is

shown in parenthesis on the bottom line of the menu. (All other data being equal, drive and path are used as the final sort level in the Branch, Showall and Global File Windows).

Name	- File name, (then extension).
Ext	- File extension, (then name).
Date	- File last-write date, (then time, name, ext.)
Time	- File last-write time, (then date, name, ext.)
Length	- File name.ext length, (then name, extension.)
nuMber	- Numeric digits found in the file name.
Size	- File size, (then name, extension.)
Unsorted	- Sequence as written in the disk directory, regardless of any sort options.

You may first toggle the following options to modify the sort order before choosing one of the above commands.

Charset	- Use the OEM or ANSI character set. (This also affects the sequence of directories.)
Order	- Ascending or descending sequence.
Path	- In a Branch, Showall or Global File Window, use the directory path as the first level of the sort sequence, rather than the last.

Use the Alt-F10 configuration options "Initial sort..." to set the initial sort order when ZTreeWin starts.

Alt-Tag - Use the Attributes option to tag all matching logged files on the disk with specified file attributes. (For example, "+S-H" to tag all files with the System attribute set and the Hidden attribute not set).

Alt-Untag - Use the Attributes option to untag all matching logged files on the disk with specified file attributes. (For example, "-R+A" to untag all files with the Read-Only attribute not set and the Archive attribute set.

Alt-View - View the contents of a file using the alternate viewer specified in the Alt-F10 configuration option, "Alt-Viewer:". See section *3.8 'The Internal Viewer'* for more information on the internal viewer.

Alt-Wash - Write over the unused area of a disk to protect against unerasing sensitive data. Use F2 to choose nulls, random data, or the DoD sanitize method.

Alt-eXecute - Open a command prompt window to run programs or Windows commands from a command line. Same as the eXecute command, except that the command issued will be launched in a separate session, returning control immediately to the ZTreeWin command prompt while it runs.

Alt-F1 = Display program version and registration information. This is also displayed with Right-Ctrl-Alt (AltGr). While displayed, you can press F1 to go to the ZTreeWin website, or Alt-F1 to display the build date.

Alt-F2 Format - Open the Windows Format dialog to format a disk, or run ZFORMAT.BAT, if it exists in the ZTreeWin directory, to launch a user-defined program. To format using a second floppy drive, (drive B:), you must first log the drive.
NOTE: This dialog may not be visible because Windows placed it behind the ZTreeWin window. Use Alt-Tab to bring it to the foreground.

Alt-F3 Relog - Relog the file list for the current directory, and update the branch structure, to reflect possible changes made by other applications. (Loses tags). Also redisplays directories hidden with Shift-Numpad-minus.

Alt-F7 Zoom - Maximize the ZTreeWin window or restore it if it is already maximized. The maximum number of columns and rows is dependent on the screen resolution and the font being used.

Alt-F8 Video - Cycle the horizontal display width through the settings specified on the command line with the /COLS switch, (or use internal settings if not specified), up to the maximum width possible, depending on the screen resolution and font being used. The initial width may also be set using the Alt-F10 configuration option "Number of characters wide".

Alt-F9 Video - Cycle the vertical display height through the settings specified on the command line with the /ROWS switch, (or use internal settings if not specified), up to the maximum height possible, depending on the screen resolution and font being used. The initial height may also be set using the Alt-F10 configuration option "Number of rows high".

Alt-F10 Config - Enter the ZTreeWin configuration mode. See section *3.7 'Configuration Options'* for details.

Alt-F12 = Replay the last used keyboard macro.

Alt-Up = Make the Small File Window larger.

Alt-Down = Make the Small File Window smaller.

Alt-Left = Navigate to the previous bookmarked directory in the list.

Alt-Right = Navigate to the next bookmarked directory in the list.

Alt-Home = Restore the Small File Window to its default size.

2.5 File Window Commands - Normal

Normal File Commands are displayed at the bottom of the screen when the highlight bar is in any of the File Windows. Some commands do not appear on the menu. To execute a Normal command, press the key indicated by the first uppercase letter, character or function key for the command. This key is highlighted if it's on the menu.

The following is a list of all File Window Normal commands. Descriptions of those commands that do not appear on the menu are marked here with "=".

Attributes - Modify the file attributes of the current file.
There are four attributes, each represented by a letter:
R - Read-only
A - Archive
S - System
H – Hidden
ZTreeWin prompts you to enter an attribute string. To set an attribute, precede the attribute letter with a "+". To remove an attribute, precede the attribute letter with a "-". For example, "+A-R" will add the Archive attribute and remove the Read-only attribute.

Copy - Copy the current file to another disk or directory. ZTreeWin first prompts for the name of the new file. Press Enter to retain the original name, or enter a new name, or enter a mask as described in section *3.2.1 'Rename Mask'*. Use the Tab/Ctrl-Tab keys to change the case of the original name and extension. Next, you are prompted for the destination. Type in the path name, or use the F2 Browse or F11 Bookmark functions to enter the destination directory. You may also press F3 to use the last used destination directory, or press Tab or enter "." to quickly choose the current directory. Use the F5 & F6 keys to add, remove or keep the Read-only and Archive attributes for the new copy of the file.

Delete - Delete the current file. Press F4 to set the "Use Recycle Bin" option (works only on local hard drives).

Edit - Edit the highlighted file using the editor specified in the Alt-F10 configuration option, "Editor:".

Filespec - Specify a group of files for ZTreeWin's operations. This specification is a filter that defines "matching" files. See section *1.4 'FILE Specification Box'* for a detailed description.

sHortcut - Create a shortcut to the current file. The default name of the shortcut will be the file name, and a .LNK or .PIF extension in place of the file's extension. You may enter a new name if desired. The .LNK or .PIF extension will automatically be added to the name on the input line. This has similar options to the Copy command, except the Desktop directory will be added to the Tab default paths. Use Alt-. in the input line to quickly generate *.* to retain the file's extension before the .LNK or .PIF extensions are added.

Invert - Reverse the tag of the current file, or reverse the File Specification. (In the Invert menu, "I" can be used instead of "T").

JFC - Compare two files using TFC.BAT, or using another compare program specified in the Alt-F10 configuration option "JFC compare". Use the Tab key to choose default source file names, and in F8 Split mode, choose between the source file name and the name of the current file from the opposite side.

Log - Log another disk, keeping the disks which were previously logged in memory.
See section *2.8 'Log Disk'* for more details on the available options.

Move - Move the current file to another disk and/or directory. This has similar options to the Copy command.

New date - Modify the date and time of the current file. Use F4 to cycle through the Timestamps, (written,

created, accessed and all). Use F2 to place the current system date and time on the input line, and use Tab to place the original date and time on the input line.

Open - Open the current file. This runs the .BAT file associated with the extension of the current file, if one exists. (See section *3.14 'Auxiliary Files'*). If it does not exist, then the Windows association is used if one exists. If there is no association, then the "open with" Windows dialog is run. NOTE: If the file has a .DBF extension, Open will automatically launch the program ZTW_VDBF.EXE to view the file, unless that program is deleted or renamed.

Print - Print the contents of the current file. Set the following print options:
- Headers - Set to "On" to print a two line header, (plus a blank line), containing the file path, size, attributes, timestamp and a page number.
- Lines/page - Set to the desired number of lines on a page before a page break. Set to 0 to not send page breaks to the printer.
- Margin - Set to 1 to create a left margin of about 1 inch. (Actually 8 characters).
- Wrap - Set to "Off" to not wrap long lines sent to the printer, or select 75, 80 or 132 as the wrap point for the right margin.
- Print to - Enter a port name such as LPT1 or COM1, or enter a file name to print to a file, (appends if the file exists). Press Tab to cycle through the installed printers. Select "Windows Drivers" to use the Windows dialog to choose the printer.

NOTE: This dialog may not be visible because Windows placed it behind the ZTreeWin window. Use Alt-Tab to bring it to the foreground.

Quit - Quit ZTreeWin and return to Windows. Use Y or Q for the confirmation, unless configured not to prompt for this.

Rename - Change the name of the current file, (see section *3.2 'Renaming Files and Directories'*). Use the Tab/Ctrl-Tab keys to change the case of the name and extension, (see section *3.2.3 'Changing Case'*). A preview confirmation will appear automatically on a complex Rename if the Alt-F10 configuration option "Rename protection" is set to "Confirm".

Tag - Tag the current file, and advance the highlight bar to the next file.

Untag - Remove the tag from the current file, and advance the highlight bar to the next file.

View - View the contents of the current file using the internal viewer, or another viewer using the viewer specified in the Alt-F10 configuration option, "Viewer:".
See section *3.8 'The Internal Viewer'* for more information on the internal viewer.

eXecute - Open a command shell window to run programs or Windows commands from a command line. Use the Tab key to insert the current file name, or use Batch parameters to retrieve information about the directory or file. (See section *3.1 'Batch Parameters'*). Use the Up, Down, F3 or other history keys to retrieve previous command history. (See section 3.6 'History Lists'). Press Esc to exit the shell window, or press Ctrl-Enter instead of Enter to exit the shell window after executing the command.

Y = ZTreeWin Assistant Application Program (ZAAP) command. Requires that the /ZB switch be used. At the Assist prompt enter a command string to be passed to the assistant program. ZTreeWin will pass the command string and the highlighted file name to the program selected by the first letter of the command string. For more information on available ZAAPs visit the ZTreeWin ZAAP web page at: http://www.ztree.com/html/zaap.htm

Shift A-Z = Move the highlight bar to the next file in the list that starts with this letter.
(See section *1.3.4 'Spell Search Navigation'* for more details).

1-9 = Move the highlight bar to the next file in the list that starts with this number.
(See section *1.3.4 'Spell Search Navigation'* for more details).

Numpad-5 = Scroll the highlighted file to the center of the display window, (if possible without leaving blank lines at the top of the window).

Shift-Numpad-# = Where # is 1 to 9, use this with NumLock off to move the highlight to the 10% to 90% point in the file list.

F1 Help - Display this help file.

F3 = Refresh the file list for the current directory, to reflect possible changes made by other applications. (Keeps tags).

F4 = Cycle through the Ctrl, Alt and Normal menus without holding the Ctrl or Alt keys.

F7 Autoview - Autoview the files in the current directory. Use F7, Esc or Enter to exit the Autoview mode. Use Alt-Right and Alt-Left to change the relative widths of the file list and document windows. Use Alt-Home to restore the default widths. Use Shift to control the viewer in this mode, using the normal viewer commands. (See section *3.8 'The Internal Viewer'* for these commands).

F8 Split - Split and unsplit the window display. (See section *1.8 'Split Screen'*).

F9 Menu - Application Menu. Activate the ZTreeWin Application Menu. See section *3.5 'Application Menu'*.

Shift-F10 = Show the Windows context menu for the highlighted file. This is the same as a right-click with the mouse in Windows Explorer.

F11 = Show the bookmark history. See section *1.3.5 'Bookmark Navigation'*.

F12 = Run a keyboard macro. See section 3.10 '*Keyboard Macros*'.

< or , = Switch to the previous logged drive.

> or . = Switch to the next logged drive.

| = Enter the Prompted spell search mode. See section *1.3.4 'Spell Search Navigation'* for more details.

/ or ? = Display the Extended Statistics window.

\ Treespec - Use in the Normal File Window to quickly navigate directories in the Directory Window. Use in the Branch, Showall and Global File Windows to navigate to the Normal File Window containing the highlighted file. See section *1.3.3 'Treespec Navigation'* for more details.

; = Same as "\" Treespec.

[= Navigate to previous bookmarked directory in list. See section *1.3.5 'Bookmark Navigation'* for more details.

] = Navigate to next bookmarked directory in list. See section *1.3.5 'Bookmark Navigation'* for more details.

◄┘ Tree - Enter key. Exit the File Window and return to the Directory Window.

Esc Cancel - Exit the File Window and return to the Directory Window.

Shift-Esc = Clear the display of the most recent spell search string.

Del Key = Delete the current file. (Same as the Delete command).

Up = Move the highlight bar up one file.

Down = Move the highlight bar down one file.

Left = Scroll the file list up a page up at a time, while keeping the highlight bar in a constant position in

the window.

Shift-Left = Move the extension period to the left so that more of the extension section is visible.

Right = Scroll the file list down a page at a time, while keeping the highlight bar in a constant position in the window.

Shift-Right = Move the extension period to the right so that more of the name section is visible.

PgUp = Scroll the highlighted file to the bottom of the window and move the highlight bar to the top of the window, then move up the directory list a page at a time.

PgDn = Scroll the highlighted file to the top of the window and move the highlight bar to the bottom of the window, then move down the directory list a page at a time
NOTE: The above PgUp/PgDn keys will work the same as in the Directory window if the Alt-F10 Configuration option "File window paging like directory window" is set to "Yes".

Home = Move the highlight bar to the first file in the list.

Shift-Home = Return the extension period to the default position, (extension length of 3).

End = Move the highlight bar to the last file in the list.

Space = Same as Down. This will instead reverse the tag if the Alt-F10 configuration option "Invert current file tag with space key" is set to "Yes".

Backspace = Enter the File Window of the parent directory from the Small or Normal File Windows. This will log the files in the parent directory if they are not yet logged. If the parent directory cannot be entered because configuration options disallow it when there are no files to display, then the parent directory will become highlighted in the Directory Window. (Backspace is inactive in the Branch, Showall and Global File Windows).

Tab = Use this to move the highlight bar to the opposite side if the screen is in the split mode.

2.6 File Window Commands - Ctrl

Ctrl File Commands are displayed at the bottom of the screen by holding down the Ctrl key when the highlight bar is in any of the File Windows. Some commands do not appear on the menu. To execute a Ctrl command, hold Ctrl and press the key indicated by the first uppercase letter, character or function key for the command. This key is highlighted if it's on the menu.

The following is a list of all File Window Ctrl commands. Descriptions of those commands that do not appear on the menu are marked here with "=".

Ctrl-Attribute - Modify the attributes of the tagged files. There are four attributes, each represented by a letter: A=Archive, R=Read-only, S=System and H=Hidden. ZTreeWin prompts you to enter an attribute string. To set an attribute, precede the attribute letter with a '+'. To remove an attribute, precede the attribute letter with a '-'. For example, '+A-R' will add the Archive attribute and remove the Read-only attribute.

Ctrl-Batch - Create a batch file that contains a command line to be executed for each tagged file. You may also use this command to create a listing of tagged file information, so the resulting file can be used as a list, or as data input to another program. You will first be prompted for the name of the file. You may enter any valid directory path before the file name to create the file in that directory. (In a Branch, Showall or Global File Window, the default directory for the file will be the directory that was current before entering that File Window). Next you will be prompted for a line mask which defines each line of the file. Enter constant data and variable parameters. (See section 3.1 '*Batch Parameters*' for more information on the parameters that may be used).

Ctrl-Copy - Copy the tagged files to another disk or directory. ZTreeWin first prompts for the file name mask for new files. Press Enter to retain the original names, or enter a mask as described in section *3.2.1 'Rename Mask'*. Use the Tab/Ctrl-Tab keys to change the case of the original names and extensions. Next, you are prompted for the destination. Type in the path name, or use the F2 Browse or F11 Bookmark functions to select the destination directory. You may also press F3 to use the last used destination directory, or press Tab or enter "." to quickly choose the current directory. Use the F5 & F6 keys to add, remove or keep the Read-only and Archive attributes for the new copy of the files. See section 3.3 'Ctrl/Alt-Copy and Move Sub-options' for more details.

Ctrl-Delete - Delete the tagged files. Has options to "Use Recycle Bin" and "Force delete of RSH Files". If you originally chose "Yes" to the "Confirm Delete..?" prompt, you may now choose "All" to replace all files without further confirmations. You may also Override the replacement of Read-only, Hidden and System files. (CAUTION: In a Showall or Global File Window, be careful not to delete files in a "Recycled" directory, unless you intend to do so).

Ctrl-Edit - Edit all tagged files using the editor specified in the Alt-F10 configuration option, "Editor:". This will prompt for confirmation if more than five files are tagged in the current file list. If one or more files are read-only and the Alt-F10 configuration option "Prevent Edit command on read-only files" is set to "Yes", then a warning is displayed, and only the files that are not read-only are opened.

Ctrl-Filespec = Access the most recently used two Filespecs, (not including *.*).

Ctrl-sHortcut - Create shortcuts to all tagged files. The default name of the shortcuts will be the file name and a .LNK or .PIF extension in place of the file's extension. You may enter a new name if desired. The .LNK or .PIF extension will automatically be added to the name on the input line. This has similar options to the Copy command, except the Desktop directory will be added to the Tab default paths. Use Alt-. in the input line to quickly generate *.* to retain the file's extension before the .LNK or .PIF extensions are added.

Ctrl-Invert - Reverse the tags of all files in the current File Window, or reverse the File Specification. (In the

Invert menu, "I" can be used instead of "T").

Ctrl-JFC - Compare two files using TFC.BAT, or using another compare program specified in the Alt-F10 configuration option "JFC compare". This will compare two tagged files, or the currently highlighted file with one tagged file.

Ctrl-Log - Log another disk, but if it is already logged then switch to it without relogging it. See section *2.8 'Log Disks'* for more information on the available options. This function may be swapped with Log, using the Alt-F10 configuration option, "Swap Log and Ctrl-Log key assignments".

Ctrl-Move - Move the tagged files to another disk and/or directory. This has similar options to the Ctrl-Copy command. See section *3.3 'Ctrl/Alt-Copy and Move Sub-options'* for more details.

Ctrl-New date - Modify the date and time of the tagged files. Use F4 to cycle through the Timestamps, (written, created, accessed and all). Use F2 to place the current system date and time on the input line, and use Tab to place the date and time of the highlighted file on the input line.

Ctrl-Open - Open all tagged files. This runs the .BAT file associated with the extension of each tagged file, if one exists. (See section *3.14 'Auxiliary Files'*). If one does not exist, then the Windows association is used, if one exists. If there is no association, then the "open with" Windows dialog is run.
Ctrl-Open will prompt for confirmation if more than five files are tagged in the current file list.
NOTE: For files with a .DBF extension, Ctrl-Open will automatically launch the program ZTW_VDBF.EXE to view the files, unless that program is deleted or renamed.

Ctrl-Print - Print the contents of all tagged files. Set the following print options:
- Headers - Set to "On" to print a two line header, (plus a blank line), containing the file path, size, attributes, timestamp and a page number.
- Lines/page - Set to the desired number of lines on a page before a page break. Set to 0 to not send page breaks to the printer.
- Margin - Set to 1 to create a left margin of about 1 inch. (Actually 8 characters).
- Wrap - Set to "Off" to not wrap long lines sent to the printer, or select 75, 80 or 132 as the wrap point for the right margin.
- Print to - Enter a port name such as LPT1 or COM1, or enter a file name to print to a file, (appends if the file exists). Press Tab to cycle through the installed printers. Select "Windows Drivers" to use the Windows dialog to choose the printer.

NOTE: This dialog may not be visible because Windows placed it behind the ZTreeWin window. Use Alt-Tab to bring it to the foreground.

Ctrl-Quit = Quit ZTreeWin and launch a new command shell at the directory which is current in ZTreeWin. Use this when ZTreeWin was started from a shortcut. (This does not require the use of the ZTWIN.BAT file).

Ctrl-Rename - Change the name of all tagged files, (see section *3.2 'Renaming Files and Directories'*). Use the Tab/Ctrl-Tab keys to change the case of the name and extension, (see section 3.2.3 'Changing Case'). Use F4 to request a preview confirmation for each file before renaming the file.

Ctrl-Search - Search all tagged files for a text or hex string. If the string is not found, then the file is untagged, so that all remaining tagged files contain the string. Use F2 to choose case sensitivity. Use F4 to choose between a text, hex, or unicode search. If an error occurs, use Cancel to cancel the search, or Retry to retry the current file. Use Tag or Untag on the error file to continue the search with the next file. Use Keep or Lose to skip all errors of this type and either Keep or Lose tags on all remaining error files. (A maximum of three error types can be automatically skipped, and the most recent Keep or Lose response will apply to all, regardless of error type).
NOTE: Strings in the file that are split by a line break will not be found with a search.

Ctrl-Tag - Tag all files in the File Window list.

Ctrl-Untag - Remove the tag from all files in the File Window list.

Ctrl-View - View the contents of each tagged file. Use Next and Previous to navigate through the list, and Alt-Home/Alt-End to get directly to the first and last tagged file. See section *3.8 'The Internal Viewer'*, for explanations of the other viewer commands. The Search commands will extend through all the tagged files being viewed. The number of the current file, and the total of the tagged files being viewed, is displayed in the lower right of the window. The archive listing is disabled in this function.

Ctrl-Y = ZTreeWin Assistant Application Program (ZAAP) command. Requires that the /ZB switch be used. At the Assist prompt enter a command string to be passed to the assistant program. ZTreeWin will pass the command string and the tagged file names to the program selected by the first letter of the command string. For more information on available ZAAPs visit the ZTreeWin ZAAP web page at: http://www.ztree.com/html/zaap.htm

Ctrl-Z = Toggle the colorization of files and directories, as defined in the ZCOLORS.INI file. (This does not affect colors assigned in the Alt-F10, F4 color configuration).

Ctrl-F3 = Refresh the current file list each second, to automatically see changes made by other applications. The highlight will be repositioned to the top of the list only if the Alt-F10 configuration option "Restore file position after F3 refresh" is set to "No".

Ctrl-F4 = Same as Ctrl-Enter. If some files, but not all, are tagged, change the display to the Tags-Only mode, showing only tagged files that match the filespec. If in the Tags-Only mode and some files, but not all, are tagged, remain in the Tags-Only mode and reduce the list to show only the tagged files. If in the Tags-Only mode and all or no displayed files are tagged, change to the normal mode showing all matching files. See section *1.7.1 'Tags-Only Mode'* for more detail on how this works.

Ctrl-F5 - Archive tagged files. Use the A key to choose which archiver to use, (defined in the ARCHIVER.BB2 file). Use Shift-A to cycle backwards. Use P to choose options for the Paths (relative, current, full and none), or press "R", "C", "F" or "N" to choose these paths, (not on the menu). See section 3.3 '*Ctrl/Alt-Copy and Move Sub-options*' for an explanation of these path options. Press "B" to choose Background execution, "D" for Display output, and "E" for Encryption. If in a Branch, Showall or Global File Window, the default target directory for the archive file will be the directory that was current before entering that File Window. This can be modified on the resulting archiver command line before executing the command.

Ctrl-F6 - Merge tags. Use in the F8 Split-Screen mode to copy the tags of all files in the current window to the same files in the same directory on the opposite side. This works whether or not those files are currently being displayed on the opposite side. (You must Tab to the other side to refresh that window before the tags will appear).

Ctrl-F8 - Partial untag. Use to untag all files except those that were not processed by the previous tagged-file operation when that process was interrupted for some reason. Set Alt-F10 configuration option "Partial untag only successful operations" to "Yes" to cause Ctrl-F8 to leave those files tagged upon which the operation was not successfully completed, even though all files were processed.

Ctrl-F12 = Toggle recording of keystrokes to macro file ZSAVE.ZTM. See section *3.10 'Keyboard Macros'*.

Ctrl-\ = Most recently used Treespec. (For non-US keyboards, see section *2.11 'Non-US Keyboards'*).

Ctrl-; = Same as the Ctrl-\ command.

Ctrl-[= Delete bookmark for current directory. (For non-US keyboards, see section *2.11 'Non-US Keyboards'*).

Ctrl-] = Delete all bookmarks. (For non-US keyboards, see section *2.11 'Non-US Keyboards'*).

Ctrl-◄┘ - Ctrl-Enter. Same as Ctrl-F4. If some files, but not all, are tagged, change the display to the Tags-Only mode, showing only tagged files that match the filespec. If in the Tags-Only mode

and some files, but not all, are tagged, remain in the Tags-Only mode and reduce the list to show only the tagged files. If in the Tags-Only mode and all or no displayed files are tagged, change to the normal mode showing all matching files. See section *1.7.1 'Tags-Only Mode'* for more detail on how this works.

Ctrl-Ins Key = Copy information about the current file, or all tagged files, to the Windows Clipboard. Choose options to copy the name only, path only, name and path, short names, case, other info, and for tagged files the delimiter and path.

Ctrl-Del Key = Same as the Ctrl-Delete command.

Ctrl-Up = Scroll up a line, keeping the highlighted file highlighted until it reaches the top of the window. If the Alt-F10 configuration option "File window Ctrl/Alt-Up/Down to tag/untag" is set to "Yes" then this tags the current file and all files above it, (same as Alt-Tag-Up).

Ctrl-Down = Scroll down a line, keeping the highlighted file highlighted until it reaches the bottom of the window. If the Alt-F10 configuration option "File window Ctrl/Alt-Up/Down to tag/untag" is set to "Yes" then this tags the current file and all files below it, (same as Alt-Tag-Down).

Ctrl-PgUp = Scroll up so the highlighted file moves to the bottom of the window and remains highlighted, then scroll up a page at a time.

Ctrl-PgDn = Scroll down so the highlighted file moves to the top of the window and remains highlighted, then scroll down a page at a time.

2.7 File Window Commands - Alt

Alt File Commands are displayed at the bottom of the screen by holding down the Alt key when the highlight bar is in any of the File Windows. Some commands do not appear on the menu. To execute an Alt command, hold Alt and press the key indicated by the first uppercase letter, character or function key for the command. This key is highlighted if it's on the menu.

The following is a list of all File Window Alt commands. Descriptions of those commands that do not appear on the menu are marked here with "=".

Alt-Batch - Execute a command line for the currently selected file without first creating a batch file. See section *3.1 'Batch Parameters'*.

Alt-Copy - Copy tagged files with their directory structure to another disk and/or directory. The destination directories are created if they do not exist. This has the same options as the Ctrl-Copy command, with an additional prompt to choose copying the Full, Current or Relative paths. See also Alt-Mirror on the Directory menu, and section *3.3 'Ctrl/Alt-Copy and Move Sub-options'* for more details.

Alt-Edit - Edit the current file using the alternate editor specified in Alt-F10 configuration option, "Alt-Editor".

Alt-File display - Change the format and amount of file information displayed in the File Windows.
Use this to cycle through the following four display modes:
- Name - Multi-column mode, displaying file name and extension only.
- Name, size and attributes - Multi-column mode, displaying file name, extension, size and attributes.
- Name, size, attributes and date - Single-column mode, displaying file name, extension, size, attributes, date and time.
- Long name - Single-column mode, displaying file name and extension only. The extension immediately follows the name, rather than being in a separate column.

Use Shift-Left/Right to set the position of the extension period.
Use the Alt-F10 configuration option "Initial file display mode" to set the initial display mode when ZTreeWin starts.

Alt-Info - Display additional information on the highlighted file, including timestamps, attributes, short file name, and module version information where present. Use the navigation keys while this information is displayed to show the information for other files. May also be used while the F7 Autoview mode is active.

Alt-JFC - Compare two files using TFC.BAT, or using the alternate compare program specified in the Alt-F10 configuration option "Alt-JFC compare". Use the Tab key to choose default source file names, and in F8 Split mode, choose between the source file name and the name of the current file from the opposite side.

Alt-Log - Log another disk and release (unlog) all disks which were previously logged. See section *2.8 'Log Disks'* for details on the available options.

Alt-Move - Move tagged files with their directory structure to another disk and/or directory. The destination directories are created if they do not exist. This has the same options as the Ctrl-Move command, with an additional prompt to choose copying the Full, Current or Relative paths. See section *3.3 'Ctrl/Alt-Copy and Move Sub-options'* for more details.

Alt-Open - Open the current file in a new session. This runs the .BAT file associated with the extension of the file, if one exists. (See section *3.14 'Auxiliary Files'*). If one does not exist, then the Windows association is used, if one exists. If there is no association, then the "open with" Windows dialog is run.
NOTE: If the file has a .DBF extension, Alt-Open will launch the program ZTW_VDBF.EXE to view the file, unless that program is deleted or renamed.

Alt-Quit - Quit ZTreeWin and return to the command window in the directory that is current in ZTreeWin. This requires that ZTreeWin be started using the ZTWIN.BAT file in a command window.

Alt-Release - Unlog all of or a portion of a disk from memory:

Disk drive	- A complete drive (shift for multiple).
Branch	- The current dir and all its subdirs.
Current	- Just the files in the current dir.
Files in branch	- Just the files in the current branch.
F4	- Windows dialog to disconnect a drive.

NOTE: This dialog may not be visible because Windows placed it behind the ZTreeWin window. Use Alt-Tab to bring it to the foreground.

Alt-Sort - Choose one of the following sort commands to sort the file list. Press the highlighted letter of the command to sort immediately, (the Enter key is not required). The current sort order is shown in parenthesis on the bottom line of the menu. (All other data being equal, drive and path are used as the final sort level in the Branch, Showall and Global File Windows).

Name	- File name, (then extension).
Ext	- File extension, (then name).
Date	- File last-write date, (then time, name, ext.)
Time	- File last-write time, (then date, name, ext.)
Length	- File name.ext length, (then name, extension.)
number	- Numeric digits found in the file name.
Size	- File size, (then name, extension.)
Unsorted	- Sequence as written in the disk directory, regardless of any sort options,

You may first toggle the following options to modify the sort order before choosing one of the above commands.

Charset	- Use the OEM or ANSI character set. (This also affects the sequence of directories.)
Order	- Ascending or descending sequence.
Path	- In a Branch, Showall or Global File Window, use the directory path as the first level of the sort sequence, rather than the last.

Use the Alt-F10 configuration options "Initial sort..." to set the initial sort order when ZTreeWin starts.

Alt-Tag - Use one of the following options:

Attributes	- Tag all files in the File Window with specified file attributes. (For example, "+S-H" to tag all files with the System attribute set, and the Hidden attribute not set).
D or Down	- Use "D" or Down-arrow to tag the current file and all files in the list below it.
U or Up	- Use "U" or Up-arrow to tag the current file and all files in the list above it.

Alt-Untag - Use one of the following options:

Attributes	- Untag all files in the File Window with specified file attributes. (For example, "-R+A" to untag all files with the Read-only attribute not set, and the Archive attribute set).
D or Down	- Use "D" or Down-arrow to untag the current file and all files in the list below it.
U or Up	- Use "U" or Up-arrow to untag the current file and all files in the list above it.

Alt-View - View the contents of the current file using the alternate viewer specified in the Alt-F10 configuration option, "Alt-Viewer:". See section 3.8 'The Internal Viewer' for more information on the internal viewer.

Alt-eXecute - Open a command prompt window to run programs or Windows commands from a command line. Same as the eXecute command, except that the command issued will be launched in a separate session, returning control immediately to the ZTreeWin command prompt while it runs.

Alt-F1 = Display program version and registration information. This is also displayed with Right-Ctrl-Alt (AltGr). While displayed, you can press F1 to go to the ZTreeWin website, or Alt-F1 to display the build date.

Alt-F2 Format - Invoke the Windows disk format dialog, or launch a user defined formatting program via ZFORMAT.BAT (if it exists in the ZTreeWin directory).
NOTE: This dialog may not be visible because Windows placed it behind the ZTreeWin window. Use Alt-Tab to bring it to the foreground.

Alt-F3 Relog - Relog the files for the current directory, to reflect possible changes made by other applications. (Loses tags). Also redisplays directories hidden with Shift-Numpad-minus.

Alt-F4 Compare - In the Normal File Window, this performs the same function as Compare in the Directory Window. Use this to compare the list of files in the current directory with the list in another directory, based on the selected file-matching criteria. Files are tagged if they match the specified criteria. For more detail, see Compare in section *2.2 'Directory Window Commands – Normal'*. In the Branch, Showall & Global File Windows, the displayed file list will be reduced to only those with Duplicate or Unique names. For more detail see section *1.7.2 'Compare Filter'*.

Alt-F5 Open Archive - Display the compressed directories and files contained in the currently highlighted archive file If the archive file contains directories, the Directory Window is opened, and the path and name of the archive file is displayed at the root. If the archive file does not contain directories the File Window is opened, and the path and name of the archive file is Displayed on the Path Identification line. This function uses the ARCHIVER.BB2 file to choose which archive program to use. (That file includes notes on how to set up new archivers). Unzipping is provided by the integrated UNZIP32.DLL program. If the file is not recognized as an archive file, then the file is opened in the primary viewer. While the archive file is open, many of the same navigation, directory and file commands are available as they are in the normal ZTreeWin windows. (The commands C, Ctrl-C and Alt-C are not on the menu, but work the same as E, Ctrl-E and Alt-E. Also, the File Window Ctrl-F command may be used).

Alt-F7 Zoom - Maximize the ZTreeWin window or restore it if it is already maximized. The maximum number of columns and rows is dependent on the screen resolution and the font being used.

Alt-F8 Video - Cycle the horizontal display width through the settings specified on the command line with the /COLS switch, (or use internal settings if not specified), up to the maximum width possible, depending on the screen resolution and font being used. The initial width may also be set using the Alt-F10 configuration option "Number of characters wide".

Alt-F9 Video - Cycle the vertical display height through the setting specified on the command line with the /ROWS switch, (or use internal settings if not specified), up to the maximum height possible, depending on the screen resolution and font being used. The initial height may also be set using the Alt-F10 configuration option "Number of rows high".

Alt-F10 = Enter the ZTreeWin configuration mode. See section *3.7 'Configuration Options'* for details.

Alt-F12 = Replay the last used keyboard macro.

Alt-Up = Make the Small File Window larger if the highlight bar is in the small File Window. If the Alt-F10 configuration option, "File window Ctrl/Alt-Up/Down to tag/untag", is set to "Yes", then this will instead untag the current file and all files above it, (same as Alt-Untag-Up).

Alt-Down = Make the Small File Window smaller if the highlight bar is in the Small File Window. If the Alt-F10 configuration option, "File window Ctrl/Alt-Up/Down to tag/untag", is set to "Yes", then this will instead untag the current file and all files below it, (same as Alt-Untag-Down).

Alt-Left = Navigate to previous bookmarked directory in list. If the F7 Autoview mode is active, this narrows the file list and widens the file view.

Alt-Right = Navigate to next bookmarked directory in list. If the F7 Autoview mode is active, this widens the file list and narrows the file view.

Alt-Home = Reset the Small File Window to the default size if the highlight bar is in the Small File Window. If the F7 Autoview mode is active, reset the file list and the file view windows to the default sizes.

2.8 Log Disk

The Log (L) command may be executed from any window, including the F2 Browse Window. This reads the file and directory information for a disk and makes it the current drive for further ZTreeWin operations. You are prompted for the new drive to log. The file and directory information for that drive is then read from disk and the disk statistics are updated to reflect the new disk contents.

ZTreeWin retains the information for previously logged drives in memory until you release (unlog) it. To cycle the display through the disk drives that are currently logged and in memory, press the "<" or ">" keys. (These keys do not have to be shifted, therefore the comma and period do the same on U.S. keyboards).

To unlog a disk, use the Alt-R Release command.

The following are the options for the Log command:

F2 Method - Cycle through the three logging methods to be used:

Full disk	- Log all directories and files.
Root only	- Log only the first level directories (fastest method).
Tree only	- Log all directories, but not files (conserves memory).

F3 All mode - Use this to set the type of drives you wish to log in one operation with the "*" (all) key. The options are:

Local	- Logs only local drives, including removable disks.
Local fixed	- Logs all local drives except removable media disks.
All fixed	- Logs all local fixed and all network drives.
Network	- Logs only network drives previously mapped.
All	- Logs all local and all network drives.

* All - Log all the disk drives selected with the F3 "all mode" option.

F4 Map to network - Call up the Windows dialog to map, (connect), additional drives that can then be logged in ZTreeWin.

NOTE: This dialog may not be visible because Windows placed it behind the ZTreeWin window. Use Alt-Tab to bring it to the foreground.

↑ Volumes - Use the Up arrow to display a list of mapped drives, and the available free space on each. Local drives show the volume ID, while network and SUBST drives show their actual paths. (The SUBST path display is not supported in Win 95). Select the drive and press Enter. You may use Insert to mark any number of drives, then select the "* All marked drives" item at the bottom to log them all.

If a media error occurs during logging, (drive or directory not found), you can press "S" to Skip it. In the case of logging multiple drives, press "N" to skip to the Next drive, or "S" to Skip all remaining errors.

The Ctrl-Log command is the same as the Log command, except that it does not relog, (read again), the information from the specified disk if it is already in memory. The functions of the Log and Ctrl-Log key commands may be reversed by setting the Alt-F10 configuration option "Swap Log and Ctrl-Log key assignments" to "Yes".

The File Window Alt-Log command is the same as the Log command, except that all other disk drives are automatically released from memory (unlogged).
The Directory Window Alt-Log command provides a Log Options menu, described in section *2.9 'Log Options'* below. The Disk option is the same as the File Windows Alt-Log command.

2.9 Log Options

In the Directory Window, the Alt-Log command provides a menu with several options for partially logging a disk and expanding the directory tree. These options are typically most useful when you have configured ZTreeWin to log

disks only to the first level subdirectories, or to log only the tree structure. When you perform partial logs, you can only work with the files that are logged. See the Tree Outlining Commands in section *1.1 'Directory Window'* for more information about partial logging and expanding and collapsing the tree.

The following Log options are available:

Disk	-	Logs (or relogs) a disk, releasing from memory all other currently logged disks. This is the same as the Alt-Log command in the File Windows, and has the same options.
Branch	-	Logs the directory branch from the current directory down. This is the same as the "*" tree outlining key.
Relog	-	Relogs the current directory's files only. This is the same as the "+" key.
One level	-	Logs only the first directory level of files and directories under the current directory, and releases (unlogs) any levels already logged beyond the first level.
1-9 levels	-	Logs the specified number of directory levels and files from the current directory down, and releases (unlogs) any levels already logged beyond that level.
Tree only	-	Logs just the tree structure of the branch, releasing (unlogging) all of its files.

2.10 Tagging Files

One of the most important features to understand in ZTreeWin is File tagging. This is the method used to select a group of files for an operation, such as Copy, Move, Rename, etc. It is far more powerful than the method used in Windows Explorer to select files, because it is more permanent. Files remain selected, (tagged), until you choose to unselect, (untag), them, or you relog the directory, branch or disk drive. You can therefore perform several operations without losing your file selections, and you can easily perform operations on groups of files that are in in different directories, and even on different disk drives.

The basic method of tagging files is to press "T" while a file is highlighted in a File Window. A diamond is displayed to the left of the file name to indicate it is tagged, and the highlight automatically moves down to the next file in case you want to tag that one also. To untag, press "U" when the tagged file is highlighted. The diamond is removed, and again the highlight automatically moves down to the next file.

To use the space bar to tag and untag files, (invert the tags), set the Alt-F10 configuration option "Invert current file tag with space key" to "Yes".
To tag all the files in a File Window that match the filespec, use Ctrl-Tag, and to untag all of them use Ctrl-Untag.
To tag all the files that are logged on a disk drive and match the filespec, use Ctrl-Tag while in the Directory Window, and to untag them all use Ctrl-Untag while in the Directory Window.
You can "invert" all the tags in the File Window, or on the disk drive from the Directory Window, by using Ctrl-Invert and choosing the Tags option.

When in a File Window, you can also tag or untag all the files at and above or below the highlight bar by using Alt-Tag Up/Down and Alt-Untag Up/Down.

In addition to these manual methods of tagging and untagging, there are several operations that cause certain files to be automatically tagged for you. The most important of these are the Compare commands. In the Directory Window you can press "C", (or Alt-C), to compare two directories. All files in the currently highlighted directory, (or branch), will become tagged if they meet the criteria you choose when compared to the second directory, (or branch). When in a Normal File Window, you can use the Alt-F4 key to perform the same function.
You can also tag files in the File Window that have certain attributes by using Alt-Tag, and then select Attributes. In the Directory Window this will tag all files on the disk drive that match the selected attributes.

Once you have tagged the files on which you wish to operate, you can then use one of the "tagged-file" commands to perform the operation. These commands are usually the same commands as are used for single files, but with the Ctrl key held. For example, "C" copies a single file, and Ctrl-C copies all tagged files in the File Window.

There are several methods of entering the Tags-Only mode to display only those files that are tagged.
See section *1.7.1 'Tags-Only Mode'* for details on these methods.

One tagged-file command causes some or all files to become untagged. This is the tagged-file search command, Ctrl-Search. It will cause ZTreeWin to search all the tagged files in the File Window for a string, and untag all files that do not contain that string.

Whenever tagged files are present in the current Directory or File Window, the "Tagged" section in the Statistics Panel is displayed with the color specified in the ZCOLORS.INI file with the "STATS" keyword.

There are many more tagged-file commands which you will learn to use as you become more familiar with ZTreeWin. These are described in more detail in the descriptions of the individual commands in sections 2.2 through 2.7.

2.11 Non-US Keyboards

There are a few command keys in ZTreeWin that are not easily typed on non-US keyboards. This happens when the following three conditions occur:

- The key is available without using Shift on the US keyboard.
- The key is available only by using Shift or AltGr on the non-US keyboard.
- The ZTreeWin command requires that Ctrl or Alt be used with the key.

The following table shows the functions and keys that are affected by this in ZTreeWin, and the alternative keys that can be used on the German, French and Swedish/Finnish keyboards.

Function	Keyboards			
	US	German	French	Swedish/ Finnish
Previous Treespec Toggle	Ctrl-\ Ctrl-;	Strg-# Strg-ü	Ctrl-* Ctrl-$	Ctrl-< Ctrl-¨
Delete Bookmark	Ctrl-[	Strg-ß	Ctrl-)	Ctrl-´
Delete All Bookmarks	Ctrl-]	Strg-'	Ctrl-^	Ctrl-å
Filespec Group Begin (◄)	Alt-[	Strg-Alt-ß	Alt-)	Ctrl-Alt-´
Filespec Group End (►)	Alt-]	Strg-Alt-'	Alt-^	Alt-å

3. Miscellaneous Features

3.1 Batch Parameters

Several functions within ZTreeWin can accept Batch parameters. These include the Ctrl-Batch and Alt-Batch commands, the batch files used by Open, the eXecute and Alt-eXecute command lines, the configured Editor and Viewer command lines, and the F9 Menu scripts. Batch parameters provide a means to pass information about the current directory, file, or tagged files, to an external program. The file created by the Ctrl-Batch command can also be used as a simple list of tagged file information which can then be used for other purposes.

The following variable parameters may be used to pass file and directory information to the command line. When in a Directory Window, the file name and extension information will be blank.

%1 - the file's path and name	- e.g. C:\1997\September\Test_File.txt
%2 - the file's drive id	- e.g. C
%3 - the file's path	- e.g. \1997\September
%4 - the file's name	- e.g. Test_File
%5 - the file's extension	- e.g. txt
%6 - the file's current path	- e.g. September
%7 - the file's short path and name	- e.g. C:\1997\SEPTEM~1\TEST_F~1.TXT
%8 - the file's short name	- e.g. TEST_F~1.TXT
%a - Attributes	- e.g. r.sh
%d - Timestamp	- e.g. 12-13-97 1:30:00
%s - Size	- e.g. 1,234,567

When ZTreeWin is in split screen mode (F8), you also have access the following parameters to reference the file name in the inactive file pane.

%j1 - Path and name	- e.g. D:\2003\September\Test_File.txt
%j2 - drive letter	- e.g. D
%j3 - Directory path	- e.g. \2003\September
%j4 - Name	- e.g. Test_File
%j5 - Extension	- e.g. txt
%j6 - Current directory	- e.g. September
%j7 - Short path and name	- e.g. D:\2003\SEPTEM~1\TEST_F~1.TXT
%j8 - Short name	- e.g. TEST_F~1.TXT
%ja - Attributes	- e.g. .a..
%jd - Timestamp	- e.g. 9-01-03 1:49:20
%js - Size	- e.g. 1,234,567

The %a, %d, %j and %s parameters must be in lower case. If any of these conflict with an Environment variable that starts with the same letter, you can capitalize the first letter of the Environment variable to cause ZTreeWin to not interpret it as a Batch parameter.

In addition, the following two parameters may be used:

!! - Create a new line
%+ - For 4DOS/NT users

If the parameter resolves to a path containing a space, or any other character that may be interpreted as a separator by Windows, it will automatically be enclosed in double quotes.

Most of the places that can accept the Batch parameters can also accept Environment variables. To output a single literal percent sign (%) into a batch file, a double percent sign (%%) must be used.

3.2 Renaming Files and Directories

One of the most powerful features of ZTreeWin is the Rename function. The Rename and Ctrl-Rename commands can operate on a single file, and on multiple tagged files, respectively. Also, all the Rename functions are available in the "as" prompts when you use the Copy or Move commands to copy or move iles, and want to assign a new name to them in the destination directory. They are also available when creating an archive file with the Ctrl-F5 command, when extracting a single archive file with the Alt-F5 command, and when creating a shortcut with the sHortcut command.

The Rename operations include the ability of inserting, deleting and overwriting characters, as well as more advanced functions such as changing case, adding sequential numbers, adding parts of the current timestamp, and performing find-and-replace operations. All the Rename operations are explained in detail in the following subsections, with examples.

The use of the wildcard characters, "*" and "?", is similar to their use in DOS and Windows, but not identical to either. Since DOS and the various versions of Windows have somewhat different rules, ZTreeWin has adapted the rules to achieve the most powerful results.

You can control the confirmation of Rename operations with the Alt-F10 configuration option "Rename protection". If set to "Confirm", (the default), single-file and directory Renames will show you a preview, and prompt you for a confirmation if they are "complex". A complex Rename is one that contains any rename mask characters, (except that a single asterisk and no other character in the name or extension section of the file name is not considered complex). Also, the tagged-file Ctrl-Rename operation provides the use of the F4 function key to preview and confirm the new file names.

3.2.1 Rename Mask

The rename mask is a set of characters which can be used as a template when renaming a file, or when using Copy/Move "as" a new name.

The following are the characters used in the rename mask:

* Asterisk - Use as a wildcard to represent a group of a variable number of characters to be retained in that position of the name.

? Question Mark - Use as a wildcard to represent a specific character to be retained in that position of the name.

/ Slash - Use to indicate a specific character to be deleted in that position of the name.

< > Less-than and Greater-than Signs - Use to enclose characters to be inserted in that position of the name.

: : Colons - Use to enclose digits to be inserted as sequential numbers, and date/time elements, in that position of the name.

The following are characters used to perform additional rename operations:

""" Double quotes - Use to define a find-and-replace string, rather than a rename mask.
(See section *3.2.2 'Rename Find-and-Replace'*).

| Piping character - Use to separate multiple rename operations, (rename masks and find-and-replace strings). No space is permitted on either side of the | separator. The rename operations are performed in a left to right sequence, with the result of the previous operation being fed ("piped") to the next operation.

The following 18 "rules" define how the rename mask functions.

NOTE: All the examples shown in these rules rename the file "ABC.DEF.XYZ", which is treated as having a 7 character name section and a 3 character extension section. The mask examples always use numbers for greater clarity.

3.2.1.1 General

The rename mask is separated into two name and extension "sections", separated by the rightmost period. A rename mask is always evaluated against the name and extension sections separately. Additional periods to the left are treated the same as any other normal character.

3.2.1.2 Non-wildcard Characters (Substitution)

Non-wildcard characters are considered substitution characters, and therefore overwrite that position in that section of the name.

Examples:	1*.*	= 1BC.DEF.XYZ
	1*.2*	= 1BC.DEF.2YZ
	1*.	= 1BC.DEF
	1*	= 1BC.DEF

3.2.1.3 Asterisks (Group Retention)

A leading, trailing or embedded asterisk represents whatever number of previously existing characters remain, and are to be retained, in that position of that section of the name.

Examples:	12*.*	= 12C.DEF.XYZ
	12.	= ABC.D12.XYZ
	1*2.*3	= 1BC.DE2.XY3
	1.*.2*3	= 1.C.DEF.2Y3

3.2.1.4 Asterisk Limitations

Only one asterisk may be specified in each section.

Examples:	*123*.*	= Error: Invalid mask
	..123	= Error: Invalid mask
	1*.23*.*	= Error: Invalid mask

3.2.1.5 Question Mark (Single-Character Retention)

A question mark represents a character position which is to be retained in that position of that section of the name.

Examples:	12345??.6??	= 12345EF.6YZ
	??12345.?67	= AB12345.X67
	12??345.6?7	= 12C.345.6Y7
	?1*2?.*	= A1C.D2F.XYZ
	?1*2???.*	= A1C2DEF.XYZ
	??1*2??.*	= AB1.2EF.XYZ

3.2.1.6 Slash (Single-Character Deletion)

A slash (forward) represents a character position which is to be deleted in that position of that section of the name.

Examples:	/*.*	= BC.DEF.XYZ
	/.?/	= ABC.DE.XZ
	??//*./*	= ABDEF.YZ
	1?///??.?/?	= 1BEF.XZ

3.2.1.7 Excess Substitution Characters

Excess substitution characters are inserted to the right in that section of the name.

Examples:	1234??5678.*	= 1234DE5678.XYZ
	1234/?/5678.?987*	= 1234E5678.X987

3.2.1.8 Insufficient Substitution Characters

When no asterisk is present, insufficient substitution characters cause deletion of characters to the right in that section of the name.

Examples:	123?.?	= 123..X
	??123.?4	= AB123.X4
	12??34.5?	= 12C.34.5Y

3.2.1.9 Excess Wildcards

Excess wildcards are ignored.

Examples:	12345678*.*9	= 12345678.XY9
	*12345678.9*8	= 12345678.9Y8

1234*5678.9*87 = 12345678.987
1234????????.7?????* = 1234DEF.7YZ
??????????123.?????4* = ABC.DEF123.XYZ4
12?????????34.5????6* = 12C.DEF34.5YZ6
??123????456??.* = AB123EF456.XYZ
1234////////.* = 1234.XYZ
////////1234.* = 1234.XYZ
////1234////.* = 1234.XYZ
1??2//????3.* = 1BC2F3.XYZ

3.2.1.10 Mask Priorities

If an asterisk is present with either excess question marks or slashes in a section of the rename mask, question marks and slashes take priority over the asterisk.

Examples:
12???3456*.* = 12C.D3456.XYZ
12???3456. = 12C.D3456.XYZ
12???3*456.* = 12C.D3456.XYZ
?1*2?????.* = A12.DEF.XYZ
?123*456?.* = A123456.XYZ
?12*34???.* = A1234EF.XYZ
?1234*5678?.9*876 = A12345678.9876
12///3456*.* = 123456.XYZ
12///3456. = 123456.XYZ
//123*456/.* = 123456.XYZ

3.2.1.11 Less-than and Greater-than Insertion Pair

A pair of less-than and greater-than signs enclose characters which are to be inserted in that position of that section of the name.

Examples:
<12>*.<34>* = 12ABC.DEF.34XYZ
<12>* = 12ABC.DEF
*.<12> = ABC.DEF.12
<12>.<34> = ABC.DEF12.XYZ34
<12>??.<34>? = 12AB.34X
??<12>.??<34> = AB12.XY34
?<12>?.?<3>? = A12B.X3Y
<12>??.<3>? = ABC.D12EF.XY3Z
??<12>*.?<3>* = AB12C.DEF.X3YZ
<12. = Error: Invalid mask

3.2.1.12 Wildcard Usage with the Insertion Pair.

Wildcards may be placed inside the insertion pair.

Examples:
<12*34>.<5?6*> = 12ABC.DEF34.5X6YZ
<*12>.<*3> = ABC.DEF12.XYZ3
<?1??2*3??>.<4?5> = A1BC2.D3EF.4X5
<?12/?34?/5>*.<?/6?> = A12C34.5EF.X6Z

3.2.1.13 Period Usage in Insertion

If an inserted period is the rightmost period it creates a new extension section. (Part or all of the old extension may become part of the name section).

Examples:
.<.123> = ABC.DEF.XYZ.123
1*.*<.234> = 1BC.DEF.XYZ.234
.<1.2> = ABC.DEF.XYZ1.2
.<1.2> = ABC.DEF.1.2XYZ
.??<1.2> = ABC.DEF.XY1.2Z
12?.?<.34> = ABC.12F.X.34YZ

3.2.1.14 Colon Pair Inserts Sequential Numbers

A pair of colons may enclose sequential digits which are to be inserted in that position of that section of the name. When renaming a series of tagged files, the first file renamed will receive the specified digits, and each file hereafter will be incremented or decremented by one. If the number of files to be renamed exceeds the capacity of

the number of digits specified, the number of digits inserted will be increased. To decrement the number, precede the number with "d".

Examples:	*:001:.*	= ABC.DEF001.XYZ
	:01:*.*	= 01ABC.DEF.XYZ
	:1001:	= ABC.DEF1001.XYZ
	*.:500:	= ABC.DEF.500
	.:d99:	= ABC.DEF.XYZ99
	<.>:d100:.	= ABC.DEF.100.XYZ
	.<.>:d349:	= ABC.DEF.XYZ.349

3.2.1.15 Colons Insert Non-Alphabetic Characters

The colon pair may contain any valid non-alphabetic characters to be inserted as template characters.

Examples:	*:-001:.*	= ABC.DEF-001.XYZ
	:[001]:.	= ABC.DEF[001].XYZ
	:.001:.	= ABC.DEF.001.XYZ
	.:.001:*	= ABC.DEF.XYZ.001
	:001.	= Error: Invalid mask
	:00X:.	= Error: Invalid mask
	:00?:.	= Error: Invalid mask

3.2.1.16 Colons Insert Date and Time

The colon pair may enclose the current system date and time elements which are to be inserted in that position of that section of the name. The following elements may be used, and are not case-sensitive:

dd	- current system day
mm	- current system month
cc	- current system century
yy	- current system two-digit year
yyyy	- current system four-digit year
jjj	- current system Julian day of the year
hh	- current system hours
nn	- current system minutes
ss	- current system seconds
t	- current system tenths of seconds
tt	- current system hundredths of seconds

Examples:	*:[mm-dd-yy]:.*	= ABC.DEF[12-31-99].XYZ
	:ccyyjjj.:*.*	= 1999365.ABC.DEF.XYZ
	:.(mm-dd-ccyy)-[hh;nn;ss.tt]:.	= ABC.DEF.(12-31-1999)-[23;59;59.99].XYZ

3.2.1.17 Colons and Wildcards

Wildcards may be placed inside the colon pair.

Examples:	:mmddyy-*-001:.*	= 123199-ABC.DEF-001.XYZ
	:(001)????:.	= ABC(001).DEF.XYZ

3.2.1.18 Nesting Insertion Pairs and Colon Pairs

The colon pair and the insertion pair may be nested.

Examples:	*<.Seq=:001:>.*	= ABC.DEF.Seq=001.XYZ
	:<.Seq>=001:.	= ABC.DEF.Seq=001.XYZ
	<.mm=:mm: dd=:dd: yy=:yy:>.	= ABC.DEF.mm=12 dd=31 yy=99.XYZ
	:<.mm>=mm<.dd>=dd<.yy>=yy:.	= ABC.DEF.mm=12.dd=31.yy=99.XYZ

3.2.2 Rename Find-and-Replace

To perform a find-and-replace operation while renaming a file, or when using Copy or Move "as" to a new name, use the double quote to begin the rename operation.

The find-and-replace "rules" are:

- The format is "old"new"O, where the "O" represents optional operation codes.

- The double quote must be the first character of the operation.

- There must be exactly three double quotes for a valid find-and-replace string.

- Optional operation codes may follow the third double quote. If none is specified, the default operation codes are assumed.

- Operation codes are not case-sensitive, and may be specified in any order.

- File names will be searched from left to right for the "old" string.

- When an "old" string is found, it is replaced by the "new" string.

- When the search continues, the "new" string is not included in the search.

- The "new" string may be null, (empty), effectively deleting the "old" string in the name.

- Wildcards are not permitted.

The following are the optional find-and-replace operation codes:

- Name operators. These indicate which sections of the filename are to be targeted for replacement. Only one name operator may be used.

    N - Name section only. (Default). The operation will be performed only on the name section of the filename. Periods in the "old" string will never match the extension period.

    E - Extension section only. The operation will be performed only on the extension section of the filename. Periods in the"old" string will never match the extension period.

    B - Name and extension sections separately. The operation will be performed on both the name and extension sections of the filename. Periods in the "old" string will never match the extension period.

    X - Name and extension sections together. The operation will be performed on both the name and extension sections of the filename. Periods in the "old" string will match the extension period. (The eXtension section is treated as if it is part of the name section).

- Find operators. These control only the find "old" operation. (The replace string will always be substituted exactly as input.)

    I - Ignore case on find "old". (Default).

    C - Case sensitive find "old".

    # - Limit the search to a number of occurrences in each name.
    Use a number from 1 to 9. (Default is unlimited number of occurrences).

    S - Separate strings only. Limit the search to strings separated by non-alphabetic characters.

- Change-case operators. These are applied to the entire filename sections as specified by the Name operator. The change-case operation will be performed after the specified find-and-replace operation. It may also be specified with two null strings, (three double quotes), to indicate only a change-case is to be done. Only one change-case operator may be used.

    L - Change to Lower case.

    U - Change to Upper case.

    W - Change to Word Caps case.

3.2.3 Changing Case

In addition to using the rename mask and find-and-replace strings, the case of the file name can be changed using Tab, and the extension can be changed with Ctrl-Tab. These can only be used if the input line is not first edited. The separation of the Tab and Ctrl-Tab functions are controlled by the Alt-F10 configuration option, "Rename function - Tab case mode".

There are four states to the Tab/Ctrl-Tab change case toggle:

- ALL UPPER Capitalizes all characters.
- all lower Changes all characters to lower case.
- Word Caps Capitalizes any word which follows a space or symbol.
- * Does not change the case of this section of the name.

3.3 Ctrl/Alt-Copy and Move Sub-options

When using the tagged-file copy and move commands, there are many sub-options available.

Enter a rename mask, or press Tab/Ctrl-Tab to change the case of the names and/or extensions, or simply press Enter to keep the same names. (See section *3.2 'Renaming Files and Directories'*).

Press F5 and/or F6 to choose the setting for the Read-only and Archive flags for all the target files being copied or moved.

Enter the destination. Use F2 Browse, F11 Bookmark, or type in the path. Press Tab once for the current directory. Press Tab again to cycle through additional paths that may be available, or press F3 to choose the last-used destination.

If, in the Normal or Branch File Windows, you are using Alt operations to duplicate the path(s), press "P" to cycle through the path options, or press "F", "C" or "R" to directly choose the path option. The path options are:

Full - Duplicates the full path names of all tagged files as subdirectories of the destination directory, (if they don't exist).

Current - Duplicates the current directory name as a subdirectory of the destination directory, and duplicates all subdirectory names for all tagged files, (if they don't exist).

Relative - Duplicates only the subdirectory names of the current directory as subdirectories of the destination directory for all tagged files, (if they don't exist).

Select file replacement options:

No - Require confirmation on each file replacement.
Yes - Automatically replaces files without requiring confirmation.
Older - Automatically replaces only Older files.
neVer - Automatically copies only those files that do not exist.
F2 - Force replacement of Read-only, Hidden and System files without a warning message.

If you initially choose No, to require confirmation, you have the opportunity on each confirmation message to change to one of the automatic replacement options. In addition, you can choose JFC to compare the source file to the file you are about to overwrite, and then decide whether or not to overwrite it.

If you initially did not use F2 to force replacement of Read-only, Hidden and System files, you have the opportunity to Skip or Override individual file replacements, or you can change the F2 option for all remaining files.
If an error occurs during the Copy or Move process, you can choose Cancel, Retry, Next file, or Skip same error. The Skip-same response automatically skips only those errors that are the same as the current one, or the ones previous to the current one. (A maximum of three error types can be automatically skipped).

3.4 Input Navigation

When ZTreeWin prompts for input, a number of special keys are available to navigate and control the input line.

If the Alt-F10 configuration option "Highlight the default input values" is set to "Yes", then many input lines show and highlight the default response. When highlighted, pressing any character key erases the highlighted input and places that character at the beginning of the input line. You may edit the input line by first pressing any normal navigation key, or the Backspace key.

Input lines are limited to a maximum of 255 characters.

Use the following keys to navigate and control input lines:

Left/Right arrow	- Move the cursor left or right one character.
Home/End	- Move the cursor to the beginning or end of the input.
Del Key	- Delete the character at the cursor.
Backspace	- Delete the character to the left of the cursor.
Ctrl-Left/Right	- Move the cursor one word to the left or right. (Words are delimited by the following characters: space, comma, period, underscore, slash and backslash).
Ctrl-Backspace	- Erase the entire input line.
Ctrl-Del Key	- Erase the input line to the right of the cursor.
Alt-###/Alt-0###	- Using the Numpad, enter the three or four digit ASCII decimal code for the required character. A three-digit code inserts an OEM character, and a four-digit code inserts an ANSI character. The character will be retrieved from the active Windows codepage, and may be affected by the use of the /O command-line switch.
Alt-.	- Use this key, (Alt-period), to place "*.*" on the input line.

Use the following keys to copy and retrieve information to the input line:

Up/Down arrow	- Pick a history item from the history list and enter it on the input line.
Ctrl-Ins Key	- Copy the current input line to the Windows Clipboard. (You may also use Ctrl-C for this purpose, if "C" is not being used to mark a history item related to this input).
Shift-Ins Key	- Paste the Windows Clipboard information into the input line. (You may also use Ctrl-V for this purpose, if "V" is not being used to mark a history item related to this input).
F2	- Activate the Browse Window. Use this to place a directory path into the input line. See section 1.9 'Browse Window' for more details.
F3	- Retrieve the most recent history item from the history list and enter it on the input line. See section 3.6 'History Lists' for other keys used for retrieving history into the input line.
F11	- Pick from the recently visited (Bookmarked) directory list and enter it on the input line.
Tab	- Cycle through a selection of directory paths when prompted for a target directory. The first press of Tab always selects the current directory path. The following is the sequence of paths that may be available, depending on the command and window: - Current directory (always) - Desktop directory if a sHortcut command - Previous target directory

- Directory of the current file in a Branch, Showall or Global File Window
- The original input line default directory

3.5 Application Menu

The F9 Application Menu provides a structured method to run applications from within ZTreeWin. This is a powerful and often overlooked feature of the program.

The power comes from the ability to use the Batch parameters, (see section 3.1 *'Batch Parameters*'), so that information about the currently highlighted File or Directory, (before entering the Application Menu), can be passed as parameters to the program being called from the menu. Environment variables can also be used.

When a menu item is executed, the menu script is used to create a temporary batch file, ZTW_MENU.BAT, and then that batch file is automatically executed. For this reason, the menu can be scripted with any commands that are valid in a batch file, (and in a command file for Windows NT, 2000, and XP).

If you want to launch a program from the Application Menu as a separate task, and immediately return control back to ZTreeWin, then it will be necessary to use the START command, (even for GUI programs). This is because the program is being launched from a batch file, (ZTW_MENU.BAT). Note also that in Windows NT, 2000, and XP, the first pair of double quotes after the START command are used for the title. Therefore an extra pair of quotes, (which may be null), are required to launch a program when that program and path need to be enclosed in double quotes. For example:

```
START "" "C:\Program Files\Example Dir\Example Program.exe"
```

The Application Menu may be constructed as a tree structure, then collapsed and expanded just like a directory tree. Use the F5 key to display or hide the tree, and the Alt-Move command to change an item's position in the tree.

.
In the following lists, descriptions of those commands that do not appear on the menu are marked with "**=**".

Keys and commands in the main F9 Application Menu:

Up, Down	= Navigate up and down the menu a line at a time.
Right	= Navigate down one line, (same as Down).
Left	= Navigate to the parent menu item, but not to the heading.
Backspace	= Navigate to the parent menu item, including the heading.
PgUp, PgDn	= Navigate the menu a page at a time.
Home, End	= Go to the first and last item in the displayed menu.
Ctrl-Up, Down	= Navigate up and down, (same as Up, Down).
Ctrl-Right	= Expand the next sublevel if it is not displayed. Move to the next sublevel if it is displayed.
Ctrl-Left	= Collapse the sublevels if any are displayed. Move to the parent item if no sublevels are displayed.
Ctrl-Home, End	= Go to the first and last item at the current level.
Tab, Shift-Tab	= Navigate the menu at the same level.
A-Z, 1-9	= Type the first letter or number of a menu item to jump to that item, or to navigate to each of the items beginning with that letter or number.
◄┘ Execute	- Enter to execute the currently highlighted menu item, then exit the Application Menu. If the menu item is empty, expand the next sublevel.
Ctrl-Enter	= Execute the currently highlighted menu item and remain in the Application Menu. If the menu item is empty, expand the next sublevel.
	NOTE: The above functions of the Enter and Ctrl-Enter keys can be reversed by setting the Enter key assignment Alt-F10 configuration option "F9 Menu - Closes menu after executing" to "Yes".
+, -, *	= Use these to expand and collapse the menu structure.
F1 Help	- Display this help file.
F4	= Activate the Alt commands without having to press or hold the Alt key.

F5 Graphics	-	Turn the display of the menu tree structure on and off.
Alt	-	Access the menu editing keys, described below.
Esc Cancel	-	Exit the Application Menu.

Commands in the Alt menu for maintaining scripts:

Add item	-	Add a new item as a "child" of the current item.
Delete item	-	Delete the selected item from the menu.
Edit script	-	Edit the script of the selected item.
Move item	-	Move the selected item to a different position on the menu. Use Up and Down to move within the current branch, and Left and Right to move to another level. (It helps to have the tree structure displayed while doing this).
Rename item	-	Rename the selected item.
Undo	-	Undo the last change.

Commands in the Edit script menu:

Copy	-	Copy the current line, inserting it before the next line.
Delete	-	Delete the current line.
Edit	-	Edit the current line, (same as Enter).
Insert	-	Insert a line before the current line and edit it.
Load	-	Load the contents of a text file into the script.
Move	-	Move the current line up/down with the Up/Down keys.
cOpy scrap	-	Copy all lines of the current script to the scrap area.
Paste scrap	-	Paste from the scrap area. NOTE: The scrap area is cleared when exiting back to the menu, so use Tab and Shift-Tab instead to navigate to the destination item.
Rename	-	Rename the current menu item.
Enter	=	Edit the current line, (same as Edit).
Tab	-	Move to the next menu item while in the Edit script menu.
Shift-Tab	-	Move to previous menu item while in the Edit script menu.
Up/Down	-	Move the cursor up or down one line.
PgUp/PgDn	=	Move the cursor up or down one page.
Home/End	=	Move the cursor to the top, or to 3 lines below the last script line.
Ctrl-V	=	Paste from the Windows Clipboard, replacing all lines of the current script.
Undo	-	Exit back to the menu without saving any changes.
Quit	-	Exit back to the menu, saving changes, (same as Esc).
Esc	-	Exit back to the menu, saving changes, (same as Quit).

Keys available while editing a script:

Left/Right	=	Move the cursor left or right one character.
Up/Down	=	Move the cursor up or down one line.
Ctrl-Left/Right	=	Move the cursor one word left or right.
Home/End	=	Move the cursor to the beginning or end of the line.
Del Key	=	Delete the character at the cursor.
Backspace	=	Delete the character to the left of the cursor.
Ctrl-Del Key	=	Delete the line to the right of the cursor.
Ctrl-Backspace	=	Delete the entire line.
Ctrl-Ins Key	=	Copy the line to the Windows Clipboard, (also Ctrl-C).
Shift-Ins Key	=	Paste the first line of the Windows Clipboard into the current line, (also Ctrl-V).
Enter	-	Save the line changes and return to the Edit script menu.
Esc	-	Discard the changes and return to the Edit script menu.

Additional directives can be placed in the menu script, to provide control over how the batch file is generated. These directives are processed before the batch file is created. When the batch file is executed, the directives are ignored as comments by Windows.

The following is a list of these directives.
(Note: "::" may be used instead of "REM").

REM #ZTSet VAR "Prompt for input:"
Requests user input using the quoted string as the prompt. The user input is assigned to the environment variable specified in VAR. This directive is executed before the generated batch file is executed. The data entered by the user may include environment variables.

REM #ZTSetQ VAR "Prompt for password:"
This is identical to the #ZTSet directive above, except that the user input is masked with asterisks.

REM #ZTInclude Text to include in the .BAT
Literal text to place in the batch file when the file is generated from a ZTreeWin menu item. This is useful if it is desired that a menu script and an external batch file be identical, yet work differently.

REM #ZTIfDir Text to include if in the Dir window, so that script can detect if the selected item was a file or directory.
Example:

```
SET ZTMode=File
REM #ZTIfDir SET ZTMode=Dir
IF [%%ZTMode%%]==[File] ECHO This is file %1
IF [%%ZTMode%%]==[Dir]  ECHO This is directory %1
```

REM #ZTSecure Delete the ZTW_MENU.BAT file when done.

The Application Menu is saved to the ZTW_MENU.DAT file.

CAUTION: If there are multiple instances of ZTreeWin running they will all write to the same menu file.

3.6 History Lists

History lists are provided by ZTreeWin at virtually all input prompts. This important and powerful tool provides a means of recalling and reusing frequently-used input. Each list can hold a maximum of 64 entries. The oldest entries roll off the top of the list, unless they are marked so that they do not roll off the list. These marks can be assigned a letter or number so that the history item may be accessed directly with that single letter or number.

History is saved to the ZTW.HST file when ZTreeWin is exited.

CAUTION: If there are multiple instances of ZTreeWin running they will all write to the same history file. Since the history is held in memory until the ZTreeWin instance ends, the history from the last running instance of ZTreeWin will overwrite the history files from the other instances.

To retrieve or save a history item from most command prompt input lines:

Up arrow - Display the history list at the newest entry, (bottom).

Down arrow - Display the history list at oldest entry, (top).

F3 - Retrieve the newest history item to the input line.

Ctrl-% - Where % is a letter or number, retrieve the entry marked with that letter or number from the history, ready to edit in the input line.

Alt-% - Where % is a letter or number, retrieve the entry marked with that letter or number from the history, and immediately perform the operation. (This is the same as Ctrl-%, followed by the Enter key).

Alt-Up - Save the input line to the history list and continue editing.

To navigate, retrieve from and maintain a displayed history list:

Up/Down arrow	- Move up or down one entry.
Home/End	- Move to the top or bottom of the list.
PgUp/Down	- Page the list up or down.
Enter	- Retrieve the highlighted item into the input line.
| or +	- Retrieve the highlighted item and append it to the data already in the input line. When used in a file naming operation, the "|" separator character is added for command chaining. When used in Filespec, the "," separator is added for multiple filespecs. In all other operations, no separator is added. Press Esc after appending the items from the history list.
Ins	- Mark the entry to prevent it from rolling off the top of the list, or remove the mark if the item is already marked.
Del	- Remove the history item, (provided it is not marked).
Ctrl-%	- Where % is a letter or number, mark the entry with that letter or number, or remove that letter or number from the highlighted entry. If % already exists on an entry other than the one highlighted, move the highlight to that entry. (Duplicate marks are not permitted).
Alt-%	- Where % is a letter or number, retrieve the entry marked with that letter or number from the history, and immediately perform the operation.
A..Z, 0..9	- Select and retrieve into the input line the item marked with that letter or number.
Ctrl-Ins Key	- Copy the history item to the Windows Clipboard.
F3	- Save the current command history list to the ZTW.HST file.

Several Alt-F10 configuration options affect how the history lists operate.
See the "History and Bookmarks" section of the Configuration Options for more detail on these.

3.7 Configuration Options

ZTreeWin is highly configurable, to meet the different preferences of many users. The configuration options are accessed from any Directory Window or File Window with Alt-F10.

The configuration option settings are saved in the ZTW.INI file. You may delete or rename this file to cause ZTreeWin to revert all settings to the original defaults.

CAUTION: If there are multiple instances of ZTreeWin running they will all write to the same configuration file, unless each instance uses a separate ZTW.INI file, as described below.

To use a ZTW.INI file other than the one in the ZTreeWin directory, copy this file to an alternate directory. Then create a new shortcut to ZTW.EXE, and set the "Working" or "Start in" directory to this alternate directory. ZTreeWin will then use that copy for all configuration settings. In this way you can create several shortcuts to start ZTreeWin with different initial settings. If you do not want ZTreeWin to actually start with that directory current, you can use the command line to specify the desired initial current drive and directory, while still using the alternate ZTW.INI file. (Also see section *3.14 'Auxiliary Files'* for other configuration files that can be placed in an alternate directory).

Most of the configuration changes are effective immediately in the current ZTreeWin session. Exceptions to this are those settings that can be changed with ZTreeWin commands. Examples of these are the Alt-Sort settings,

and the Alt-File display mode settings. In these cases the configuration change sets the initial state when ZTreeWin first starts.
Use the following keys for navigation and control while in the configuration pages:

PgDn - Next page.
PgUp - Previous page.
Down - Next option.
Up - Previous option.
1-6 - Jump to that page number.
A-Z - Cycle that option on the current page and highlight it.
Enter - Cycle through the values for the highlighted option, or display a dialog to input changes for some options.
Esc - Exit the configuration without saving changes. Prompts for confirmation if changes have been made.
F1 - Display this help section.
F3 - Save the changes and exit the configuration.
F4 - Enter the color configuration screen, described in section *3.7.7 'Color Configuration'*.

3.7.1 Configuration Page 1

The option choice shown on each option line in these configuration pages is the ZTreeWin default if no ZTW.INI file is present.

Support Programs

A Editor: EDIT.COM
B Alt-Editor: START EDIT.COM
C Viewer: (Internal)
D Alt-Viewer: (Internal)
E JFC Compare: TFC.BAT
F Alt-JFC Compare: TFC.BAT

- Use the above six options to specify the programs and parameters which are used when the Edit, Alt-Edit, View, Alt-View, JFC and Alt-JFC commands are used, respectively.
- For console-mode support programs, use the START command to launch the program as a separate task, and immediately give control back to ZTreeWin. (GUI programs are always launched as a separate task by Windows). Note that when programs run as a separate task, ZTreeWin is unable to automatically refresh the current file list when that task is exited.
- Use Batch parameters, (see section 3.1 '*Batch Parameters*'), and environment variables to define the command line parameters for the Editor and Viewer. If no Batch parameters are specified, the default %1 parameter is used.
- Use a Batch parameter of %7, or the single parameter [SFN], to pass the short file path and name to the Editor or Viewer. (The [SFN] parameter itself is not passed to the support program).
- Use the special JFC parameters to pass the file names and other information to the compare programs. See section 3.9 '*Jeff's File Compare*' for a description of these parameters and how they are passed to the support programs.
- An empty string for the Viewer or JFC programs causes the defaults (Internal) and TFC.BAT, respectively, to be used.

International

J Numeric format 1,234,567
Set the number format used by ZTreeWin.

K Date format mm-dd-yy
Set the date format used by ZTreeWin.

L Time format 23:14
Set the time format used by ZTreeWin.

Disk and Directory Logging & Refreshing

P Disk logging method Root only
Use to set the default logging method when logging a disk.
Root only - Log only the files and directories in the root of the disk.
Tree only - Log all the directories on the entire disk, but do not log any files.
Full disk - Log all files and directories on the entire disk.

Q Log files in disk root Yes
If the logging method is set to "Root Only", set to "No" to disable the automatic logging of files in the root of a drive. (Has no effect if disk logging is set to another method).

R Automatically refresh directories Yes
Set to "No" to disable the automatic refreshing of directories by Treespec and Bookmark navigation, and after certain operations like Edit, Open, eXecute, and F9 menu, which may result in files being changed by other applications. "No" may be preferred if there is often a large number of files logged, or the network connection to the disk is slow.

S Refresh directory when file window entered No
Set to "Yes" to automatically refresh the file list in the directory when changing from the Directory Window to the File Window.

T Refresh directory when file window exited No
Set to "Yes" to automatically refresh the directory tree, and the file list in the Small File Window when changing from the File Window to the Directory Window.

U Swap Log and Ctrl-Log key assignments No
Set to "Yes" to swap the Log and Ctrl-Log key assignments, so that Log will not force a relog if the drive is already logged.

3.7.2 Configuration Page 2

Display Format

A Number of characters wide 80
Set the width of the ZTreeWin window.
(Use Alt-F8 to change the width in the current session).
80-400 - Specifies an exact width.
MAX - Uses the maximum width depending on the screen resolution and the font size.
AUTO - Uses the width previously set for the window by the shortcut.

B Number of rows high 25
Set the height of the ZTreeWin window.
(Use Alt-F9 to change the height in the current session).
25-200 - Specifies an exact height.
MAX - Uses the maximum height depending on the screen resolution and the font size.
AUTO - Uses the height previously set for the window by the shortcut.

C Scroll bars ▒
Set the scroll bar character to boxes or lines.

D Disable file colorization in ZCOLORS.INI No
Disable the directory and file colors specified in the ZCOLORS.INI file when ZTreeWin starts. (Use Ctrl-Z to disable colorization in the current session).

E Kilobytes displayed as multiples of 1024
Set the multiple used for displaying K or M bytes in ZTreeWin.

Directory Window Format and Control

H Condensed tree width No

Set to "Yes" to reduce the horizontal space between each level of the directory tree in the Directory Window from 3 to 2 characters.

I Highlight bar Scrolling
Set the highlight bar in the Directory Window to "Scrolling" or "Fixed". When set to "Fixed" the highlight remains fixed on the fourth line of the window.

J Hide System/Hidden directories No
Set to "Yes" to hide System and Hidden directories.

File Window Format and Control

N Initial file display mode Name
Set the initial file display mode in the File Window for a session. (Use the Alt-File command to change the display mode during the current session.) The four modes are:

Name	- Multi-column mode, displaying file name and extension only.
Name, Size, Attr	- Multi-column mode, displaying file name, extension, size and attributes.
Name, Size, Attr, Date	- Single-column mode, displaying file name, extension, size, attributes, date and time.
Long name	- Single-column mode, displaying file name and extension only. The extension immediately follows the name, rather than being in a separate column.

O Display lines between file columns No
Set to "Yes" to display dividing lines between the columns of files in the File Window.

P File window paging like directory window No
Change how the PgDn and PgUp keys work in the File Window when the highlight is not on the top or bottom file.

No - Scrolls the highlighted file to the top or bottom of the window, (if possible), and moves the highlight to the opposite end of the window.
Yes - Moves the highlight to the top or bottom of the window without scrolling the file list.

Q Access to file windows with no matches No
Sets the ability to enter and remain in the File Window when files exist, but no files match the filespec.

No - Never allow access if no files match the filespec.
Remain - Remain in the File Window if files exist, but no files match the filespec.
Enter and Remain - Allow entering and remaining in the File Window if files exist, but no files match the filespec.

R Access to empty file windows No (dependent on above)
Sets the ability to enter and remain in the File Window when there are no files in it. (This cannot be set to override the above setting for no filespec matches.)

No - Never allow access if the directory is empty.
Remain - Remain in the File Window even if the directory is empty.
Enter and Remain - Allow entering and remaining in the File Window even if the directory is empty.

Execute Window Format

U Brief eXecute command headings No
Set to "Yes" to configure the eXecute command screen header to three lines instead of five lines.

3.7.3 Configuration Page 3

File Sorting
(Use the Alt-Sort command to change the sort sequence during the current session.)

A Initial Sort method Name
Set the initial file sort method to "Name", "Extension", "Date", "Size", "Unsorted", "Length", "Time", or "nuMber".

B Initial Sort order Ascending
Set the initial file sort order to "Ascending" or "Descending".
C Initial Sort character set OEM
Set the initial file and directory sort order to use the "OEM" or "ANSI" character-set code sequence.
D Skip Alt-Copy/Move sorting by path No
Set to "Yes" to process the files on an Alt-Copy/Move operation in the order they appear in the File Window, instead of first sorting by path.

File and Directory Window Restoration

H Maintain file position in each directory No
Set to "Yes" to return the highlight to the previously highlighted file when returning to a previously entered File Window.
I Maintain last file view for each drive No
Set to "Yes" to return into a previously entered File Window when returning to a previously logged drive.

J Restore file position on Alt-Sort No
Set to "Yes" to maintain the highlight on the current file when performing an Alt-Sort operation.

K Restore file position after Ctrl-function No
Set to "Yes" to return the highlight to the current file in the File Window after performing certain Ctrl operations on tagged files.

L Restore file position after F3 refresh No
Set to "Yes" to maintain the highlight position in the File Window when performing an F3 refresh operation, provided that file still exists.

Enter Key Assignments in Specific Windows

P Directory - Bypasses Small File Window Yes
Set to "No" to make the Enter key move the highlight to the Small File Window while the Directory Window remains displayed.

Q File - Invokes view No
Set to "Yes" to reassign the Enter key in the File Window so that it launches the primary viewer, rather than exiting the File Window.

R eXecute - Closes window after executing No
Set to "Yes" to automatically return to the Directory or File Window after using an eXecute command.

S F9 Menu - Closes menu after executing No
Set to "Yes" to automatically return to the Directory or File Window after executing an F9 Menu command.

3.7.4 Configuration Page 4

Confirmation and Prompts

A Quit confirmation Yes
Set to "No" to bypass the confirmation of the Quit commands.

B Prune confirmation PRUNE
Set the confirmation method for the Alt-Prune command.
These are not case sensitive.
PRUNE - Requires typing "PRUNE".
Directory name - Requires typing the directory name.
Y - Requires typing "Y".

C Ctrl-Copy/Move - Prompt for empty target Yes
Set to "No" to avoid the "Automatically replace existing files?" prompt when the target directory is empty.

(Setting this to "No" may cause difficulties in creating consistent macros).

D Rename protection (Confirm/Attributes) Confirm
Use to control the confirmation prompts on Ctrl-Rename (tagged-file) and complex single-file Renames, and the confirmation requirement if the file or directory has a Read-only, System or Hidden, (RSH), attribute set.

- None - Set the default "F4 Confirm" option to "No", do not display the "F2 Override Attributes" choice, and do not require confirmation if an RSH attribute is set.
- Confirm - Set the default "F4 Confirm" option to "Yes", do not display the "F2 Override Attributes" choice, and do not require confirmation if an RSH attribute is set.
- Attributes - Display the "F2 Override Attributes" choice, require confirmation if an RSH attribute is set, and set the default "F4 Confirm" option to "No".
- Confirm & Attributes - Set the default "F4 Confirm" option to "Yes", display the "F2 Override Attributes" choice, and require confirmation if an RSH attribute is set.

Filespec Definitions

H Treat leading "." as "*." No
Set to "Yes" to permit a filespec starting with a period to be interpreted as starting with a leading asterisk before the period. (This disables the ability to set a filespec to only those files that actually start with a period).

I Treat trailing "*" & no "." as "*.*" No
Set to "Yes" to interpret filespecs that end with an asterisk as if they were followed by ".*" and therefore match all extensions.

J "<" & ">" include specified date/size No
Set to "Yes" to interpret less-than and greater-than specifications as if they included equal dates and sizes.

Tagging Operations

N Invert current file tag with space key No
Set to "Yes" to use the Space key in the File Window to change the setting of the tag on the current file, before moving to the next file.

O Partial untag only successful operations No
Use this to control the behavior of the File Window Ctrl-F8 Partial Untag command.

- No - Untags all files that were processed by ZTreeWin, whether or not the operation, (Ctrl-Copy, Ctrl-Move, etc.), was successful. This leaves only those files tagged that were not processed because some error or other interruption occurred before ZTreeWin could operate upon them.
- Yes - Untags only those files that were successfully operated upon by ZTreeWin, even if all files were processed. This leaves only those files tagged that were not successfully operated upon, (Ctrl-Copied, Ctrl-Moved, etc.).

P File window Ctrl/Alt-Up/Down to tag/untag No
Use this to control the assignment of the Ctrl-Up/Down and Alt-Up/Down keys in the File Window.

- No - Use the default assignment of these keys so they control the scrolling of the File Window.
- Yes - Assign the Ctrl-Up/Down keys to perform the same function as Alt-Tag-Up/Down, and assign the Alt-Up/Down keys to perform the same function as Alt-Untag-Up/Down.

Input Line Options

T Highlight the default input values No
Set to "Yes" to cause ZTreeWin to display the default values in most input fields, and highlight them so they can be easily replaced or modified.

U Rename function - Tab case mode Name & extension
Set to "Name only" to cause the Rename command Tab key to change the case of only the Name section of the file, rather than both sections. (The Ctrl-Tab key can always be used to change the case of the

extension section only).

V Enable F2 and F11 on non-destination input No
Set to "Yes" to enable the use of F2 Browse and F11 Bookmark directory path retrieval into most input lines that do not prompt for a destination path.

3.7.5 Configuration Page 5

Viewer

A Search skip movement Page
Set the initial behavior of searching in the viewer. (Use F8 in the viewer to change the search skip movement in the current session).
Page - Scroll the file to the next page containing the search string.
Hit - Move the highlight to the next occurrence of the search string.

B Disable display mode detection No
Set to "Yes" to prevent ZTreeWin from attempting to detect the file type from its contents, and then automatically switch to the appropriate display mode in the viewer.

C Ctrl-View starts viewing at current file No
Set to "Yes" to force the Ctrl-View command to start viewing the currently highlighted file, rather than the first tagged file in the file list.

D Display archive list output for View
Use to control which View commands will attempt to automatically display archive files in the list format. Set to any combination of "View", "Alt-View" and "Autoview" (F7), or "None".

Editor

H Show Edit command prompt No
Set to "Yes" to always display the file name to be edited in the File Window, so that the name can first be changed.

I Prevent Edit command on read-only files No
Set to "Yes" to prevent the Edit command from being used on a file if its Read-Only attribute is turned on.

History and Bookmarks

N History lists wrap No
Set to "Yes" to enable the history lists to wrap directly from the top to bottom and back while scrolling through them.

O Bookmarks wrap No
Set to "Yes" to enable the bookmarks to wrap directly from the newest to the oldest and back while navigating with them.

P Leading '@' omits batch/execute/arc history No
Set to "Yes" to prevent batch, execute and archive commands prefixed with the "@" sign from being added to history lists.
The specific commands are:
Ctrl-B, Alt-B, X, Alt-X, Ctrl-F5
(This may be useful when passwords are used and security is an issue, or to keep one-time batch commands from being added to the history).

Q History saves one character entries No
Set to "Yes" to cause ZTreeWin to save user input to history even if it is only one character.

File Comparing

U Ignore 2 second timestamp difference No
Set to "Yes" so that the Compare commands will treat files with only two seconds difference as having the same times. (A two second difference can occur when some programs round the time to an even two seconds in a FAT or FAT32 file system).

V Ignore 1 hour timestamp difference No
Set to "Yes" so that the Compare commands will treat files with exactly one hour difference as having the same times. (A one hour difference can occur in certain environments when daylight savings time changes).

3.7.6 Configuration Page 6

Attributes

A Override attributes (F2 Default) No
Use this to set the default attributes to be overridden for file replacement or deletion when performing tagged-file operations. This setting will be the initial value appearing in the "F2 Force" prompt during these operations.

B Rename/New-date set +A attribute Yes
Set to "No" to prevent ZTreeWin from turning on the Archive attribute when files are renamed or their date-timestamps are changed.

C Copy/Move "R" attribute (F5 default) =R
Set to "=R", "-R" or "+R" to assign the default target file Read-only attribute used in the F5 prompt when copying or moving files.

D Copy/Move "A" attribute (F6 default) +A
Set to "=A", "-A" or "+A" to assign the default target file Archive attribute used in the F6 prompt when copying or moving files.

Active Mode Spell Searching

H File/directory name spell search No
Set to "Yes" to enable active spell search navigation using a search string from any Directory or File Window. (See section 1.3.4 'Spell Search Navigation').

I Reassign + - and * for spell searching No
If file/directory name spell search is set to "Yes", you can set this to "Yes" to reassign these keys for use in spell searching, rather than their normal use for logging and unlogging directories. (This affects only the main keyboard keys, not the numeric-pad keys).

J Reassign < > and ? for spell searching No
If file/directory name spell search is set to "Yes", you can set this to "Yes" to reassign these keys for use in spell searching, rather than their normal use for switching drives and displaying the Extended Statistics Window. When set to "Yes", the shifted "<" and ">" keys will produce the unshifted "," and "." keys for spell searching.

K Reassign [and] for spell searching No
If file/directory name spell search is set to "Yes", you can set this to "Yes" to reassign these keys for use in spell searching, rather than their normal use for navigating bookmarks.

Printing

P Headers printed by default Off
Set to "On" to assign the default headers choice when using the Print command.

Recycle Bin

R Use Recycle Bin by default for Delete & Prune
Use this to set the initial "F4 Use Recycle bin" choice to "Yes" when using the Delete and Prune commands.

None	- Set to "No" for Delete and Prune.
Delete	- Set to "Yes" for Delete and "No" for Prune.
Prune	- Set to "Yes" for Prune and "No" for Delete.
Delete & Prune	- Set to "Yes" for Delete and Prune.

3.7.7 Color Configuration

From any Alt-F10 configuration option page, press F4 to enter the color configuration screen.

Press a menu selection key, or Left/Right, to select an item. If the selected item shows a choice, (in parenthesis), then press that key again, or the Enter or Space key, to cycle through the choices.

The following describes the command keys:

F5/Shift-F5 - Cycle the foreground color of the selected item and choice, forward / backward.

F6/Shift-F6 - Cycle the background color of the selected item and choice, forward / backward.

Window - Choose the window type, (directory, normal file, or global file), to configure the colors in each of these windows. The global file colors are used in the Branch, Showall and Global File Windows. The normal and global file colors are also used for the menu command keys, Statistics Panel, FILE Spec and DISK Spec Boxes, and all input lines. The normal file colors are also used in the internal viewer.

Frames - Change the colors of the border frames, background and general text used in all windows and command menus.

Bar - Change the highlight-bar colors used in all windows. These are also the colors used in the F2 Browse window, the input line highlight, (if it is set on), the file pointers, the filespec filter indicator, and the inverted filespec.

Tags - Choose the window type, normal file, (n), or global file, (g), to configure the tag colors for each of these windows. The normal file tag color is also used for the spinner.

Long tags - Displayed only when Tags is selected. Choose between using a short tag color for just the tag, (s), or a long tag color for the entire line, (l). This setting affects all File Windows.

History - Change the colors used for all History windows.

Menu - Change the colors of the F9 Application Menu.

View hits - Choose the search hit, (current or other), to change the colors of the search-hits highlight when you do a search in the internal viewer.

Alt-F3 - Restore all colors to the original defaults.

F1 Help - View this section of the Help file.

F3 - Save the color changes and exit the color configuration. (You must also press F3 in the main configuration options page to save the changes).

Esc - Exit the color configuration without saving the changes. Prompts for confirmation if changes have been made.

3.8 The Internal Viewer

The internal file viewer is accessed by the View, Alt-View, Ctrl-View and Autoview (F7) commands, (unless configured in the Alt-F10 configuration to use an external viewer). While using Autoview, most of the viewer commands below can be accessed by using the Shift key in combination with the viewer command.

3.8.1 Viewer Modes

These five commands choose the five viewer display modes. Pressing the first letter of any of these commands places the viewer in this mode. Pressing the same key repeatedly cycles the mode between the previous display mode and the named mode. The current mode is displayed on the bottom menu line, near the right side.

Alpha - Display the file as normal text characters, observing line termination codes, (CR and LF).

Dump - Display all characters of the file, without regard to line termination codes. The relative location in the file is displayed on the left.

Hex - Display the hexadecimal representation of each byte of the file, 16 bytes per line. Shows the relative location on the left, and the character representation on the right.

Junk - Display only the characters with hex values of 20 through 7E, (decimal 32 through 126).

Wordwrap - Same as the Alpha mode, but wrap long lines of text within the width of the window.

3.8.2 Viewer Display Characteristics

The top line, above the border, shows the entire path to the viewed file.

A double line on the bottom border line, above the menu, indicates the approximate location being viewed within the file, and the approximate size, relative to the entire file size, of the portion of the file on the screen.

The following commands modify the viewer display characteristics:

Charset - Choose between the OEM and ANSI Characters sets. The current character set is displayed on the bottom menu line, near the right side.

Line - Available in the Alpha and Wordwrap modes only, use this to highlight the current line, and display the line number in the upper right border. This uses the line termination codes, (CR and LF), to identify individual lines.

Mask - Mask certain characters, so they are replaced with others. The state of the mask is displayed in the bottom right side of the menu. In Alpha and Wordwrap modes, this masks off the high-order bit of all characters from hex A0 through FF, effectively replacing them with hex 20 through 7F. It also replaces all bytes with values below hex 20 with nulls, and all bytes from hex 80 through 9F with spaces. In Hex and Dump modes, it replaces all characters outside the range of hex 20 through 7F with periods. It has no effect in Junk mode.

Ruler - Display a ruler on the top border line.

[Tab] - In the Alpha and Wordwrap modes, use this to cycle the tab width display between 2, 3, 4, 6 and 8 characters.

Alt-F5 - Change the foreground color.

Alt-F6 - Change the background color.

Alt-F7 - Maximize or restore the ZTreeWin window size.

Alt-F8 - Cycle the horizontal width of the ZTreeWin window.
Alt-F9 - Cycle the vertical height of the ZTreeWin window.

3.8.3 Viewer Navigation and Control

These command keys provide the ability to navigate and control the display:

Up/Down - Scroll the display up or down a line at a time. If Lines are active, move the highlight until it reaches the top or bottom of the screen, then scroll by line.

Left/Right - Scroll the display left or right 2 characters at a time.

PgUp/PgDn - Scroll the display up or down a screen at a time. If Lines are active, first move the highlight to the top or bottom of the screen, then scroll by screen.

Home/End - Scroll to the top or bottom of the viewed file.
Ctrl-Up/Down - Only available when Lines are active. Scroll the display so the current line remains highlighted until it reaches the top or bottom of the screen, then continue scrolling.

Ctrl-Left/Right - Scroll the display left or right 20 characters at a time.

Ctrl-PgUp/PgDn - Only available when Lines are active. Scroll the display so that the current line remains highlighted and is scrolled to the top or bottom of the screen, then continue scrolling.

Alt-Left/Right - In the F7 Autoview mode, use these to change the relative widths of the file list and view windows.

Alt-Home - In the F7 Autoview mode, use this to change the relative widths of the file list and view windows back to the default widths.

Offset - Jump to the specified line number or offset.

0-9 - Enter a line number or offset for the Offset command, without pressing "O" first.

Numpad-5 - If the Line mode is active, scroll the highlighted line to the center of the view window. If the Line mode is not active, move the highlight to the mid-point of the viewed file.

Shift-Numpad-# - Where # is 1 to 9, use this with NumLock off to jump to the 10% to 90% point in the file.

Shift-F2..F6 - Auto-scroll the display at various speeds.

F3 - Reload the current file into memory from disk.

Ctrl-F3 - Reload the current file from disk each second, to automatically see changes made by other applications.

Quit and Esc - Quit the viewer.

The following commands are available only when in Ctrl-View of tagged files:

Next/Prev - Use these to move the viewer so it displays the next or previous tagged file, without exiting the Ctrl-View. The number of the current file and the total of the tagged files is displayed on the right side of the first line of the menu.

Alt-Home/End - Use to move the viewer to the first and last tagged file, without exiting the Ctrl-View. (This is not shown on the menu).

Untag - Available only in Ctrl-View of tagged files, use this to untag the currently tagged file.

3.8.4 Viewer Searching

These commands provide searching capabilities within the viewed file, or all the tagged files in the Ctrl-View mode. When a search is active, the direction of the search is indicated by a Down or Up arrow to the right of the Esc command on the menu.

Search strings may be up to 256 characters in length. Use an asterisk (*) within the search string to match zero or more characters within the same line.

NOTE: Strings in the file that are split by a line break will not be found with a search.

The search commands are:

Find	-	Search forward starting at the beginning of the file.
Backward	-	Search backward starting at the end of the file.
/, S and F9	-	Search forward starting at the top of the current page. (S and F9 are not shown on the menu).
\	-	Search backward starting at the bottom of the current page.
+	-	Continue searching in the forward direction.
-	-	Continue searching in the backward direction.
Space bar	-	Continue searching in the current direction.
F8	-	Change whether the search is to stop at each found "hit", or is to advance by pages of hits.

When beginning a search, the following options are available:

F3	-	Retrieve the previous search string from history.
Up, Down	-	Display the search history to pick a previous search string.
F2	-	Choose whether or not the search is to be case sensitive.
F4	-	Choose to search for text, hex or unicode strings.
F8	-	Choose whether the search is to stop at each found "hit", or is to advance by pages of hits.
Enter	-	Press Enter without a search string to clear the searc string and exit the search mode.
Esc	-	Cancel entering a search string.

3.8.5 Viewer Text Editing

These commands provide editing and copying functions from within the viewer. No text editor is provided with ZTreeWin, so you must use the Alt-F10 configuration options to specify your preferred editors.

Edit	-	Launch the configured editor to edit the file being viewed, except in the Hex mode. (See section 3.8.6 'Viewer Hexadecimal Editing' for information on the Hex editor).
Alt-Edit	-	Launch the configured alternate editor to edit the file being viewed, except in the Hex mode. (See section 3.8.6 'Viewer Hexadecimal Editing' for information on the Hex editor).
Gather	-	Mark a range of lines in the viewer to be saved to a file, printed, or copied to the Windows Clipboard. After pressing "G" to gather, the following keys are used to perform each stage of the gather operation.

Choose the gather start point:

Up/Down - Position the highlight to the first line to be gathered.
Home/End - Position the highlight to begin the gather at the beginning or end of the file.
F2 - Clear the Windows Clipboard.
F4 - Copy a single line to the Windows Clipboard.
F5 - Append a single line to the Windows Clipboard.
Esc - Exit the gather operation without copying any lines.
Enter - Mark the beginning of a group of lines to be gathered.

Choose the gather end point:

Up/Down - Position the highlight to the last line to be gathered.
Home/End - Position the highlight to gather to the beginning or end of the file.
F2 - Clear the Windows Clipboard.
F4 - Copy the highlighted lines to the Windows Clipboard.
F5 - Append the highlighted lines to the Windows Clipboard.
Esc - Exit the gather operation without copying any lines.
Enter - Mark the end of the group of lines to be gathered.

Copy the gathered lines:

(Prompt) - Enter the name, (and path if not in the current directory), of a file to which you want to append the highlighted lines. If the file does not exist, it will be created. Enter PRN or LPTn to send the lines to a printer. You may use Batch parameters to generate a path and file name.
F3 - Retrieve the most recently used file name from the history list.
Up/Down - Access the history list to retrieve a previously used file name.
F4 - Copy the highlighted lines to the Windows Clipboard.
F5 - Append the highlighted lines to the Windows Clipboard.
F6 - Set the gap between the last line in the destination file and the lines which will be appended.
Esc - Exit the gather operation without copying any lines.
Enter - Append the lines to the named file, or send them to the printer.

NOTE: Ctrl-Ins Key and Ctrl-C can be used instead of F4 to gather lines to the Windows Clipboard.

3.8.6 Viewer Hexadecimal Editing

A hexadecimal editor is provided in the viewer. To use the Hex editor, first enter the Hex view mode, then press "E" to edit. Only one visible page of the viewed file can be Hex-edited and saved at a time. You cannot insert new characters, or delete characters, you can only replace them by typing over them. The current byte location, hexadecimal, character and decimal codes are displayed to the right in the menu area. You cannot change the Charset or Mask display characteristics, but you can change them before entering the Hex-editor, and they are displayed in the menu area while in the Hex-editor.

The following command keys are available while in the Hex editor:

Tab - Move the active cursor between the text area and the hex data area.

Up/Dn/Lt/Rt - Move the cursor to the character to be replaced.

Home/End - Move the cursor to the first or last character on the screen.

Page-Up/Down - Save the changes made, then exit the editor and move the viewer to the next page. A confirmation message is provided. (This is not on the menu).

Enter - Save the changes made, and exit the editor. A confirmation message is provided.

F8 - Undo all changes made but not yet saved to disk.

Esc - Exit the hex editor without saving changes.

3.8.7 Viewing Archive Files

The Alt-F10 configuration option, "Display archive list output for", is used to configure ZTreeWin to detect if the file is an archive, before passing it to the viewer. If the file is detected as an archive, and the internal viewer is configured for the current View function, (View, Alt-View or Autoview), then the archiver List command, (in the ARCHIVE.BB2 file), is used to generate a temporary file for viewing by the viewer. You can then switch display modes at this point to any other mode to display the contents of the actual archive file, rather than the temporarily generated list file.

3.9 Jeff's File Compare

The JFC function, by default, uses the Tadzio's File Compare (TFC.EXE) program to compare two files side-by-side. The program is called via the TFC.BAT file. This is the default program specified in the Alt-F10 configuration options, "JFC Compare" and "Alt-JFC Compare".

The JFC function is named for Jeffrey C. Johnson, the original programmer of XTree, and the originator of the function. TFC was originally written by Daniel Schroeder, and later modified by Seb Tomasini.

Subcommands while running TFC:

Esc/Enter/Q	- Exit
Arrows	- Scroll up, down, left, right, etc.
Space	- Find next difference
+	- Find next difference
-	- Find previous difference
C	- Case sensitivity on/off
D	- Differing characters within differing lines toggle
E	- Empty line suppression toggle
H	- Hex / ASCII mode toggle
L	- Line number display toggle
O	- OEM / ANSI character set toggle
S	- Split screen vertical / horizontal toggle
T	- Tall screen toggle (25/50 line mode)
W	- White space compression toggle
1..9	- Tab width setting to 1..9 blanks (default: 4)
Alt-F10	- Color setup utility
F1	- Help

Command-Line Options of TFC:

-aYY[:XX]	- Set window height to YY lines, and width to XX columns
-b	- Batch mode
-c	- Case insensitive compare
-d	- Differing character highlighting within differing lines
-e	- Empty line suppression
-h	- Hex mode
-l	- Line numbers not displayed
-n	- No line numbers displayed (same as -l)
-o	- OEM character set not used (uses ANSI)
-s	- Sync scan +500 lines
-v	- Vertically split display
-w	- White space is compressed
-z	- ZTreeWin is the calling program

ZTreeWin uses the following six parameters to pass information to the compare programs specified in the configuration options:

%1 = -z (Provides some special message handling)
%2 = First file to compare in short name format
%3 = Second file to compare in short name format
%4 = First file to compare in long name format
%5 = Second file to compare in long name format
%6 = "-aYY,XX" (Screen resolution)

If a .BAT or .CMD file is specified without using these parameters in the configuration option, then ZTree passes all six of them to it.

The standard TFC.BAT consists of a command line of the following format:

```
@C:\path\TFC.EXE %1 %6 %4 %5
```

If a .EXE program is specified without using these parameters in the configuration option, then ZTree passes only the %4 %5 parameters to it, (or %2 %3 if the [SFN] parameter is used).

3.10 Keyboard Macros

Keyboard macros can be used to automate repetitive tasks. They can be accessed directly or saved and recalled from files with a .ZTM extension.

Access existing macros by any of the following methods:
- Press F12 and enter macro commands directly.
- Press F12 and retrieve your macro file by preceding it with "@".
- Press Alt-F12 to replay the last-used macro.
- Use the Open command on a macro file.
- Specify macro keys on the command line after the /k switch.
- Retrieve a macro file on the command line after the /k@ switch.

Record a macro by using the Ctrl-F12 command. After pressing Ctrl-F12, all further keystrokes will be recorded to the ZSAVE.ZTM file, (in the ZTMP### directory). A flashing "R" in the bottom right of the screen indicates that recording is active. Stop recording by pressing Ctrl-F12 a second time, (the ZSAVE.ZTM file is then moved to the ZTreeWin directory).

CAUTION: If there are multiple instances of ZTreeWin running they will all write to the same macro file.

The maximum length of a macro is 3,072 ZTreeWin commands or keystrokes. The maximum length of a macro input at a command prompt is limited by the maximum length of the command line, which is 255 characters.

To replay your saved macro, load it into the F12 function with @ZSAVE.ZTM.

To immediately replay the last used F12 macro without any prompting, use the Alt-F12 command.

If one macro calls a second macro, the second macro will not return control to the first one. Therefore, if there are any keys in the first macro after the call to the second, those keys will not be executed.

Construct a macro by separating each command and free text with commas "," such as the following macro that ESCapes to the Directory Window, then edits the file test.txt.

```
ESC,e,test.txt,RET
```

Note that you may edit a .ZTM macro file and break it up into separate lines to improve readability and ease maintenance.

It is important to type all command letters in lower case, (e.g. the "e" for edit above), since UPPER case is equivalent to holding the shift key, and will execute the Shift-Letter navigation functions, (or spell searching if it is enabled). See section *1.3 'Directory and File Window Control Keys'* for more information on these navigation methods.
The following are the codes used for special keys. These must be entered in UPPER case.

BKSP, BTAB, COMMA, DEL, DOWN, END, ENTER, ESC, F1-F12, HOME, INS, LEFT, NUM5, PGDN, PGUP, RET, RIGHT, SEMI, SPACE, TAB, UP,

Shift keys, where x is

ALT_x - 0-9, A-Z, F1-F12, DOWN, HOME, LEFT, RIGHT, UP
CTRL_x - 0-9, A-Z, F1-F12, BKSL, BKSP, DOWN, END, ENTER, HOME, INS, LEFT, RET, RIGHT, TAB, UP, [,]
SH_x - F1-F12, DOWN, END, ESC, HOME, INS, LEFT, NUM-, NUM1-NUM9, PGDN, PGUP, RIGHT, UP,TAB

Most codes in the above lists are self explanatory. Those that may need clarification are:

BKS	- Backslash
BKSP	- Backspace
BTAB	- Backtab, (same as SH_TAB)
NUM-	- Numpad-minus
NUM1-NUM9	- Numpad-1 through Numpad-9
RET	- Return, (same as ENTER)
SEMI	- Semicolon

There are several special mnemonics available in certain functions for setting specific options to a known state. They are:

ANSI, OEM	- In Alt-Sort to set the character set.
ASCEND, DESCEND	- In Alt-Sort to set the sort order.
SPLIT, UNSPLIT	- To split and unsplit the screen respectively.
STOP	- To stop processing the macro, (for debugging).

3.11 Mouse Functions

ZTreeWin is designed so that the keyboard is the primary method of input and control. However, you can also use the mouse to control most of the basic functions.

In order to use the mouse, it is important that the Windows shortcut that starts ZTreeWin does not have the "QuickEdit" mode active. The QuickEdit mode is a Windows function that provides the capability of copying any text from the ZTreeWin window to the clipboard with the mouse. This must be disabled in the shortcut in order to use the mouse in ZTreeWin.

If you do not wish to use the mouse in ZTreeWin, you can use the /M command-line switch to disable it.

When enabled, the following mouse functions are available:

Menu commands	- Click on any menu command or command option to execute that command or option as if that key were pressed.
Menu switching	- Click on the command-set description in the lower left corner to change the menu from the Normal to the Ctrl and Alt command sets.
Window switching	- Click on the Enter key in the lower left corner to switch to the File and Directory windows while a command is not active. Also, while in the Directory Window, you can click anywhere in the Small File Window to enter the File Window.

Directory Window	-	Click on any directory to highlight it and make it current. Double-click it to log it if it is not logged. If it is logged, double-click on it to enter the File Window in that directory.
File Window	-	Click on any file to highlight it. Double-click on a file to Open it, (same as the Open command). Right-click on a file to invert its tag, (without advancing the highlight to the next file). Double-right-click on a file to View it.
Filespec Box	-	Click on this box to execute the Filespec command.
Statistics Panel	-	Click anywhere in the statistics panel to display the Extended Statistics window.
Extended Stats	-	Click anywhere in the Extended Statistics window to return to the original window.
Input lines	-	Double-click on any input line to execute it as if the Enter key were pressed.
Scroll bar	-	Click, hold and drag the left-hand scrollbar to scroll the window. (The position indicator may not stay under the mouse cursor, because it shows the relative position of the highlighted item in the entire list).
Scroll wheel		Use the scroll wheel, if you have one, to scroll in Windows 2000 and XP. (The scroll wheel is not supported in other versions of Windows). Hold Shift while scrolling to scroll a page at a time. Hold Ctrl while scrolling to maintain the highlight position on a line.
Forward / Back	-	If your mouse has forward and back buttons, these can be used to navigate the bookmarks.
History lists	-	When a history list is available on the menu, click on the History menu command, or use the scroll wheel, (if supported), to display the history list. Click a history item to highlight it, or scroll to it with the wheel. Double-click an item to place it on the input line.
Browse window	-	Use the same scrolling methods as in a normal Directory Window. Click on any directory to place it on the input line. Double-click a directory to log it and expand the next level. If the directory is already logged, double-click it to close the Browse window.
Viewer window	-	Click above or below the center of the window to scroll in that direction. Use the scroll wheel to scroll, (if supported).
Application Menu	-	Click any item to highlight it and make it current. Double-click an item to execute it, or expand it if it has sub-items, and has no script.

3.12 Shortcut Setup

This section provides some important guidelines to use when setting up the shortcut that starts ZTreeWin. If you use the ZTreeWin installation program to install ZTreeWin, then shortcuts are automatically generated which already include many of these recommendations. However, you may want to manually set up alternate shortcuts to run the program with different initial options.

In Windows 95, 98 and ME, create the shortcut to start ZTreeWin so that it uses the ZTWIN.BAT file, (or another .BAT file). This will create a .PIF shortcut, rather than a .LNK shortcut. This provides tabs in the shortcut properties that are not available in a .LNK shortcut which starts ZTW.EXE directly. These tabs provide the ability to set and save properties such as font type and size, and initial window size.

In Windows 2000 and XP, the .LNK shortcut properties provides the above mentioned tabs, so it may be preferable to create the shortcut to start ZTW.EXE directly. This avoids launching a command shell, and may launch more quickly.

In the shortcut, specify a font to be used. Avoid using "Auto", since this can cause the window size to change unpredictably.

To speed up the window initialization when starting ZTreeWin, set the window size in the shortcut to the same size that ZTreeWin will use when it starts.
If the initial drive and directory are not specified on the command line, the "Working" or "Start in" entry in the shortcut will be the drive and directory that will be current when ZTreeWin starts.

If you intend to use the mouse in ZTreeWin, be sure the "QuickEdit" mode in the shortcut properties is not checked. If you do not intend to use the mouse, you can check this so that you can use the mouse to quickly copy text from the ZTreeWin window to the Windows Clipboard.

Several icons are provided with ZTreeWin in the installation directory. You can change the default icon in the shortcut to one of these alternatives.
If you intend to run ZTreeWin from a console window without a shortcut, (from a DOS Prompt or Command Prompt), and want the ability to use the Alt-Quit command to change the current directory to the ZTreeWin current directory, then you must launch ZTreeWin with the ZTWIN.BAT file in the installation directory. (You may execute this .BAT file from another .BAT file if you wish).

If you start ZTreeWin from a shortcut, you may use the Ctrl-Quit command to open a command shell in the current directory.

3.13 Command-Line Options

You can specify various modes and options when you first start ZTreeWin. Some of these options provide the same function as the Alt-F10 configuration options, and in those cases will override them.

You specify these options on the ZTW.EXE command line, either in a BAT, CMD, or shortcut. However, the ZTWIN.BAT file is rewritten each time ZTreeWin exits, (to support the Alt-Q function), therefore these options should not be placed in that file. Use a shortcut or other BAT or CMD file to specify them. If you use them to call the ZTWIN.BAT file, only nine parameters may be used, due to operating system limitations on all batch files.

All command-line options should be specified using UPPER case, as shown.

Usage: ZTW [/video mode] [/progs] [/options] [A..Z|path|filespec] [/K[macro]]

The /K options must be last, as shown. All other options may be specified in any order.

[/video mode]: /2|/3|/4|/5|/6|/8
Use the 25, 34, 43, 50, 60 or 28 line height video modes, respectively.

NOTE: Certain programs may have problems with some of these modes.
If the video mode is thought to be causing a problem, then try
one of the standard modes: 25, 43 or 50 lines.

[/progs]: /Eeditor.EXE | /Vviewer.EXE
Specify an external editor and/or viewer.

[/options]:

/?	-	Display the command-line options.
/API	-	Use Win32 API for copy functions. This is primarily for use as a diagnostic tool for debugging. It disables the progress bar and the Esc key during file copy.
/B	-	Disable beeps in ZTreeWin.
/DEB	-	Display all shell output for debugging purposes. Currently this is used only when debugging certain archiver-command output.
/KBR	-	Log all keystrokes to ZKEYS.LOG. For use as a diagnostic tool for debugging. This file is output to the ZTMP### directory while the ZTreeWin session is active. When the session is ended, the file is

appended to the ZKEYS.LOG file in the ZTreeWin directory.

/L1 - Log 1st directory level only. Same as Alt-Log-One.
/LF - Log Full. Log all files and directories on the disk drive.
/LQ - Log Quietly. Use with CAUTION! Prevents all drive and branch logging operations from displaying error messages for the entire ZTreeWin session.
/LT - Log Tree only. Logs the entire directory tree, without logging any files. Same as Alt-Log-Tree.
/M - Disable mouse support.
/NC - Disable new console creation. When run from an existing console, such as the DOS command-line window, ZTreeWin normally preserves the contents and attributes of the current window by creating a new console shell inside the window. Use this switch to disable this function if it causes problems when running ZTreeWin remotely.
/O - Disable OEM text translation for file and directory names. Use when file or directory names contain special characters, such as the copyright sign, that cannot be translated from ANSI to OEM and therefore cause errors in ZTreeWin. When OEM translation is disabled, file and directory names may appear to have incorrect symbols, but they will usually be handled correctly without errors. The characters that are available depend on the regional locale and codepage settings in Windows.
/OA - Sort file Order is Ascending.
/OD - Sort file Order is Descending.
/SA - Sort files and directories in ANSI sequence.
/SD - Sort files by Date.
/SE - Sort files by Extension.
/SL - Sort files by name Length.
/SM - Sort files by nuMber.
/SN - Sort files by Name.
/SO - Sort files and directories in OEM sequence.
/SS - Sort files by Size.
/ST - Sort files by Time.
/SU - Files are Unsorted.
/T - Set console title. Follow the /T switch with the text, and enclose it in double quotes if it contains spaces. You may use this if you start ZTreeWin with different shortcuts and options, and would like to identify each of them in the title bar.
/XT - XTreePro keyboard compatibility. See section 4. 'Quick Command Table' for the keys affected by this option.
/Y - Prevent screen restoration on exit. Normally when run from a console window, and the /NC switch is not used, ZTreeWin restores the original contents of the window. Use this to prevent restoring those contents when ZTreeWin exits.
/ZB - Enable the ZAAP (zbar.dat) program interface.
/ZF - Use the most recent Filespec from history.
/ZP - Display the progress bar time display.
/ZT - Execute the most recent Treespec command from history.

[/options - Video]:

/AUTO - Use current console size for the ZTreeWin window.
/MAX - Maximize the size of the ZTreeWin window.
/NOMAX - Prevent use of Alt-F7 to maximize the ZTreeWin window.
/COLS:nn[:nn:nn] - Screen widths in columns to be used for Alt-F8.
/ROWS:nn[:nn:nn] - Screen heights in rows to be used for Alt-F9.

[A..Z|path|filespec]:

Log specified drives | start in named directory | set initial filespec.
If multiple drives or paths are specified they are logged in the command line order, then the first one in the list is made active.

[/K[macro]]: /K[keys|@file.ztm]

Start with a macro sequence, or load from file. The /K option must be the last on the command line.

3.14 Auxiliary Files

These are files used by the ZTreeWin ZTW.EXE program. Unless otherwise noted, these files must be located in the ZTreeWin installation directory.

ZTWIN.BAT	Required for the Alt-Quit function. This is rewritten on every exit from ZTreeWin.
ZFORMAT.BAT	An optional file which, if it exists, is used instead of the Windows dialog by the Alt-F2 command to format floppies.
ZOOPS.BAT	An optional file which, if it exists, is used instead of the Windows Recycle Bin when the Oops! command is used.
ext.BAT	Where "ext" is a file extension, use these batch files for running programs from the Open command. These files override the automatic Windows file association, or are used if there is not a Windows association available. For example, to Open a Microsoft Word file, create a DOC.BAT file. Use caution when creating these files, since many 'Open' command problems can be traced to faulty ext.BAT files. Use the START command in the file to launch a program as a separate task, and immediately return control to ZTreeWin. In Windows NT, 2000 and XP, if the path to the program must be enclosed in quotes, then use another pair of quotes to indicate a blank title before the quoted path. For example: START "" "C:\Dir\My Program.exe" %1
ZTW_MENU.DAT	Contains the F9 Application Menu configuration.
ZTW_MENU.DA$	Backup of the ZTW_MENU.DAT file, created whenever the F9 menu is edited.
ZTREE.INF	Installs ZTreeWin into the drive and directory context menus of Windows Explorer, so that when you right-click on a directory in Windows, you can choose "ZTree", and ZTreeWin will be launched with that directory logged and highlighted. This file must be edited before use. Read the comments inside this file instructions on how to prepare it for installation. This file may be located anywhere.
ZQ$$$.BAT	A temporary file created and used by the Ctrl-Quit command.
TFC.BAT	Used to call the TFC file compare program when using the JFC function.
TFC.INI	Contains the TFC program configuration and colors.

The following five configuration files are normally located in the ZTreeWin installation directory. However, in order to support running ZTreeWin with alternate configurations, modified copies of these files may be located in alternate directories.

To run ZTreeWin with an alternate configuration, copy one or more of these files to another directory. Then create a new shortcut to ZTW.EXE, and set the "Working" or "Start in" directory to this alternate directory. ZTreeWin will then use these files for configuration settings. In this way you can create several shortcuts to start ZTreeWin with different initial settings. If you do not want ZTreeWin to actually start with that directory current, you can use the command line to specify the desired initial current drive and directory, while still using the alternate configuration files.

The five configuration files are:

ZTW.INI	Contains the configuration settings made with the Alt-F10 configuration option function.
ZCOLORS.INI	Allows you to customize colors for different file types and attributes. Also allows you to assign colors to the current path portion of the Path Identification line, and the Statistics Panel when

filespec is not *.*, or when there are tagged files present.

ARCHIVER.BB2	Configures the archive programs recognized by ZTreeWin. Read the comments in the file for instructions if you wish to modify this.
ZTW.HST	Contains the history lists and some settings which are passed to subsequent sessions of ZTreeWin. Allows use of a local ZTW.HST file for a network shared program directory.
ZTW.KEY	Contains the ZTreeWin license key. The name of this file must be in UPPER CASE.

In order to provide a reliable method of running more than one instance of ZTreeWin without conflicts, ZTreeWin creates temporary directories to hold working files. The first of these directories is named ZTMP000, and the next ZTMP001, and so forth. These are automatically deleted by ZTreeWin when you Quit the program.

These temporary directories are normally created as subdirectories of the Windows Temporary directory, as defined by the TEMP or TMP environment variables. However, you may define a ZTEMP environmental variable to place them in another location. This directory location must already exist, or certain ZTreeWin functions may not operate correctly.

The following four files are created in the corresponding ZTMP### directory each time ZTreeWin is started, and are deleted or moved when ZTreeWin is ended.

ZTW_MENU.BAT	Created and used by the Application Menu when executing menu commands. This is deleted when ZTreeWin is ended.
ZKEYS.LOG	Log of all keystrokes, invoked with the /KBR switch. When ZTreeWin is ended, it is appended To the ZKEYS.LOG file in the ZTreeWin directory. This is usually used for debugging purposes.
ZSAVE.ZTM	Created by the Ctrl-F12 macro command to contain the recorded keystrokes. This file is created while Ctrl-F12 is active, then is moved to the ZTreeWin directory when Ctrl-F12 ends.
ZTW.PID	A lock file used by ZTreeWin to detect that the temporary directory is in use. This is deleted when ZTreeWin is ended.

4. Quick Command Table

This is a table of the Directory and File Window command keys available in ZTreeWin.

The following abbreviations and symbols are used in the table descriptions:

- \- - Key not assigned
- * - Only when changed from the default by Alt-F10 configuration
- FW - File Window
- NTW - New Task Window
- SFW - Small File Window
- TF - Tagged files
- XT - When in XTreePro mode, set by the command line switch /XT
- (W) - Windows hotkey, (not a ZTreeWin key)

	Directory Window Commands			File Window Commands		
Key	Normal	Ctrl	Alt	Normal	Ctrl	Alt
A	Avail	-	Attributes	Attributes	Attributes TF	-
B	Branch	Branch TF	-	-	Batch TF	Batch
C	Compare	-	Compare branch	Copy	Copy TF	Copy with structure
D	Delete	-	-	Delete	Delete TF	-
E	Edit file	-	Edit file alternate	Edit	Edit TF	Edit file alternate
F	Filespec	Previous filespec	File display	Filespec	Previous filespec	File display
G	Global	Global TF	Graft	-	-	-
H	sHortcut	-	Hide	sHortcut	sHortcut TF	-
I	Invert tag or filespec	Invert tag or filespec	Info	Invert tag or filespec	Invert tags or filespec	Info
J	-	-	-	JFC compare	JFC compare two TF	JFC compare alternate
K	-	-	KByte	-	-	-
L	Log drive * Switch	Switch drv * Log drive	Log options	Log drive * Switch	Switch drv * Log drive	Log options
M	Make dir	-	Mirror	Move	Move TF	Move
N	New date	-	-	New date	New date TF	-
O	Oops!	-	-	Open	Open TF	Open NTW
P	Print	-	Prune	Print	Print TF	-
Q	Quit	Quit and shell	Quit and change dir	Quit	Quit and shell	Quit and change dir
R	Rename	-	Release options	Rename	Rename TF	Release options
S	Showall	Showall TF	Sort criteria	-	Search TF	Sort criteria
T	Tag all files in directory	Tag all files on disk drive	Tag files by attribute	Tag file	Tag all files in directory	Tag by attribute, up, down
U	Untag all files in directory	Untag all files on disk drive	Untag files by attribute	Untag file	Untag all files in directory	Untag by attribute, up, down
V	View	Volume	View file alternate	View	View TF	View file alternate
W	-	-	Wash	-	-	-
X	eXecute	-	eXecute NTW	eXecute	-	eXecute NTW
Y	ZAAP	-	-	ZAAP	ZAAP TF	-

	Directory Window Commands			File Window Commands		
Key	Normal	Ctrl	Alt	Normal	Ctrl	Alt
Z	Branch	Toggle colors	-	-	Toggle colors	-
Shift-letter	Jump to * Spell search	-	-	Jump to * Spell search	-	-
0..9	Jump to * Spell search	-	-	Jump to * Spell search	-	-
Numpad-5	Center	-	-	Center	-	-
Shift-Numpad-1..9	Jump to x/10 of Window	-	-	Jump to x/10 of Window	-	-
F1	Help	-	About	Help	-	About
F2	-	-	Format	-	-	Format
F3	Refresh directory tree	-	Relog directory tree	Refresh file list	Continually refresh file list	Relog files in list
Shift-F3	Refresh directory	-	-	-	-	-
F4	Toggle menu	-	-	Toggle menu	Show TF	Compare
F5	Hide 2nd subdirs	-	-	-	Archive TF	Open archive
F6	Hide 1st subdirs	-	-	-	Merge tags to split	-
F7	Autoview	Tag branch	Video zoom	Autoview	-	Video zoom
F8	Split	Untag branch	Video col width	Split	Partial Untag	Video col width
F9	Application Menu	Invert branch tags	Video row height	Application Menu	-	Video row height
F10	-	-	Configure	-	-	Configure
Shift-F10	Windows context menu	-	-	Windows context menu	-	-
F11	Bookmark list	-	-	Bookmark list	-	-
F12	Run macro	Record macro	Replay macro	Run macro	Record macro	Replay macro
*	Log entire branch	-	-	-	-	-
+ or =	Log dir XT Select next drive	-	-	- XT Select next drive	-	-
- or _	Unlog dir XT Select prev drive	-	-	- XT Select prev drive	-	-
Shift-Numpad-minus	Hide this directory	-	-	-	-	-
< or ,	Select prev drive	-	-	Select prev drive	-	-
> or .	Select next drive	-	-	Select next drive	-	-
|	Spell search	-	-	Spell search	-	-
/ or ?	Stats	-	-	Stats	-	-
\ or ;	Treespec	Previous TS	-	Treespec	Previous TS	-

	Directory Window Commands			File Window Commands		
Key	Normal	Ctrl	Alt	Normal	Ctrl	Alt
[	Previous bookmark	Delete bookmark	-	Previous bookmark	Delete bookmark	-
]	Next bookmark	Delete all bookmarks	-	Next bookmark	Delete all bookmarks	-
Enter	Enter Expanded FW * Enter SFW	Log dir / Enter FW & show TF	(W)	Exit FW * View file	Show TF	(W)
Esc	-	(W)	(W)	Dir window	(W)	(W)
Shift-Esc	Clear spell search	(W)	(W)	Clear spell search	(W)	(W)
Insert	- XT Log directory	Copy to clipboard	-	-	Copy to clipboard	-
Delete	Delete dir XT Unlog directory	-	-	Delete file	Delete TF	-
Up	Dir up	Scroll up * Dir up	SFW larger	File up	Scroll up * Tag up	SFW larger * Untag up
Down	Dir down	Scroll down * Dir down	SFW smaller	File down	Scroll down * Tag down	SFW smaller * Untag dn
Left	Parent dir	Close branch / parent dir	Previous bookmark	Page up	-	Previous bookmark / F7 left
Shift-Left	-	-	-	Extension left	-	-
Right	Page down	Open dir / child dir	Next bookmark	Page down	-	Next bookmark / F7 right
Shift-Right	-	-	-	Extension right	-	-
PgUp	PgUp screen	Scroll page up	-	PgUp screen	Scroll Page Up	-
PgDn	PgDn screen	Scroll page down	-	PgDn screen	Scroll Page Down	-
Home	First dir	First dir at level	SFW default size	First file	-	SFW / F7 default size
Shift-Home	-	-	-	Extension to default	-	-
End	Last dir	Last dir at level	-	Last file	-	-
Space	Dir down	-	(W)	File down *Invert tag	-	(W)
Back-space	Parent dir	Release dir	-	Parent dir	-	-
Tab	Dir down same level / Switch split sides	Dir down same level	(W)	Switch split sides	-	(W)
Shift-Tab	Dir up same level	-	(W)	-	-	(W)
Right Ctrl-Alt	About	-	-	About	-	-