

# How I use Total Commander

by Peter Carpenter

In this presentation titled "How I Use Total Commander," Peter Carpenter continues his series on Total Commander by demonstrating the techniques and add-ons he regularly employs. His aim is to showcase the extensive capabilities of this powerful file manager for Windows. Some graphics displayed are replicas of Peter's, as those taken from my Zoom recording were of poor quality.

## Contents of a file

To display the contents of a file in Total Commander, highlight the file in one panel and select Ctrl + Q (Quick-view), and the contents of the file is shown in the other panel. Figure 08.

Alternatively press the *F3 View* button on the bottom left of the Total Commander window and the contents opens in an app called *Lister*. Double-clicking invokes the default program for the file that that file is, e.g. Notepad for .txt or XnView (or Irfanview) for .jpg.

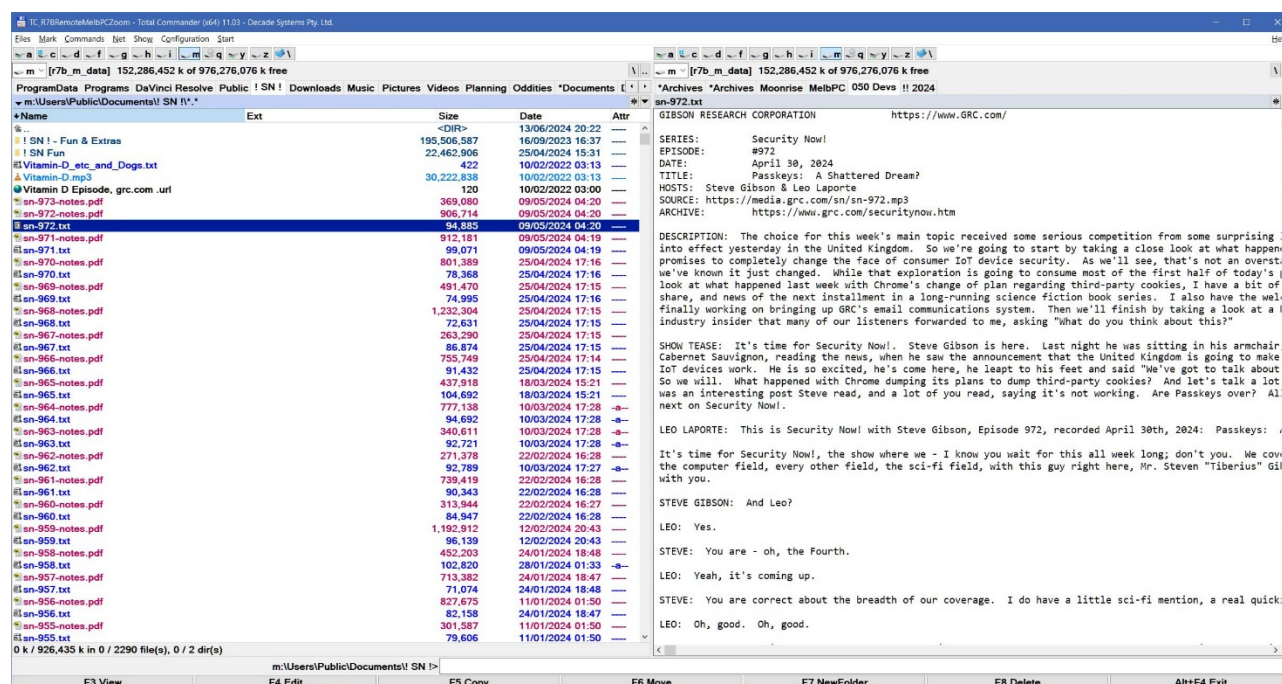


Figure 08 – Preview Contents

## Everything & Search

The search program *Everything* has recently been integrated into Total Commander to search for file names within Total Commander as it makes Total Commander's file Search function exceptionally fast.. Assuming *Everything* is available on your PC, from the main menu it is necessary to select *Configuration* → *Options* → then select *Operation* from the list on the left-hand side panel.

Next tick the *Everything* tick-box to the right. *Everything* will now start with Total Commander. Refer Figure 9.

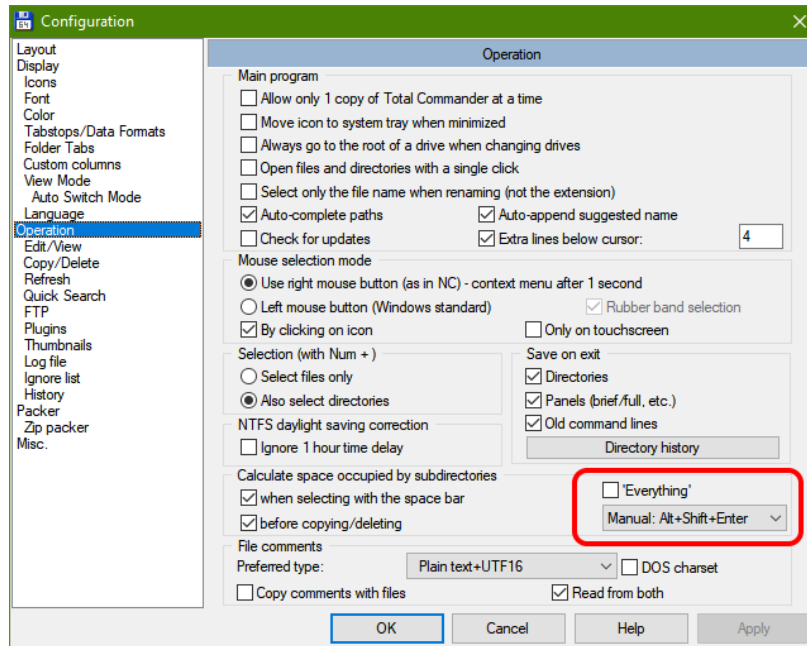


Figure 9 – Enabling Everything

With Everything assisting in the background for a very fast file search, and using the Search function within Total Commander, Peter demonstrated how he searched for the text string “Sue” in a folder that he knew was a file containing the word.

- From the main menu select Commands → Search (or *Alt + F7*) to open the Find Files dialogue box. Figure 10. Peter selected only a few files to make the demo quick. He would search the whole folder tree ordinarily.
- Working within the chosen folder and using the 'Find text' field, the text string “Sue” was entered.
- Next Peter ticked the tick-box for Whole words only, then selected the Start Search button on the top right.

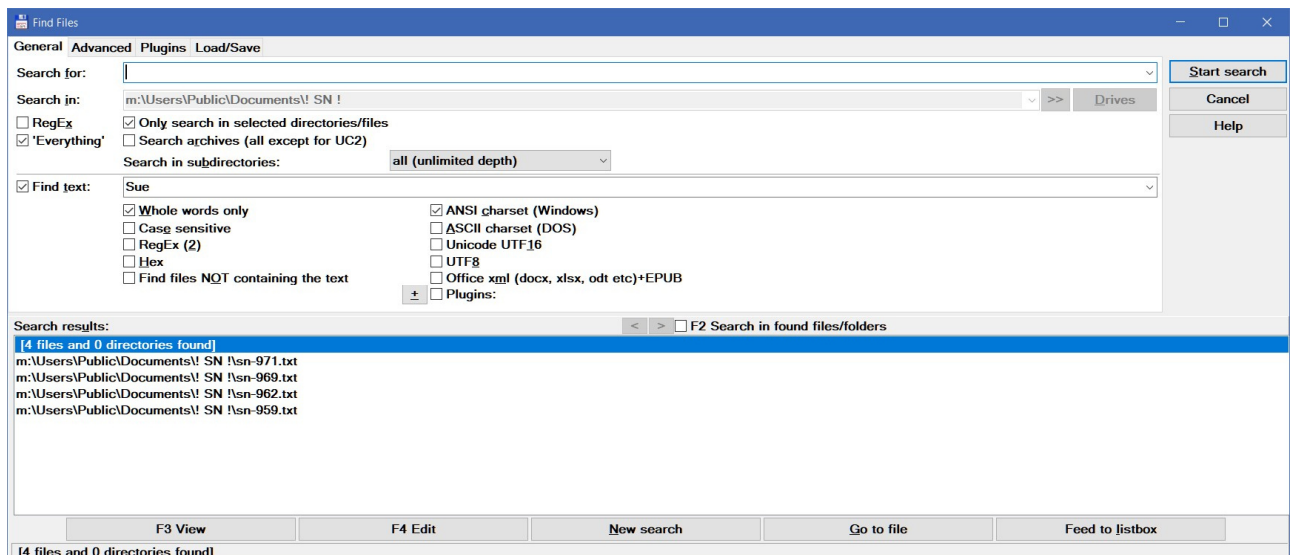


Figure 10 – Find text within files

To open the file viewer app Lister window.

- Within Lister, press F3. It's not necessary to enter the search term “Sue” as Total Commander remembers that setting.

- When the search term is found it is shown in bold text. Press F3 again for the next instance of Sue in that file.
- If it's not the place you're looking for “Sue” you want, go to the next file by pressing N (N for Next, P for Previous), (>> in the Title Bar for next, << in reverse).
- When you're finished, use *Ctrl + R* to refresh the panel (or *Ctrl + PgUp*).

### Copy and move

Peter demonstrated the three techniques available for copying or moving files from Total Commander's left panel to the right panel.

- *Mouse only option.*  
Hold down the right mouse button and drag down the list of files to highlight the list. Once the files are highlighted, to copy use the mouse to drag the list to the right panel. As the file is dragged the dialogue box shown in Figure 11 appears and needs to be confirmed before the process is completed.

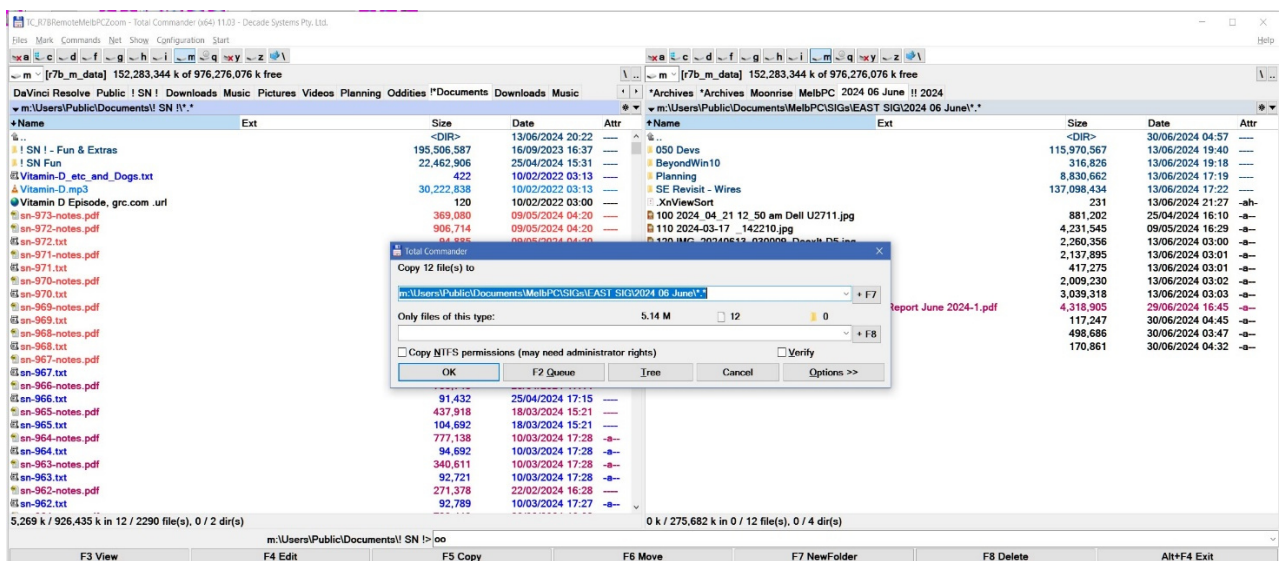


Figure 11 – Copy between panels

- *Mouse and Keyboard*  
Using the standard Windows method, select the first file in the list with a mouse. Hold down Shift and select the last file in the list. Use *Ctrl + click* to deselect any file. Using the mouse, drag the selection to the other panel. This results in a dialogue box appearing where you confirm the copy. Figures 11 & 12.
- *Function Commands*  
Use the *F5 Copy* or *F6 Move* key at the bottom of the Total Commander window.

When files are copied or moved the dialogue box shown in Figure 12 appears and needs to be confirmed before the process can be completed.

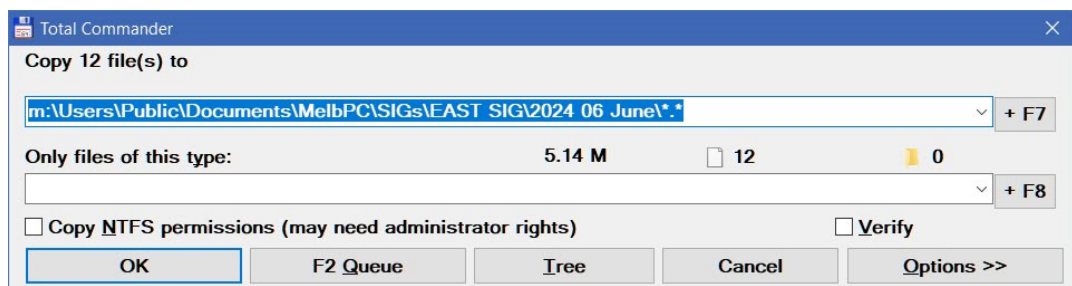


Figure 12 – Confirm copy dialogue box

### Button Bars

Total Commander allows users to create custom button bar buttons that can point to folders, internal commands, and applications. This feature enables users to add buttons and assign actions or shortcuts to them on the button bar. Additionally, a second toolbar is available, which Peter has linked to the main toolbar to use when the first toolbar is full.

### TeraCopy

One of a number of programs Peter has assigned as a button on the toolbar is *TeraCopy*. It's a free program for personal use

Peter uses to copy and verify, when copying files between 2 panels. He uses *TeraCopy* to avoid the intervening dialogue box shown in Figure 12 when copying, thus avoiding the additional step required using the dialogue box.

When copying files using *TeraCopy*, Peter highlights the files to be copied, then clicks on the *TeraCopy* button on the toolbar. The files then immediately appear on the other panel.

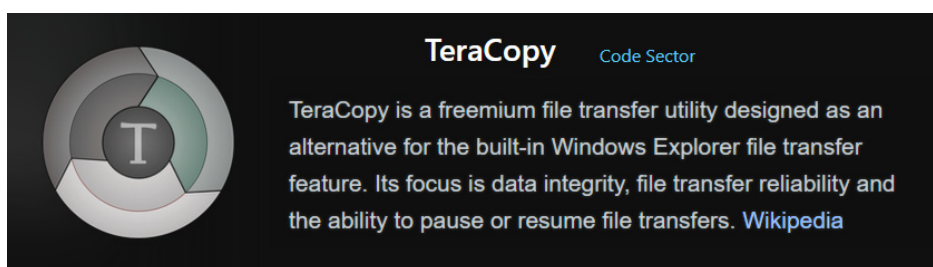


Figure 13 – TeraCopy <https://www.codesector.com/teracopy>

### Change / View file attributes

The attributes of a file can be viewed or easily changed in Total Commander from the main menu by selecting *Files* → *Change Attribute*. Figure 14.

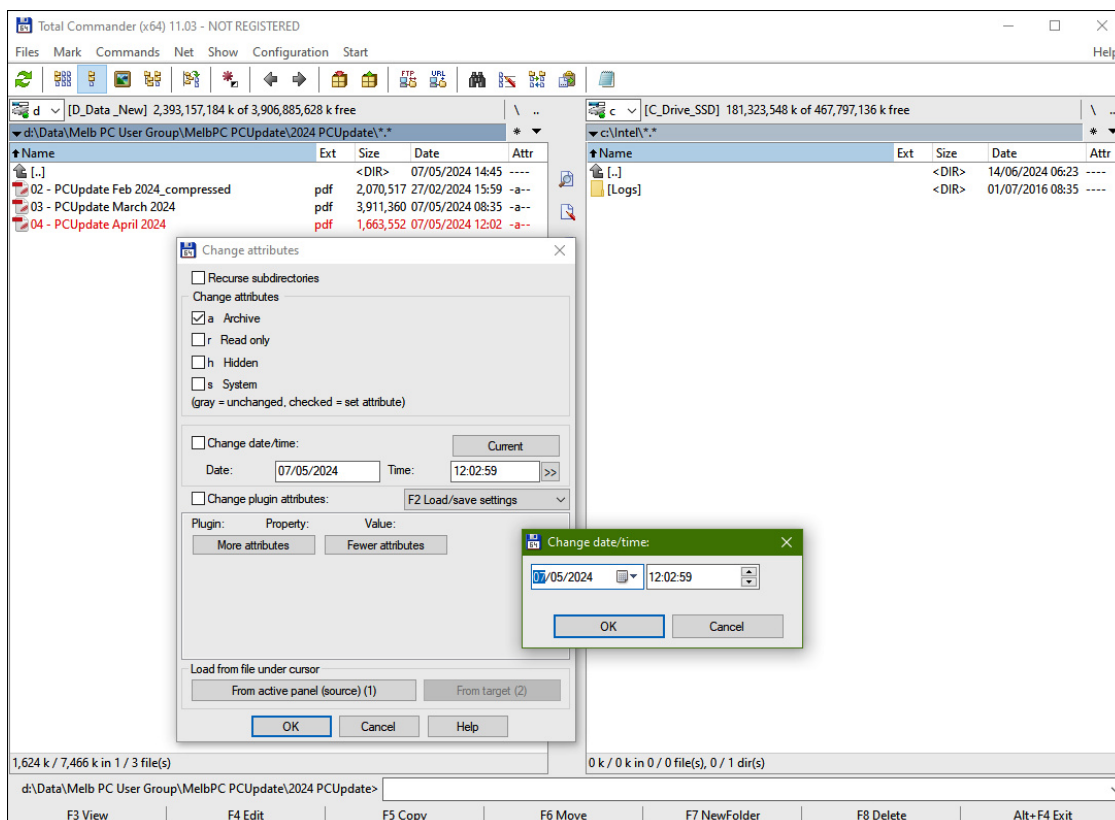


Figure 14 – Change file attributes dialogue

Although available from the main menu, Peter has added the *Change Attribute* command to a button on the toolbar for quicker access to the feature. He demonstrated how to change the date on a file in the window that opens when the *Change Attribute* button is selected. In Figure 14 Peter has selected the *Current* button to change to the files date to the current date and time.

### **ReDate files**

On a second linked toolbar Peter has assigned a button for another small app called ReDate. Peter demonstrated how this app can conveniently change the date of a series of files by increasing the file's date by say, one day at a time. Figure 15.

Peter finds this app particularly useful for copying files for presentations or cloud storage, such as Google Drive or OneDrive. It maintains the list order, which is more convenient than the default setting where uploaded files are stored by date order, regardless of their names.

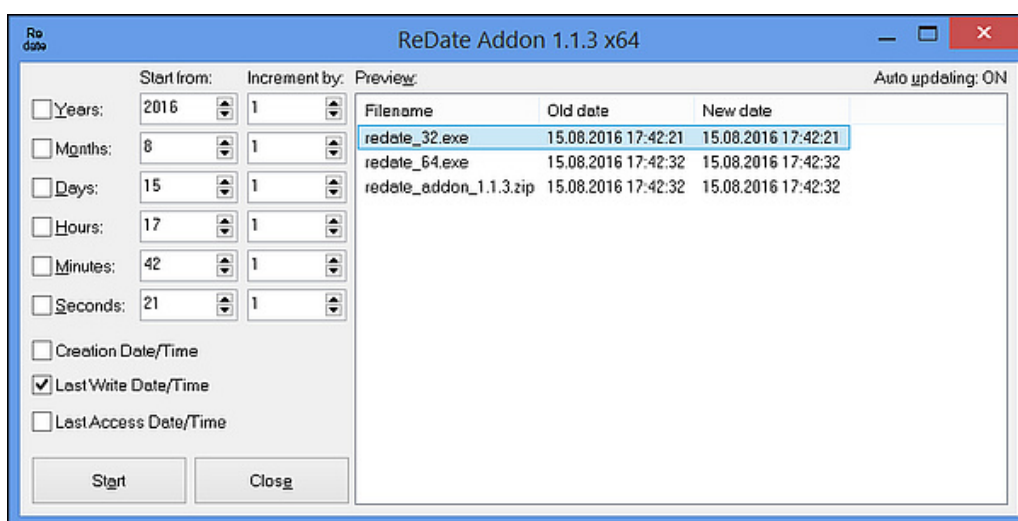


Figure 15 – ReDate dialogue box

### **ExifTool**

Another app Peter has assigned to a button on the toolbar in Total Commander is ExifTool. Exif or Exchangeable Image File Format files, store important data about photographs. Almost all digital cameras create these data files each time you take a new picture. An Exif file holds all the information about the image itself, such as the camera model, exposure level, where you took the photo, and any settings you used.

There are times when a user needs to list photographs in the time and date order that they were taken. To display the Exif date of files, Peter first has to right click on the title bar and select an Exif set of columns previously set up. This adds an Exif column to the file properties displayed. Clicking the Exif date heading will reorder the files in descending or ascending order.

To view or change any Exif data, Peter selected his toolbar button for *ExifTool* GUI from Total Commander's Addons website page to open the app. In the apps right hand side panel, one of the options is a button labelled Exif. Selecting the arrow head below the labelled button opens another window, where a host of Exif information is available. Any changes or additions to the images Exif data can be done from that window. Refer Figure 16.

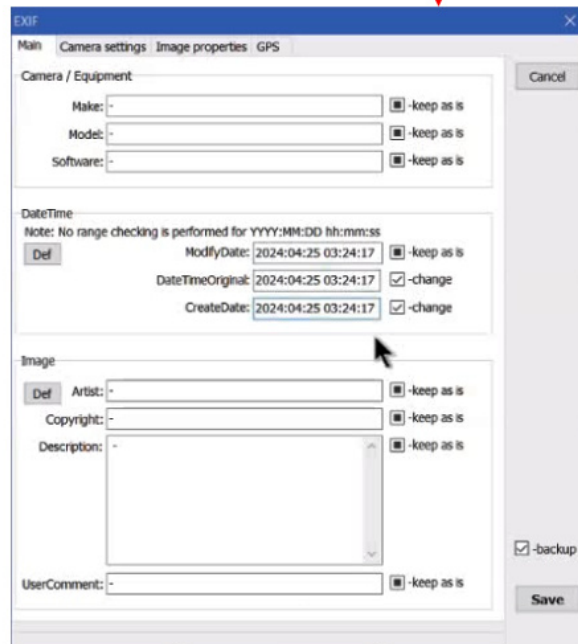
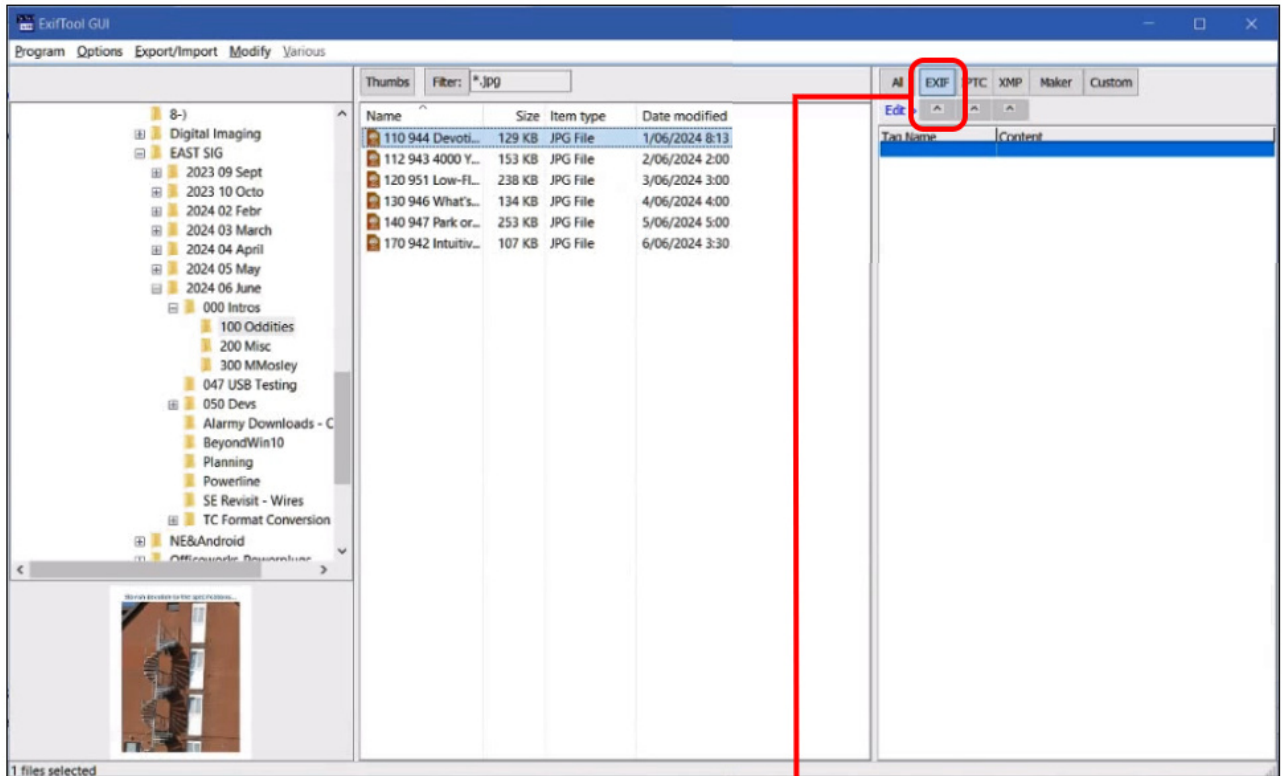


Figure 16 – ExifTool dialogue box

### Multi Rename Tool

The Multi Rename Tool is available within Total Commander from the main menu, by selecting *Files* → *Multi Rename Tool* or by its shortcut *Ctrl + M*. This is a tool Peter uses to add a date to the start of a file name to maintain the order of files in a folder. This feature is also useful to adjust dates by time if you moved to a different time zone or forgot to adjust your camera for a daylight savings time. Figure 17.

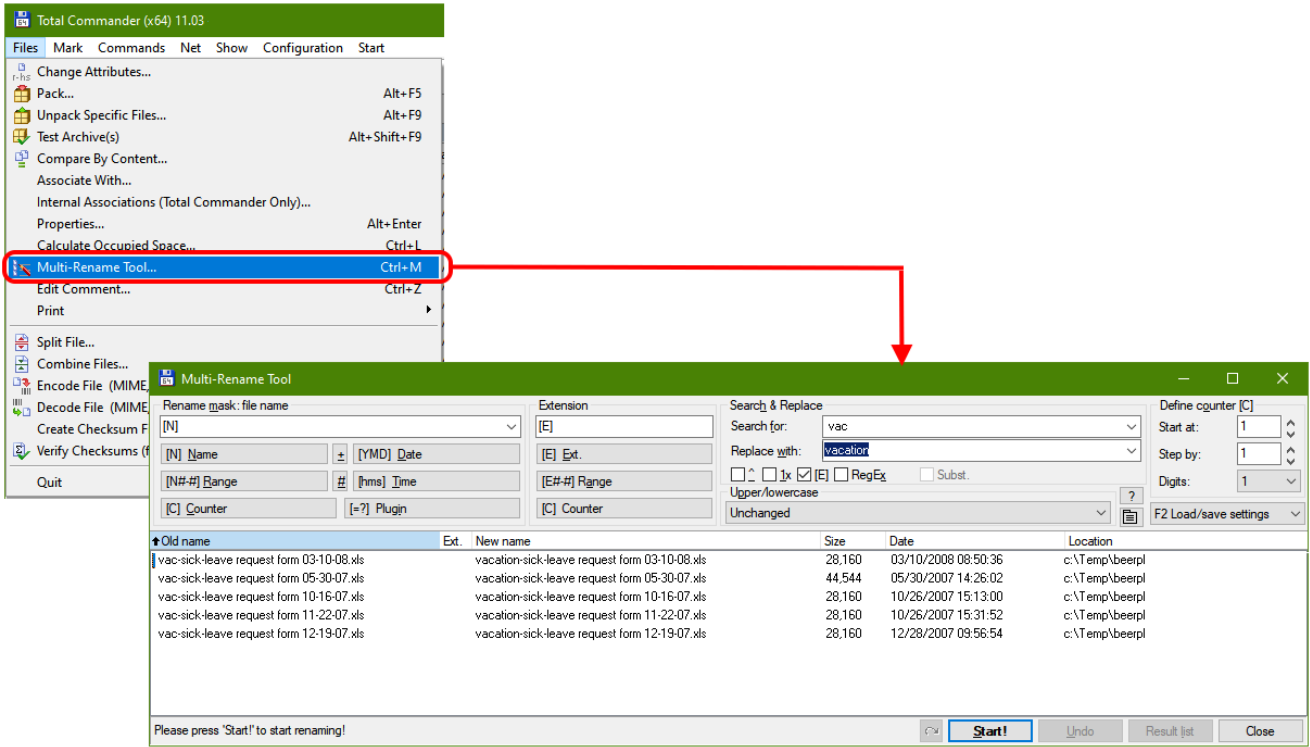


Figure 17 – Multi Rename dialog box

### Folder Branch View

Often Peter needs to find a file that might be buried deep within a folder branch. Total Commander has a menu option that will display a list of all files under a folder branch, including all files in sub folders. From the main menu select *Commands* → *Branch View (With Subdirs)* or *Ctrl + B*, to list all files that are under the whole folder branch. This command removes the sub folders and displays every file under the main folder. Figure 18.

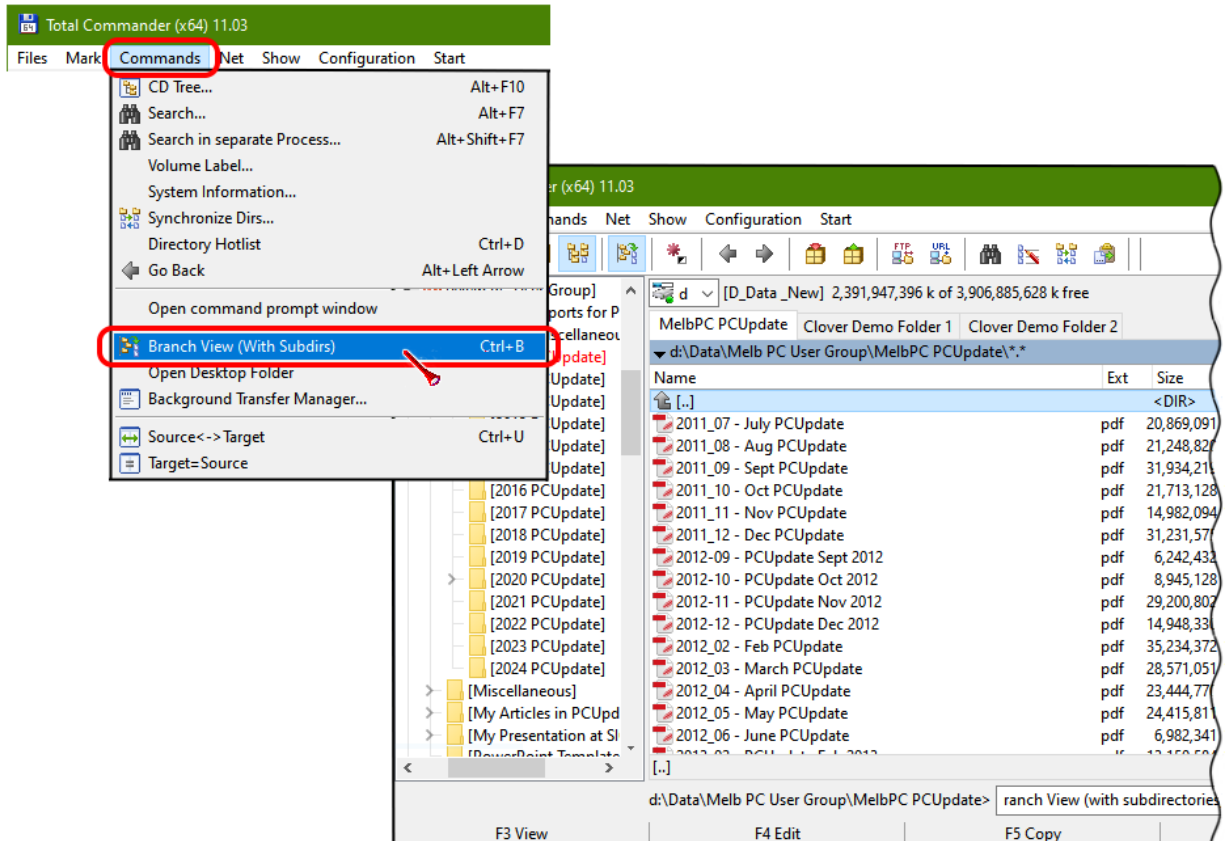


Figure 18 – Branch View command

## Pack files

Total Commander also incorporates an option to compress files into zip or a number of other compression formats. Highlight the files to be compressed and from the main menu select *Files* → *Pack*. The Pack Files dialogue box opens where selections are made. Figure 19.

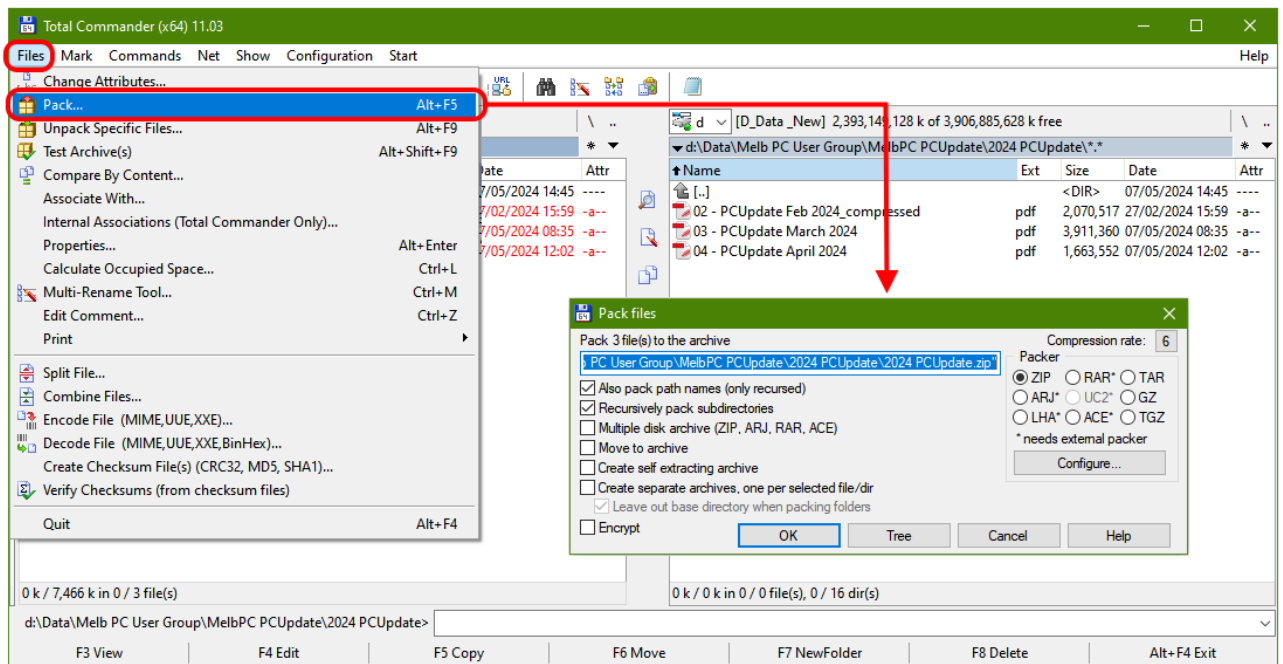


Figure 19 – Pack files

## Folder Tabs

Total Commander supports tabbed browsing, similar to the Clover app demonstrated at last month's meeting to add tabbed browsing to Windows File Explorer.

To add a folder as a tab, simply drag the folder onto the toolbar, or use the shortcut *Ctrl + Up Arrow*. If there is an overflow of folders on the toolbar, you can use the mouse's scroll wheel to scroll sideways and view all entries. Right-clicking on a tab provides the option to lock it in place.

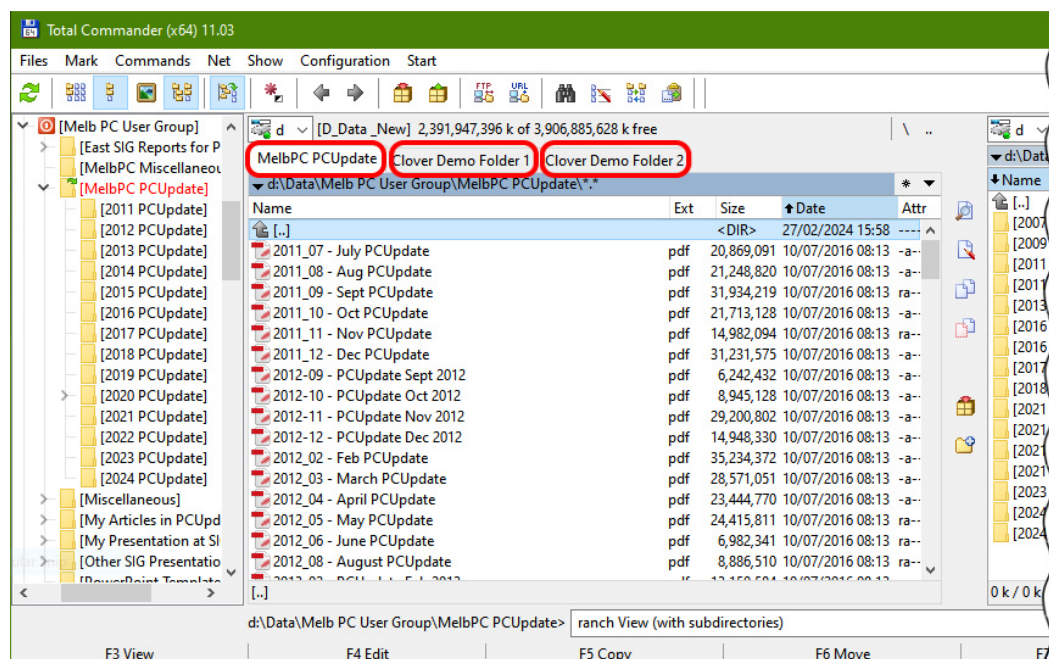


Figure 20 – Folder tabs



## Beyond Windows 10

by Peter Carpenter

Beyond Windows 10 is a website forum available at <https://beyondwindows10.com/>. After joining, members periodically receive newsletters featuring offers for software at significantly reduced prices. Be aware that the prices shown in the newsletter are in US dollars. According to Peter, the site operator breaks up volume licences for software. After payment, you receive codes to load and run the purchased programs.

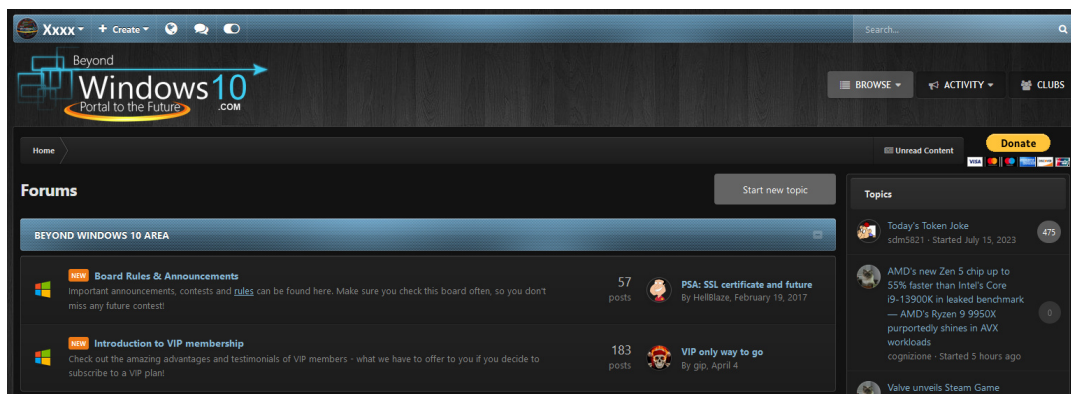


Figure 21 – Beyond Windows 10 website

Both Dave Botherway and Peter have purchased software from the site without any issues and believe it to be legitimate. To buy software, you send an email indicating your desired purchase, such as Office 2019, and confirm that you've made the payment. Within a day, you receive a reply with the necessary serial numbers and details of how to download the software.

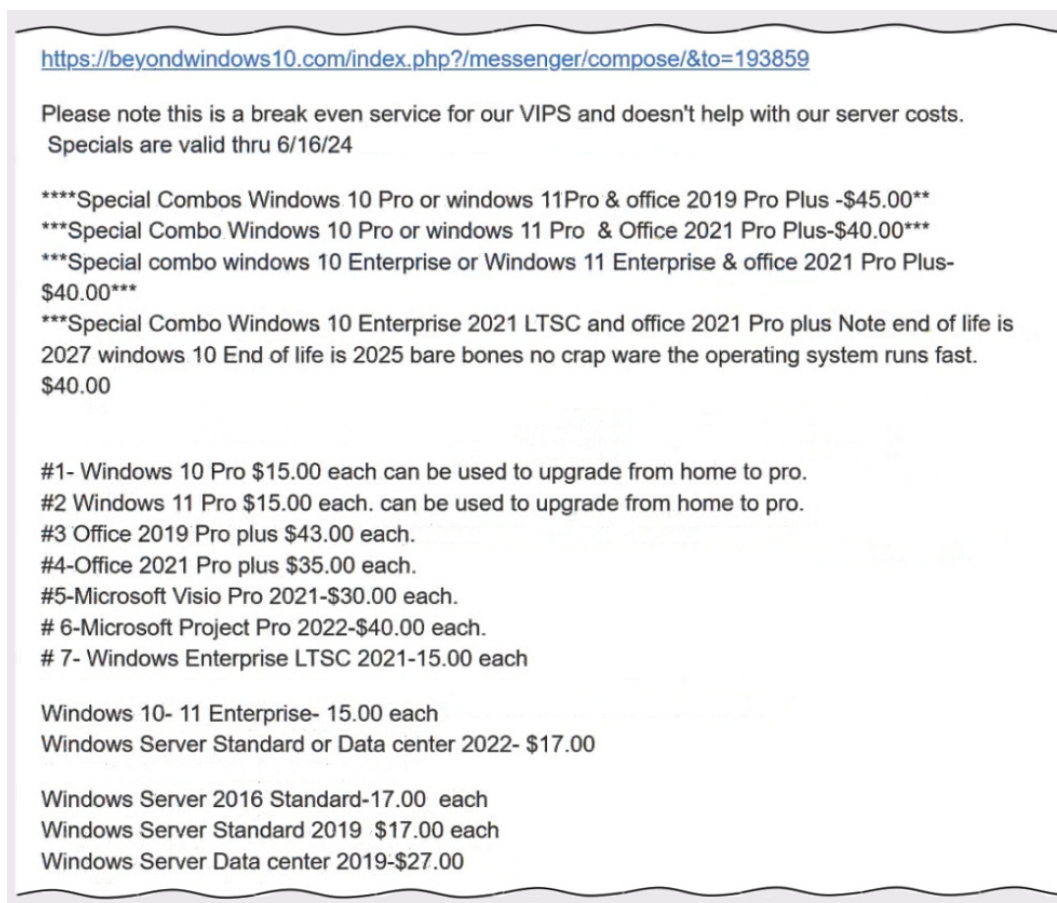


Figure 22 – Beyond Windows 10 Newsletter & sample prices