

Directory Opus: the Ultimate Windows Explorer Replacement

A presentation by Serge-Érik Thériault (September 13, 2023)



Outline

- 1. What is Directory Opus?
- 2. Light and Pro Versions
- 3. Price options
- 4. The "Listers" (Default Directory Opus Interfaces)
- 5. Why I chose Directory Opus over all other Windows/File Explorers
- 6. Flat View[™]
- 7. The Toolbars
- 8. The "Customize..." Dialog
- 9. The "Preferences..." Dialog
- **10.** How to Backup Your Configuration
- **11. Miscellaneous**
- 12. Resources
- 13. Live Demo

What is Directory Opus?

- Directory Opus is a complete replacement for Explorer (Win + E), with far more power and functionality than any other file manager available today.
- Single or dual pane file display and folder trees
- Fully configurable user interface—colors, fonts, toolbars, keyboard hotkeys, and a full scripting interface let you tailor Opus exactly to suit your needs
- Tabbed interface let you keep multiple folders open and switch quickly between them
- Quickly filter, sort, group and search your folders
- Color-code your files, assign status icons, star ratings, tags and descriptions
- · View images, documents, media files, and more
- View and edit file metadata
- Image marking lets you sort your photos quickly and easily
- Batch renaming, including easy-to-use keyboard macros
- Synchronization and duplicate file finder built-in tools
- Print or export folder listings
- Support for FTP and archive formats like Zip, 7Zip and RAR
- Portable version, and much, much more!

https://www.gpsoft.com.au

What are the differences between Light and Pro Versions?

≈CAN\$43

The **Light edition** is designed for home users who need a simple, highperformance file manager. It includes all the essential features of the Pro edition, without a lot of the more complex "power-user" functionality.

≈CAN\$78

The **Pro edition** is designed for power users who want to get the most out of their computer. It has all the features of the Light edition, plus it expands upon the complexity and configurability to give you the ultimate file manager solution for Windows.

- If you're not sure which version is right for you, you can switch back and forth freely between Pro and Light during the **30-day evaluation** period using the Licence Manager.
- If you'd like to give the Pro edition a better test, you can request a free **60 day evaluation**. And if you buy the Light version, you can upgrade to Pro later for only the difference in price (* Applies to same major version only).

Light/Pro Common Functionalities

	Light	Pro
Fast and powerful file management functions including copy queuing and batch file renaming and full UAC support	1	1
Dual-pane, tabbed interface	1	1
Configure your own toolbar buttons and menus	1	1
Powerful searching, sorting, grouping and filtering functions including integrated Windows Search	1	1
Integrated image and document viewer	1	1
Native support for archives (ZIP, 7-Zip, RAR, etc) and Libraries	1	1
Option for portable USB version	1	1
Technical support and free minor updates	1	1
Efficient, native C++ multi-threaded design	1	¥
Available in 32/64 bit versions, and in multiple languages	1	1

Pro Version Functionalities

Windows Explorer replacement including desktop double-click to launch	1
Completely configure the user interface including the default toolbars, menus and icons	1
Create floating toolbars and system-wide hotkeys to launch programs from anywhere in Windows	1
Improved file management functions including recursive filters, secure delete, UAC administrator mode, multiple undo levels and logging	1
Synchronize, Duplicate File Finder, file Split and Join functions	-
Create complex multi-line scripts and add your own commands to the existing internal command set	1
Full Active Scripting-compatible scripting interface	1
Read/write support for archive formats other than ZIP	1
Integrated FTP support	1
Native support for portable devices (MTP) like phones, tablets and cameras	-
Integrated metadata editing	1
Use Flat View mode and File Collections to better manage your files	1
Open multiple windows easily, create your own pre-defined layouts or Lister styles	1
Create stored queries using Windows Search for instant access to complex search results	1
Priority technical support, discounts on future major upgrades	1

Price options

> Directory Opus is licensed on a per-machine basis.

>All Pro licences include a free personal laptop licence.

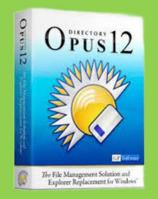
≻All licences entitle you to free lifetime electronic technical support.

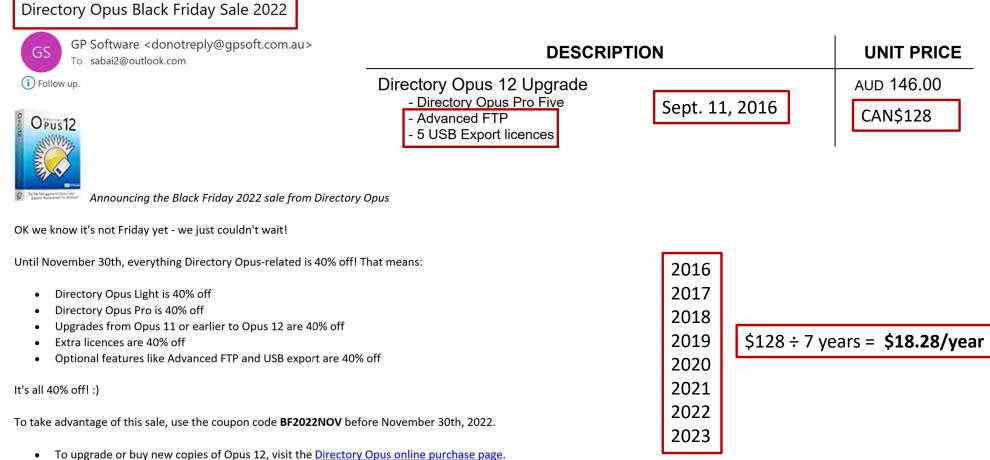
> The 32 and 64-bit versions of Opus are interchangeable (you can use either).

>All minor upgrades (for the same major version number) are free of charge.

Pricing options (CAN\$ on 2023-09-08):

- Directory Opus Light
 Single machine licence \$49 AUD (CAN\$43)
- **Directory Opus Pro Single** Single machine licence + 1 personal laptop – AUD\$89 (CAN\$78)
- Directory Opus Pro Dual
 Two machine licence + 1 personal laptop AUD\$129 (CAN\$113)
- Directory Opus Pro Five
 Five machine licence + 1 personal laptop AUD\$249 (CAN\$217)



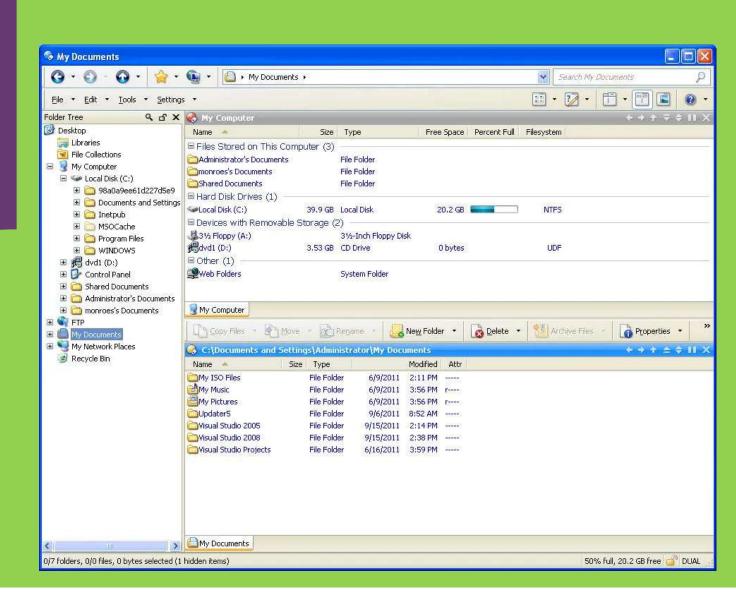


- To add licences and optional features to your existing licence, login to the My Account page.
- Discount applies to personal licences (maximum 5 installs) only. Only available from the GP Software website.

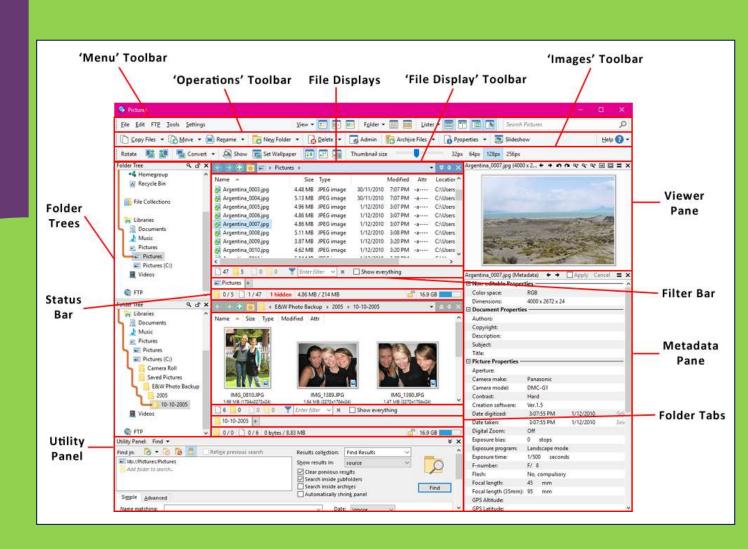
All the best, Greg & Jon GP Software, Brisbane, Australia

Lister Interface (1 Tree + Dual Horizontal Panes)

At first look, Directory Opus could easily be mistaken for "just another file manager".



The Different Components of the Default Lister



Default Single Display

Single dis	splay (with	n tree + Viewer Pane)
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Tiles mode, with viewer pane displayed.

Single display in details mode

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The file list has been filtered to show only files matching the specified keyword. At the bottom, the viewer pane and the metadata pane are both displayed.

Default Dual Display

Vertical layout

Horizontal Layout

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Dual display (vertical layout) without trees (this is the Commander style). Both file displays are in list mode, showing popup tooltip for an image file.

Dual display (horizontal layout) with dual trees. Top display is in details mode, showing descriptions for the images files in the Pictures library, and bottom display is in thumbnails mode.

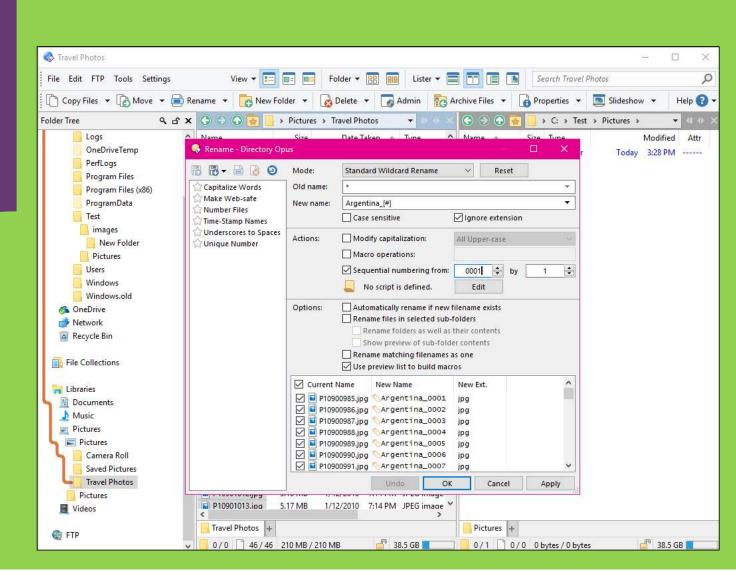
Metadata Pane

Editing the metadata for a JPEG photo using the metadata pane.

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Batch renaming image files

Batch renaming image files (with sequential numbering) showing real-time preview.



The "Confirm File Replace" dialog window

Copying files (with more option buttons at the bottom of the dialog box).

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Integrated FTP Client

Copying files from a remote FTP site to a local folder.

A copy job is queued to begin once the current copy completes.

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File Synchronization

The synchronize tool supports both one-way and two-way synchronization.

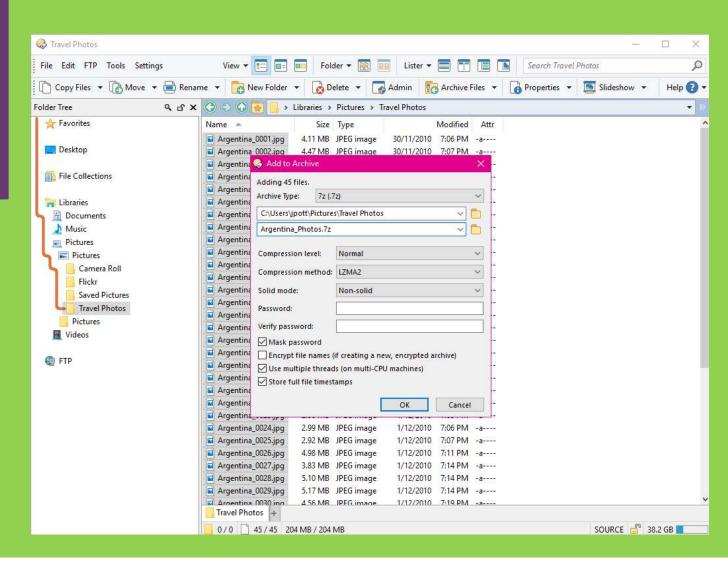
In this image the synchronization is between a local folder and a remote FTP site

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Advanced Search

The advanced search lets you find files by attributes and metadata.

Here the search is for images modified within the past two years that are at least 1280x1024 pixels in size.



Flat ViewTM

Flat View[™] lets you display the contents of all sub-folders at once.

This is particularly useful for organizing files with a complicated folder structure

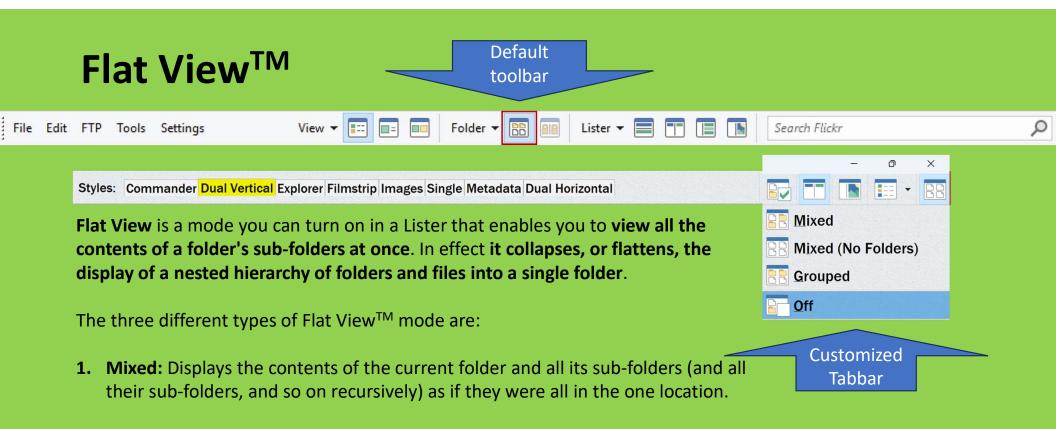
Also displayed are some of the many picture information columns you can add to the file display.

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Why I chose Directory Opus over all other Windows/File Explorers



- As you know from my presentation How to get paid software for free daily ... totally legally!, I test a lot of software, and I was looking for a way to sort them and get better and quicker access to them.
- At the same time, I was looking for a way to replace the **Windows Start** menu, which was too limited for my needs.
- Looking at Directory Opus, I discovered that you can create quick-link buttons not only to your favourite directories and files, including media files, but also to websites, and most importantly for me, to installed programs on your computer, which is exactly what I was looking for!
- I also discovered the file name color coding feature ...
- ... the toolbars, especially the Tabbar ...
- ... the customization possibilities...
- ... and the **Flat View[™]** functionalities ...



- 2. Mixed (No Folders): Displays all the files in the current folder and all sub-folders as if they were all in the one location. Sub-folders themselves are hidden from the display.
- 3. Grouped: Displays the contents of all sub-folders as a tree hierarchy.

https://www.gpsoft.com.au/help/opus12/index.html#!Documents/Flat_View.htm

Flat ViewTM Explained by Shane Monroe (5:12)



https://www.youtube.com/watch?v=6fMeJmkD Go

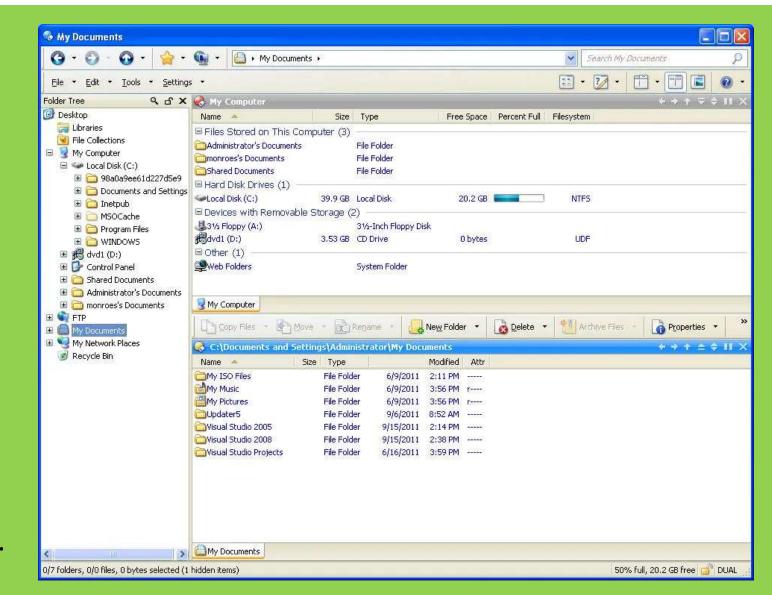
So ...

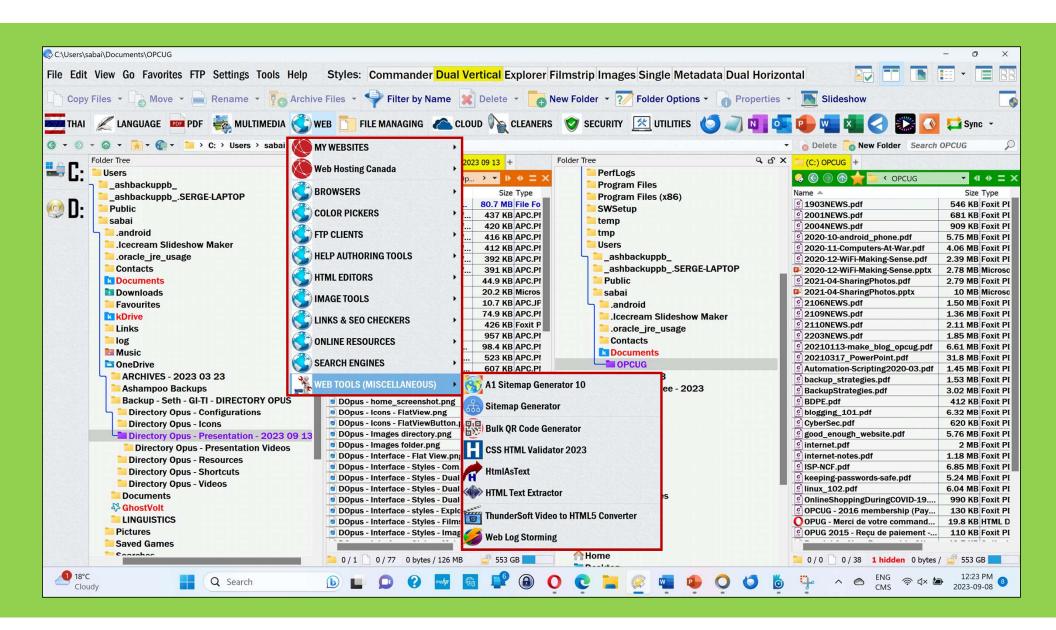
In an effort to:

1) manage all my software; and

2) replace the Windows Start menu,

I went from the basic Directory Opus interface to ...





Interface Styles: Commander

The Tabbar toolbar: A most practical toolbar

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Interface Styles: Dual Vertical (Two Folder Trees)

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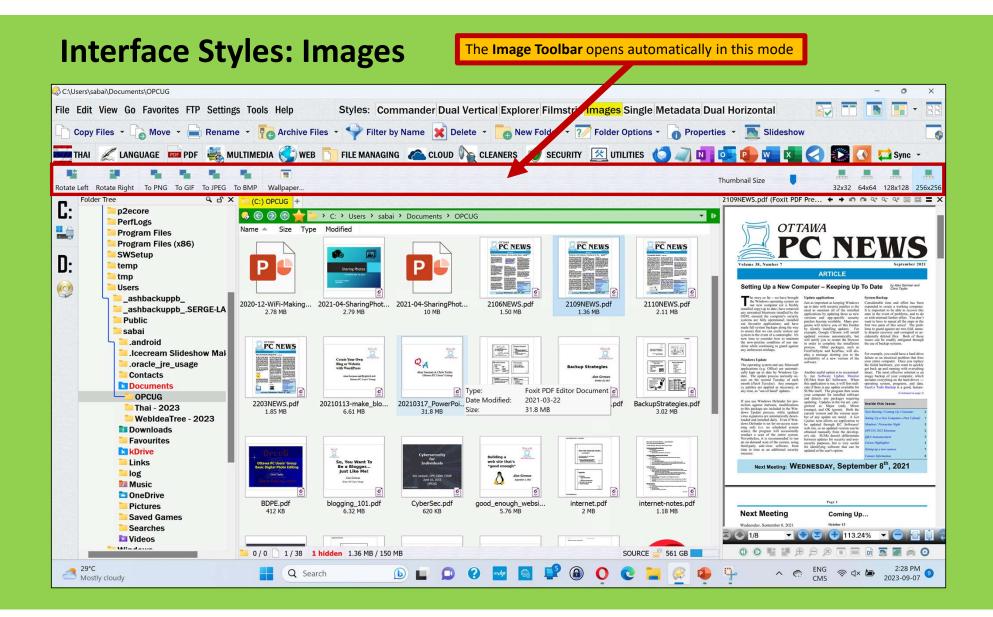
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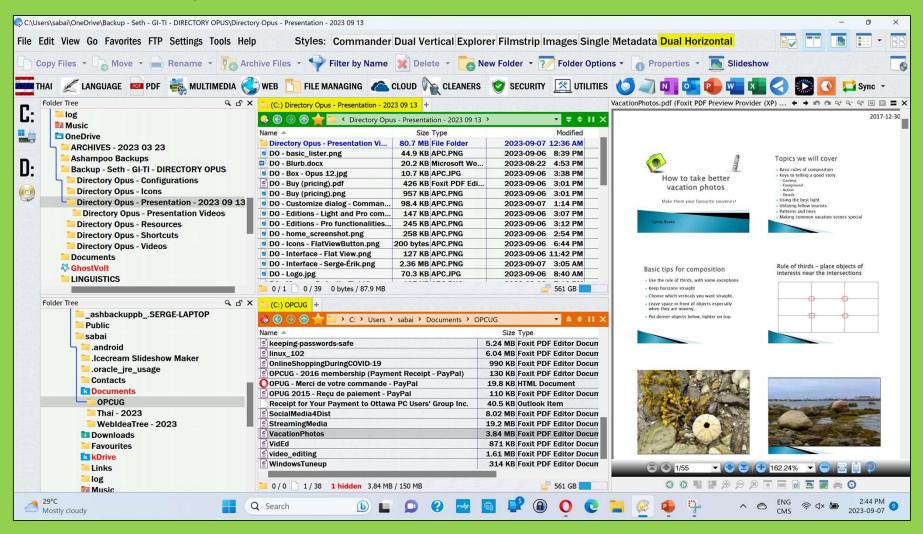


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OPUG - Merci de votre commande - PayPal.html	19.8 KB HTML Document	2017-06-08 12:19 PM
© OPUG 2015 - Reçu de paiement - PayPal.pdf	110 KB Foxit PDF Editor Document	2017-06-08 12:19 PM
Receipt for Your Payment to Ottawa PC Users' Group Incmsg	40.5 KB Outlook Item	2017-06-08 12:22 PM
SocialMedia4Dist.pdf	8.02 MB Foxit PDF Editor Document	2021-04-16 5:29 PM
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Mostly cloudy		CMS 2023-09-07



Interface Styles: Dual Horizontal (with Viewer Pane)



The Three Directory Opus Customization Tools

- 1. The Customize dialog
- 2. The Preferences dialog



3. The Images (sub-directory)



All images used for customizing Directory Opus are located under C:\Program Files\Directory Opus\Images.



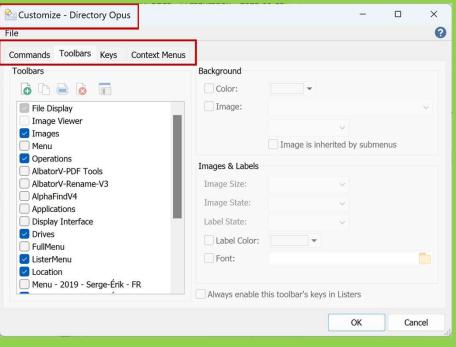
Make a backup copy of that particular images directory in case of a Windows crash ...

The "Customize..." Dialog

This is where almost all the options that control the Opus **toolbars** can be found.

<u>S</u> ettings	Tools Help					
Preferences						
Custon	Customize					
File Typ	es					
Copy Fi	Iter					
Delete	Filter					
✓ Enable	Sounds					
Set As	Default Lister					
Toolba	rs 🕨					
Lister L	ayouts 🔹 🕨					
Viewer	Plugins 🔸					
VES Plu	igins 🔸					
Lister T	hemes					
Backup	& Restore					

Quick Tip



Note: By default, the dialog opens on the Toolbars tab.

The **Customize...** and the **Preferences...** dialogs can be found under the Settings Tab, but they are also accessible by clicking the **Icon on the upper left corner of the interface**.



The Customize Contextual Menu

The Customize Toolbar and its Contextual Menu are used for customizing the toolbars.

Right-clicking on a blank space on any toolbar will bring up the Toolbars contextual menu.





If the "Lock the Toolbars" option is turned on, the toolbars in the Lister will be Quick Tip locked to prevent them from being dragged (repositioned) or accidentally floated.



The Customize Dialog: Commands

Commands: Displays a list of commands that you can easily add to toolbars by drag and drop.

🖄 Customize - Directory Opus	- 🗆 X
Eile	(2)
Commands Toolbars Keys Context Menus	
Commands:	Description:
✓ File Commands (34) ————————————————————————————————————	
👯 Karana Kar	
Administrator Mode	
Copy As	
Copy File	
Copy Filter	
Create Folder	
Selete	
💫 Delete Filter	Use drag and drop to add commands to toolbars or menus, or to reposition existing command buttons.
🗾 Edit Metadata	To remove an existing command button, right-click on it and choose Delete, or drag it back to this window.
Email Files	
Search Commands	OK Cancel

The Customize Dialog: Keys

Keys: Displays a list of all configured hotkeys and lets you edit them and create new ones.

Customize - Directo	ory Opus		—		×
File Edit					0
Commands Toolbars	Keys Context Men	us			
	Change Key:	*		60	1
Key 🔺	Name	Description			
Hotkeys					
Backspace	Go Up	Go up one level in the Folder Tree			_
🔽 Delete	Delete	Delete selected files and folders			i
🛃 F2	Inline Rename	Begin inline rename of selected item			
F3	Find Tool	Search for files by name, contents or other crite	eria		
🗹 Alt + Enter	Properties	View properties for selected files and folders			
Ctrl + -	Zoom Out	Decrease the font or thumbnail size			
Ctrl + 0	Zoom Reset	Reset the font or thumbnail size			
Ctrl + =	Zoom In	Increase the font or thumbnail size			
Ctrl + Backspace	Go Root	Load the root folder of the current folder			
Ctrl + F4	Close Tab	Close the current Folder Tab			
Ctrl + F5	Refresh Thumbnails	Delete the thumbnail cache and regenerate thu	imbnails t	for the cur	r
🔽 Ctrl + Left Arrow	Previous Tab	Select the previous Tab in the current file displa	ау		
Ctrl + Num *	Restore Filter	Restore the previous Quick filter applied in the	current f	ile display	
	<u></u>				
Filter:			ОК	Cano	Pel
				Canc	

The Customize Dialog: Context Menus

Context Menus: This is where various context menus can be edited. The context menus here are for user interface elements like the column header in a details mode file display, the taskbar icon and so on.

Note: The context menus for files and folders are not edited through here—instead they are controlled through the File Types system.

🗞 Customize - Directory Opus			_		×
Eile					0
Commands Toolbars Keys Context Menus Context Menus	Background				
 Tray Icon Lister Context Lister ZIP Context Lister FTP Context Lister Column Header Lister Collection Context 	Color:	Image is inhered	✓	enus	~
 Lister Libraries Context My Computer Context Image Viewer Context 	Images & Labels Image Size: Image State: Label State: Label Color: Font:		 × × × 		
			OK	Ca	ncel

Main Menu Toolbars: Lister Menu & Full Menu Bars

"ListerMenu" Toolbar

File Edit View Go Favorites FTP Settings Tools Help

File Edit View Go Favorites Open New Lister Open New Tab Ctrl+T • Copernic Desktop Search * • FileMenu Tools * New * • PowerRename • PowerRename • Dowrir dans le Terminal • Source Dest File Commands * Find Ctrl+F Create Shortcut Delete Rename Properties Close	View Go Favorites	Go Favorites FTP Setti Up One Level Back Alt+Left Forward Alt+Right Desktop Documents Computer Network Recycle Bin Start Menu Startup File Collections Recent Locations	FTP Settings Tools Help Styles Quick Connect Add to Address Book Edit Address Book Edit Address Book Site Properties Site Properties Directory Opus Directory Opus MagicSearch MultiTrans Flow thai-language.ca Italian (Italian (Settings Tools Help Preferences Customize File Types Copy Filter Delete Filter Finable Sounds Set As Default Lister Toolbars Lister Layouts Viewer Plugins VES Plugins Lister Themes Backup & Restore	Tools HelpStyles: CoMap Network DriveDisconnect Network DriveFind PanelSynchronizeFind Duplicate FilesConvert ImagesPrint FolderOutput WindowFolder Options
---	-------------------	---	---	--	---

Compared to the **FullMenu** toolbar, the **ListerMenu** toolbar gives access to most of the essential functions.

The Toolbars!

File Edit Display View Commands Go Favorites FIP Tools Options Help FullManu File Edit View Go Favorites FIP Settings Tools Help ListerMenu Copy Files * Move * Rename * Archive Files * Filter by Name & Delete * New Folder * Folder Options * Properties * Slideshow Operations A B C D E F G H I J K L M N O P Q R S T U V W X Y Z AlphaFindV4 Toolbar Toolbar * * * * * * * * * * * * * * * * * * *			
File Edit View Go Favorites FTP Settings Tools Help ListerMenu Copy Files * Move * Rename * Archive Files * Filter by Name * Delete * New Folder * 7 Folder Options * Properties * Slideshow Operations A B C D E F G H I J K L M N O P Q R S T U V W X Y Z AlphaFindV4 * * * * * * * * * * * * * * * * * * *	Styles: Commander Dual Vertical Explorer Filmstrip Images Single Metadata Dual Horizontal	Tabbar 💽	
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A B C D E F G H J K L M N O P Q R S T U V W X Y Z O AlphaFindV4 Image: Image: <td>File Edit View Go Favorites FTP Settings Tools Help</td> <td></td> <td>ListerMenu</td>	File Edit View Go Favorites FTP Settings Tools Help		ListerMenu
Image: Toolbar Image: Toolbar </td <td>🗅 Copy Files 🔹 🗟 Move 🔹 🚔 Rename 🔹 🍖 Archive Files 🔹 🌳 Filter by Name 🖹 Delete 🔹 🛅 New Folder 🔹 🏹 Folder Options 🍨 👩 Prope</td> <td>erties 🝷 🔟 Slideshow</td> <td>Operations 📑</td>	🗅 Copy Files 🔹 🗟 Move 🔹 🚔 Rename 🔹 🍖 Archive Files 🔹 🌳 Filter by Name 🖹 Delete 🔹 🛅 New Folder 🔹 🏹 Folder Options 🍨 👩 Prope	erties 🝷 🔟 Slideshow	Operations 📑
Image: Image: Image: Image: Image: Image: Image: Image: Image: Image: Image: Image: Image: Image: Image: Image: Image: Image: Image: Imag	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 😐		AlphaFindV4
Images Thumbnail Size AlbatorV-PDF Tools A sample Toolbar using direct paths My Documents Calculator Images Thumbnail Size Applications Rotate Left Rotate Right To PKG To BIP Microsoft Office Vard Microsoft Office Audio Burn ISO Bip Tack Template NerOpus Microsoft Office Word Microsoft Office Eacel Power Point Microsoft Office Audio Microsoft Audio Microsof			Toolbar
A sample Toolbar using direct paths My Documents Calculator Internet Explorer Notepad Outlook Excel Word - Edit as required Applications Thumbnail Size Thum	🎯 🝷 🕥 🝷 🔞 🝷 🙀 🗧 🐂 🐂 C: > Users > sabai > OneDrive > Backup - Seth - GI-TI - DIRECTORY OPUS > Directory Opus - Presentation - 2023 09 13 >	Location - 👩 Delete 📷 Net	w Folder Search Directory Opu 🔎
A sample foolbar using direct paths My Documents Calculator Internet Explorer Notepad Outlook Excel Word Rotate Left Rotate Right To PNG To GIF To JPEG To BMP Wallpaper CD Info Excel Power Point Microsoft Office Outlook Microsoft Office Publisher Microsoft Office Access Internet Explorer Notepad Chrome OpenOffice File × Edit × Tools × Settings × RENAME TuteCase FromTextFile Replace Insert Crop Number Date Move Case Undo Customized toolbar! Customized toolbar!	Close Merge PDF 🖶 Extract pages 🔏 Organize PDF 📑 Rotate PDF 🧯 Protect 🧯 Unprotect ? Help		AlbatorV-PDF Tools
Rotate Left Rotate Right To PNG To GF To JPEG To BMP Wallpaper Wallpaper Images Thumbnail Size 32:42 64:46:4 128:128 256 CD Info Frase CD Open Tray Burn CD Burn DVD Burn Audio Burn ISO Rip Track Template NerOpus Microsoft Office Word Microsoft Office Excel Power Point Microsoft Office Outlook Microsoft Office Publisher Microsoft Office Access Internet Explorer Notepad Chrome Office 365 OpenOffice File Edit Tools Settings Menu Thumbnail Size Images Main Images Microsoft RENAME Image Images Thumbnail Size Images Menu Thumbnail Size Images Images Menu RENAME Images Images Images Menu Thumbnail Size Images Images Images Images Images Images Images Images Images Images Images Images Images Images	A Sample Toolbar using direct paths Outlook Excel Word <- Edit as required		Applications
Microsoft Office Word Microsoft Office Excel Power Point Microsoft Office Outlook Microsoft Office Publisher Microsoft Office Access Internet Explorer Notepad Chrome Office365 Image: Settings * AlbatorV-Rename-V3 RENAME Image: Settings * AlbatorV-Rename-V3 RENAME Image: Settings * AlbatorV-Rename-V3 RENAME Image: Settings *		Images Thumbnail Size	Image: second
Microsoft Office Word Microsoft Office Outlook Microsoft Office Outlook Microsoft Office Outlook Microsoft Office Access Internet Explore Notepad Chrome OpenOffice File * Edit * Tools * Settings * Menu Thumbnail Size RENAME Image: Crop Image: Crop Image: Crop Image: Crop Number Date Image: Crop Image: Crop AlbatorV-Rename-V3 Drives	CD Info Erase CD Open Tray Close Tray Burn CD Burn DVD Burn Audio Burn ISO Rip Track Template		NerOpus
File * Edit * Tools * Settings * RENAME Image: Contract File Image: Co		Chrome	Office365
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Customized toolbar!	REINAME		AlbatorV-Rename-V3
	🏜 C: 🥺 D:		Drives
THAL 🖉 LANGUAGE 🚾 PDE 🌑 MULTIMEDIA 🏈 WEB 🔽 ELE MANAGING 🔿 CLOUD 🕼 CLEANERS. 🔗 SECURITY. 🧖 UTULITIES 🤍 🗖 🔽 🐼 🚺 📑 Sync. y 🗖 🦷	Customized toolbar!		
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The Customize dialog: Toolbars

Toolbars: Displays a list of your toolbars, lets you turn them on or off, and create and edit new ones

Here you can edit background colors or images, and set color labels and fonts

😪 Customize - Directory Opus			- 0	×
File				0
Commands Toolbars Keys Context Menus				
Toolbars	Background			
o 🗅 🖨 💿 🗖	Color:			
File Display	Image:			~
Image Viewer		~		
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AlbatorV-PDF Tools	Images & Labels			
AlbatorV-Rename-V3	Image Size:	~		
AlphaFindV4	Image State:	~		
Applications Display Interface	Label State:	~		
✓ Drives				
FullMenu	Label Color:	•		
✓ ListerMenu	Font:			
Location				
Menu - 2019 - Serge-Érik - FR				
· · · · · · · · · · · · · · · · · · ·	Always enable th	is toolbar's keys in Listers		
		Ok	Cance	

How to Create Your Own Toolbar

Creating your own customized toolbar is easy:

- A) On the main menu bar, click on Settings > Customize...; or
 B) click on an empty space on any toolbar and click on Customize.
- 2. Under the Toolbar tab, click on the create a new toolbar icon (
- Toolbars Toolbars Background G Color: Ð File Display Image: **Display Interface** Image Viewer Oirectory Opus Х Drives Images Menu Example Enter a name for the new Toolbar: Operations FullMenu AlbatorV-PDF My Toolbar ListerMenu AlbatorV-Ren Location AlphaFindV4 Cancel Menu - 2019 - Serge-Érik - FR Applications Blank Menu - 2022 - Serge-Érik - EN Menu_playful_200501 You can position toolbars on any side My Toolbar Quick Tip of the screen ... or anywhere else! NerOpus
- 3. Give your toolbar a name, and that's it!

Background Images Control

You can make a toolbar use any background image that you have added to the list on the **Preferences Display / Images page**.

Customize...

Preferences...

Customize - Directory Opus Eile	etting the to	olbars - •	×	Preferences - Directory Opus File	For se	etting all the r	est	□ × 0
Commands Toolbars Keys Context Menus Joolbars Image: Context Menus Image: Context Menus Image: Context Menue Image: Context Menue Image: Context Menue AlbatorV-Rename-V3 AlphaFindV4 Applications AlphaFindV4 Applications Image: Context Menue AlphaFindV4 Applications Image: Context Menue Display Interface Image: Context Menue Image: Context Menue Display Interface Image: Context Menue Image: Context Menue Display Interface Image: Context Menue Image: Context Menue Example FullMenu Image: Context Menue Image: Context Menue Cocation Menu - 2019 - Serge-Érik - FR Image: Context Menue Image: Context Menue Menu - 2019 - Serge-Érik - EN Menu - 2022 - Serge-Érik - EN Image: Context Menue Image: Context Menue Menu - playful_200501 Image: Context Menue Image: Context Menue Image: Context Menue Image: Context Menue Menu - playful_200501 Image: Context Menue Image: Context Menue	Stand Stand Stand Stand Images & Labels Stand Image Size: Stand	Ilt	ancel	 ✓ Display	Standard Tooll Standard Tooll Standard Folde Standard Statu Standard View Standard Folde Standard Meta File Display: Folder Tree: Status Bar: Viewer Pane: Folder Tabs: Metadata:	Display Image er Tree Image is Bar Image er Pane Image	When image is shared, When image is shared, <td< td=""><td>d ~ d ~ d ~ d ~</td></td<>	d ~ d ~ d ~ d ~

How to change the background of the toolbars

Toolbar backgrounds can be changed to any solid color or to an image (e.g., a Windows textured wallpaper). To do so:

- 1. Go to Settings > Preferences
- 2. Under **Display**, click on **Image**
- 3. Select the object to modify
- 4. For each one, select the **display**

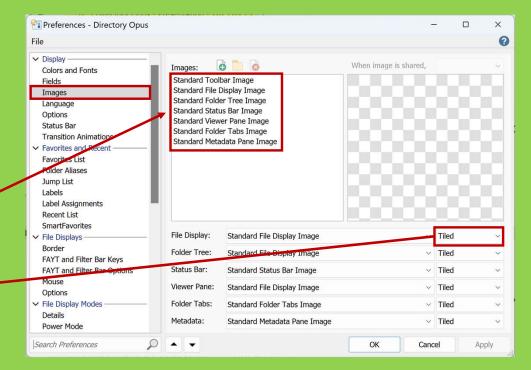
mode: Tiled Tiled Stretched

> Top/Left Top/Right Bottom/Left Bottom/Right

Center

Shared





Remember that you must first set your customized backgrounds in the **Preferences** dialog in order to be able to customize the toolbar backgrounds from the **Customize** dialog.

The Toolbars & the Different Types of Resources

Directory Opus offers the possibility to link directly to resources through toolbars objects. Links can be made to:

- 1. Directories
- 2. Files (word/media)
- 3. Websites (or website links saved on your computer)
- 4. Installed programs/apps



The **Editing the Toolbar** section of the manual explains in details how to add the different types of objects to toolbars. <u>https://www.gpsoft.com.au/help/opus12/inde</u> x.html#!Documents/Editing the Toolbar.htm

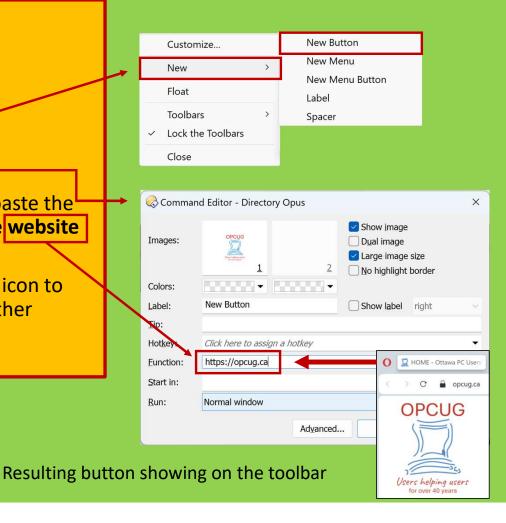
How to add a Button (Files/Directories/Websites/Programs/Apps)

Method 1

- 1. Go to Settings > Customize...
- 2. Right click on the toolbar of your choice.
- 3. Click on New and choose New Button.

< UTILITIES 🥥 🚾 🚾 🦪 🎇 🚺 📮 Sync 👻 🗩

- 4. Right click on the button and choose **Edit**.
- 5. In the Function field of the Command Editor, paste the path of the file/directory or the address of the website (URL) you want quick or regular access to.
- 6. Click on the **Images field** to change the default icon to the icon of your choice and adjust any of the other options as you will.



How to add a Button (Files/Directories/Websites/Programs/Apps)

Method 2

- 1. Go to **Settings > Customize**
- 2. Drag to the toolbar of your choice the:
 - Word file (Word, PDF, etc.)
 - Media file (MP4, MP3, etc)
 - Web link file on your computer
 - Program/app file —

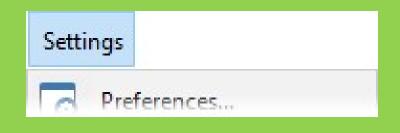
- Drag the .exe file from:
 - C:\Program Files; or
 - C:\Program Files (x86)
- Drag the icon from the Desktop
- 3. Right click on the created button, and choose **Edit** to fine tune it.
- 4. Done!

Drop-down Menus

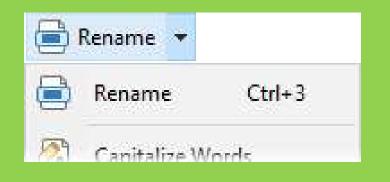
There are two different types of drop-down button.

	Customize				
	New	>		New Button	
-	Float		9	New Menu	
	Toolbars → ✓ Lock the Toolbars		·	New Menu Button	
				Label	
<u> </u>				Spacer	
	Close			٩	പ്

¶ A drop-down **Menu** is a button that displays a menu, and nothing more. Clicking the button makes the menu appear.



- A drop-down **Menu Button** is like a regular button combined with a menu. It has two distinct parts:
- 1. The larger part—the label—acts like a regular button. It can have a function defined for it, and clicking the button part runs the function.
- 2. The smaller part—the arrow glyph—displays the drop-down menu. Clicking the arrow part of the button drops the menu down.



How to Add a Menu or Menu Button, or Sub-menus

💁 Customiz	o Diroct		IC.		
	e - Dilecti	ory Opu	15		
File					
Commands	Toolbars	Keys	Context Menus		
Commands:					
Po New	v Archive				
✓ Go (6) —			,		
😽 Fave	orites Add	(Dialog)	(
Patł	n Field				
Path	n Field (Bre	adcrumt	os)		
Path	n <mark>Field (Fa</mark> v	orites Li	st)		
Path Field (Folder Tree)					
Path Field (Recent List)					
✓ New (3)					
🕒 Nev	v Button				
🖶 New Menu					
P New Menu Button					
new			×		
1 CVV			^		

To add a brand new sub-menu (within which you can then add further items) to a toolbar, do any of the following:

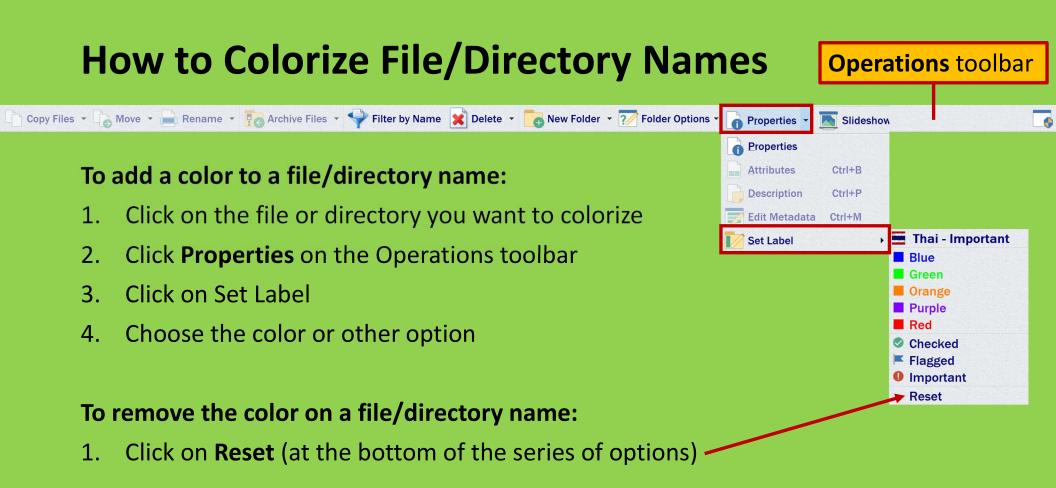
- 1. From the **Customize** dialog's **Commands tab**, expand the **New** category, then drag **New Menu** (or **New Menu Button**) out of the list and drop it on the toolbar. This will add the menu at the location you dropped it.
- Right-click the empty space at the end of a toolbar and choose New > New Menu (or New Menu Button) from the context menu. This will add the button to the end of the toolbar.
- Right-click an existing button or menu and choose Insert New > New Button (or New Menu Button) to insert the new menu immediately after the one you clicked on.

Once the new menu is added, you can edit it (by double-click or right-click), and if you open it with a left-click you can add items inside of it in the same way as the top-level toolbar.

How to set Labels & Spacers (Separators) in Drop-down Menus

ONLINE RESOURCES						
S Thai - Web Resources						
Key to Thai - thai-language.ca.editra.ca						
DIRECTORIES						
Key to Thai (Local)						
Thai - 2023 (Local)						
TEXTBOOKS						
Thai for Beginners (Benjawan	Poomsan Becker)					
Thai Language and Culture for Beginners						
Thai Language Textbook for Fo	Thai Language Textbook for Foreigners					
The Fundamentals of the Thai	Language					
U.S. Foreign Service Institute	(FSI) - Thai Basic Reader					
U.S. Special Operations Lang	uage Training (SOLT)					
PROGRAMS						
Byki 4 Deluxe	Settings > Customize + Left-click					
DicoThai	on the drop-down menu header					
+Right-click Add label where you						
Thai2English	want to add the label in the list					
ThaiDict						

DIRECTORIES			
Key to Thai (Lo	Cut		
Thai - 2023 (L c	Сору		
TEXTBOOKS	Paste		
Thai for Beginr	Delete	Becker)	
Thai Language	Edit	S	
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The Fundamen	Begin a Group		ea.
U.S. Foreign S	Insert New	> New Butto	n
U.S. Special One	rations Language T	rain New Menu	
PROGRAMS		New Menu	Button
Byki 4 Deluxe		Label	
		Spacer	
DicoThai			
Thai2English			



The Preferences Menu

Detailed description of each item can be found on page 321 of the Directory Opus 12 PDF manual.

X

🚰 Preferences - Directory Opus Settings Tools Help 2 File Preferences... ✓ Display 0 G Favorites: Colors and Fonts Favorites • Almost all the options Fields C:\Program Files Images that control how Opus Language C:\Program Files (x86) looks and behaves can Options Status Bar C:\Users\sabai\Documents\Thai - 2023 be found in here. And Transition Animations there's no denying there ✓ Favorites and Recent C:\Users\sabai\kDrive\Backup - Seth - Musique - CDs Favorites List are a lot of options. C:\Users\sabai\OneDrive\Documents\Desktop Folder Aliases Jump List Once you start to drill C:\Users\sabai\Desktop Labels k C:\Users\sabai\Documents through the various Label Assignments C:\Users\sabai\Downloads Recent List categories and pages C:\Users\sabai\Pictures SmartFavorites the number of options C:\Users\sabai\Videos > File Displays swiftly becomes > File Display Modes C:\Users\sabai\OneDrive\Backup - Seth - GI-TI - DIRECTORY OPUS\Directory Opus - Present > File Operations daunting. Luckily there's C:\Program Files\Directory Opus\Images > Folders a nifty feature that can > Folder Tabs make it easier to find > Folder Tree > Internet the option you're > Launching Opus Automatically sort newly added Favorites looking for: The Search Lavouts and Styles Preferences field. Search Preferences -OK Cancel Apply

The File Preferences Menu: Testing Your Settings

At the very top of the Preferences dialog is the File menu ; this contains a	Preferences - Directory Opus				
number of useful commands:		File			
Preferences - Directory Opus			Restore Page Settings	Ctrl+R	
File			Reset Page To Defaults	Ctrl+D	
			Restore All Settings	Ctrl+Shift+R	
✓ Display ——— Colors and Fonts			Reset All To Defaults	Ctrl+Shift+D	
	J		Change Configuration Mode		
			Backup & Restore	Ctrl+B	
			Close	Alt+F4	

Restore Page Settings:



- Restores all the settings on the current page to their values when Preferences was first opened.
- This even works if you have clicked the Apply button to apply your changes—you can undo any changes at any time as long as you don't close the Preferences dialog.

The File Preferences Menu: The Other Options

	Preferences - Directory Opus	
File		
	Restore Page Settings	Ctrl+R
	Reset Page To Defaults	Ctrl+D
	Restore All Settings	Ctrl+Shift+R
	Reset All To Defaults	Ctrl+Shift+D
	Change Configuration Mode	
	Backup & Restore	Ctrl+B
	Close	Alt+F4

- **Reset Page To Defaults**: Resets all the settings **on the current page** to their default values.
- **Restore All Settings**: Restores all the settings **on all pages** to their original values (from when Preferences was first opened).
- **Reset All To Defaults**: Resets all the settings on all pages to their default values.
- Change Configuration Mode: Lets you change between the two different configuration modes that Opus supports.
 - Private configuration: Each user of the computer will have their own Opus configuration, completely separate from every other user's.
 - Shared configuration: There is only one global Opus configuration, and all computer users share it (so changes one user makes to the configuration affects all other users).
- **Backup & Restore**: Access the Preferences backup and restore system.

Folder Tabs

🚘 (C:) Backup - Seth - GI-TI - DIRECTOR	Y OPUS 📒 (C:) Directory Op	pus - Resources 📜 (C:) Directory Opu	s - Videos 📜 (C:) Directory Opus - Shortcuts 🕂
冬 📀 河 🌟 🚞 🕨 C: 👌 Users 🤇	• sabai • OneDrive • Back	up - Seth - GI-TI - DIRECTORY OPUS 🔸	
Name 🔺	Size Type	Modified	
Directory Opus - Configurations	64.8 MB File Folder	2023-09-10 12:01 AM	
Directory Opus - Icons	52.1 MB File Folder	2023-09-11 4:07 PM	

🚰 Preferences - Directory Opus			
Eile			
 > Display —	Display folder tabs: Tab position: Dual display position: Click selected tab:	Always ~ Above ~ Normal ~ Rename tab ~	
Appearance Options Tab Groups	 Display drive letter in tab label Display new tab button: 	Current folder	
 > Folder Tree > Internet > Launching Opus > Layouts and Styles > Miscellaneous > Toolbars > Viewer > Zip & Other Archives 	 Double-click to open a new tab: Double-click tabs to close them Drag over tabs brings them to the fro Folder tab close buttons Lister close button closes active tab Lister closes when last tab closes Open new tabs next to the active tab Preserve folder tree expansion when set Process file changes in background ta Treat tab label as folder when dragge Use popup menu when tabs exceed a Show all tabs in menu 	Small close buttons switching tabs bs d or right-clicked vailable space	

Some Basic Controls

To open a folder tab:

- 1. Click on the + sign next to the last tab
- 2. Double-click on an empty space on the Tab Bar

To close a folder tab:

- 1. Click on the x sign (next to each tab if the option is turned on)
- 2. Double-click on the tab you want to close

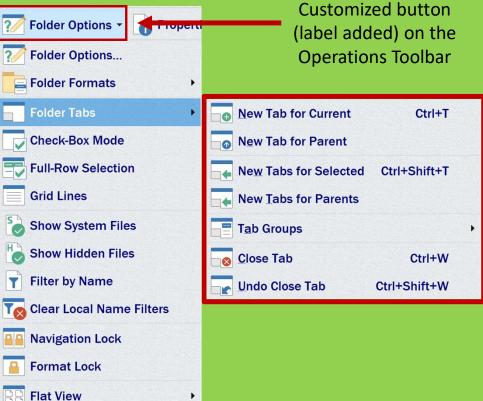
To create new folder tab:

- 1. Double-click on an empty space on the Folder Tab field
- 2. See next slide

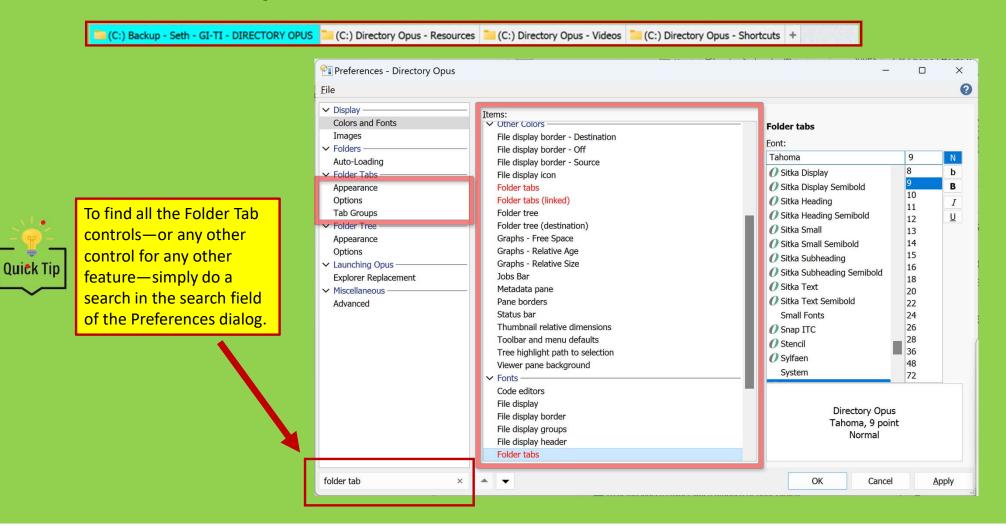
Folder Tab Controls from the Folder Options Button

The Folder Options / Folder Tabs menu (2) in the default toolbars contains a number of commands used to control tabs:

- New Tab for Current: Opens the current folder in a new tab.
- New Tab for Parent: Opens the parent of the current folder in a new tab.
- New Tabs for Selected: Opens any selected folders in new tabs (for example, selecting three sub-folders in the current folder and run this command, would result in three new tabs being opened showing those folders).
- New Tabs for Parents: Opens the parents of any selected items in new tabs. This is useful in a collection (e.g. Find Results) where the parent of the selected items is not necessarily the current folder.
- **Tab Groups**: This sub-menu lets you access any tag groups you have defined.
- Close Tab: Closes the current folder tab.
- Undo Close Tab: Re-opens the most recently closed folder tab.



Folder Tabs Options



Tabs Management (Groups and Other Options)

In Directory Opus, you have the possibility to save groups of tabs, and open/close them at any time.

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Hint: Ctrl + F gives access to all

three panels (<u>drop-down arrow</u>)

Utility Panel: Find			× ×
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The Three Utility Panels

File Collections

- A **file collection** is a virtual folder that acts as a container for other files and folders.
- The items in a file collection do not need to be stored in the same physical folder—they can reside in other folders, on other disks, or even in other virtual file systems like FTP.
- When you add items to a collection they are not actually moved or modified at all—all Opus stores is a reference to the original file.
- Collections are also used by the **flickr** photo-sharing synchronization system to store references to your photos no matter where on your system they are physically located.

You can work with the files in a file collection (copy them, rename them, delete them, etc.) just like you would with the real files.

Directory Opus X Warning: Deleting files in a collection will delete the REAL files. To remove files from a collection without deleting them, use the Remove From Collection command. Don't ask to confirm this action again OK Cancel

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Image Marking

- A common task is sorting through a bunch of digital photos, working out which ones to keep, which ones to upload, which ones to print, etc. The Image Marking feature in the standalone viewer can make this process very simple.
- Images you mark are automatically added to a file collection. Additionally, thumbnails of the images you've marked are shown in a separate panel in the viewer, and there are commands that make it easy to move around the marked images.
- If you want to take a break from your session you can simply close the viewer and come back to it later—all images that you've marked will be saved in the file collection. When you've marked one or more images and you close the viewer, Opus will automatically display the file collection for you in a new tab—you can change this behaviour in **Preferences**.

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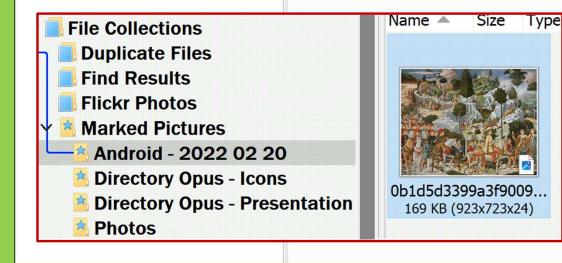
If the current image you're

viewing is marked this is

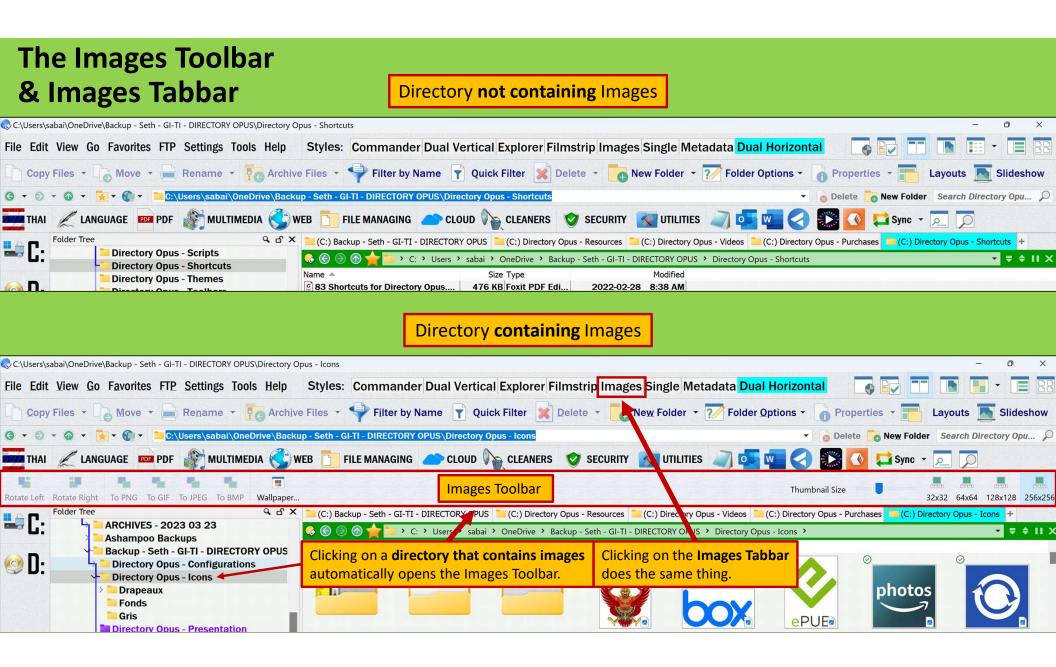
in the top-left corner

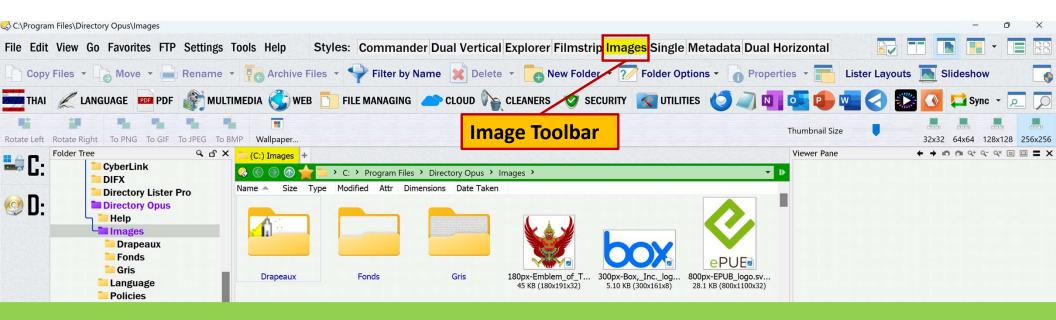
indicated with a star icon

- To mark the current image in the viewer, simply push the M key (or click the Mark button on the toolbar).
- With the default configuration, a **file collection** will automatically be created based on the name of the image's parent folder.
- The marked image pane opens automatically on the left of the viewer window, showing thumbnails of the images you've marked. When this opens it automatically checks the collection for any images you may have already marked in a previous session.







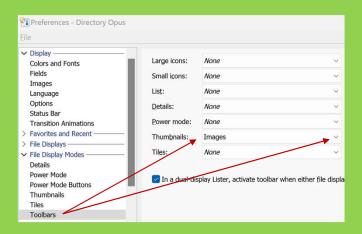


How to Disable Images Toolbar in Thumbnail Mode

Some users find annoying the fact that the Image toolbar open up in Image mode (perhaps you just want to see the images, not edit them).

Question: How do I stop the images toolbar from opening automatically when I switch from details view to thumbnails view?

Answer: Go to Preferences > File Display Modes > Toolbars and turn off images in the Thumbnails field by clicking on *None* at the top of the drop-down menu.



Scripts

- Directory Opus is supported by a large community of users who create and share buttons and scripts that you can use to be more efficient and enhance your Windows experience overall.
- The Directory Opus Resource Centre
 Buttons/Scripts section lists over hundreds of
 scripts, including some for Directory opus to
 interact with common programs such as

 Everything, Dropbox, Calibre, Outlook, "Attach to
 Mail (directly or as zip) for Thunderbird", "Open
 Google Maps at Image's GPS Coordinates".
- Scripts can easily be embedded in toolbar buttons.



Scripts are easy to install but **do follow the instructions given by their authors!**

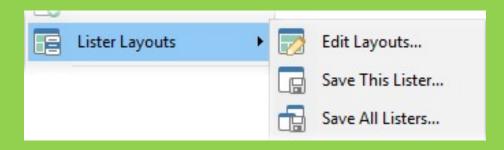
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	all categories All tags Categories Latest	
	Category	Topics
	New Releases New versions of Directory Opus are posted here.	359
	Opus FAQs Frequently asked questions and How To guides.	107
	Help & Support Main area for support: Questions, suggestions and bug reports.	34.8k
	Buttons/Scripts Share finished Buttons, Scripts and other functional add-ons.	531
	Rename Presets Share finished Rename Presets, Buttons and Scripts.	46

How to Use Buttons and Scripts from the Forum https://resource.dopus.com/t/how-to-add-buttons-from-this-forum-to-your-toolbars/3546/1

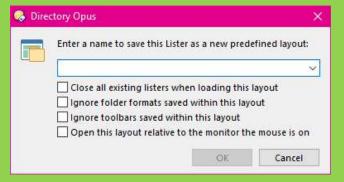
0 😞

How to Save Different Layouts for Different Purposes

 A Lister Layout is a saved collection of one or more Listers that you can re-open at any time. Layouts are created when you save your currently open Listers as a set using the commands in the Settings / Lister Layouts menu.



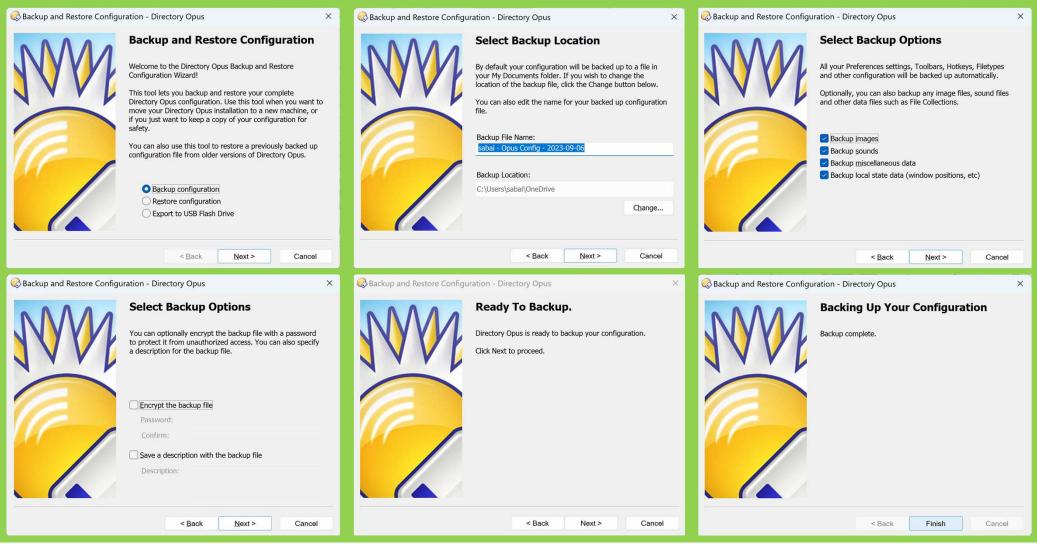
- The Edit Layouts command will open the Preferences dialog showing the Layouts and Styles / Layouts page. From this page you can view a list of all your saved layouts, rename them, re-order them, delete them, etc.
- The Save This Lister command saves only the currently active Lister, whereas the Save All Listers command saves all open Listers to the layout.



When you save a Layout, you can choose various options that will apply whenever that layout is reloaded:

How to Backup Your Configuration

Settings > Backup & Restore



Directory Opus Shortcuts Keys

CHEATKEYS

File Menu

View Menu

Operations Toolbar

Ctrl+E Open new lister

Ctrl+Shift+H Details + thumbnails

Ctrl+1 Copy files

Alt+F4, Shift+Escape Close lister

Ctrl+Shift+D Details

Ctrl+Shift+M Thumbnails

Ctrl+Shift+1 Copy as

Ctrl+Shift+2 Move as

Ctrl+2 Move

Ctrl+3 Rename

Delete Delete

Alt+Enter Properties

Ctrl+B Attributes

F1 Help

Ctrl+P Description

Ctrl+M Edit metadata

Alt+M Move menu

Alt+N Rename menu

Alt+D Delete menu

Alt+H Help menu

Alt+C Copy Files menu

Alt+W New Folder menu

Alt+R Properties menu

Ctrl+Shift+A Admin

Ctrl+N New folder

Ctrl+H New archive

Ctrl+4 Archive files

Ctrl+O New text document

Ctrl+Shift+4 Files to separate archives

😡 Directory Opus

Edit Menu

Ctrl+Z Undo Ctrl+X Cut Ctrl+C Copy Ctrl+V Paste Ctrl+Shift+N Copy file names Ctrl+Shift+C Copy full pathnames Ctrl+A Select all Ctrl+S Select by pattern Ctrl+1 Invert selection

Misc

Ctrl+D Add to favorites Ctrl+NumPad+ Autosize columns Alt+← Back Shift+Delete Delete force Alt+→ Forward Ctrl+Backspace Go root Backspace Go up F2 Inline rename F4 Location Win+Shift+E New lister Ctrl+PgDn, Ctrl+→ Next tab Ctrl+Shift+PgDn Next tab (dest) Ctrl+Shift+→ Next tab (dest) Shift+Enter Path entry Ctrl+PgUp, Ctrl+← Previous tab Ctrl+Shift+PgUp Previous tab (dest) Ctrl+Shift+← Previous tab (dest) F5, Browser Refresh Refresh Ctrl+F5. Shift+F5 Refresh thumbnails Ctrl+NumPad* Restore filter Ctrl+Shift+8 Restore filter F3 Search Ctrl+= Zoom in Ctrl+- Zoom out Ctrl+0 (zero) Zoom reset

FTP Menu Ctrl+Q FTP connect Ctrl+Shift+Q Edit address book

 Folder Menu

 Ctrl+T
 New tab for current

 Ctrl+Shift+T
 New tabs for selected

 Ctrl+W, Ctrl+F4
 Close tab

 Ctrl+Shift+W
 Undo close tab

Menu Bar

Alt+F File menu Alt+E Edit menu Alt+P FTP menu Alt+T Tools menu Alt+S Settings menu Alt+V View menu Alt+O Folder menu Alt+L Lister menu

Tools Menu

Ctrl+F Find files Ctrl+Y Synchronize Ctrl+U Find duplicate files

Lister Menu

F6 Dual display F7 Viewer pane F8 Folder tree Shift+F8 Dual folder tree F9 Metadata pane

Quičk Tip

Alt-click on an object to simultaneously open the Customize dialog **and** the object Edit dialog box.

https://cheatkeys.com/CheatSheet/Directory-Opus

Image Marking Shortcuts Keys

Image Marking Shortcut Keys

You can jump around the marked images by double-clicking their thumbnail. The marked image pane also lets you rename images by selecting their icon and pressing **F2**. The following keys relating to marking are also defined by default in the viewer:

- M / Insert: Mark / unmark the current image
- **Ctrl + M**: Show or hide the marked image pane
- Ctrl + Left: Jump to previously marked image
- Ctrl + Right: Jump to next marked image
- Ctrl + Up: Jump to first marked image
- Ctrl + Down: Jump to last marked image
- **Ctrl + Space**: Return from jump to last viewed image
- **Shift + M**: Exchange mark with previously marked image

These keys make it very easy to jump back and forth between images you've marked and your current "position" in the list of images.

Examples of interfaces Developed by Users

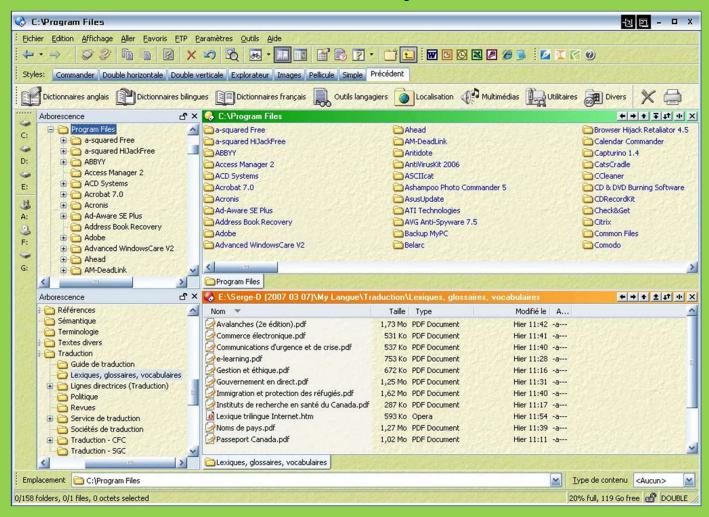




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The most important thing to remember about Opus is: If you don't like something, you can probably change it!

Ressources

- Directory Opus 12 Documentation (600-page manual!)
 - <u>https://www.gpsoft.com.au/docs.html</u>
- Directory Opus Resource Centre
 https://resource.dopus.com
- Directory Opus Frequently Asked Questions (FAQs) https://www.gpsoft.com.au/support/faq.html
- Dear Opus... (The Other Manual)
- Shortcut keys
 https://cheatkeys.com/CheatSheet/Directory-Opus
- Create your own Folder Icon Change toolbar [UPDATED: 2.0]

https://resource.dopus.com/t/create-your-own-folder-icon-change-toolbar-updated-2-0/9774/1

Video Tutorials

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List of tutorials on the Directory Opus Resource Centre https://resource.dopus.com/c/tutorials/20



Part 1/4 - Directory Opus 12.10 Tutorial/Highlights https://www.youtube.com/watch?v=GGGaof_6-mM



Opus 12 Light Edition: What's New https://www.youtube.com/watch?v=3g5UB_746nA&t=1s



Part 2/4 - Directory Opus 12.10 Tutorial/Highlights https://www.youtube.com/watch?v=MKOdk91ZV1I



What's New in Directory Opus 12 https://www.youtube.com/watch?v=ircl1OVEdaM



Part 3/4 - Directory Opus 12.10 Tutorial/Highlights https://www.youtube.com/watch?v=ggecvgOEGms



Directory Opus 12: Resizing File Display Columns, and Folder Formats https://www.youtube.com/watch?v=iS1Mvs46WH8



Part 4/4 - Directory Opus 12.10 Tutorial/Highlights https://www.youtube.com/watch?v=4LkobvqaugA



Directory Opus Quickies: FlatView(tm) - Tame That Folder Structure! https://www.youtube.com/watch?v=6fMeJmkD_Go



Directory Opus (File Manager) - Customization / Layout / Look 'n Feel https://www.youtube.com/watch?v=x5fH2H2APOY

Video Tutorials (Cont'd)



Directory Opus: THE File Manager for Windows -Setup, Configure, Tricks, Tips and Primer https://www.youtube.com/watch?v=MUEYU4q4kyk



Opus: Creating Complex Directory Structures https://www.youtube.com/watch?v=biLRcTmW3G0



The Best Windows File Management Software https://www.youtube.com/watch?v=EZ7StNiPehA



Adding context menu commands in Directory Opus https://www.youtube.com/watch?v=9kOq-YLZmQc



Directory Opus: Toolbar Editing https://www.youtube.com/watch?v=ZM-B-YJzqjA



How to use your Folder's Icon in the Taskbar with Directory Opus https://www.youtube.com/watch?v=aBiqOzHa2r8



How to create buttons in Directory Opus & learn more amazing tips! https://www.youtube.com/watch?v=vlh5XqlykLw



Directory Opus: Personalize Folder Colors, Columns, Labels and more! https://www.youtube.com/watch?v=-L8ybggUmFo



Directory Opus Quickie: Multiple Filters on a File Lister https://www.youtube.com/watch?v=GaKFPrHakEw



How to set up a Quick Filter Menu

- <u>https://resource.dopus.com/t/how-to-set-up-a-</u> guick-filter-menu/19777
- https://www.youtube.com/watch?v=5P9VGtf8-00