

## Introduction to the File Manager

### Contents

1. About the File Manager . . . . .	2
2. How to start . . . . .	3
3. Screen description . . . . .	4
4. How to . . . . .	5
4.1. Exit the File Manager . . . . .	5
4.2. Navigation in the file system . . . . .	6
4.3. Change drive at the left panel . . . . .	8
4.4. Change drive at the right panel . . . . .	11
4.5. Select files and folders . . . . .	14
4.6. Copy files and folders . . . . .	18
4.7. Move files and folders . . . . .	20
4.8. Rename files and folders . . . . .	22
4.9. Create new folder . . . . .	25
4.10. Delete file or folder . . . . .	28
4.11. Delete multiple files or folders . . . . .	31
4.12. View file . . . . .	33
4.13. Edit file . . . . .	34

## **1. About the File Manager**

File Manager is a component of Emergency Boot Kit which can be used to copy, move, delete files and folders; view and edit text files.

It can handle files on FAT, NTFS and UFS volumes. All national characters in file names are correctly displayed and preserved when copied.

Built-in editor and viewer can handle text files in any Windows and DOS encoding, and in UTF-8 and UTF-16 as well.

## 2. How to start

After booting, Emergency Boot Kit displays its main menu.

To start the File Manager, press the **F1** key or click mouse on *File manager* line.

Emergency Boot Kit version 1.5

Registered to: User Name  
Email: username@example.com

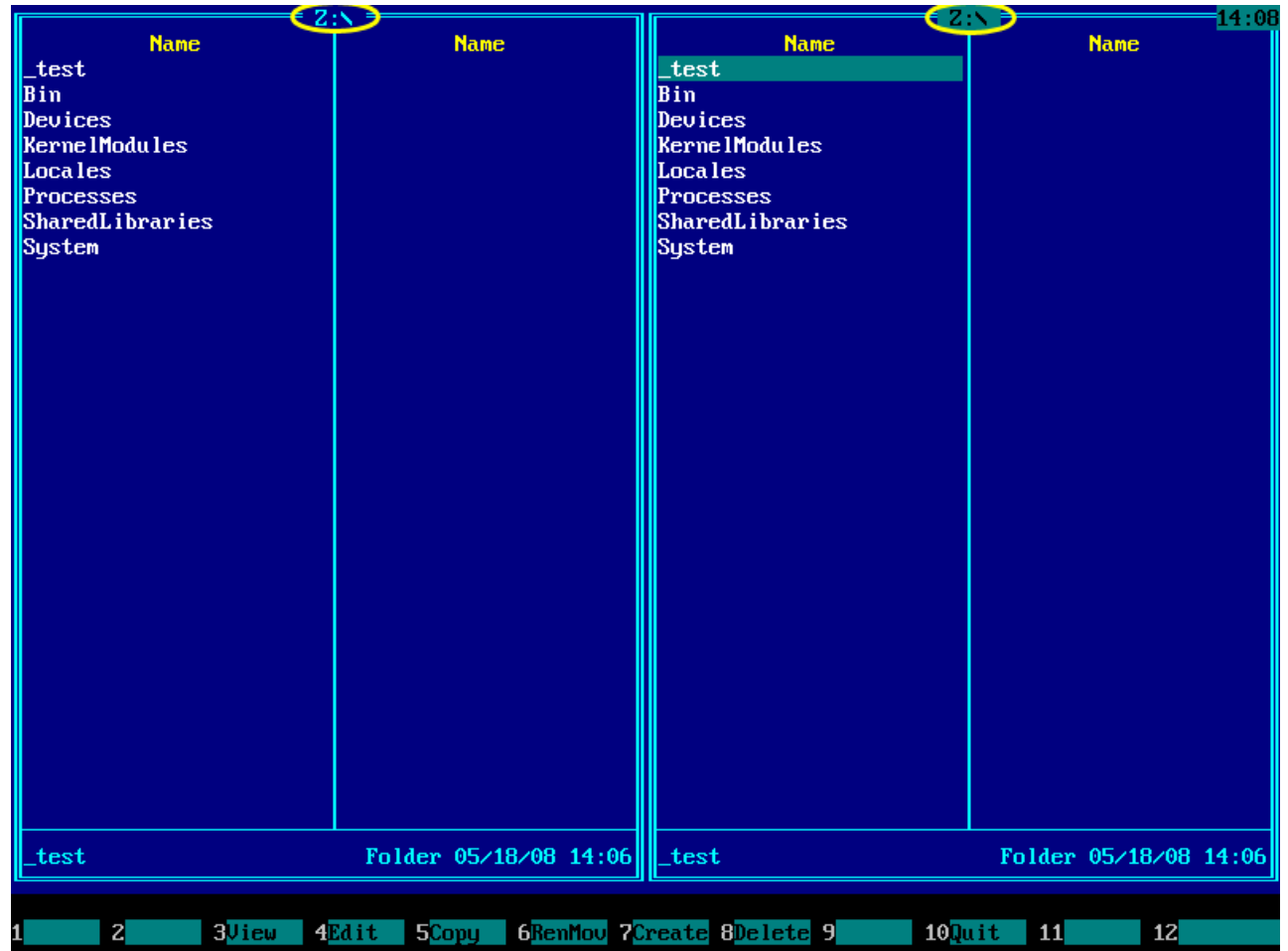


### 3. Screen description

Screen consists of two panels.

Initially, both panels show contents of drive Z:. But there is only one drive Z: in the system. So, its content is displayed on both panels.

Drive Z: is a bootable RAM disk. It is located in volatile memory, and loaded from the CD each time Emergency Boot Kit boots.



## 4. How to

### 4.1. Exit the File Manager

To exit the File Manager, press **F10** key.

Please don't just unplug your computer from power while running Emergency Boot Kit. Use *Reboot* option of Emergency Boot Kit main menu. It's similar to Shutdown option in the Windows Start menu.

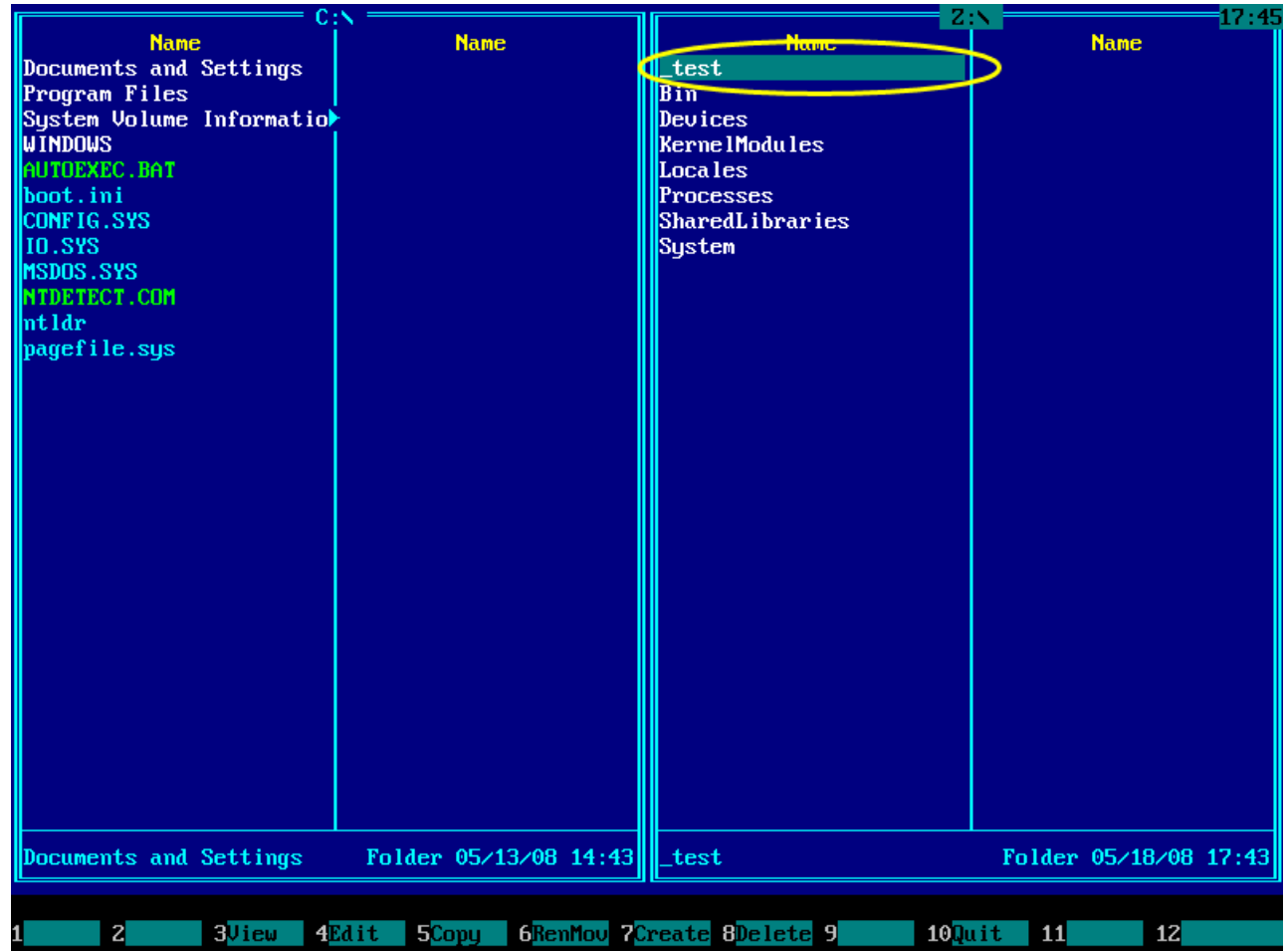


## 4.2. Navigation in the file system

Cursor is a cyan-colored rectangle pointing to current file or folder (see screenshot).

Active panel of the File Manager is a panel where cursor is currently located. On this screenshot, right panel is an active panel.

To activate panel, click it with left mouse button. To toggle active panel you may also use **Tab** key.

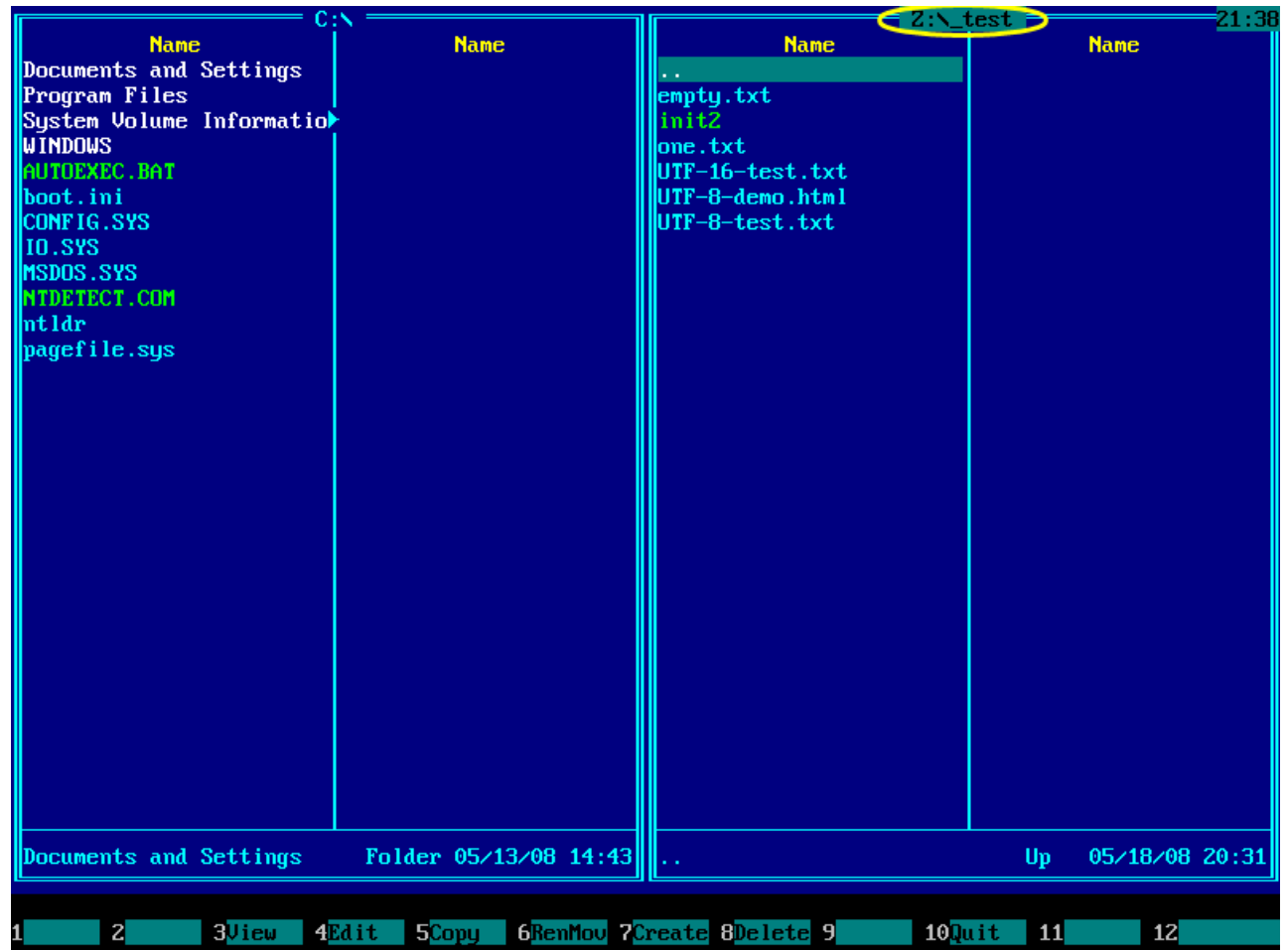


To move cursor to a file or folder, click it with left mouse button, or use ↑ and ↓ keys while cursor is within desired panel.

To enter a folder, double click it with left mouse button, or use ↑ and ↓ keys and then **Enter** key.

Screenshot shows contents of the \_test folder after entering it. Topmost line of each panel shows its current path.

To exit a folder, double click on “..” item or move cursor to it using ↑ and ↓ keys, and then press **Enter**.



### 4.3. Change drive at the left panel

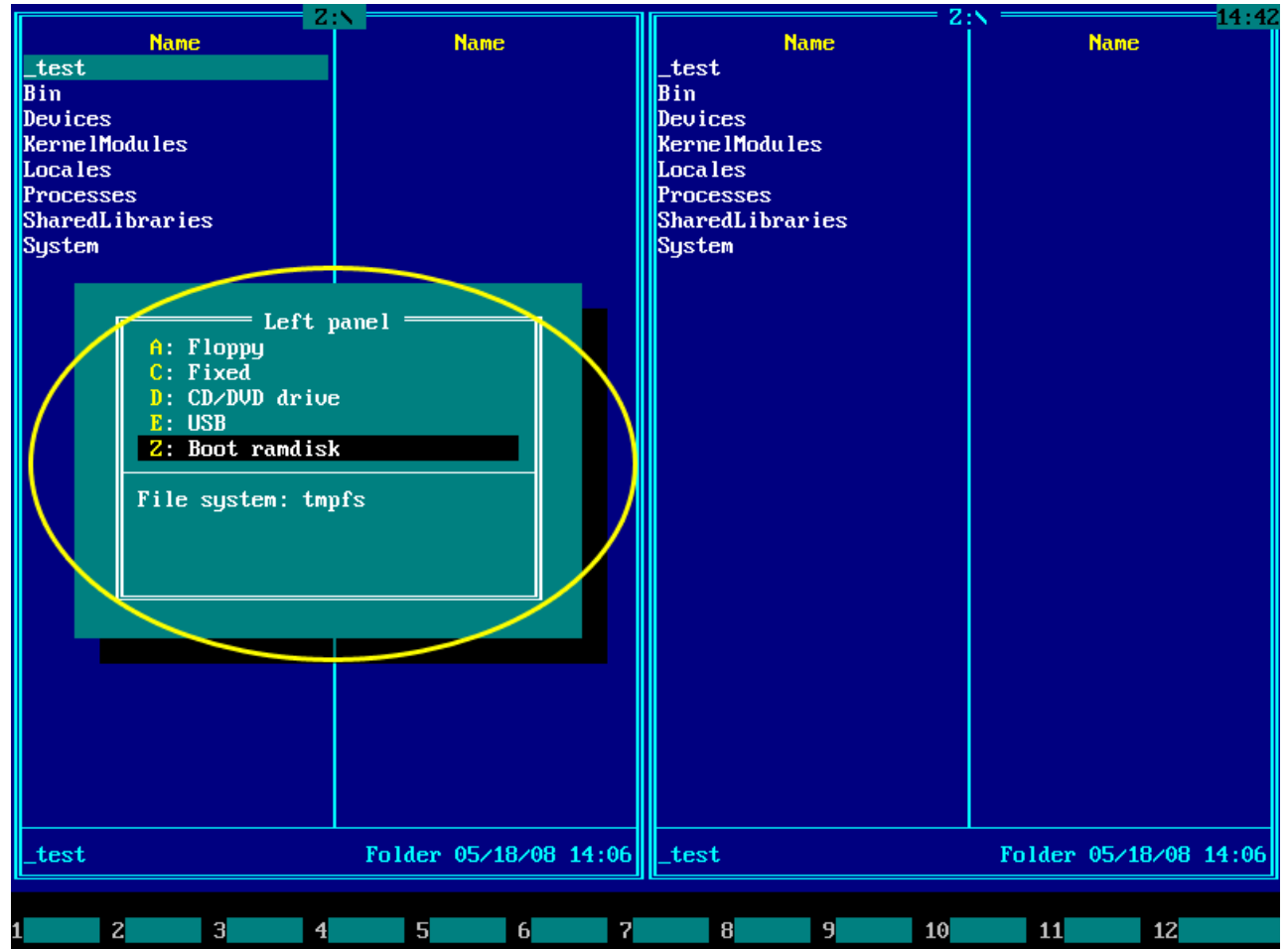
To change drive at the left panel, press **Alt+F1**.

Popup window with a list of drives available on your PC will be displayed over the left panel.

Each list item contains:

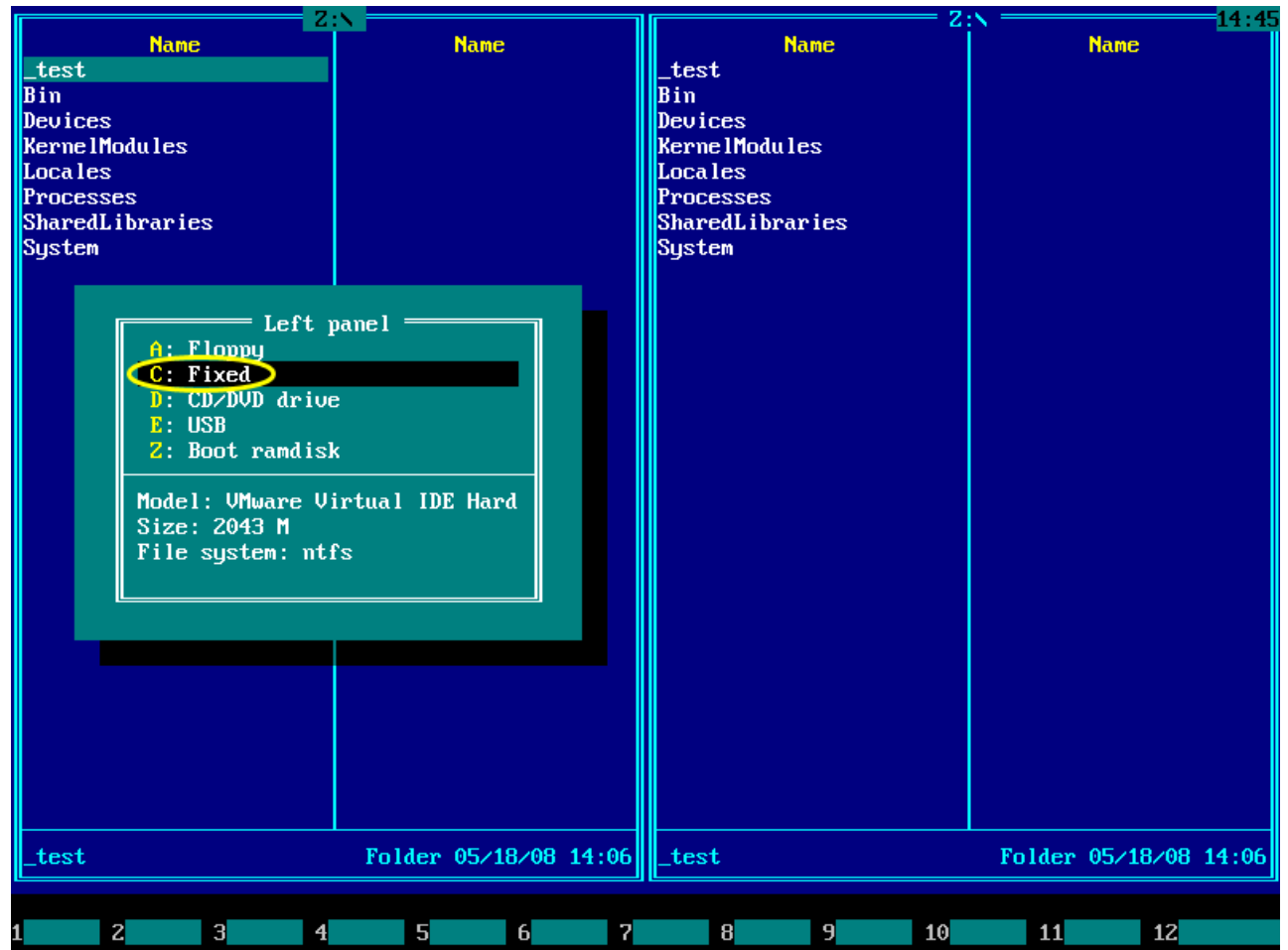
- drive letter and a colon
- device type (fixed disk, CD/DVD, USB etc)
- volume label (which can be empty)

Bottom part of the popup window shows detailed information about chosen drive. Depending on drive type, it can also show disk size, file system and hardware information.



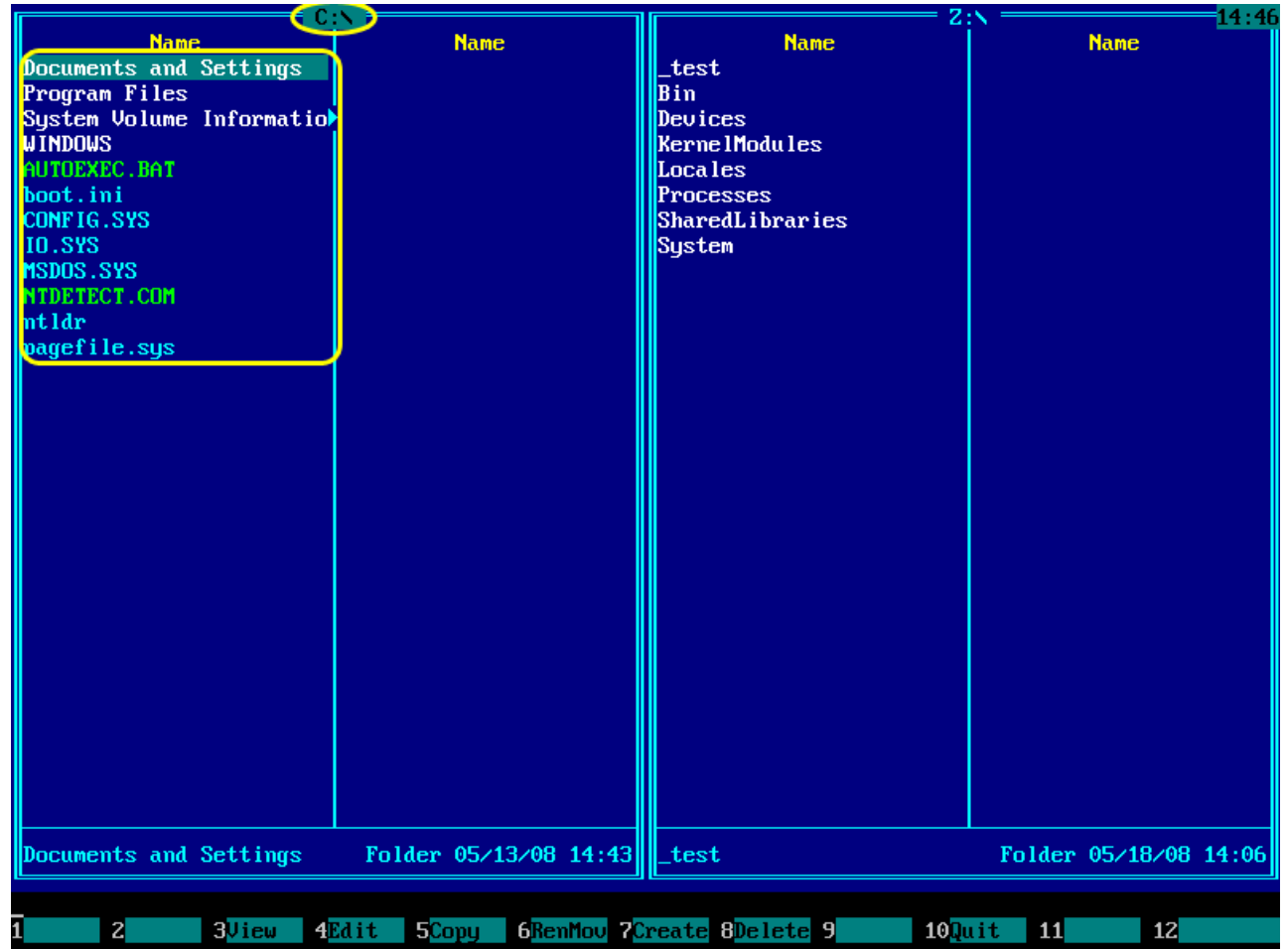


Choose drive you want to open using ↑ and ↓ keys followed by **Enter**, or click it with left mouse button.



Left panel will show contents of the chosen drive.

White color denotes folders, executable files are shown in green, archive files in magenta, other files in cyan color.



#### 4.4. Change drive at the right panel

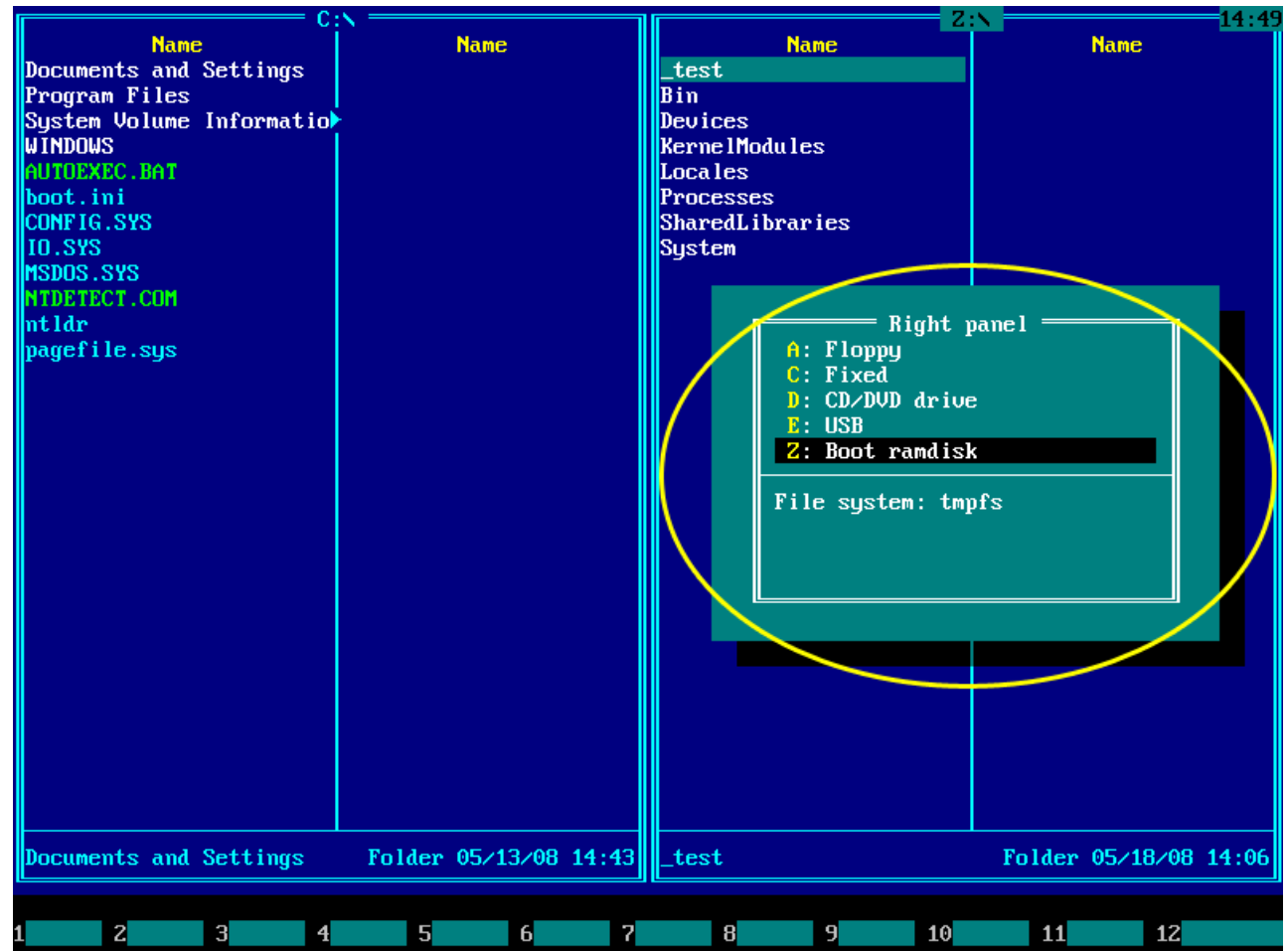
To change drive at the right panel, press **Alt+F2**.

Popup window with a list of drives available on your PC will be displayed over the right panel.

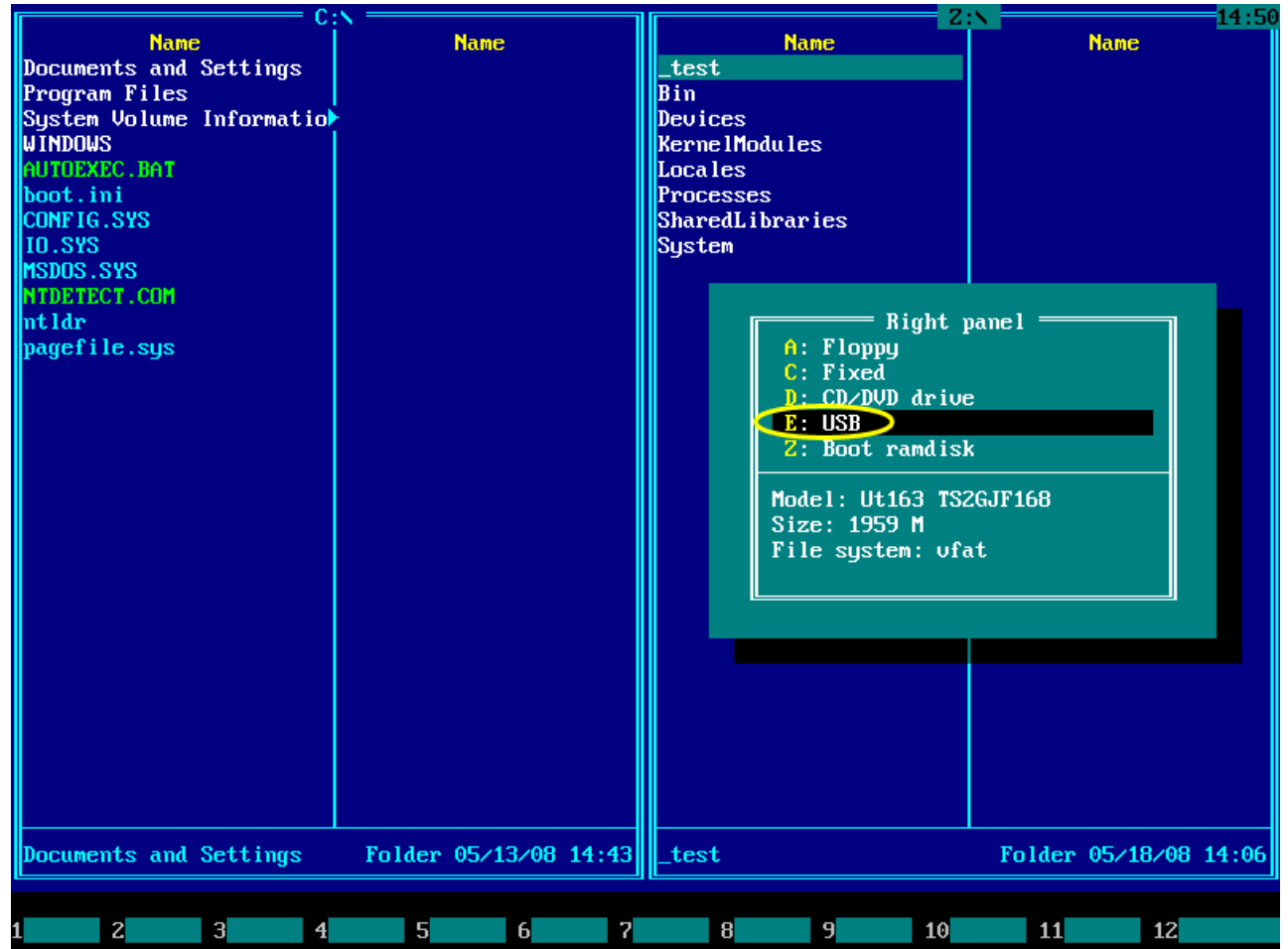
Each list item contains:

- drive letter and a colon
- device type (fixed disk, CD/DVD, USB etc)
- volume label (it can be empty)

Bottom part of the popup window shows detailed information about chosen drive. Depending on drive type, it can also show disk size, file system and hardware information.



Choose drive you want to open using ↑ and ↓ keys followed by **Enter**, or click it with left mouse button.

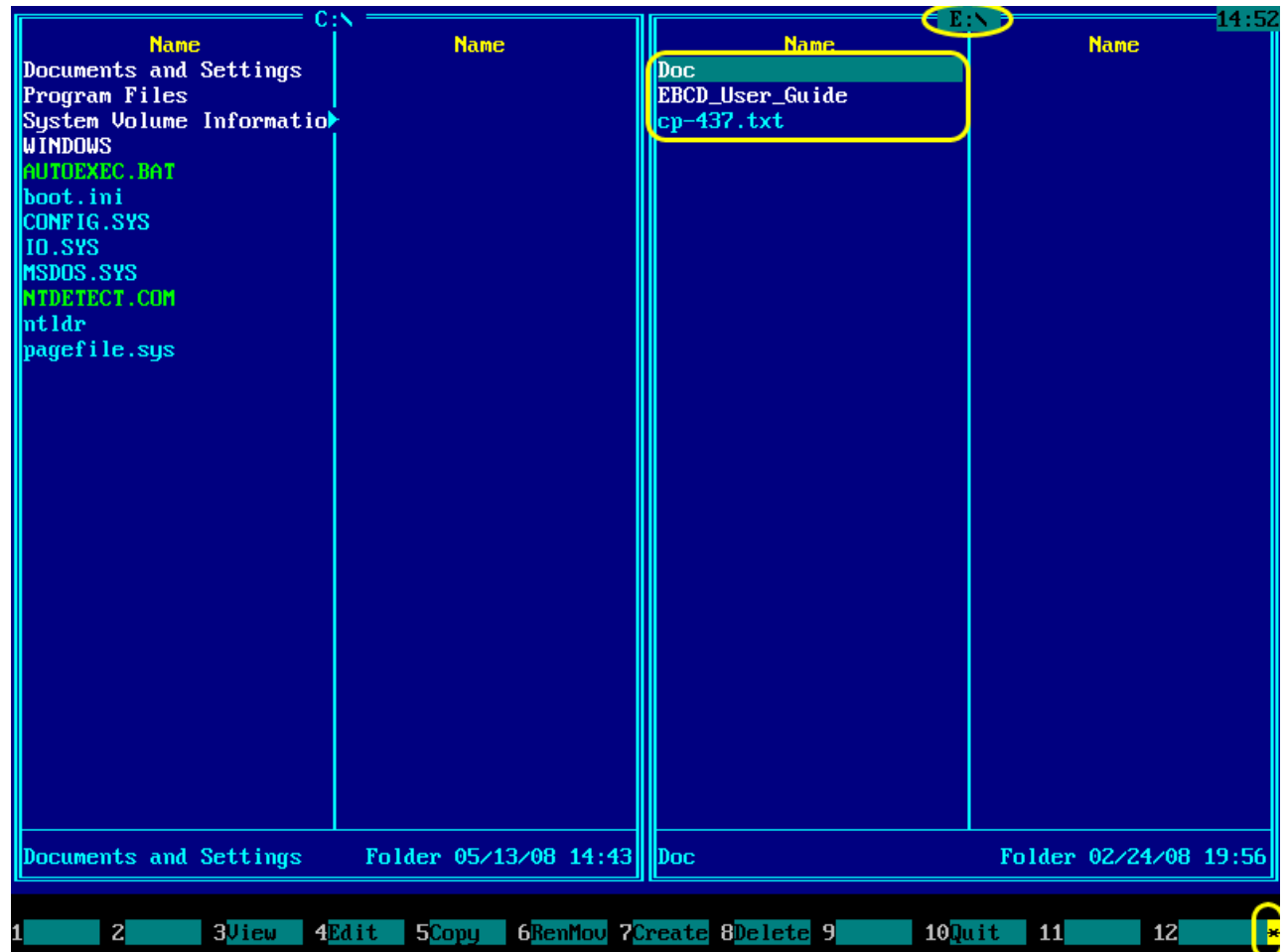


Right panel will show contents of the chosen drive.

When changing drive, editing or viewing files you may see asterisk on yellow background in the right bottom of your screen.

Asterisk shows that removable device is in use now and you should not unplug or eject it.

Wait until asterisk disappears and then unplug device or eject the disk. If you ignore this recommendation, data loss may occur.



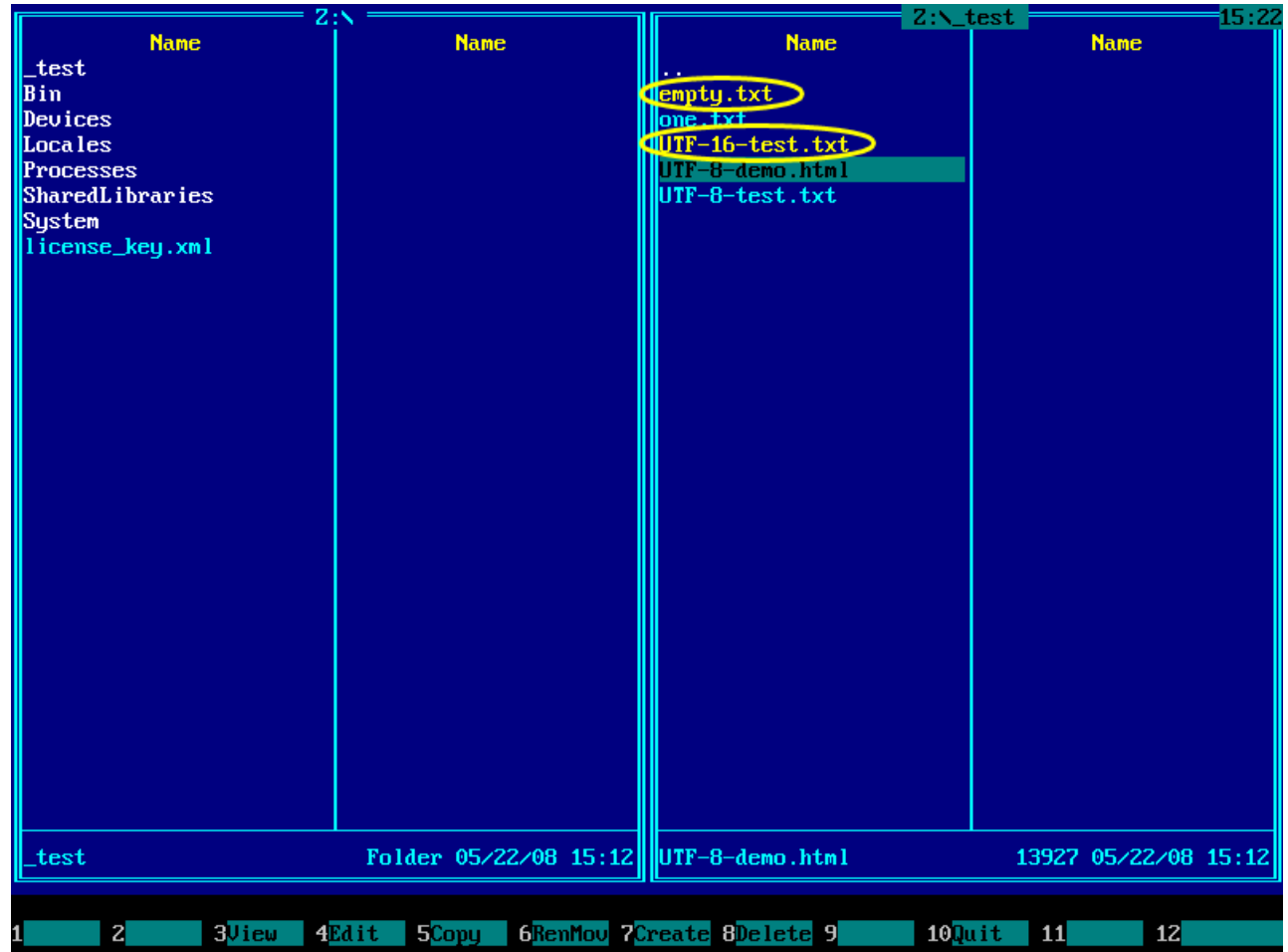
## 4.5. Select files and folders

Before copying/moving/deleting a group of files, you need to select them.

To select single item (file or folder):

1. Set cursor to that item by left-clicking it with mouse or using ↑ and ↓ keys.
2. Press **Insert** to select it. Item will change its color to yellow.

If you need to select a lot of adjacent items, press **Insert** key and hold it.



To unselect an item:

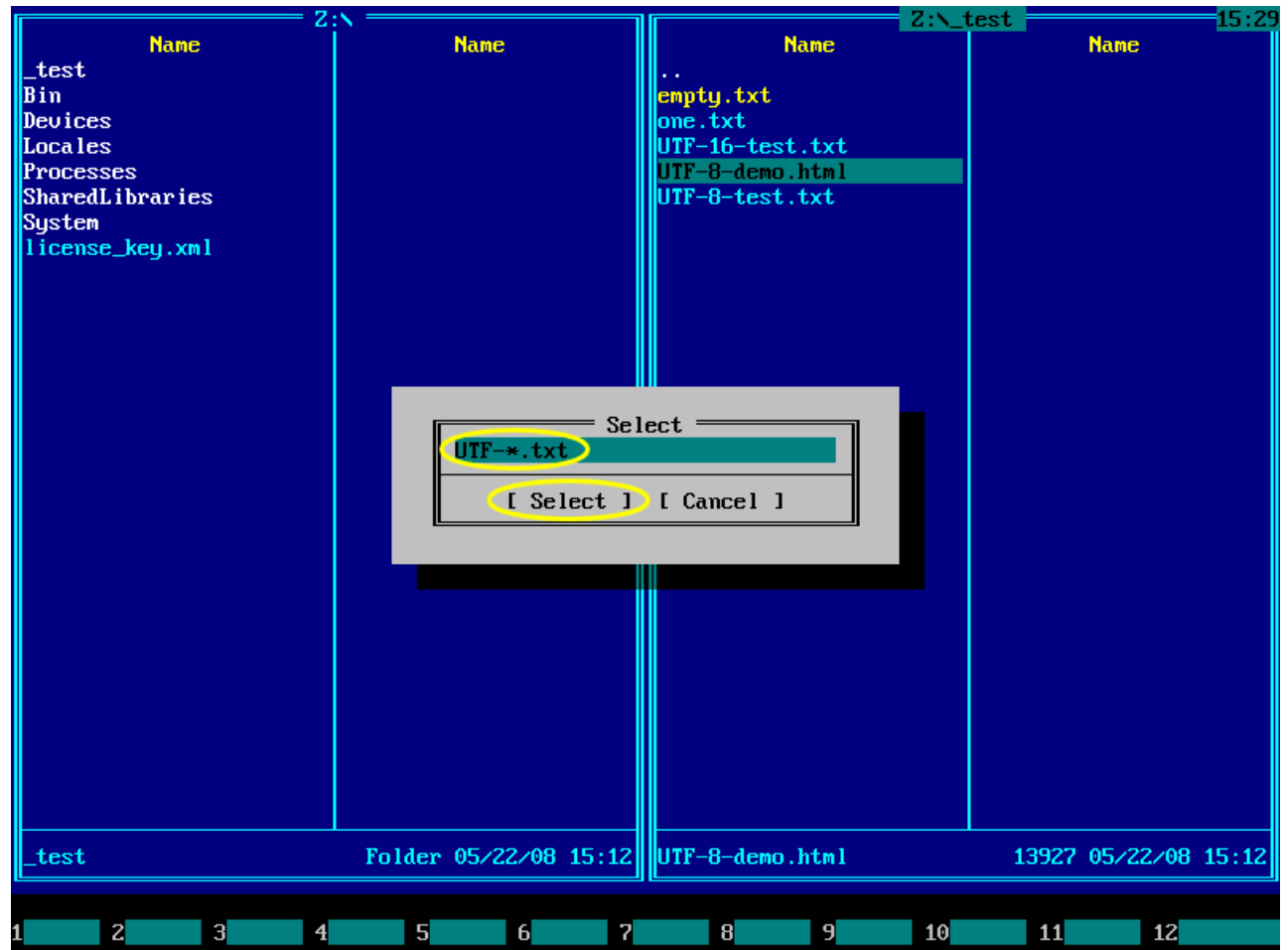
1. Move cursor to an item using arrow keys or mouse.
2. Press **Insert** again. Item will change its color from yellow back to its normal color.



To select a lot of files using a wildcard, press **grey+** key on the NumPad. Then popup window will appear, where you can enter a wildcard.

In this example, a wildcard "*UTF-\*.txt*" selects two files: *UTF-16-test.txt* and *UTF-8-demo.txt*.

To confirm selection, press **Enter** key or click *select* button in the popup window.





Screenshot shows that files *UTF-16-test.txt* and *UTF-8-demo.txt* became selected.



## 4.6. Copy files and folders

Use **F5** key to copy a file or folder.

Screenshot shows copying of the file *cp-437.txt* from drive E: (USB thumbdrive) to drive Z: into the *\_test* folder.

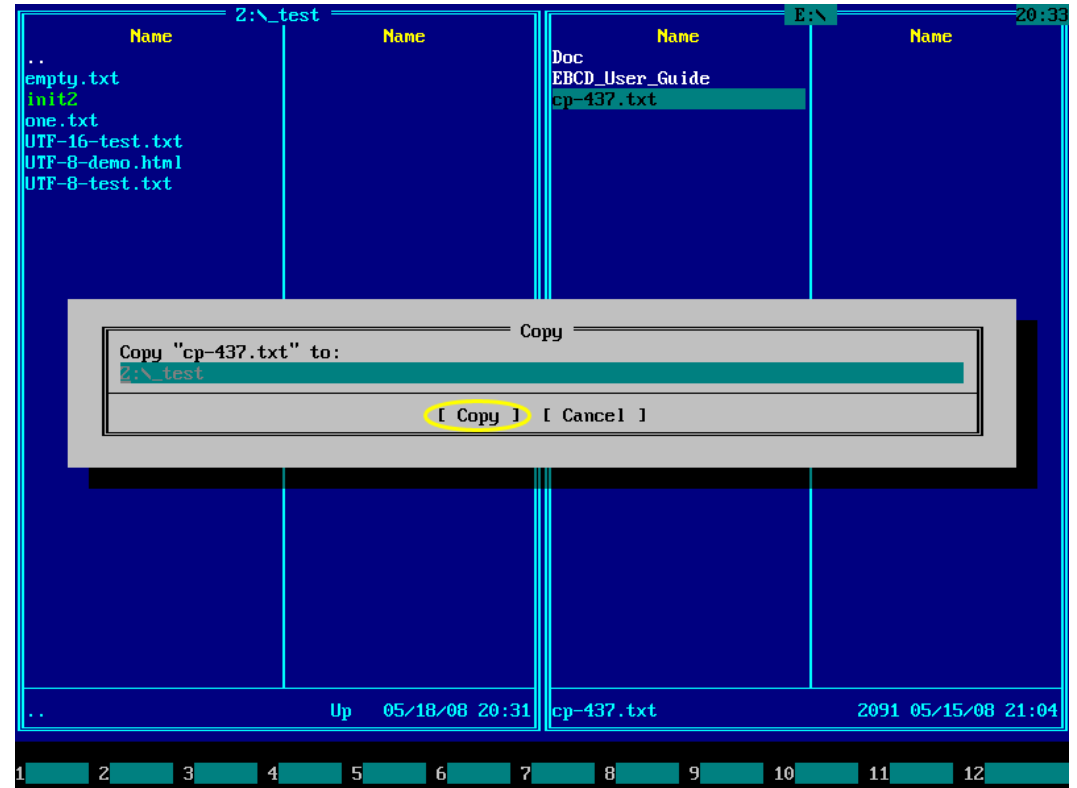
To perform copying, choose source file using  $\uparrow$  and  $\downarrow$  keys or left-button mouse click and then press **F5**.



A popup window will be shown on the screen. Press **Enter** key or click mouse on the *Copy* button in popup window.

Then copied file arrives on another panel.

More details about copying files and folders can be found in volume “Backup and restore files” of Emergency Boot Kit user guide ([https://www.primexpert.com/embootkit/user\\_guide/embootkit\\_file\\_backup\\_restore.pdf](https://www.primexpert.com/embootkit/user_guide/embootkit_file_backup_restore.pdf)).

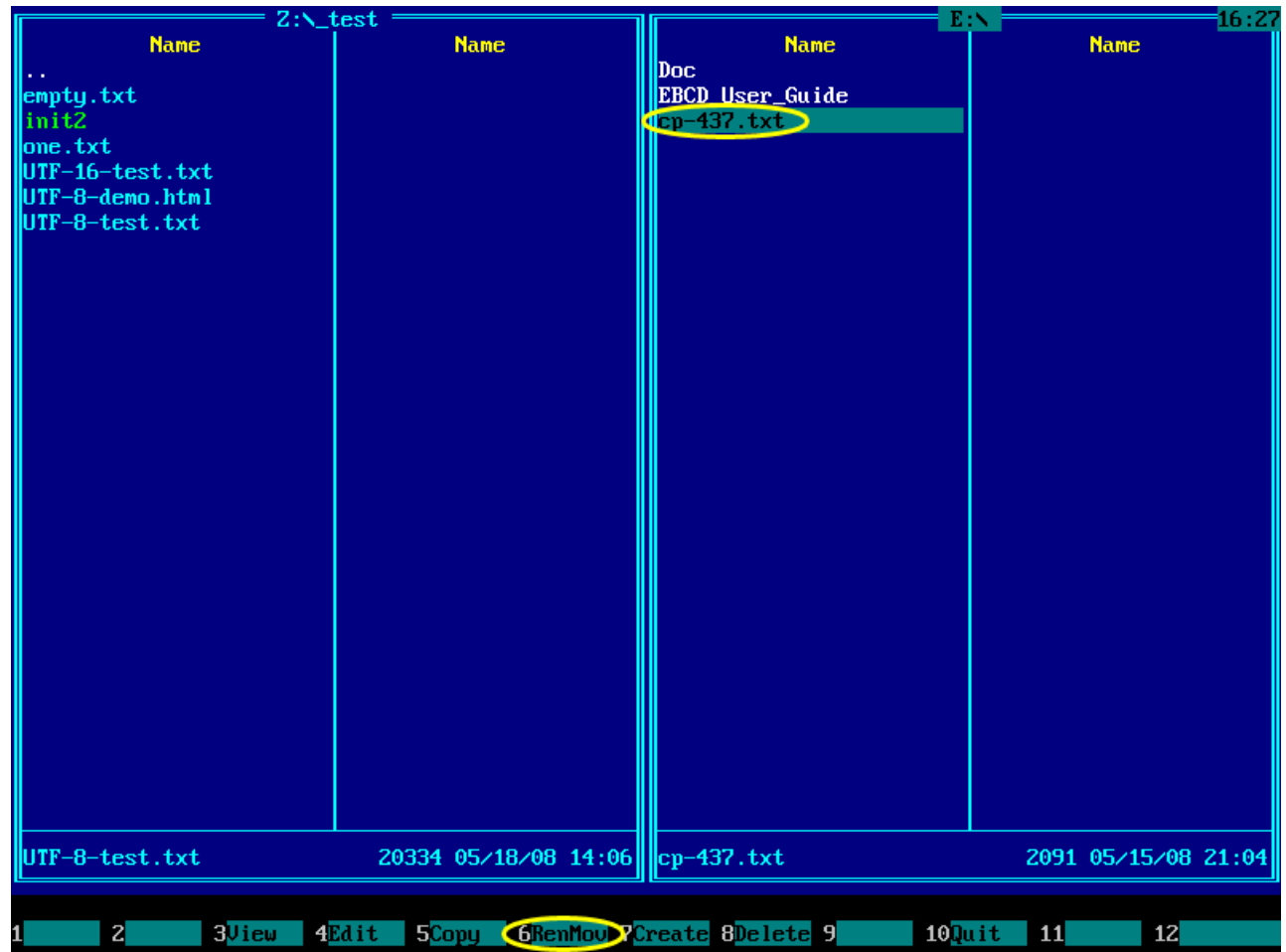


## 4.7. Move files and folders

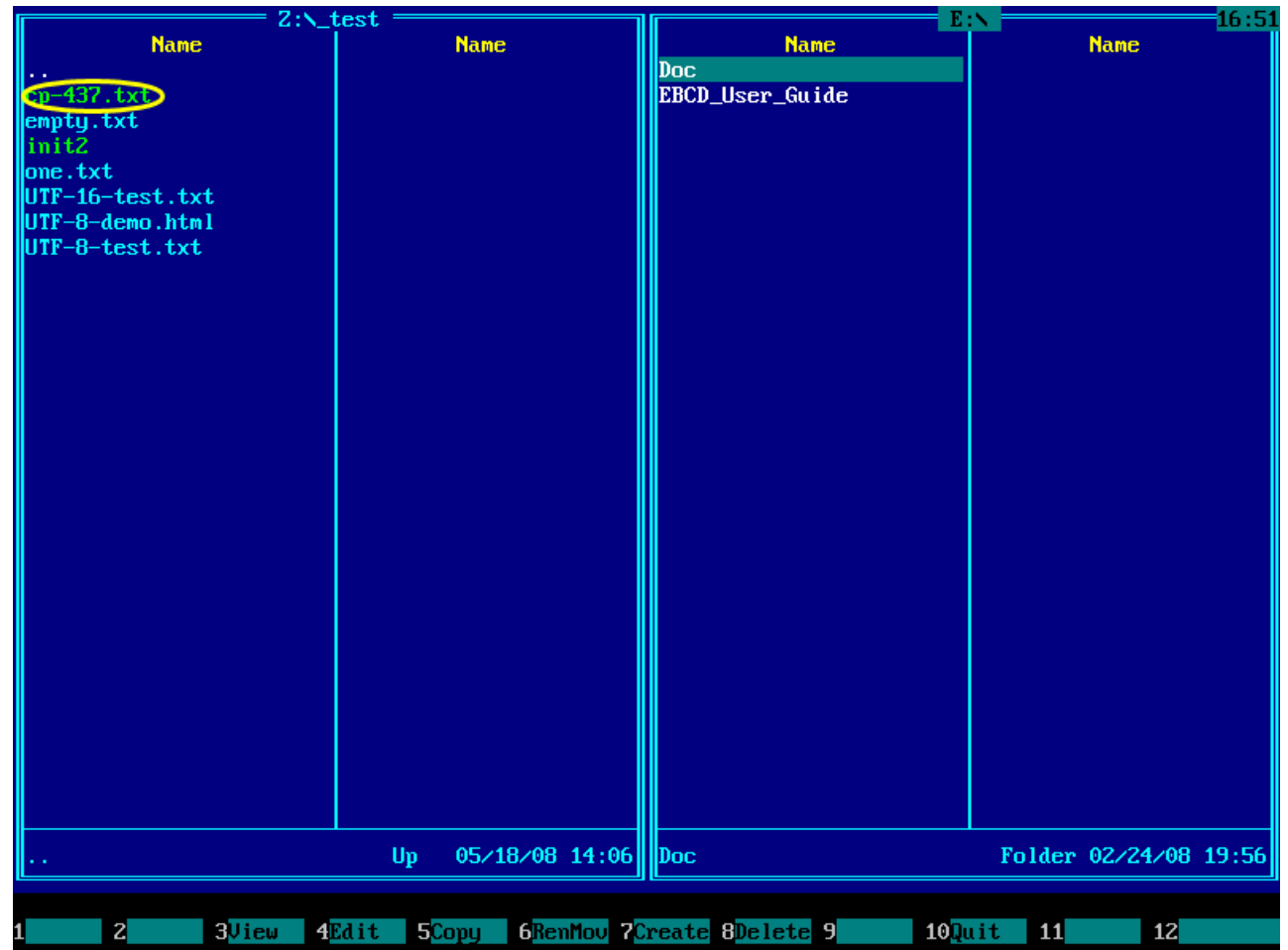
To move files and folders to another drive or another folder of the same drive use **F6** key.

Moving file is like copying it, but the difference is that moved file is deleted from original location.

Screenshot shows the example of moving file *cp-437.txt* from E: (USB thumbdrive) to drive Z: into the *\_test* folder.



When moving is done, file *cp-437.txt* should arrive on drive Z: in the *\_test* folder and should disappear from drive E:



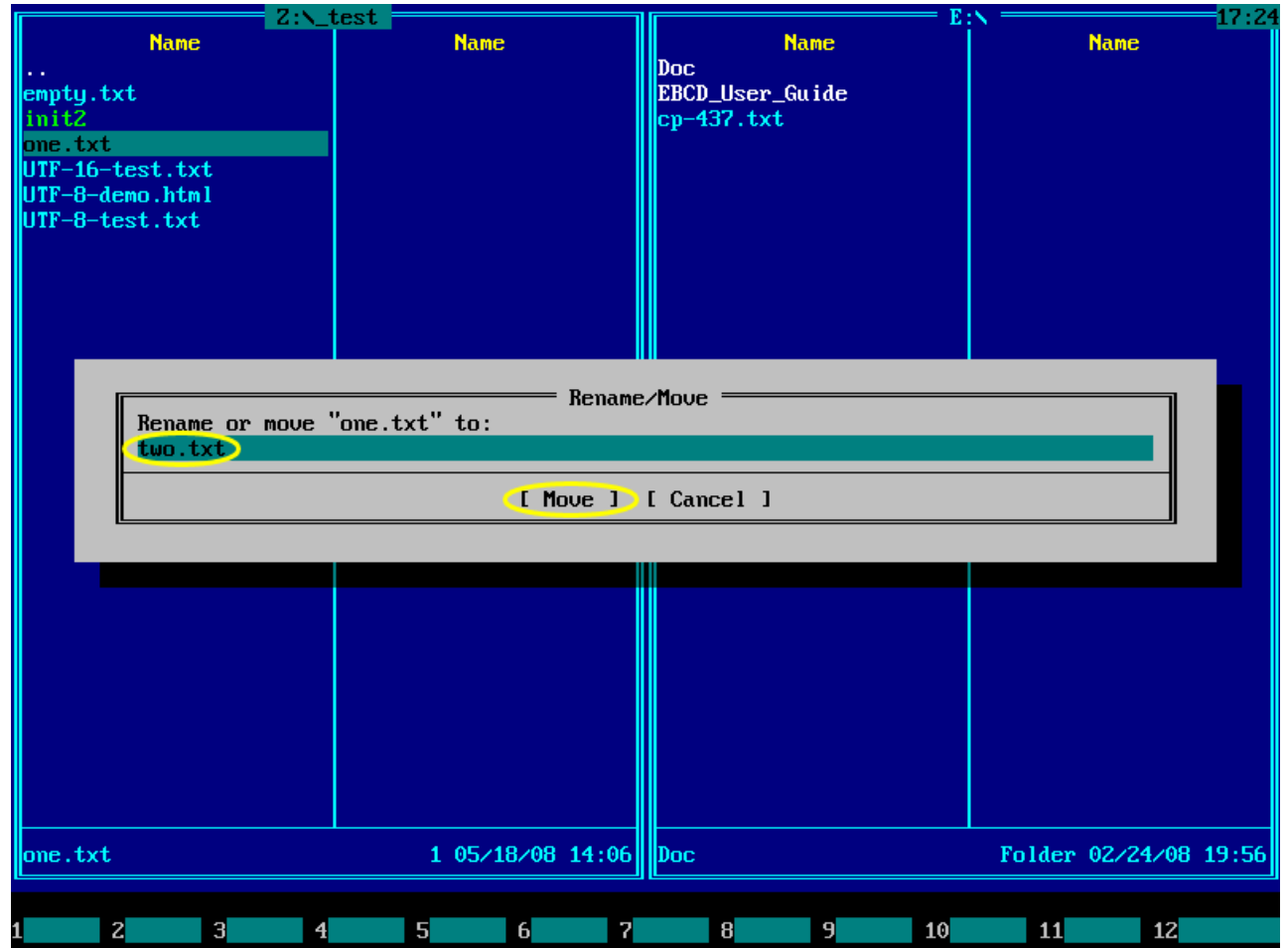
## 4.8. Rename files and folders

Use **F6** key to rename files and folders.

For example, to rename the file *one.txt* into the file *two.txt*, set cursor to it using **↑** and **↓** keys or click it with your mouse, and then press **F6** key.



In the popup window, enter new file name *two.txt*, and then press **Enter** key or click the *Move* button.



Then file *one.txt* will be renamed to *two.txt*.



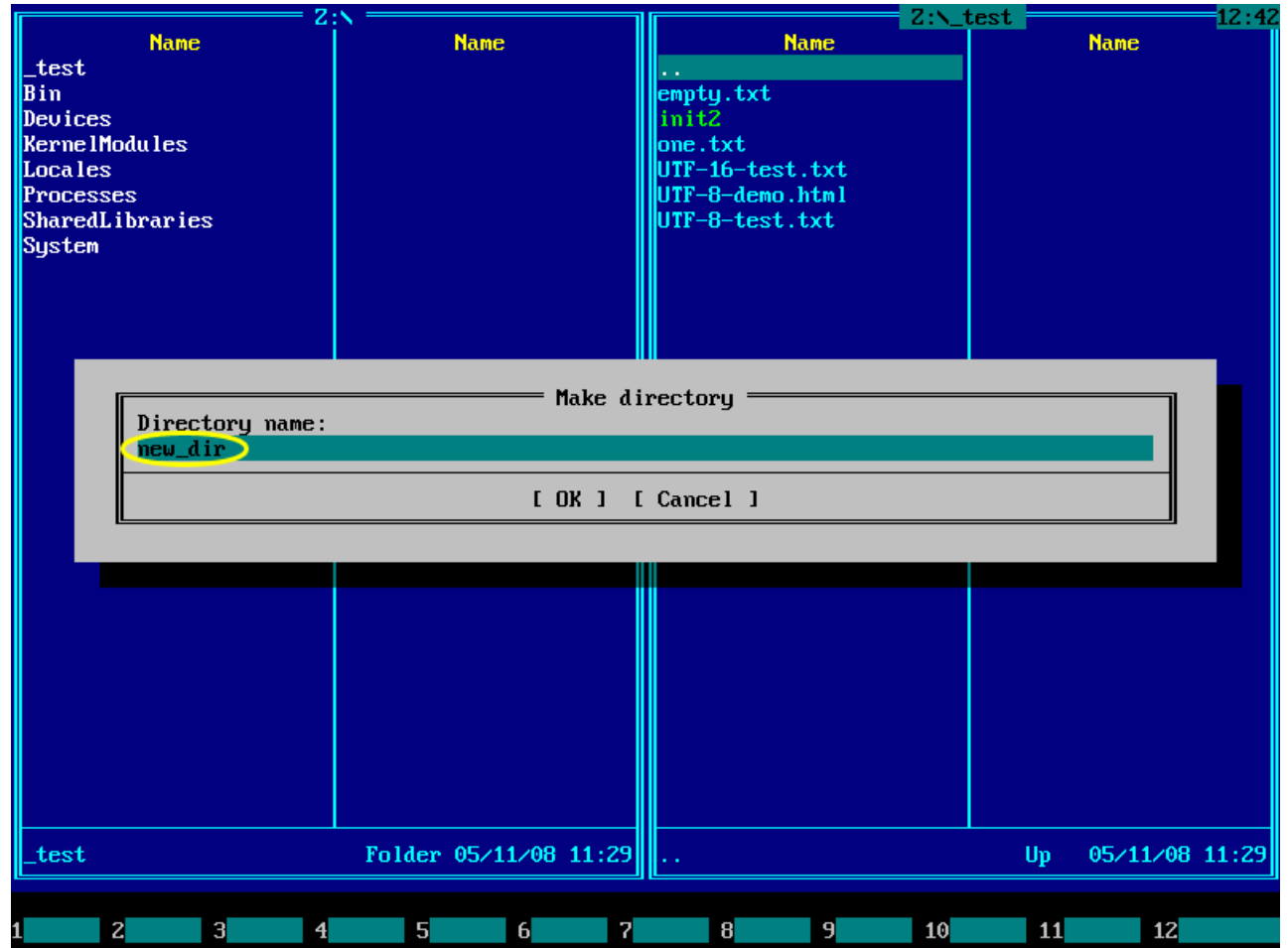


## 4.9. Create new folder

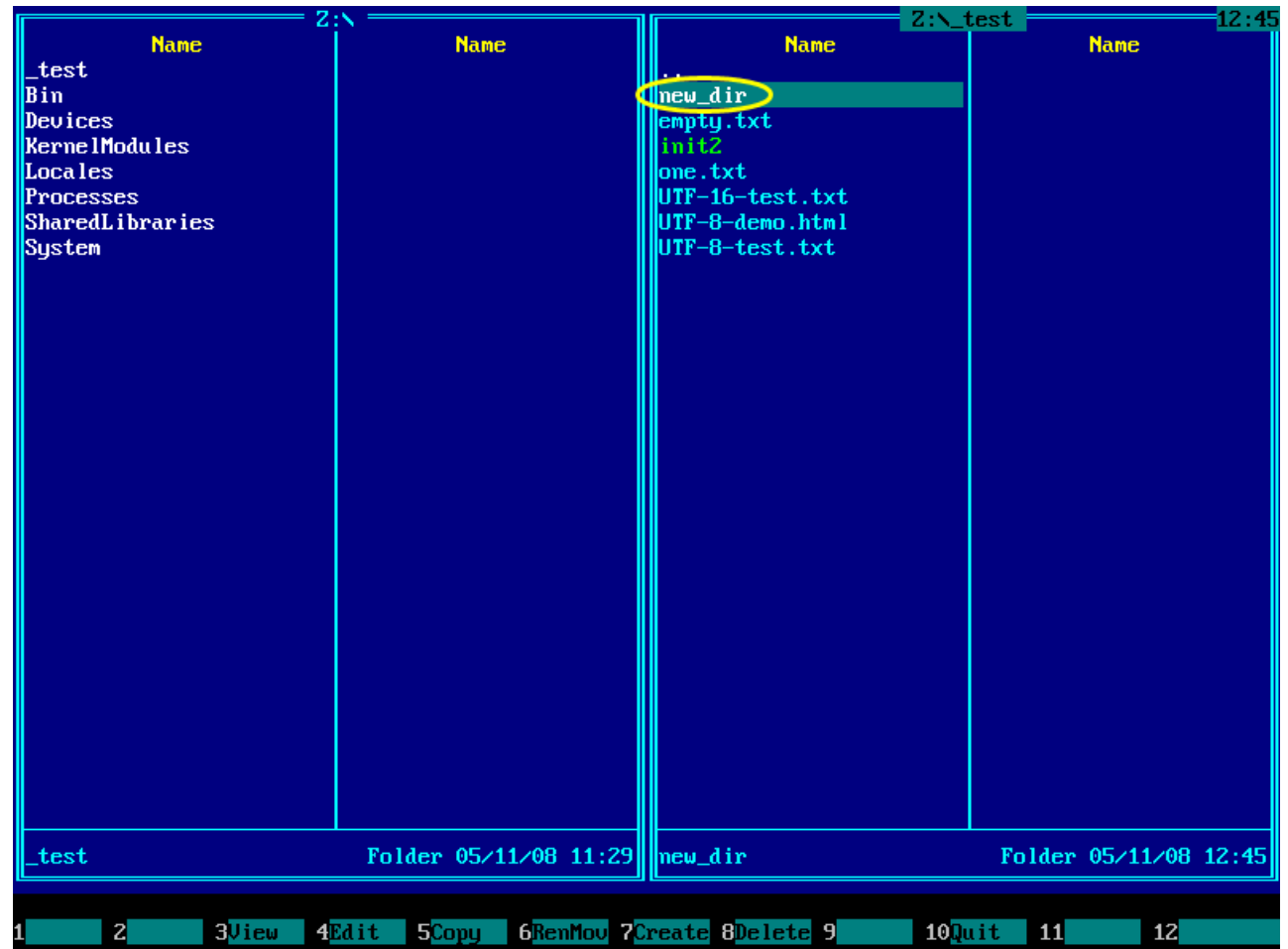
To create new folder, use **F7** key.



In the popup window, enter a name for a folder to be created and then press **Enter** key or click *OK* button.

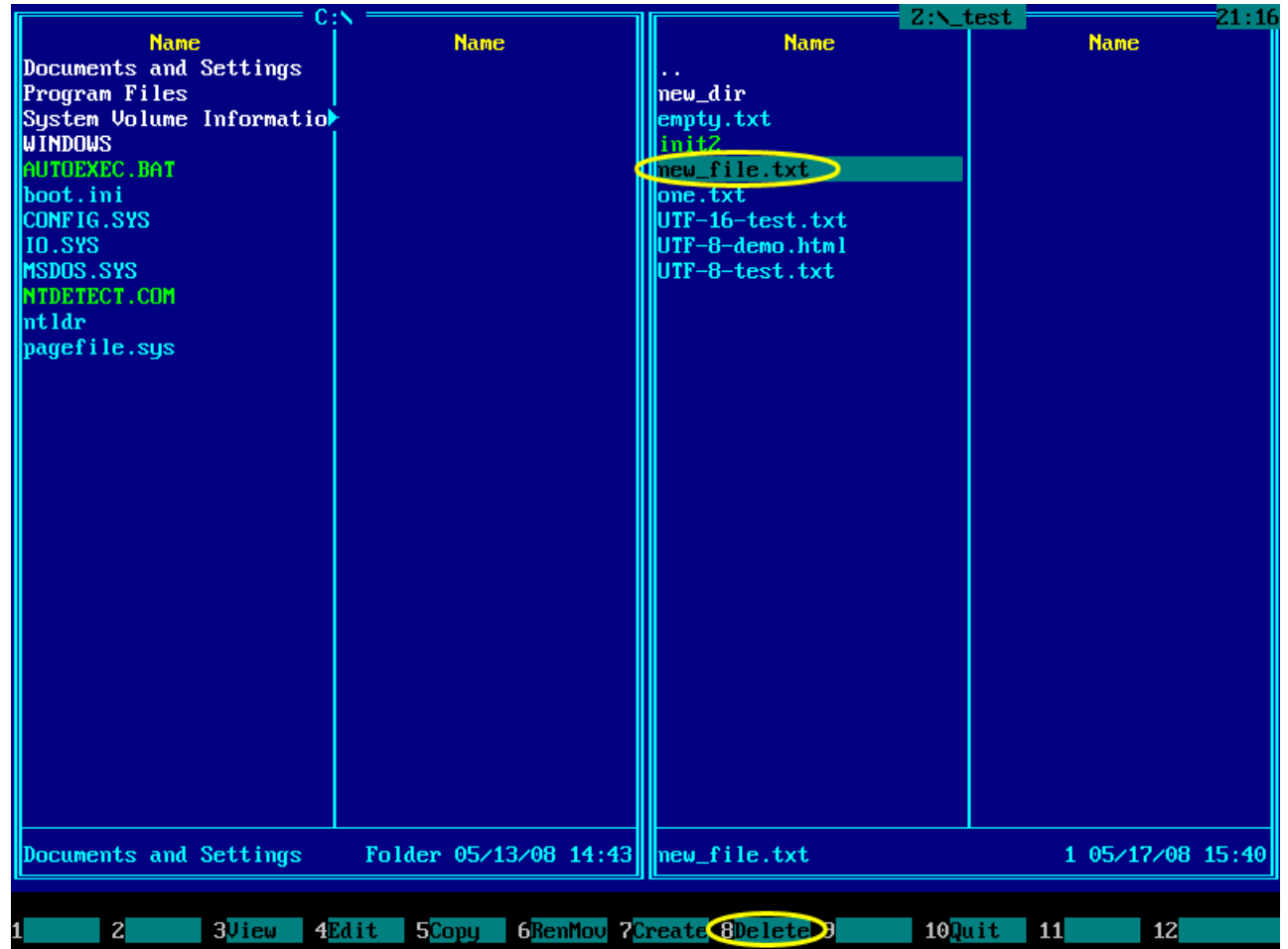


A new folder with specified name will be created within a current folder.

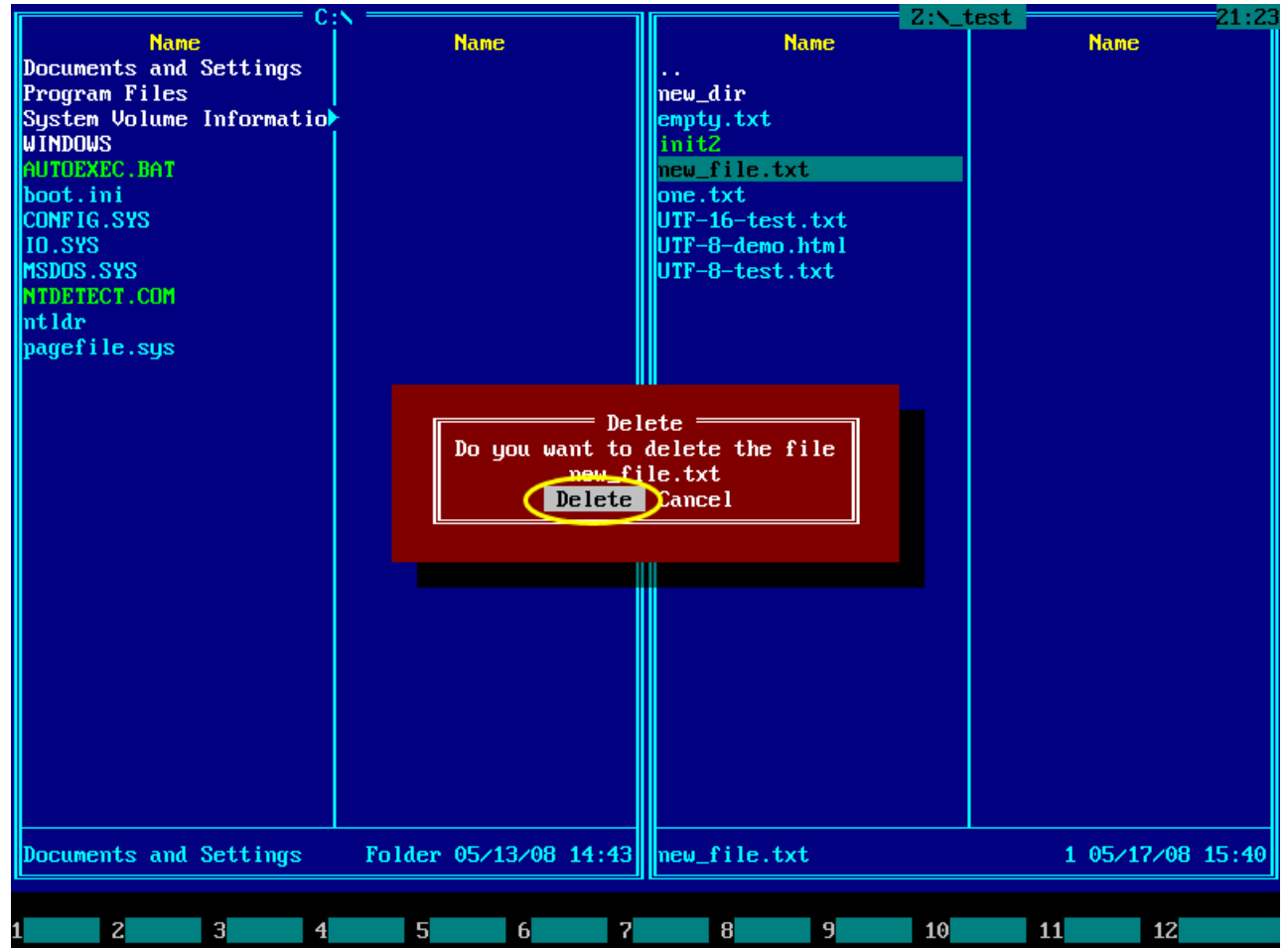


#### 4.10. Delete file or folder

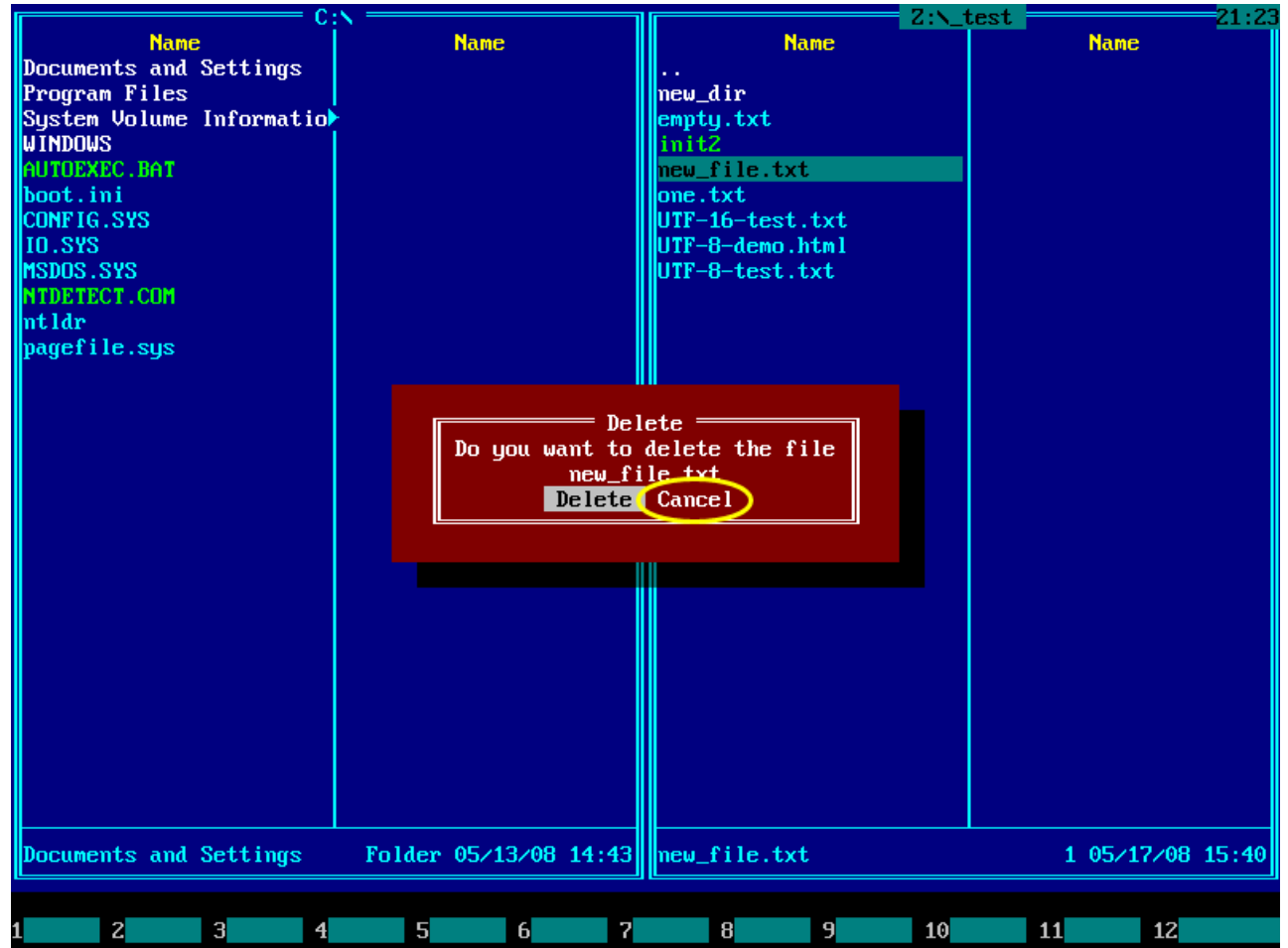
To delete file or folder, choose it by left-clicking or using ↑ and ↓ keys, then press **F8** key.



Popup window will be displayed on the screen. To confirm deletion, press **Enter** key or click *Delete* button.



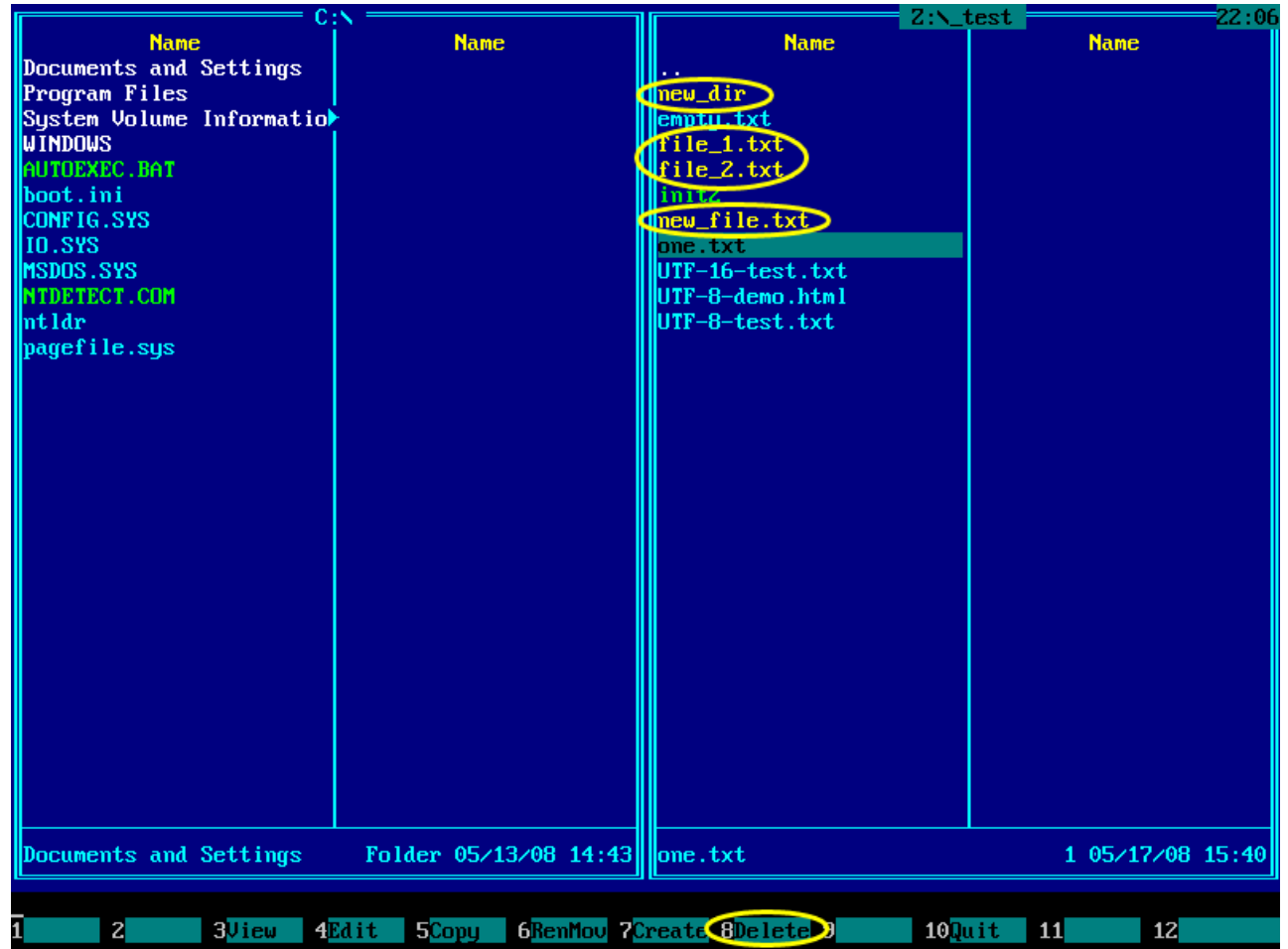
If you decided not to delete the file, press **Esc** key or click *Cancel* button in the popup window.



### 4.11. Delete multiple files or folders

First of all you need to select files and folders for deletion (see section [Select files and folders](#) in this volume).

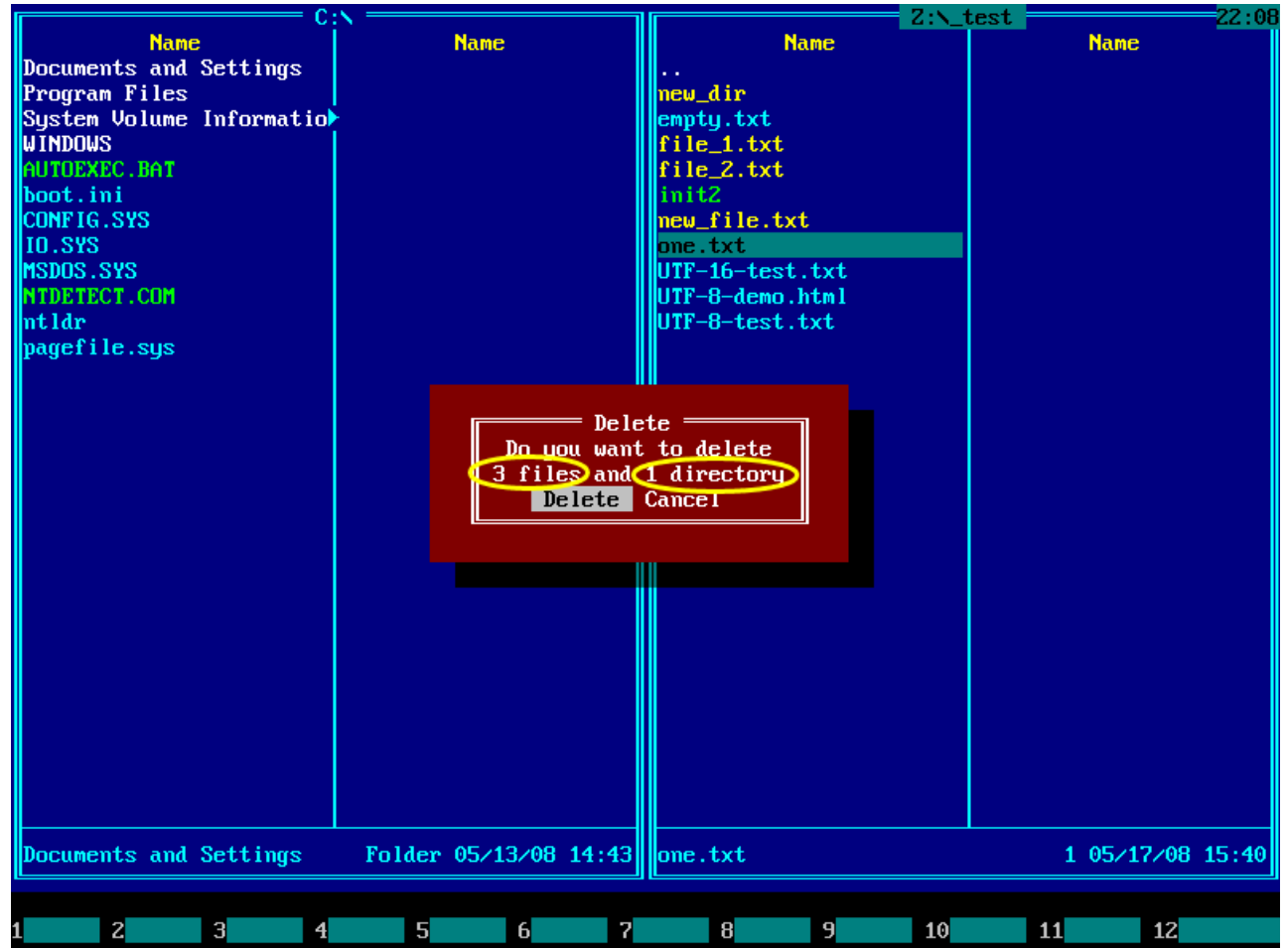
To delete all selected items, press **F8** key.



Popup window will be displayed on the screen.

To confirm deletion, press **Enter** key or *Delete* button in dialog window.

If you decided not to delete the files, then press **Esc** key or click *Cancel* button in a popup window.

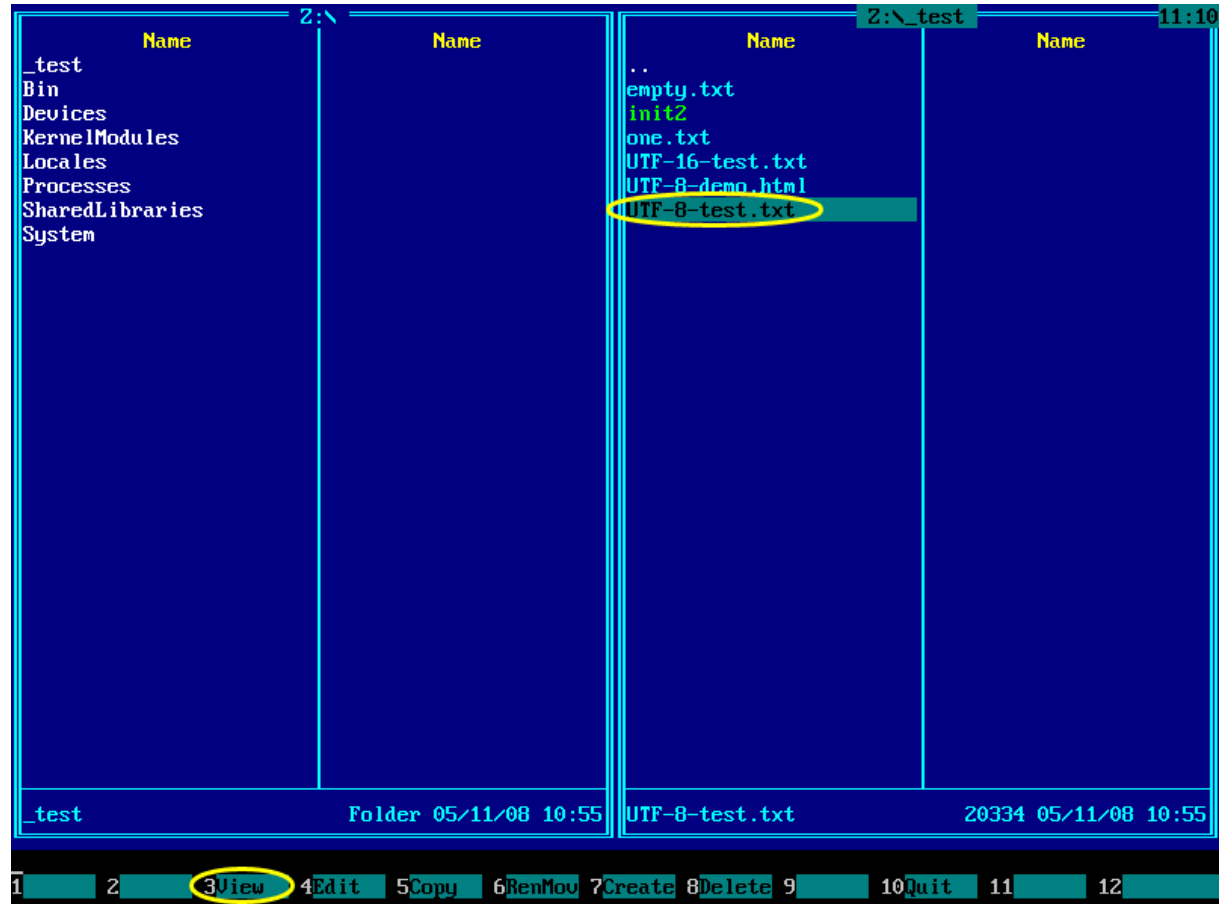




## 4.12. View file

Use **F3** key to view current file.

More information about viewing files can be found in the volume “View Files” of Emergency Boot Kit user guide ([https://www.primexpert.com/embootkit/user\\_guide/embootkit\\_file\\_view.pdf](https://www.primexpert.com/embootkit/user_guide/embootkit_file_view.pdf)).



### 4.13. Edit file

Use **F4** key to edit current file.

More information about editing files can be found in the volume “Edit Files” of Emergency Boot Kit user guide ([https://www.primexpert.com/embootkit/user\\_guide/embootkit\\_file\\_edit.pdf](https://www.primexpert.com/embootkit/user_guide/embootkit_file_edit.pdf)).

