

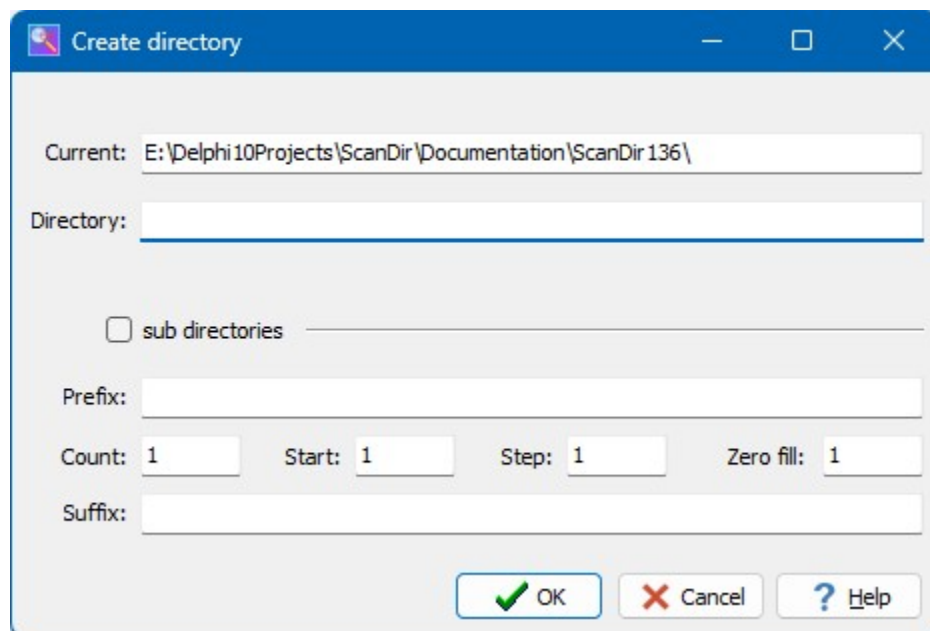
Dialogs

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

Click the '+' sign in the Contents window on the left to expand this topic and select a sub-topic for more information.

Create directory

Use the Create directory dialog to create one or a range of (sub) directories (folders). 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.



The screenshot shows the 'Create directory' dialog box. The 'Current:' field is set to 'E:\Delphi10Projects\ScanDir\Documentation\ScanDir 136\' and has a browse button (...). The 'Directory:' field is empty. There is a checkbox for 'sub directories'. The 'Prefix:' field is empty. The 'Count:' field is set to 1, 'Start:' is 1, 'Step:' is 1, and 'Zero fill:' is 1. The 'Suffix:' field is empty. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

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: separate 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

The screenshot shows a dialog box titled "Set Attribute(s)". It contains four columns of radio buttons for "ReadOnly", "Hidden", "System", and "Archive". Each column has three options: "on", "-", and "off". The "-" option is selected for all four attributes. Below these columns are two checkboxes: "Set date modified" (checked) and "Set date created" (unchecked). The "Set date modified" checkbox is followed by a date field showing "1/22/2025" and a time field showing "15:49:28". At the bottom of the dialog are three buttons: "Help" (with a question mark icon), "OK" (with a green checkmark icon), and "Cancel" (with a red X icon).

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, Archive, Date modified and Date created. 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.

[-] Set date modified: select to update date modified - user the date / time picker to select a timestamp (default is current date/time)

[-] Set date created: select to update date created - user the date / time picker to select a timestamp (default is current date/time)

Rename Dialog

The Rename dialog is displayed when multiple items are selected for a Rename operation.

The screenshot shows the 'Rename' dialog box with the following sections and options:

- (1) Filename:**
 - ☒ skip
 - ☐ Remove: 0 characters after: 1
 - ☐ Remove last: 0 characters
 - ☐ Keep last: 0 characters
 - ☐ Swap first: 0 characters
 - ☐ Swap last
 - Insert: [] at: 0
 - Find: [] RegEx ☐
 - Replace: [] Replace all ☐
- (2) Path:**
 - ☒ skip
 - ☐ Add last: 1 levels
 - ☐ Add first
 - ☐ Add all levels
- (3) Extension:**
 - ☒ skip
 - ☐ Add: Extension []
 - ☐ Replace: []
 - ☐ Delete
- (4) Text:**
 - ☐ _ into blank
 - ☐ %20 into blank
 - ☐ . into blank
 - ☐ blank into minus
 - ☒ skip
 - ☐ UPPER CASE
 - ☐ Title Case
 - ☐ lower case
 - ☐ Sentence case
- (5) Template:** [] 1 1

At the bottom, there is a 'Remember parameters' checkbox and four buttons: 'Reset', 'OK', 'Cancel', and 'Help'.

New filenames are created in 5 steps, executed in the following sequence:

(1) Filename

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)
- (-) Swap first 0 characters: remove first characters and append to the end of filename.

(-) Swap last 0 characters: remove last characters and insert before filename.

Insert: enter the character string to be inserted. The Insert string must contain valid filename characters. It can also contain Template directives except '*'.
at: specify the position where the string should be inserted.

Edit the filename and extension by replacing the **Find:** string with the **Replace:** string. Use *.* in **Find:** string to generate completely new filenames (ignoring current filenames). If *.* is used, one or more (5) Template options should be specified to prevent duplicate filenames.

[-] Replace all: check this box to replace all occurrences of **old** string. By default only the first occurrence of the Find: string is replaced.

(2) 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 _).

(3) Extension

(-) skip: bypass extension modifications

(-) add: add selected extension to existing extension

(-) replace: replace existing extension with new extension

(-) delete: remove existing extension

(4) Text

[-] _ into blank: replace underscores by spaces

[-] %20 into blank: replace '%20' by spaces

[-] . into blank: replace '.' by spaces

[-] blank into minus: replace 'space' by '-'

If you select more than one [v] checkbox the replacements are executed in sequence . Selecting [v] _ into blank and also [v] blank into minus results in all '-' changed into '-'.

(-) 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) Template

Use 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 as a sequence number, use additional '#' characters to insert leading zeros

\$Y: insert year as YYYY

\$M: insert month as MM

\$D: insert day as DD

\$CRC: insert CRC32 (8 chars.) checksum of file

\$MD5: insert MD5 (32 chars.) checksum of file

\$RND: insert random string (32 chars.)

The default start number and increment can be altered by modifying the number input fields next to the template. The template should contain directives that create unique filenames. Characters that are not recognized as a directive become part of the resulting filename.

Examples:

The following examples assume that the source filename is "sample-file.jpg"

template **\$Y\$M *** 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

template **[\$RND] *** will create filename: [1e4b1092e4f76820965987b137a8623c]

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..4 (if specified) are executed first, the resulting (intermediate) filename will be used as source filename by the template.
- If the template does not contain an '*' character (representing the source filename), all Rename actions from step 1..4 are ignored and new filenames are generate based upon the template only.
- 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.
- Filenames in the item list are sorted and numbers are assigned from top (first item) to bottom (last item). Individual items can be moved Up or Down in the list, see: [Items](#)
- \$CRC and \$MD5 checksums are calculated for the entire file content. This may take some time for large files. Consider using \$RND instead to generate a random 32 character string.
- All Template directives except '*', can also be used within the Insert string. This allows inserting sequence numbers (###), date (\$D, \$M, \$Y), and checksum strings (\$CRC, \$MD5, \$RND) at any position within the filename.

Buttons

[**-**] 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.

[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.

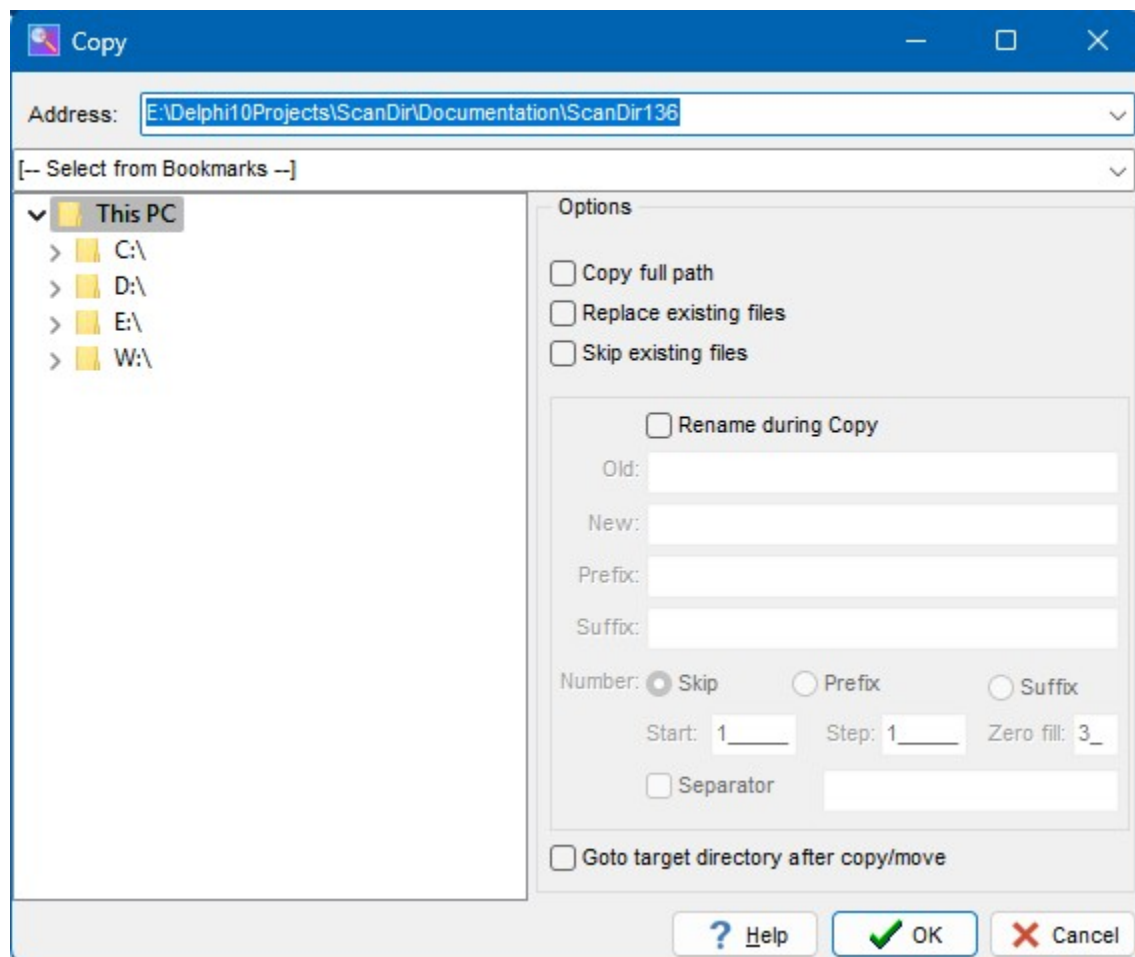
[Cancel]

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 directory.

☐ Skip existing files: check this box to skip (do not copy or move) files that already exist in the target directory.

☐ 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;

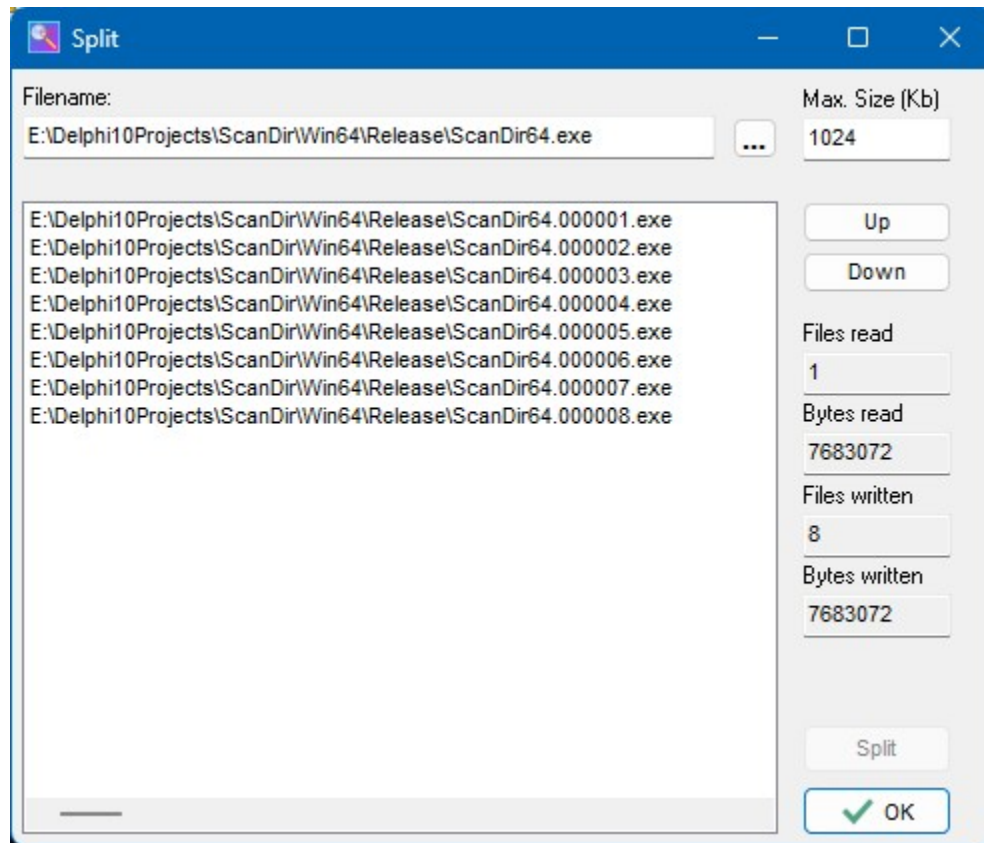
[Font] button: Click this button to change the printer font.

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.

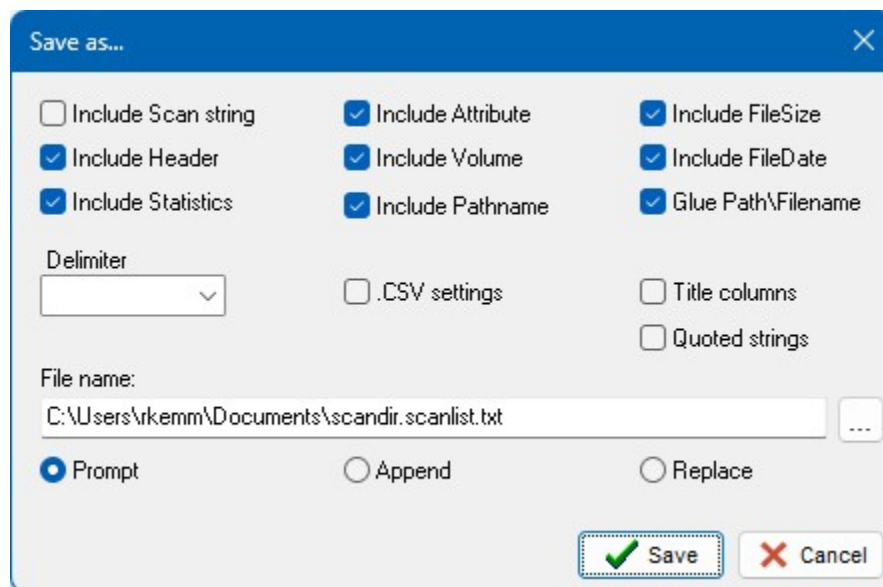
The new file is placed in the current directory. The new filename must be different from the filenames that are to be joined.

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



Save as...

The Save dialog is displayed when the save option is selected from the file menu or when the [Save] button is pressed.

The following options specify how the saved file will be created:

- [-] Include Scan string - include the Scan string used for the last Scan;
- [-] Include Header - include header text;
- [-] Include Statistics - include file statistics;
- [-] Include Attribute - include attribute ('.' = folder, ':' = file);
- [-] Include Volume - include volume name;
- [-] Include Pathname - include path name;
- [-] Include FileSize - include file size;
- [-] Include FileDate - include file date;
- [-] Glue path\filename - use one field for the pathname+filename;

.CSV settings

- [-] Set .CSV format - use predefined .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
- [-] Scan string, [-] Header and [-] Statistics can not be selected for the .CSV file format.

Delimiter: Select or manually enter the (File/Print) delimiter character. To remain compatible with the ScanDir version 0.3 output file format, select version 0.3 from the dropdown list. For .CSV file format the delimiter should be: COMMA.

File name: enter the name of the file where the output should be saved. Use the [...] button to browse folders.

- (-) 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;