# Total Commander: Useful features

The commands below are by no means exhaustive. They are only a brief introduction to the power and flexibility of Total Commander. These are shortcuts and programs that I find useful.

I assume that you’ve read through the tutorials on the Total Commander website and have experimented with copying files, moving files, and changing directories.

## Shortcuts

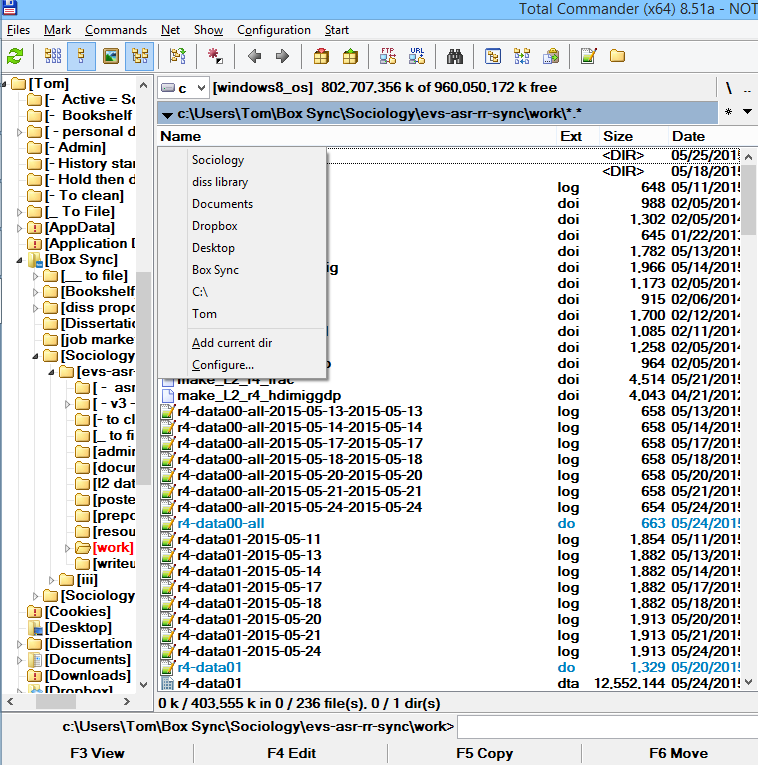
Below are some keyboard shortcuts I find useful in Total Commander. You can also Google “Total commander keyboard shortcuts” to find websites with other keyboard shortcuts.



## Directory hotlist

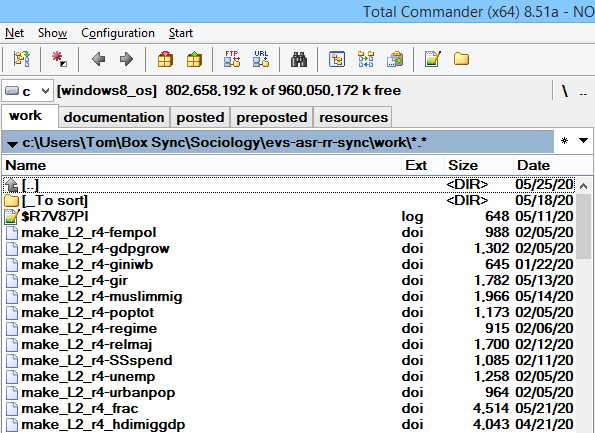
The directory hotlist is a simple way to switch to frequently used directories, such as your \Active, \Bookshelf, or \Dropbox directories. Setting up a directory hotlist is easy.

1. When you are in a directory you’d like to add to the hotlist, press Control+D. Alternatively, you can double click the current directory path listed in the gray-blue box above either pane to open the hotlist.
2. Save the current directory to the hotlist: Click “Add Current Dir” and select the name you’d like to give the directory in the hotlist. Alternatively, press Shift+A.
3. Voila. Press Control+D and see the directory listed in the hotlist. Select a directory from the menu to go there.



## Tabs

Tabs are very useful. They are a great way to have multiple directories opened in an organized and easily navigable system. With tabs, you can have many directories opened and neatly organized, something impossible to do with Windows Explorer.



### Opening a new tab

To open the current directory in a new tab, simply press Control+T or Control+Up. You can open many tabs and switch between them by pressing Control+Tab and Control+Shift+Tab. Close a tab by pressing Control+W.

### Projects

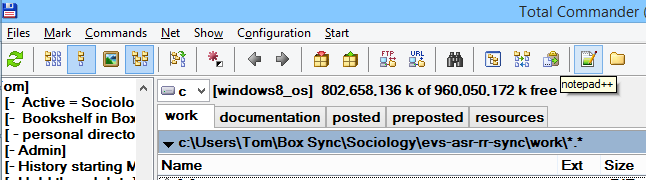
You can open a suite of tabs at the same time with a single keystroke. To do this, you need to save tabs to a .tab file, and assign this .tab file to a keyboard shortcut.

1. Open a set of tabs. This could be your active projects or all the directories in a single project, for example.
2. Right click the opened tabs above the file window, and select “Save Tabs to File.” Save the tabs with a useful name and in a useful directory. Use your workflow knowledge to determine a good location to store Total Commander files.
3. In the Menu, select Configuration—Options–Misc.
4. Under “Redefine hotkeys,” select the keyboard shortcut you wish to use to open your suite of tabs (for example, I might select control+alt+S).
5. Click the magnifying glass to the right of the Command option.
6. In the left panel, select “usercmd.ini” and click New.
7. Give your command a name. Almost always the name needs to begin with em\_. For example, I give my command the name “em\_openactive.”
8. In the “Command” line, paste the following: opentabs C:\*location*\*filename*.tab
   1. *Location* is where you saved the .tab file in step 2.
   2. *Filename* is the filename you gave the .tab file in step 2.
9. In the “Start Path” line, paste the following: C:\*location*
   1. *Location* is where you saved the .tab file in step 2
10. Press ok in the Choose command box. Press ok in the Configuration box.
11. You should now be able to open the suite of tabs by using the keystroke you assigned.

## Button bar

Adding programs to the button bar is easy.

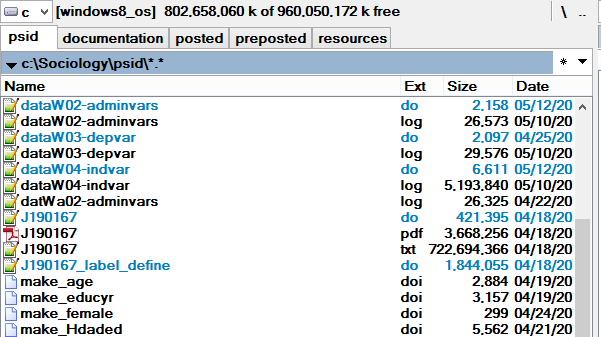
1. Find the directory of the program you’d like to add to the button bar. For example, if you installed Stata 14 to the directory C:\Stata14, go to that directory in the file management pane.
2. Find the .exe file (e.g. StataSE-64.exe) and drag it to the button bar.
3. You now have a button that you can click to open the program.
4. You can also drag files and directories to the button bar.



## Color by file type

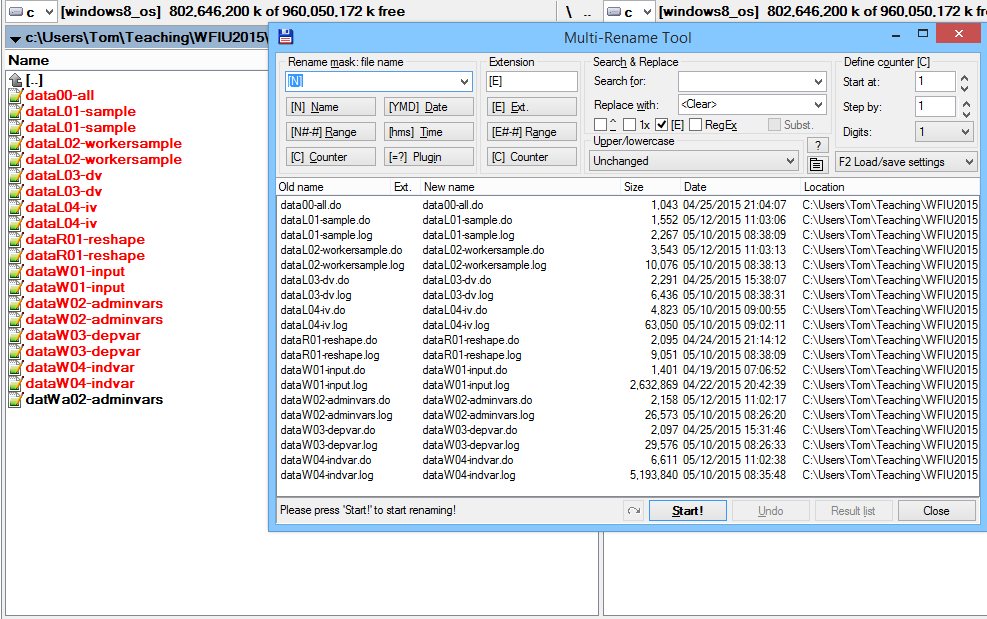
Sometimes it’s easier to find the do-files you wish to open in your working directory if you assign these files to be a unique color.

1. Select Configuration—Options—Color
2. Select “Define colors by file type”
3. Click Add
4. In the new command box, paste \*.do. Press ok.
5. Select the color you want do-files to be in Total Commander.
6. Press ok. Press ok. Press ok.

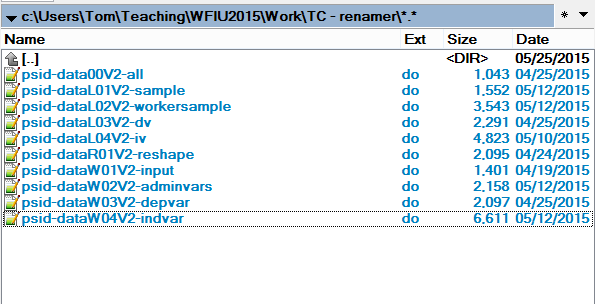


## Multi-Rename Tool

Total Commander lets you rename batches of files using the Multi-Rename Tool. Below we introduce some basic useful features. The first image below is the starting names of my files.



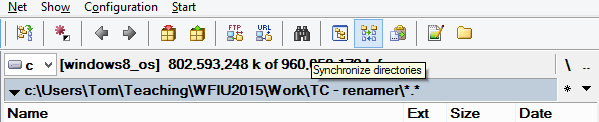
1. Select the files you wish to rename in the File Window.
2. Press Control+M. The Multi-rename Tool opens.
3. I want to update files to V2. In the “Search and Replace” window, I search for the common symbol “-” and replace it with “V2-”. All instances of a single dash are replaced with V2-.
4. Press start and close to see how the files names look now.
5. I forgot to add my project mnemonic to my filenames. Therefore, I use the “Rename mask: File name”. I add “psid-” prior to [N] (i.e. the original file name). Now all files begin with “psid-”.
6. Press start and close. I delete the old log files and now my file names are updated.



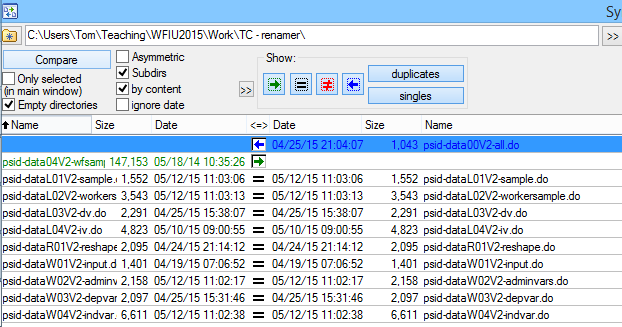
## Directory comparison

You can compare the files of two directories using the Synchronize command. Below I will compare two directories. The directory in the left window is missing the file “psid-data00V2-all.do” and the directory in the right window is missing the data file “psid-data04V2-wfsample.dta”.

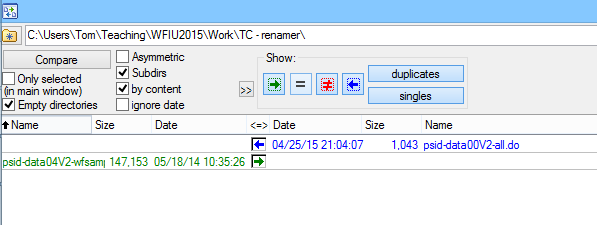
1. Press the “Synchronize” button in the button bar.



1. Just below the “Compare” button, de-select the “Only selected” button.
2. Press Compare. You will see the list of all files that are the same and different between the two directories.



1. I find it is easier to note differences by de-selecting “equal files” in the Show window. Thus all that is left are files which are not the same in the two directories.



1. You can also compare files by content. For example, I added random text to the file “psid-dataL04V2-indvar.do” in the right window and removed text from “psid-dataL04V2-indvar.do” in the left window, but did not update the file names. If the option “by content” is selected, files with the same name but different content will show up as different.

