Dialogs

Some functions from ScanDir open a dialog window where additional information can be entered and/or displayed. These Dialogs are summarized here.

Create directory

Use the Create directoriy dialog to create one or a range of (sub) directories. A new directory can be specified in the directory input field. If a range of sub directories is generated, ScanDir will insert a number as part of the directory name. Use Count, Start, Step and Zero fill fields to control the generate numbers. Freeform text can be inserted before and/or after the generated number.

Create directory

Current:
This is the base directory under which the new directories will be created. Click the [...] button to change the current directory. The current directory cannot be edited manually.

Directory:
Specify the name of the directory to be created (optional). Multiple levels may be specified: seperate levels with a "\". If a directory is specified here, this directory becomes the current directory (see below: sub directories).

Create sub directories

[-] sub directories
Check to create sub directories. The sub directories will be created under the current directory.

Prefix
Freeform text to be inserted before the generated number (optional).

Count
Number of sub directories to be created.

Start
Starting value for the generated numbers.

Step
Increment of the generated numbers.

Zero fill
The minimum number of digits used for generated number. If the generated number contains less digits than the value specified here, leading zeroes will be inserted.

Suffix
Freeform text to be inserted after the generated number (optional).

Attribute Dialog

Attribute(s)

The Attribute(s) dialog is displayed when attrib is selected for one or more items. The following attributes can be changed: Read-Only, Hidden, System and Archive. Select one of the following options:

on turn this attribute ON, regardless of current setting,
 - do NOT change the current setting of this attribute,
off turn this attribute OFF, regardless of current setting.

Rename Dialog

The Rename dialog is displayed when multiple items are selected for a Rename operation.
New filenames are created in 6 steps, executed in the following sequence:

(1) Edit

| Replace |
Edit the filename and extension by replacing the **old** string with the **new** string. Use ***.*** in **old** string to generate completely new filenames (ignoring current filenames). If ***.*** is used, a Number Prefix or Suffix must be added to prevent duplicate filenames. By default, ScanDir inserts a Number Prefix.
[-] Replace all: check this box to replace all occurrences of **old** string. By default only the first occurrence of the old string is replaced with the new string.

| Crop |
Edit the filename by removing characters from the beginning and / or at the end. Either the number characters to be removed is specified or the number of characters to keep is specified.
(-) skip: bypass crop options
(-) Remove: number of chars. to remove after position: specify position within filename
(-) Remove last: number of chars. to remove from end of filename
(-) Keep last: number of chars. to keep (all other leading chars. are removed)

| Insert |
Insert: enter the character string to be inserted.
after position: specify the position where the string should be inserted.

| Swap |
(-) skip: bypass swap options
(-) Swap first 0 chracters: remove first characters and append to the end of filename.
(-) Swap last 0 chracters: remove last characters and insert before filename.

| Path |
(-) skip: bypass path levels
(-) Add last 0 levels: insert last levels of pathname before filename (replace \ by _).
(-) Add first 0 levels:insert first levels of pathname before filename (replace \ by _).
(-) Add all levels: insert all levels of pathname before filename (replace \ by _).

(2) Add

Prefix: string inserted at the beginning of the filename *and / or*

[-] prefix Date: add current date at the beginning of the filename *and / or*
[-] prefix CRC32: add checksum at the beginning of the filename *and / or*
[-] prefix MD5: add checksum at the beginning of the filename *and / or*

Suffix: string appended at the end of the filename (but before the extension) *and / or*
[-] suffix Date: add current date at the end of the filename (but before the extension).
[-] suffix CRC32: add checksum at the end of the filename (but before the extension).
[-] suffix MD5: add checksum at the end of the filename (but before the extension).

(3) Number

(-) skip: bypass numbers
(-) Add (prefix) a generated **sequence number** to the filename.
(-) Append (suffix) a generated **sequence number** to the filename.

Start: intial number
Step: increment
Zero fill: minimum number of digits, leading zeroes are added if the number is less.

(4) Case

[-] _ into blank: replace underscores by spaces
[-] %20 into blank: replace '%20' by spaces
(-) don't change case: do not change case
(-) UPPER CASE: change all characters to upper case
(-) lower case: change all characters to lower case
(-) Title Case: change first character of every word to upper case
(-) Sentence case: change first character of every sentence to upper case

(5) Extension

(-) skip: bypass extension modifications
(-) add: add selected extension to existing extension
(-) replace: replace existing extension with new extension
(-) delete: remove existing extension

[-] **Remember parameters:** by default, all parameters are reset to their initial value when the Rename Dialog opens. Check Remember parameters, to save the values entered for the next Rename operation.

(6) Quick Rename

Template: use the template to prefix and/or suffix filename(s) or to generate completely new filename(s). The following directives are recognized by the template:
*: insert source filename
#: insert one digit of a sequence number, use additional '#' characters to create leading zeroes
$Y: insert year as YYYY
$M: insert month as MM
$D: insert day as DD

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The default starting sequence number 1, can be altered by modifying the input box next to the template. The template should at least contain either a '*' (representing the source filename) or one '#' (sequence numbers) to create unique filenames. All characters that are not recognized as a directive become part of the resulting filename.

Exemples:
The following examples assume that the source filename is "sample-file.jpg"
template **YM *** will create filename: 201711 sample-file.jpg
template ***-###** will create filename: sample-file-001.jpg
template **Image-* #####** will create filename: Image-sample-file 00001.jpg
template **Image_#####** will create filename: Image_00001.jpg

Notes:

- The *Date* used for $Y, $M and $D is the current date (and NOT the filedate).
- Before the template is applied, Rename actions from steps 1..5 (if specified) are executed first, the resulting (intermediate) filename will be used as source filename by the template.
- If the template does not contain a '*' character (representing the source filename), all Rename actions from steps 1..5 are ignored and new filenames are generate based upon the template only (provided that it contains at least one '#' number digit to create unique filenames).
- If during the actual Rename operation duplicate filenames are detected, the new files are made unique by adding a sequence number at the end of the filename. E.g. NewFile.**0**.ext, NewFile.**1**.ext...etc.

Buttons

[Reset]
Reset to the default values and set all radiobuttons to: skip. The default values are the factory settings supplied by Skybird communications.

[Ok]
Set Configuration for current execution of ScanDir only. These configuration settings are NOT stored.

[Cancel]
Ignore any changes made to the Configuration. Continue with previous Configuration.

[Help]
Display Help screen (the part of the help file that you are currently reading).

Copy Dialog

Copy / Move
The Copy / Move dialog is displayed when one or more items are selected to be copied or moved. The destination directory (folder) can be specified in one of the following ways:
- Enter (or paste) the complete path into the **Address** bar,
- Select a directory from the **Bookmarks**.

- Select a directory from the **Directory Tree**.

[-] Copy full path: check this box to include the full pathname during copy/move.
[-] Replace existing files: check this box to replace files that already exist in the target directry.
[-] Skip existing files: check this box to skip (do not copy or move) files that already exist in the target directry.
[-] Rename during copy/move: check this box to perform a simple rename during copy/move.

The following Rename operations are available:
- replace: "Old" string with "New" string;
- add: "Prefix" and/or "Suffix" string to filename(s);
- add: "Number" before or after filename(s);
- add: "Separator text" between number and filename;

[-] Goto target directory after copy/move: check to switch to the target directory when all files are copied or moved.

Use Rename for advanced rename functions.

Print Dialog

Output
The Print dialog is displayed when the print option is selected from the file menu.

The output options specify how the file will be printed:
[-] Include Volume - include volume name;
[-] Include Pathname - include path name;
[-] Include FileSize - include filesize;
[-] Include FileDate - include filedate;

(-) Report - print lines are grouped by directory. One line is printed for every directory entry, followed by a print line for every file within that directory;
(-) List - print every item on a separate print line. Depending on the Volume, Path, FileSize and FileDate setting (see: above) every print line contains the complete vol/path/name/size/date information;

[Font] button: Click this button to change the printer font.

Note:
The Print dialog is not displayed when the print button in the toolbar is used..

Split / Join Dialog

Use the item list PopUp menu to display the split / join dialog. If one item is selected, the Split dialog is displayed. Select multiple items to display the Join dialog.

Split
The item selected is split into several smaller files. The maximum size of the new files is specified in 1 Kb (1024 bytes) blocks. Press [Split] to start. When finished press [OK] to leave the Split dialog

window.

Join

At least two (or more) items must be selected to be joined into a new file.
The new file is placed in the current directory. The new filename must be different from the filenames that are to be joined.

The files are copied in the same sequence as they are listed. Use the [Up] and [Down] buttons to change this sequence. Press [Join] to start copying. When finished press [OK] to leave the Join dialog window.

Note:
When the [Cancel] button is clicked, pending operations are cancelled. To close the dialog window, hit [OK].

Save Dialog

Output

The Save dialog is displayed when the save option is selected from the file menu or when the File
[-] Set .CSV format - use pre-defined .CSV format;
[-] Quoted strings - use quoted strings;
[-] Title columns - include column titles;
[-] Glue path\filename - use one field for the pathname+filename;
[-] Include Header - include header text;
[-] Include Statistics - include statistics (content of items info tab);
(-) Prompt - display a confirmation dialog if the output file already exists;
(-) Append - append current file to existing file;
(-) Replace - replace existing file by current file;
Delimiter: Select the delimeter to be used to separate the individual fields in the output.

Note:
If the item list contains the result of multiple Scan operations (with [V]-Add to current scan results selected), include Scan string only adds the scan string that was used for the last Scan operation.

About the .CSV format

CSV means Comma Separated Values. It is a file format that is recognized by many software packages. Set .CSV format forces the following settings:
[v] Quoted strings
[v] Title columns
[-] Header
[-] Statistics