

Quick Start



FileTiger™ is a high-power dual-window file synchronizer.

Most file synchronization and management consists of two operations:

- 1) Looking at files, including examining their contents, changing storage details like file names and dates, and exploring folder trees.
- 2) Moving the files between two folders or directories, including copying, copying only newer or missing files, and creating archives (backups and ZIP files).

FileTiger is designed to do these things easily by using a NEAR and FAR concept. This is extremely simple:

All the buttons on the FileTiger screen are mirrored left-to-right.

The button set nearest the file, folder, and file boxes is the NEAR set, and always work on the files on that side of the screen.

On tasks that need both a location to work FROM and TO, or SOURCE and DESTINATION, the NEAR SIDE is always the FROM or SOURCE side, and the opposite side is the FAR, TO, or DESTINATION side. For simplicity, we use NEAR and FAR.

FileTiger is FILE-BASED. Only the Show Folder button works on the contents of the folder list. All the other buttons work on the contents of the file list. If you want to do something to a folder, right-click on the folder and choose from the options in the popup menu, or open the folder and work on the files inside.

The two file lists are gray and white. The white side is the active side for keyboard users--that's the side that will act on keyboard commands like using

PageUp/Down, pressing Delete, or using a character key to go to the first file starting with that character. If you're strictly a mouse user, ignore the white/gray colors.

Remember, FileTiger is ambidextrous. It copies, moves, or performs any other task as easily from right to left as from left to right. The NEAR side is the side you click the button on. The FAR SIDE is the opposite side.

FileTiger can do a lot, and quickly.

If you make a mistake, you can cancel most operations while in progress by pressing ESCape.

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Glossary

Active Side

The last side that you clicked in, shown with a white background. For mouse users, ignore it. For keyboard users, the Active/white side is the file list that any keystrokes will work in, including Del, PageUp/Down, and so on. Use Tab to change Active Sides.

Archive Bit

Every file has an archive bit. Windows sets the bit, or turns it on, whenever a file is changed or copied. Backup software normally turns the archive bit off when the file is backed up. If you have not previously backed up your files, all your files have the archive bit turned on.

Attributes

The characteristics that apply to a file, including whether it has been marked as a system file, hidden, archiveable, or read-only. Windows NT also has a compressed attribute.

Bit

Short for "binary unit." A bit is the smallest unit of memory, and is enough to hold only a zero or a one, or on/off. Eight bits grouped together make one Byte, which is enough memory to store one character, such as a letter of the alphabet.

Byte

Storage space used to save one character of information. Consists of 8 bits.

Directory

A location on a drive that holds files. In 32-bit operating systems, directories are called folders.

Drive

A storage device for a computer. Just like a file cabinet, but smaller.

Exabyte

1024 Petabytes, or 2^{60} bytes. (A little over a billion Gigabytes.)

Far Side

File list on the side of the main screen farther away from the button pushed. The far side is the destination side for copying or moving operations.

FAT

Abbreviation for File Allocation Table. This system file holds the table of contents for your hard drive. DOS uses FAT, and Windows 95 and Windows 98 may use either FAT or FAT32 to store file information.

FAT is limited to 2 Gigabytes per drive letter. FileTiger identifies the type of allocation table on the Attributes screen.

FAT32

Abbreviation for File Allocation Table, 32-bit. This system file holds the table of contents for your hard drive. Windows 95 and Windows 98 may use either FAT or FAT32 to store file information.

FAT32 does not have the 2 Gigabytes limitation for each drive letter. The limit is 8 terabytes

under Windows XP, but software from the drive manufacturer must generally be used to format partitions or drives larger than 32 gigabytes. FileTiger identifies the type of allocation table on the Attributes screen.

Folder

A location on a drive that holds files. In 16-bit operating systems, folders are called directories.

Gigabyte

1,024 MegaBytes, or 1,048,576 Kilobytes or 2^{30} bytes, abbreviated as Gb.

Hidden

Files are hidden by some installation programs, and a few operating system files are hidden. Hidden files become visible in Pro Mode.

Kilobyte

1,024 bytes, abbreviated as Kb.

Megabyte

1,024 Kilobytes, or 2^{20} (1,048,576) bytes, abbreviated as Mb.

Near Side

File list on the side of the main screen closest to the button pushed. The near side is the source side for copying and moving operations.

Novice Mode

The mode in use determines which files are visible and which move or delete options trigger a confirmation message. Novice Mode shows normal files only, and does not show read-only, system files or hidden files. and uses confirmation messages for all file copy and deletion operations.

Partition

A section of a hard drive with its own drive letter, very much like a drawer in file cabinet. Partitions are usually created when the drive is first installed, but can be created later with special software. Partitions are an excellent approach to sorting files for easy project management and backup.

Petabyte

1,024 Terabytes, or 2^{50} bytes.

Pro Mode

The mode in use determines which files are visible and which move or delete options trigger a confirmation message. Pro Mode shows all files, including hidden, system, and read-only files, and uses confirmation messages only when the total size of the files to be worked upon is more than the limits set in the Options screen.

Standard Mode

The mode in use determines which files are visible and which move or delete options trigger a confirmation message. Standard Mode shows normal and read-only files, but does not show system files or hidden files. and uses confirmation messages for all file deletions, and for file copy operations of more than the limits set in the Options screen.

Terabyte

1,024 Gigabytes, or 1,048,576 Megabytes, or 2^{40} bytes, abbreviated as Tb.

Tree Copy

Copy all files and subfolders and their contents.

UNC

Abbreviation for Universal Naming Convention. Refers to drive names on a network. For example: //server1/drive-c/workfolder/project2.

ZIP

A compressed file that holds other files. These files, also known as archives, serve two purposes. First, they bundle together related files so that you can download one item from the Internet or receive one file as an email attachment, and second, they compress the contents of those files so that the download will take less time. ZIP refers to the type of compression used. Other compressed file types for Windows include LZH and ARJ.

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Synchronization

What is Synchronization?

If you need to keep multiple sets of files matched up, so that the newest versions of each file are in each set of files, that's synchronization, in short. However, there are multiple levels of backing up and comparing files, and there are advantages and disadvantages to each method. You may need an extra copy of important files that don't change, or you may need to delete old files. If you were merging paper files, you'd check dates on every page, and make a decision. With computer files, you also have to think about which documents were worked on last, and which set hasn't changed since the last backup. Here's how to choose:

Simple Backup:

Copy all files in a work folder to a storage folder. This is used when you aren't sure of the condition or accuracy of the files in the backup. Good for disaster recovery, but can be too slow for copying only new work: every file is copied, even if only a few have changed. In FileTiger, use the Backup button to copy files only, without folders, or the Tree Copy button to include folders. In Tree Copy, choose 'All Files'.

Copy versus Backup versus Tree Copy

Copy (and Move) only work on selected files. This is fully manual.

Backup copies only files shown in the file list. If you are using a file mask in the drop-down list to display, for example, only photographs (*.jpg), but the folder also contains other files, Backup will only copy the files displayed, and you won't need to find and select every jpg file.

Tree Copy, by comparison, will copy either every file or only the newer and missing files, as selected. It includes subfolders, hidden subfolders, hidden files—nearly everything. It ignores file masks and files selected.

Copy Newer and Missing Files:

Copies files only if they don't already exist in the storage folder, or if the files are newer than the files in stored files. Good for quickly bringing a backup file set up-to-date. Can duplicate files if you routinely change filenames in your projects, because your storage file set will contain both the new filenames and the old, orphaned filenames. In FileTiger, use the TreeCopy button, and choose 'Newer and Missing Files only'.

Synchronization, One-Way

Copies files newer and missing, as above, and also deletes files from the storage folder if they don't exist in the work folder. This is a two-step process in FileTiger. First, backup the work with the Tree Copy or Backup buttons. Then delete the extra files by pressing F6 (Select Matching). On the storage folder side, click on 'Flip Tags' so that all the files that are no longer in the work folder are selected. Press the 'Delete...' button.

You can routinely copy only newer and missing files, and just delete any orphaned files as needed. Careful: Routinely deleting old files makes it more difficult to find lost work; if you make a mistake in your work folder, it's better if it does not immediately cause your backup to be deleted. So delete the orphan files with caution.

Synchronization, Two-Way

If you routinely switch computers, maybe between a desktop PC and a travel notebook, two-way synchronization might be needed to keep your projects organized, especially if there will be work done on both computers between synchronizations. Two-way match-ups of files is not automated in FileTiger, but you can do it by copying newer and missing files, using Tree Copy, both from right to left, and from left to right. Note that renamed files will be duplicated on both sides.

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Tigers

What's a FileTiger™, anyway?

Well, a FileTiger is a wild thing, full of power and speed, brightly striped, and able to swat files around like a kitten bats around a ball of string. Like any wild creature, he can stalk his prey from either side, and stays limber and ready to pounce at the drop of a button.

Why would you hire a FileTiger?

You need a FileTiger if your files aren't where you want them. If your download folder is a jungle, then only a wild jungle creature can take control of it. FileTiger excels at prowling through folders, swatting files into other locations, and saving files not needed right away for a rainy day. He isn't above deleting entire folders and folders within folders, but only pounces on command.

But aren't Tigers loners?

Some are. But the FileTiger knows who your friends are. He finds your file viewer and ZIP utility and text file editor, and sends files to them, doing whatever it takes to get them out of the jungle. He can launch files and run programs, send them for viewing or backup and send them for recycling. (Gotta keep the file jungle clean.)

Can you train a FileTiger?

Yes. It's best to start by letting a FileTiger train *you*, by starting FileTiger in Novice Mode, which asks permission for anything that makes changes to your file jungle. With practice, continue training in Standard Mode, which tells FileTiger *not* to ask permission for copying small groups of files and to show Read-Only files. Finally, train your FileTiger in Pro Mode, which won't ask permission to copy or move anything unless the group of files is larger than you've given permission for. In any case, domesticating your FileTiger starts when you press F12 or choose Tools, from the menu.

Just what is the ancestry of a FileTiger?

FileTigers look a lot like Siberian Tigers. They are, however, smaller, faster, and fiercer, and have far more consistent manners. They don't usually eat red meat, instead preferring a nibbler's diet of bits and bytes, although they do occasionally devour the odd pack rat.

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New Features and Version History

FileTiger™ 2.00

Support added for Windows 10:

FileTiger can now install and run in Windows 10. Installation for multiple users has been simplified; install once and FileTiger is available to all users. Font size for file and folder lists can now be set from 8 points up to 20 points.

FileTiger™ 1.32

New Option for file copying, tree copy, and delete: Skip file size calculation:

Many users have been backing up data partitions or folders to an external hard drive, mostly using the Tree Copy button, with the 'Newer and Missing' option. But for these multi-Gb file sets, adding up all the files before asking permission to copy just took too long. There is a new setting "Skip file size calculation when very large" that will start adding the files, but stop (and proceed with asking permission) if the set is clearly larger than double the file copy limit set in [Settings](#).

FileTiger™ 1.3

Wild Card file renaming:

The "Rename..." button has new options. You can rename a group of files all at once, by entering text to add before or after the existing filename, or you can replace the file extension, or you can convert the selected filenames to all upper case or to all lower case. For digital photographers, adding the name of an event or trip to the numbered filenames created by the camera will make it easy to manage photographs, while still keeping the images in time order.

File right-click (popup menu) new features:

"List file details to Clipboard" can list file date, time, size, and name to clipboard, one file per line.

Columns are separated by tabs, so a file list can be imported into a spreadsheet, a database, or a table in a word processor.

"Copy path to clipboard" copies the selected folder's full path to the clipboard. This is handy when you have to enter a long path into another program that won't let you browse quickly to a special folder.

Folder right-click (popup menu) new features:

"Copy path to clipboard" can copy the currently-selected folder path to the clipboard. It's handy for capturing and pasting long paths into other programs that can't navigate directories easily.

General:

Add popup message on attempting to open or edit more than X files, with user setting for X.

VIEW now sends files to the default browser, and not to QuickView.
The VIEW right-click option can now view multiple files, up to the same limit as edit/open.

Startup folders: If no folder is on the command line or in options for startup, FileTiger will show the system Documents folder.

Support for Windows XP has been added to setup program.

The help file has been rewritten and expanded in HTML-help format. For users who cannot read HTML-help, other editions of the help file are available online and in the retail edition.

FileTiger 1.2**File right-click (popup menu) new features:**

'Read file to clipboard' can now handle many bitmap graphics formats, in addition to text files.

'Edit as text' can now send up to 10 files for editing simultaneously.

'Copy filename to clipboard' and 'Copy path\filename to clipboard' have been added.

When no files are selected, new menu items appear for Refresh Side, Select All, or Zip All.

New menu features:

Added 'Show Startup Folders' (Shortcut: Control-F) to reset displayed folders to the startups chosen in Settings.

'Add Masks' (Shortcut: F9) now remembers up to ten masks from previous sessions.

Folder right-click (popup menu) new features:

'Copy folder to far side' now confirms copy in Novice Mode, or when the Copy confirmation limit is exceeded. Choose modes or set confirmation limits in .

Folder deletion confirmation message now includes the name of the folder chosen for deletion.

General:

When using a CDRW disk with packet writing, such as Adaptec's DirectCD, FileTiger recognizes the DirectCD format, and treats the disk as writable.

displays status messages for files that are skipped, when using the 'Copy Newer and Missing' option, providing visual confirmation that work is still progressing when two large drives are being compared.

The file masks list now changes color to blue if any mask other than *.* is selected, as a visual reminder that not all files are displayed.

Screen messages provide more information.

Contact information updates: New ordering and support mail and phone information, added pad_file.xml descriptions file (Trial edition only).

Bug fixes and enhancements: Select Matching Files and Select Newer Files now work properly, even on a network drive. Right-click file options available now match button options. When setting file attributes, setting one attribute, (for example, Hidden) does not change any other attributes (for example, Archive)

FileTiger 1.11

No new features--improvements made in network drive handling.

FileTiger 1.1

Network support:

Added Network Neighborhood drive listing in File Open browse dialogue (File menu, shortcut Ctrl-O). Standard network drive names (UNC or Universal Naming Convention), such as //server/drive-c/, are now allowed.

Folder right-click (popup menu) new features:

Added folder delete and folder copy in the right-click popup menu for folder list.

New menu features:

Added 'Select Files Matching a Mask' feature (Select menu, shortcut F11). Clicking on Pro, Standard, or Novice mode in menu bar now brings up the Settings box.

New command button features:

New Folder option can now create multiple folders at once, such as c:\new\new2\new3. Added option to Tree Copy and to folder copy to copy either all files, or only Newer & Missing files, and Settings box entry for defaults.

Keyboard Shortcuts and the Active Side

Added enhancements for keyboard users, including the use of the Del key to delete selected files on the Active Side (white) of FileTiger, as well as using End, Home, PageUp/Down, Up/Down Arrows, and the first letter of a filename to skip to the position in the file list showing the first file matching the letter typed. Consecutive files can be selected from the keyboard by holding down the Shift

key while moving up or down the list with the arrow or page keys.

Show Startup Folders

A new Control-F shortcut and an entry in the Files Menu allow you to return to the startup folders defined in Options without restarting FileTiger.

Version 1.1 no longer requires third-party control files threed32.ocx and comct232.ocx.

FileTiger 1.0

Initial release.

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Troubleshooting

For the latest support information, visit the FileTiger web site at <http://www.filetiger.com>. If you use the option in the Tools menu, shown as *Visit FileTiger on the Internet*, you will go directly to a page showing information for this version of FileTiger, including (as appropriate) upgrade information, bugs and bugkillers, and frequently asked questions.

Frequently Asked Questions--Settings

"OK, I've been working with FileTiger for a while now, and I have a feel for what it can do. Now, how do I reduce the confirmations for moving and copying and so on?"

Go to Tools, Settings, and select Normal Mode or Pro Mode. These modes won't ask you "Do you really, really, want to do that?" as much. You can also set the Confirm Operation levels higher or lower in those modes, so that FileTiger will only ask permission if you are copying or deleting a set of files larger than the limit you have chosen. FileTiger always confirms deletions of non-empty folders, and tree-copying.

"I can't change the Copy or Delete confirmation levels!"

You are in Novice Mode, which always confirms all copy and delete operations. Change to Standard Mode, and you'll be able set the confirmation level for Copy operations, or to Pro Mode, where you can set levels for both Copy and Delete.

"I want all files to be visible, including hidden and system files, but I want confirmations on copying and deleting, too. Which mode do I use?"

Choose Pro Mode, and set the Confirm Operation levels for Copy and Delete to 0.

Frequently Asked Questions--General

"Yikes! Some of the buttons have disappeared!!!"

If a folder displayed by FileTiger is read-only, including most optical drives, then all the buttons that can't be used will disappear. You can't move files off a CD-ROM, or copy files to one, without special packet-writing software, so the disappearing buttons serve as a reminder of where you are working.

"I copied files to the root of the C: drive, and they don't show up in the folder, when viewed through Windows."

Modern versions of Windows, usually 7 and above, don't allow writing some file

types to the root of the C: drive, as a security measure. In order to not break older programs that write there anyway, Windows places these files in this hidden system folder:

C:\Users\

Best practice: Don't write files to the root folder of C:

"Is there a quick way to erase a USB flash drive?"

Yes. With the root folder of the floppy displayed, click the 'Delete Folder' button on the Near Side. FileTiger will erase the entire disk.

"I wanted to backup my c:\mydocs folder, so I displayed c:\mydocs on one side of FileTiger, and a SuperFloppy's root folder on the Far Side, and clicked the Backup button on the near side. FileTiger copied all the files and subfolders, but it didn't create a 'mydocs' folder."

Correct. If you copy from the file list, using any button, FileTiger will work on the contents of the file list, and never the folder list. The folder c:\mydocs isn't in the folder you displayed, but one level up in the folder list.

When you want to copy a folder, and not just its contents, instead of clicking on Backup, click once on the folder name to select it, and then right-click, and choose 'Copy folder to far side.' FileTiger will copy the folder, including the top level.

Better yet, if you are backing up important documents, don't create a 'mydocs' folder. Add the date to the folder name, such as 'MyDocsJanuaryBackup' and use that only in January. Create another folder for each backup set. Remember that when you need a file you've backed up, you'll frequently need an older version so that you can see how it changed in editing, or so that you can go back to a time before major (incorrect or canceled) changes were made to the document.

"I'm running an old computer. When I change CD-ROMs, and then tell FileTiger to display the new disk, it tells me that the drive isn't available!"

Short answer: Wait a few seconds and try again.

You're faster than the hardware. Under the autoplay features for Windows, when you place a CD-ROM in the drive, it may take five to eight seconds for Windows to recognize that a new CD is present. Until Windows sees the CD, FileTiger can't see it, either. When the LED on the CD-ROM drive stops flashing, Windows has found the CD; go ahead and display the CD's folders in FileTiger.

Frequently Asked Questions--ZIP Files

"When I try to Unzip a file, the ZIP utility I've installed on my system takes over from FileTiger, and I have to tell it where to put the files. Shouldn't it place the files on the far side?"

Most ZIP utilities don't know how. Remember that FileTiger is a file synchronizer and an archive shell for running ZIP programs, but it is not a ZIP utility. You can check the Accessory Programs list to see if another advanced ZIP utility would work better for you. However, if all you need is basic opening and creation of ZIP files, it's easier to just use the included InfoZip programs. To tell FileTiger to use InfoZIP, select Tools, Settings, and add a check mark at the option "Always use InfoZIP for creating and opening ZIP files."

"I have a fancy ZIP utility installed, but when I select files to ZIP, FileTiger uses InfoZIP instead."

If the ZIP utility in use hasn't been tested at Science Translations (see Accessory Programs), FileTiger won't know how to send it all the information that it needs, including the list of files, the name of the file to create, and where to place the new file. Rather than guess, FileTiger will default to using InfoZIP when it doesn't recognize your ZIP utility. If you want to have your favorite utility added to the list, contact both Science Translations and the author of the ZIP utility, and let us know.

"I don't need advanced features for ZIP files--I just need to read them! Do I need a separate ZIP utility?"

No. Use InfoZIP. If you don't have any program installed that has assigned the 'ZIP' extension to itself in the Windows list of File Types, then no setup is needed; FileTiger will use InfoZIP automatically. If any program has been assigned, when you try to open a ZIP file, that program will launch. You could identify and uninstall that program, or you can override it by telling FileTiger to use InfoZIP: select Tools, Settings, and add a check mark at the option "Always use InfoZIP for creating and opening ZIP files."

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Acknowledgments

FileTiger incorporates compression code (in zip.exe and unzip.exe) from the Info-ZIP group. There are no extra charges or costs due to the use of this code, and the original compression sources are freely available from <http://www.info-zip.org>

FileTiger will use your default ZIP utility for unZIPping files, if you tell it to in Settings. If you don't have a program installed for ZIP files, FileTiger will automatically use the InfoZIP program instead. You may want to use InfoZIP even if you have another ZIP program, because InfoZIP can automatically decompress a ZIP file into the folder shown on the far side, and most ZIP utilities will have to be told where to unZIP to.

If you need advanced ZIP features, including encryption or folder inclusion, you should install a specialty ZIP utility from those available that work with FileTiger--see Accessory Programs.

If you would like to always use InfoZIP, add a check mark in the Tools/Settings screen of FileTiger at the option, *Always use InfoZIP for creating or opening ZIP files*.

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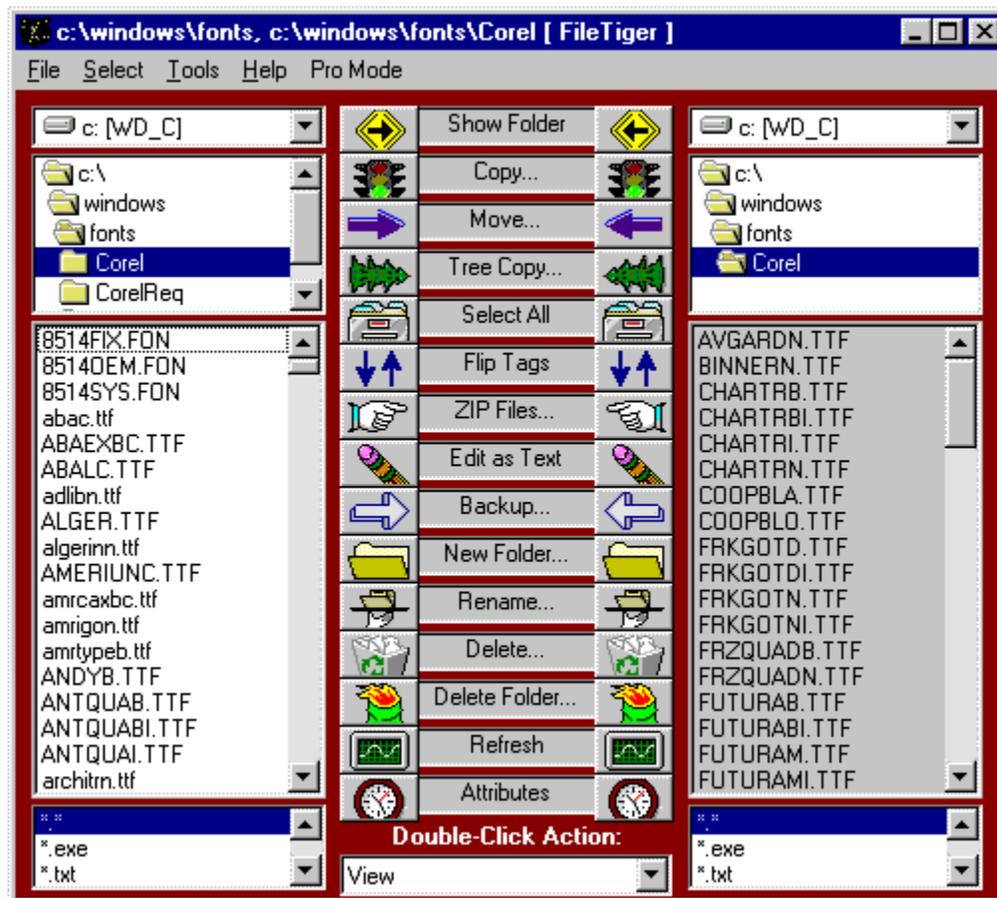
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Main Screen



Show Folder

Shows the folder currently highlighted from the near side on the far side .

Copy . . .

Copies each selected file to the other file list.

Move . . .

Moves each selected file to the other far side.

Copies the current directory to the far side, including folders and their contents, including files that are not currently displayed because of the current selections for file mask or file attributes. In Novice Mode, asks whether to copy ALL files, or New & Missing files only. In Standard & Pro modes, the prompt can be skipped--see .

Select All

Selects all files listed on the near side.

FlipTags

Reverses selected and unselected tags on the near side.

ZIP Files . . .

Sends selected files on the near side to the program that opens ZIP files on your system, and place the resulting ZIP file in the directory shown on the far side. To expand a ZIP file, select it, and then choose Open from the right-click menu.

Edit as Text

Sends first highlighted file to your text editor. Uses whatever program would automatically be used for files with a TXT extension on your system.

Backup . . .

Copies files from the near side to the far side, if missing from the far side, or newer than those found there. For a large folder, much faster than copying all files.

New Folder . . .

Creates a new folder in the current directory on the near side.

Rename . . .

Renames each selected file.

Delete . . .

Deletes selected files on the near side. Files are sent to the Windows Recycle Bin.

Delete Folder . . .

Delete the current folder on the near side, including contents. Files are sent to the Windows Recycle Bin.

Caution: If the folder to be deleted is not empty, FileTiger will always display a message asking for confirmation, and showing how many files and folders will be removed. If you are using the File Mask option, below, or if the folder contains hidden files, the file list may appear to be empty, although the folder is not. Always READ the confirmation message to be sure that what you think you are doing is really what will happen.

Attributes

Shows file settings, size, date, used and free space.

Refresh

Updates lists on the near side.

Double-Click Action

Selects what the program should do when you double-click in the file list. This setting is remembered between sessions of FileTiger.

File Mask

Shows the file mask currently in use, usually *.*. You can add file masks from Tools, Add File Mask (shortcut F9)

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File Attributes

Set Date/Time

Clicking on the Set Date/Time check box expands the Information box so that you can enter a time and date for the selected files. Click on 'Done' to apply the new date and time.

Hint: You cannot set an odd number of seconds, such as 15. This is a limitation built into how file times are stored by the operating system.

FileTiger always displays four-character years, but will accept a two-character year. Like any software that accepts two-character years, FileTiger uses a *windowing* technique to interpret what you intended. The window for the 20th Century runs from 30 to 99, and the window for 21st Century dates runs from 00 to 29. For example, if you enter the year as 02, FileTiger will assume that you mean 2002, and if you enter the year as 57, FileTiger will assume that you mean 1957. It is always better to enter the year as a four-digit number, or glance down at the line below the date entry box, where FileTiger shows the long version of the date as a confirmation.

Set Attributes

Clicking on the Set Attributes button applies the checked entries for Read Only, Hidden, System, and Archive to all the selected files. If you don't make any changes here, no settings will be changed.

Show Folder Properties

Clicking on the Show Folder Properties buttons opens the Windows properties box for the folder currently displayed. Depending on the characteristics of the system and drive, different pages may be displayed, showing network sharing, compression, and drive usage.

Caution: It is possible to hide a folder from this screen, but it is not possible to unhide or reveal the folder again from within FileTiger. Revealing a hidden folder can be done from inside Windows Explorer.

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File Right-Click Selections

View

Sends first selected file on near side to file viewer.

Open

Opens or runs first selected file on near side. Use this option to open ZIP files.

Add to ZIP

Prompts for ZIP file name to create and sends all selected files to ZIP program. The ZIP file will be created in the folder shown in the far side. See .

Read to Clipboard

Reads text files and many bitmap graphics file formats to the clipboard. Limited to what the Windows clipboard can store.

Copy to far side

Copies all selected files from the near side to the far side.

Move to far side

Moves all selected files from the near side to the far side.

Rename

Prompts for new filename for each selected file on the near side.

Copy file to New Name

Prompts for a new file name and creates a copy of the first selected file on the near side. New file is placed in the near side folder.

Edit as text

Uses default system editor for TXT files to edit first selected file on the near side. See .

Delete

Deletes selected files on the near side.

Copy filename to clipboard

For each selected file on the near side, copies the filename to the clipboard, one file per line.

Copy path/filename to clipboard

For each selected file on the near side, copies the filename with complete path to the clipboard, one file per line.

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Folder Right-Click Selections

Properties

Shows the Windows Properties dialogue box for the selected folder.

Rename Folder

Prompts for new name for the selected folder on the near side.

Show on far side

Displays the selected folder on the far side's drive, folder, and file lists.

Copy folder to far side

Copies the selected folder to the open folder displayed on the far side. Uses the same settings as Tree Copy to determine whether to copy All files, or only Newer & Missing files.

Delete folder

Deletes the selected folder, including files and subfolders.

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Masks

Displaying Files with a Mask

File masks display at the bottom of the FileTiger screen. You can add a file mask in Tools, Add File Mask (shortcut F9). Up to ten file masks can be entered, and are remembered between work sessions. The default file masks *.* , *.exe, *.txt, *.doc, *.htm, and *.pdf are always displayed.

If any file mask other than *.* is selected, FileTiger changes the file mask list to blue as a visual reminder that not all files are showing.

Selecting Files with a Mask

(Shortcut F11)

Uses a file mask that you enter to select files that match a pattern, with options to select on both or either sides, and with or without matching case. You can use any standard wild card characters in the file mask. For example, "Meeting?.txt" or "*.CDR" are both OK.

Matching upper and lower case filenames is rarely needed; the default setting is to not match case.

What's a file mask?

File masks date back to the DOS days, and are still useful and fully supported in 32-bit Windows. A mask is creating by substituting wild card characters for the text in a file name, chosen separately for the filename and the extension, which are separated by a period.

Reminder: 32-bit Windows, by default, does not show the extensions for most files. This is an option that can be turned off or on, Control Panel, View, Folder Options (varies with version of Windows). When the option is on, a filename such as "December Sales Letter.DOC" will display in most programs as "December Sales Letter". If you also have a file named "December Sales Letter.PDF" then there will be two files listed in My Computer or Windows Explorer that appear to have the same filename.

FileTiger will ALWAYS show the extension. In the example above, the DOC and PDF extensions would be visible no matter what extension settings are chosen for Windows.

Examples:

* means any number of characters.

? means one character.

. means any filename with any extension.

*.txt means any filename, with the extension 'txt'. This would match name987.txt and letter.txt, but not letter.doc

project9*.plan means any filename starting with 'project9', with the extension 'plan' including 'project9201.plan' but not 'project8915.plan'.

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Network Support

FileTiger™ can copy and backup files over a network. It isn't necessary to assign or map drive letters to hard drives on PCs across the network; FileTiger can browse to any drive that allows access. To display a network drive, press Open (Control-O), click either of the file icons on the right, scroll down to Network Neighborhood, and click on the plus sign to expand the list, and pick the drive to work on.

If the drive or folder that you need to show to has a password, and you have not already entered the password, then you **MUST** browse to the drive and enter the password in Network Neighborhood, by choosing File, Open (or Control-O), clicking the folder icon, scrolling down to the Network Neighborhood icon, and browsing to the folder needed, and enter the password when requested. You may enter a network path directly using an UNC path, such as \\TOWER\C\WINDOWS, only if the password has already been entered or is not needed.

There are some things to be aware of when using any backup or file management software across a network, not just in FileTiger:

- 1) If you delete files from another PC, they will generally NOT go to the Recycle Bin, but will be immediately and permanently deleted.
- 2) Think before you backup across a network. Backups should be from local PC to network drive, or network drive to local PC, but avoid backups from network drive to network drive that are run from a third PC.

For example, with a three-computer network, with your master data files on PC 1, your secretary working at PC 2, and a SuperFloppy on your PC 3 machine, you may be tempted to tell your secretary to start up FileTiger when finished with a big project, and back up the data files to the SuperFloppy. That's the slow way to back up; the backup should be run from PC 1 or from PC 3, so that either the source drive or the destination drive is local. Working from PC 2 is convenient, and will work, but both drives are out on the network, so the files are going to travel across the cable twice, going from PC 1 to PC 2 to PC 3, and the backup will take twice as long as if done from either of the two local machines.

- 3) Keep in mind that you must have the correct rights to read and write files across a network; your network supervisor can tell you what you can do, and what you can't. For example, you might have rights to copy a file to your local drive, but not to erase the file on the network server.

When working on files on a machine that is not your own, error messages may occasionally be only partially correct. You may see an error that says that a "file could not be renamed" but the real error is "this user isn't allowed to rename files

in this folder".

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Open Folders

Enter the paths to the folders to display. The top entry is for the left file list; the bottom entry will show on the right file list.

To select from a folder list, click the folder button at the right.

Hint: When entering the root folder of a drive, such as **g:**, only the first letter is necessary.

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Renaming Files

You can rename a group of files all at once, by entering text to add before or after the existing filename, or you can replace the file extension, or you can convert the selected filenames to all upper case or to all lower case. For digital photographers, adding the name of an event or trip to the numbered filenames created by the camera will make it easy to manage photographs, while still keeping the images in time order.

Individual File Renaming

Select the files to be renamed and click on Rename... on the near side. FileTiger will show the first selected filename. You can edit the filename, or type over (replace) the selected text. Click OK or press Enter; FileTiger will show the next selected file.

These characters are not allowed in Windows filenames: | < > \ ^ = ? / [] " ; , *

UPPER/lower Case

Select the files to be renamed, click on Rename... on the near side, and then click on either of the case buttons at the bottom of the screen. All the selected files will be renamed, as needed for all UPPER or all lower case.

The lower case conversion is particularly useful for website developers who are using Unix web hosting, where case matters, and <http://www.filetiger.com/TEST.html> is a different destination than <http://www.filetiger.com/test.html>. Keeping all filenames in lower case can make a web site much easier to manage.

Wild Card File Renaming

Select the files to be renamed, click on Rename... on the near side, and then enter a wild card mask, as below, and click on OK or press Enter. A confirmation screen will appear--confirm that the mask will do what you planned, and click on either Yes to continue to the next confirmation, Yes to All to complete renaming all files using the same mask, or Cancel to stop immediately.

Wild card renaming starts when you enter a wild card mask, so you can start renaming selected files manually, and then continue or complete the renaming task with a wild card mask for all remaining files.

Creating a Mask

Use * to represent the existing filename, or *. to represent the existing filename without the extension.

Anything typed before the * will be added before each filename.

Anything typed after the * will be added after every filename.

When using *. anything typed after the period will REPLACE the extension.

A mask may use BOTH text before and after the * or *. characters.

Examples

If the files D0123.JPG and D0124.JPG are selected, here are the results of several masks:

Vacation 2004 *: Vacation 2004 D0123.JPG, Vacation 2004 D0124.JPG

***-bad:** D0123.JPG-bad, D0124.JPG-bad

Anniversary Party-*.jpg: Anniversary Party-D0123.jpg, Anniversary Party-D0124.jpg

Careful: to replace an extension, the period must follow the asterisk:

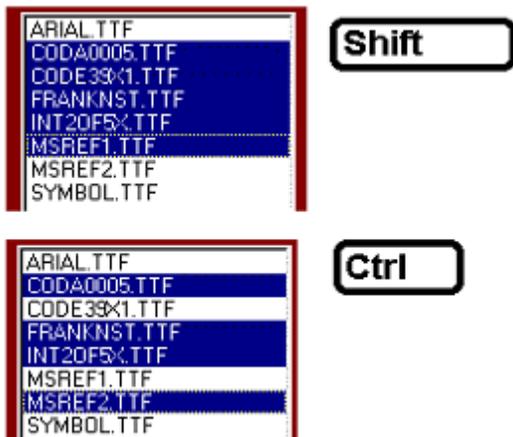
***.jpg:** D0123.jpg, D0124.jpg

***.jpg:** D0123.JPG .jpg, D0124.JPG .jpg

Careful: if you change an extension, Windows treats the renamed file differently when you try to open it. This is both useful and dangerous. Renaming a damaged configuration file from settings.cnf to settings.old will inactivate it (in some programs). Renaming a photograph from pic.jpg to pic.txt will make Windows try to open it as a text file, and will fail.

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Selecting Files



To select multiple consecutive files, click on the first file, hold down Shift, and click on the last file.

To select multiple files, click on the first file, hold down Control, and click on each file individually.

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Settings

Startup Folders

The folders entered here will be displayed automatically every time the program starts, unless folder names are entered on the command line. If folder names are entered onto the Properties / Shortcut / Target entry in the properties for the program, those folder names will override those shown in the Startup Folders option.

Copy - Confirm operation when size is greater than (in MegaBytes):

In Standard Mode or Pro Mode, file copy is confirmed only if the size of the set of files to be copied is greater than the number set here. In Novice Mode, all file copy operations are confirmed.

Skip file size calculation when very large:

When copying or deleting large sets of files, this option will skip adding up all the files if the set is larger than double the file copy limit. If you are backing up entire partitions to external drives, this will save the time of adding up those files automatically, once FileTiger recognizes that the file set is big, which is defined here as double the size of the Copy limit (see above). The setting is off by default, and is not available in Novice Mode.

Delete - Confirm operation when size is greater than (in MegaBytes):

In Pro Mode, file deletions are confirmed only if the size of the set of files to be deleted is greater than the number set here. In Novice Mode and Standard Mode, all file deletions are confirmed.

Tree Copy option for copying All or New & Missing Files:

When using the Tree Copy feature In Novice Mode, FileTiger will always ask whether to copy all files, or only files that don't already exist on the far side, or exist with older file dates. In Standard and Pro modes, you can set this option to copy all files without asking, to always copy only newer and missing files, or to ask each time.

Note that if you set this option to not ask, but the group of files to be copied is larger than your Copy limit (above), FileTiger will still confirm the copy process, but not ask which files to copy.

If you maintain project folders that include subfolders, and back them up on another drive, such as a portable USB drive or a network location, copying only the New & Missing files and folders will be vastly faster than recopying every file in a large project folder.

Pro Mode, Standard Mode, and Novice Mode

The mode setting allows you to quickly change between different operating methods. Modes are remembered when you exit the program. Files chosen

as visible can be changed from the File menu, but those changes are not saved when FileTiger closes

Pro Mode

In Pro Mode, all files are visible, including hidden, system, and read-only files. No prompts appear confirming file copying or deletion unless the combined size of the files involved is larger than the limits set in the Confirm Operation box.

Standard Mode

In Standard Mode, system and hidden files are not visible. No prompts appear confirming file copying unless the combined size of the files involved is larger than the limits set in the Confirm Operation box. File deletions are always confirmed.

Novice Mode

In Novice Mode, hidden, system, and read-only files are not visible. File copying and deletions are always confirmed.

Always use InfoZIP for creating and opening ZIP files.

By default, FileTiger will use your installed ZIP Utility for opening ZIP files, and will also use the default ZIP utility for creating ZIP files if the utility is one that FileTiger recognizes, and knows how to send a list of filenames. Otherwise, FileTiger uses the freeware InfoZIP programs for creating and opening ZIP files. These InfoZIP programs are installed in the same folder as FileTiger.

If your needs for ZIP files are basic, and you don't need the advanced features available in a full ZIP utility, InfoZIP may be adequate, and easier to use than many more complex programs.

If you want to always use InfoZIP, even if another ZIP utility is available, place a check mark in the option box.

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Tree Copy Options

Tree Copy can copy all files, or only the newer and missing files. Both options include files in subfolders and files not currently displayed because of the current selections for file mask or file attributes. In Novice Mode, asks whether to copy ALL files, or New & Missing files only. In Standard & Pro modes, the prompt can be skipped--see [Settings](#).

All Files

When copying all files, if any files with matching names already exist in the far side, or destination folder, they will be overwritten.

Missing and Newer Files

When copying with this option, FileTiger compares the source and destination folders, and skips any files that have matching names and the same date/time stamp. This is useful for maintaining a backup copy of a large project drive--it is much faster than overwriting every file.

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Working with ZIP files

What's a ZIP file?

A ZIP file has two major purposes. First, it groups together a set of related files so that you can store them or download them as one file. Second, it compresses the files. The amount of compression varies with the type of file, but averages out to approximately a 50% reduction in size, compared with the original file set. A compressed file is also frequently called an archive file. There are other types of archive files; LZH, ARJ, and GZ are still in use in many areas, although ZIP is the most popular in the Windows world.

How does FileTiger work with ZIP files?

FileTiger is not a ZIP program. FileTiger is a file synchronizer and archive shell. That means that some other program that you choose will do the work of creating or unpacking ZIP files. If you don't choose any other program, FileTiger will automatically use the InfoZip programs for working with ZIP files. If you would like to use another utility, go to FileTiger settings (shortcut key is F12), and remove the checkmark next to 'Always use InfoZIP for creating or opening ZIP files.'

How do I unpack a ZIP file?

First, some terminology. OPEN, in Windows, means run a program, edit a text file, play a video file, or do whatever your system associates with a particular type of file. When you install a program, it tells your system what types of files it can work with. When you install a ZIP utility, it tells Windows during setup that it is taking over the job of working with ZIP files. For ZIP files, opening means unpacking the file to recreate the set of files stored inside.

Opening a ZIP file is easy. First, display on one side of FileTiger the folder holding the ZIP file. On the far side, display the folder that you would like to hold the unpacked files. Now right-click on the ZIP file, and choose OPEN from the popup menu. FileTiger will confirm that it is OK to continue, and unpack the ZIP file to the far side.

If you are working with a ZIP utility not listed in the Accessory Programs listing, and the 'Always use InfoZIP' option in FileTiger settings is not checked, then you will probably have to tell your ZIP utility what folder to use for the unpacked files.

How do I create a ZIP file?

First, select the files that you want to ZIP. Next display on the far side the folder that will hold the new ZIP file. Click the ZIP button on the near side, and type in the name for the new ZIP file. A file path is not needed, and neither is a file extension. For example, typing 'ProjectAlpha' will work just fine, and will result in

'ProjectAlpha.ZIP being created on the far side.

I need to include subfolders in my ZIP file. How?

InfoZip provides basic ZIP functions in FileTiger. If you need advanced ZIP functionality, including subfolders, disk spanning, passwords, or multi-disk files, you should purchase a ZIP utility with the features you need. See 'Accessory Programs' for a list of ZIP utilities that work well with FileTiger.

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Accessory Programs

For editing text files, FileTiger runs whatever program your system associates with files with a 'txt' extension. If no matching program is found, the program set to open 'doc' files is used instead.

FileTiger uses the programs on your computer for viewing, editing, and creating ZIP files, when available, and when FileTiger recognizes them and knows how to send them information.

No setup is necessary -- FileTiger pays attention to your system setup, and automatically starts the programs you have installed for these functions.

For creating and opening ZIP files, FileTiger can run whatever program your system associates with files with a 'zip' extension. If no matching program is found, FileTiger will automatically use the InfoZIP programs for handling ZIP files instead, and these programs are included with FileTiger, and are adequate for users who only need basic ZIP file handling. *By default, FileTiger uses InfoZIP; if you want to use another ZIP utility, you must uncheck the 'Use InfoZIP' box in Settings.*

For Viewing files, FileTiger uses whatever program your system has set up as a 'QuickView' application. In many systems, that program is the QuickView program that ships with the operating system.

For help choosing accessory programs that work the way you want to work, visit the FileTiger home page on the Internet for an updated listing of programs that have been tested.

In this version of FileTiger, these programs are known to work with FileTiger:

Text Editors:

Nearly all text editors will work for the 'Edit as Text' option.

ZIP Utilities, Opening ZIP files:

Nearly all ZIP utilities will work for opening ZIP files, but they will generally not know to place the new files in the far folder.

ZIP Utilities, Creating ZIP files:

WinZIP, by WinZip Computing, Inc. Home page at <http://www.winzip.com>

Viewers:

Any add-in viewer that follows the Windows specifications for adding file viewers to Windows will work with FileTiger. This includes the Quick View program that ships with most versions of 32-bit Windows, but is not automatically installed. To add Quick View if it is not already present on your system, these steps should be followed, although they may vary slightly, depending on your edition of Windows:

Open My Computer, Control Panel, Add/Remove Software, and click on the top tab reading 'Windows Setup.'

Click on Accessories, then click the Details button, and add a check mark next to Quick View. Click on OK as needed to exit. Windows may ask for your setup CD or disks so that it can copy the files needed.

There is also an enhanced edition, QuickView Plus, available directly from its publisher, online at <http://www.avantstar.com/>

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Uninstallation

To uninstall FileTiger, go to Control Panel, Uninstall a Program. Click once on FileTiger in the list, and then click the Uninstall link at the top of the list to start the FileTiger uninstall program.

FileTiger does not install any custom components to any location other than the folder chosen during setup. There are no auto-start programs, no changes in file association settings, and no changes in Windows settings. If a manual uninstallation is needed, just delete the FileTiger program folder and the menu shortcuts and desktop icon; nothing else is required.

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Shortcuts

ESC (Escape) Cancels most multiple-file operations immediately.

Tab, Switches to the opposite file list.

F1, Context-sensitive help

F2, Increase font size (up to 20 points)

F3, Decrease font size (down to 8 points)

F4, Reset font size (10 points)

Alt-F4, Exit program.

F5, Refresh both sides.

F6, Select matching files.

F7, Select newer files.

F8, Select files with archive bit set.

F9, Add file mask.

F10, Activate pull-down menus from keyboard.

F11, Select files matching a mask.

F12, Display Settings box.

Control A, Shows all files, both sides.

Control F, Shows the startup folders on both sides. Select these in Settings (F12)

Control H, Toggles show hidden files on or off.

Control N, Toggles show normal files on or off.

Control O, Displays the Open Folders box.

Control R, Toggles show read-only files on or off.

Control S, Toggles show system files on or off.

While in a file list, more keys are useful:

Shift, To select multiple consecutive files, click on the first file, hold down Shift,

and click on the last file.

Shift, Hold down Shift while scrolling up or down with the arrow keys or PageUp/Down keys to select a group of consecutive files.

Control, To select multiple files, hold down Control and click on each file individually.

Home, Go to the top of the file list.

End, Go to the bottom of the file list.

Page Up, Go up one screen at a time.

Page Down, Go down one screen at a time.

Up Arrow, Go up one file at a time.

Down Arrow, Go down one file at a time.

Letters, Go to the first file starting with any character.

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File Menu

Open . . .

(Shortcut Control-O)

Starts the `Open` dialogue box, allowing you to select new folders to display on either the left or right file list.

Show All Files

(Shortcut Control-A)

Show all files, including hidden, read-only, and system files. This setting is not a toggle, or on/off setting. To turn off viewing of files, use the individual options listed below.

Show Normal Files

(Shortcut Control-N)

Turns on or off viewing of normal files. Checkmark appears when ON.

Show Hidden Files

(Shortcut Control-H)

Turns on or off viewing of hidden files. Checkmark appears when ON.

Show ReadOnly Files

(Shortcut Control-R)

Turns on or off viewing of read-only files. Checkmark appears when ON.

Show System Files

(Shortcut Control-S)

Turns on or off viewing of system files. Checkmark appears when ON.

Show Startup Folders

(Shortcut Control-F)

Sets both folders back to the startup folders, as set in the `Settings` screen.

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Select Menu

Select Matching Files

(Shortcut F6)

Compares the file lists, and selects the files whose names appear on both sides. Useful for finding files that have been added since a prior backup.

Select Newer Files

(Shortcut F7)

Compares the file lists by name and date. Selects only the newer of each pair of files whose names appears on both sides. Useful for finding files that have been updated since a prior backup.

Select Files Ready for Archive

(Shortcut F8)

Selects each file on either file list which has the archive bit set, which identifies files ready to be archived, or backed up. The bit is normally set, or turned on, by Windows whenever a file is accessed. Backup software normally turns the archive bit off when the file is backed up. If you have not previously backed up your files, all your files have the archive bit turned on.

Select Files Matching a Mask

(Shortcut F11)

Selects all files that match a file mask that you enter, with options to select on both or either sides, and with or without matching case. You can use any standard wild card characters in the file mask. For example, "Meeting?.txt" or "*.CDR" are both OK.

Matching upper and lower case filenames is rarely needed; the default setting is to not match case.

Delete Selected Files on the Active Side

(Shortcut DEL)

Deletes all selected files on the side that is currently active. The active side is shown with a white background.

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Tools Menu

Add File Mask...

(Shortcut F9)

Adds an additional entry to the file mask lists. New entries appear at the bottom of the list, and you'll need to scroll down the list to see them. You can use any standard wild card characters in the file mask. For example, "Meeting?.txt" or "*.CDR" are both OK.

Refresh Both Sides

(Shortcut F5)

Rereads the file and folder lists on both sides. This is useful when an outside program has been run that has created a new file. For example, if you run open a ZIP file, you can press F5 to refresh both sides so that the unzipped files will become visible, if you had the unzipping software extract the files to one of the folders on display.

Increase Font Size, Decrease Font Size, Reset Font Size

(Shortcuts F2, F3, and F4)

Changes the font size display for the folder and file lists. These settings are remembered. The minimum is 8 points, and the maximum is 20 points.

Settings...

(Shortcut F12)

Loads the Settings screen, where you can change modes, or change the startup folders, or change the size settings for confirmation messages.

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Orders

SECURE ONLINE ORDERS:

The retail edition of FileTiger has the name of the purchaser on the startup screen. For single-copy sales, that's a person's name. For site license sales, it is the company name. We don't use activation schemes or hardware locks.

Prices:

Current Filetiger prices for single users and business site licenses are online at <http://www.filetiger.com>

All ordering options appear online; follow the Order buttons.

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Support

Visit technical support online from the FileTiger menu. Click 'Help', 'Check for Updates Online.'

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Upgrades

For FileTiger, you can always check for the availability and costs of an upgrade by using the menu option under Help, Visit FileTiger on the Internet. That option will take you directly to the page for the matching version of FileTiger, and provide the latest news on updates, bug fixes, and enhancements, as needed.

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