

## Menu's

Overview of the menu options that are available through the main menu (on top of the main ScanDir window) and the various PopUp menu's that are available through right-click on many area's of the screen.

## File menu

### Scan

Start normal scan: clear item list before displaying the new scan results.

### Scan to File

Start scan and write scan results directly to a file. Before the scan operation starts, the [Save Dialog](#) is opened to specify the file to which the scan results should be written. The Item list is not used to display the scan results. Writing scan results directly to a file (and thus bypassing the Item list) is very fast.

### Save

Use save to write the scan results ( item list ) to an ASCII text file. When Save is selected, the [Save Dialog](#) is displayed.

The default output filename can be changed in [Configuration](#)

### Printer Setup

Select the default printer, paper and printer properties.

### Printer Font

Select the font that should be used for printed output.

### Print

Print scan results ( item list ). A printer dialog is displayed before the print process starts.

### Exit

Terminate ( exit program ) ScanDir.

## Edit menu

### Cut

Cut selected text to clipboard.

### Copy

Copy selected text to clipboard.

### Paste

Paste text from clipboard into selected field.

## View menu

### Show Hints

Toggle Hints. When Selected, balloon hints are displayed when the mouse hovers over a field or button.

### Show Rename

View / hide the Rename pane at the bottom of the item list. The Rename pane is used to rename a single (selected) item from the item list.

### Show Preview

View / hide the Preview pane below the directory tree. The preview pane displays the content (if supported) of a selected item from the item list. Common text, image, audio and video files can be pre-viewed.

### Show Progress

Toggle Progress display in statusbar. If selected, the name of the directory that is currently scanned is displayed during the Scan process.

### Refresh

Refresh directory Tree. The directory tree is rebuilt. This can be useful if another program changed the directory structure or if USB devices have been added or removed.

### Reset window size

Reset the main window and Copy/move dialog window to their original size.

## Items menu

### Go to...

Switch to the directory that contains the selected item (the drive + pathname of the selected item will become the current directory).

### Bookmark directory

Add the directory (drive + pathname) to the bookmark list.

### Open

Open (execute) the selected item.

### Open with...

Specify a program that should open (process) the selected file.

### (pre)View as text

View the selected file as a text file. Many text files are recognized by their file extension but if the file extension is not recognized by ScanDir you can use this option to display the content of a file as ASCII text.

### Print selected items

Print item list. Depending on the current setting of the [Output Configuration](#) a report or list is printed to the default printer (no print dialog). To print using a print dialog, select **Print** from the [File menu](#).

### Select All

Select all items.

## Select None

Select no items (de-select all selected items).

## Sort

Sort item list. By default, the item list is sorted. The default [Configuration](#) may have been changed however ( using Configuration | Output and selecting [v] NOT sorted ). Use Sort to sort unsorted items (this may take some ime for a large item list).

## Clear

Clear the item list.

## Copy

Displays the Copy [Dialog](#) to copy selected file(s) to another directory. If the target directory does not exist, ScanDir will prompt to create it. During the copy operation, files can be renamed (for advanced Rename functions see: Rename below). When files with the same name already exist in the target directory, copied files are renamed to: "Copy of filename.ext". If **Options \* Confirm Rename** is checked, a confirmation message is displayed before the copy (rename) takes place.

## Move

Displays the Move [Dialog](#) to move selected file(s) to another directory. If the target directory does not exist, ScanDir will prompt to create it. During the move operation, files can be renamed (for advanced Rename functions see: Rename below). When files with the same name already exist in the target directory, moved files are renamed to: "Copy of filename.ext". If **Options \* Confirm Rename** is checked, a confirmation message is displayed before the move (rename) takes place.

## Rename

Rename selected file(s). If **Options \* Confirm Rename** is checked, a confirmation message is displayed before the rename takes place. If multiple files are selected, the Batch Rename [Dialog](#) is displayed.

## Attrib

Set (or change) file attribute(s). Select this option to invoke the Attribute(s) [Dialog](#). With the Attrib dialog the following attributes can be modified: Read-Only, Hidden, System and Archive.

## Split / Join

Displays a [Dialog](#) to split or join selected files. Multiple files can be joined (copied one after another) into one large file or one large file can be split into several smaller files.

## Delete

Delete selected file(s). If **Options \* Confirm Delete** is checked, a confirmation message is displayed before the delete takes place. Deleted files are kept in the recycle bin (except when this function is disabled in Windows).

## Purge

Permanently delete selected file(s). Deleted files are NOT kept in the recycle bin! If **Options \* Confirm Purge** is checked, a confirmation message is displayed before the purge takes place.

## CRC32

Calculate CRC32 checksum for selected files. The calculated checksums are displayed in a new

window, from which they can be saved to a text file.

### **MD5**

Calculate MD5 checksum for selected files. The calculated checksums are displayed in a new window, from which they can be saved to a text file.

### **Play**

Play the selected item(s). The selected items must be audio or video files in a format that is supported by the default media player

### **Exclude from item list**

The selected filename is removed from the item list, but it is NOT deleted. This option can be used if you want to exclude some files from further processing (e.g. rename, save, copy, move, split, join, print, save...) on the files in the item list. Files that are excluded from the item list are also excluded from the statistics that are shown in the information window.

### **Add files to File list**

The selected files are added to the File list. The File list is a list of filenames that are frequently used (similar to the bookmark function for folders). The File list can be displayed by clicking the [File] tab.

### **Filename to clipboard**

Copy the filename (without the pathname) of the selected item to the clipboard.

### **Path to clipboard**

Copy filename, including full path of the selected item to the clipboard.

### **File info...**

Display total number of files and total filesize for the selected items.

## **Bookmarks menu**

Bookmarks allow quick access to preferred directories. Bookmarks are also available in the Copy / Move dialogs. The bookmark entries are saved in scandir.ini. The number of entries to be saved is set with [Configuration | Misc](#).

### **Bookmark current directory**

Add the current directory to the bookmark list.

### **Manage bookmarks**

Opens a new window to manually maintain the bookmark list. Entries can be added, replaced, deleted, moved up and down the list, or sorted. A browse function is available to find directories. Use Clear All to delete all existing bookmark entries.

## **Options menu**

### **Confirm Delete directory**

Ask for confirmation before permanently removing a directory from disk. Changing Confirm Delete directory in the Options menu only affects the current ScanDir session. The default value for Confirm Delete directory can be set with [Configuration](#).

### **Confirm Rename directory**

Ask for confirmation before renaming directories. Changing Confirm Rename directory in the Options menu only affects the current ScanDir session. The default value for Confirm Rename directory can be set with [Configuration](#).

### **Confirm Purge file**

Ask for confirmation before permanently removing a file. Changing Confirm Purge file in the Options menu only affects the current ScanDir session. The default value for Confirm Purge file can be set using [Configuration](#).

### **Confirm Delete file**

Ask for confirmation before permanently removing a file from disk. Changing Confirm Delete file in the Options menu only affects the current ScanDir session. The default value for Confirm Delete file can be set with [Configuration](#).

### **Confirm Rename file(s)**

Ask for confirmation before renaming files. Confirm Rename works for the Rename function and during Copy / Move. Changing Confirm Rename in the Options menu only affects the current ScanDir session. The default value for Confirm Rename file(s) can be set with [Configuration](#).

### **Preview Rename file(s)**

Display a dialog with old (before) and new (after) filenames, before the rename operation is performed. This option has NO effect when when renaming files during Copy / Move. Changing Preview Rename in the Options menu only affects the current ScanDir session. The default value for Preview Rename file(s) can be saved with [Configuration](#). If the new filenames are identical to the old filenames (or when no files are found that contain the 'old' string) no rename is performed and the dialog window will be empty (0 files will be Renamed).

### **Confirm Attrib**

Ask for confirmation before changing file attributes. Changing Confirm Attrib in the Options menu only affects the current ScanDir session. The default value for Confirm Attrib can be set with [Configuration](#).

### **Log all commands**

When selected, all commands are logged.

### **Reset selection criteria**

Reset initial selection criteria and clear item list.

### **Configuration...**

Invoke the ScanDir [Configuration](#) dialog

## **Help menu**

### **Help Topics**

Display Contents of the Help file.

### **Online Help**

Start browser session for online help pages.

## What's new

Display an overview of new, changed or removed functions and a summary of bug fixes.

## Jumpstart

Shows in 6 easy steps how to start using ScanDir.

## Keyboard

Display Function key assignments and keyboard shortcuts.

## License

Display terms for use and distribution.

## About...

Display ScanDir version info. For beta releases build info is displayed.

# PopUp menu's

## Drive selection

- Scan: start Scan
- Copy drive: copy drive description to clipboard.
- Drive info: display total- and free space on current drive.
- Refresh: refresh drive list.

## directory Tree

- Scan: start Scan.
- Create directory: create a new (sub)directory, or a range of directories under the current directory.
- Rename directory: rename the current directory.
- Delete directory: delete the current directory.
- Directory to clipboard: copy the name of the selected directory to the clipboard.
- Bookmark directory: add current directory to bookmarks.
- Add to directory list: add current directory to the list of directories to scan [List].
- Add to skip list: add current directory to list of directories to skip [Skip].
- Drive info...: display drive information.
- Refresh: refresh directory list.

## directory List

- Goto: switch to selected directory.
- Clear: empty this directory (include) list;
- Load: load a new directory list from a textfile;
- Save: write this directory list to a textfile;
- Add directory: Open dialog to add a new directory to the directory list.
- Remove directory: Remove selected directory from the directory list.
- Select All: Check all directories in the directory list.
- Select None: Uncheck all directories in the directory list.

## directory Skip

- Goto: switch to selected directory.
- Clear: empty this directory (exclude) list;
- Load: load a new directory list from a textfile;
- Save: write this directory list to a textfile;
- Add directory: Open dialog to add a new directory to the directory list.
- Remove directory: Remove selected directory from the directory list.
- Select All: Check all directories in the directory list.
- Select None: Uncheck all directories in the directory list.

## Item list

- Goto...: same as Goto... in [Items menu](#)
- Bookmark directory: same as Bookmark directory in [Items menu](#)
- Open: same as Open in [Items menu](#)
- Open with...: same as Open with... in [Items menu](#)
- (pre)View as text: same as View as text in [Items menu](#)
- Print selected items: same as Print in [Items menu](#)
- Select All: same as Select All in [Items menu](#)
- Select None: same as Select None in [Items menu](#)
- Sort: same as Sort in [Items menu](#)
- Clear: same as Clear in [Items menu](#)
- Copy: same as Copy in [Items menu](#)
- Move: same as Move in [Items menu](#)
- Rename: same as Rename in [Items menu](#)
- Attrib: same as Attrib in [Items menu](#)
- Split / Join: same as Split / Join in [Items menu](#)
- Delete: same as Delete in [Items menu](#)
- Purge: same as Purge in [Items menu](#)
- CRC32: same as CRC32 in [Items menu](#)
- MD5: same as MD5 in [Items menu](#)
- Play: same as Play in [Items menu](#)
- Exclude from item list: same as Exclude from item list in [Items menu](#)
- Add files to File list: same as Add files to File list in [Items menu](#)
- Filename to clipboard: same as Filename to clipboard in [Items menu](#).
- Path to clipboard: same as Path to clipboard in [Items menu](#).
- File info: same as File info in [Items menu](#)

To open a file with the associated program: double click on item in item list.

## [Scan] button

The (default) strings below can be configured in the [Configuration menu](#) under Custom San string 1..5

- select '\*.bat \*.cpp \*.htm\* \*.ini \*.log \*.pas \*.php\* \*.txt'
- select '\*.jpg \*.png \*.bmp'
- select '\*.mp3 \*.wav \*.wma'
- select '\*.avi \*.mpg \*.wmv'
- select '\*.doc \*.xls \*.ppt \*.acc, \*.vsd \*.mpp'

## Log

- Clear log;
- Print log;
- Save log;