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# 1. One Commander Version 3

Welcome to One Commander Version 3, a major rewrite of the well-established Version 2. One Commander is a powerful and flexible dual-pane file manager for Microsoft Windows, using folder columns that make navigating complex folder tree structures fast and intuitive.

This guide to One Commander is in four main sections:

- [Quick introductory guide](#): All you need to know to start using One Commander.
- [Full reference guide](#): Detailed information about One Commander's capabilities, and how to modify it to suit your needs.
- [Shortcut keys](#): Comprehensive list of One Commander's shortcuts.
- [Troubleshooting](#): What to do and whom to contact if things aren't working as they should.

### If you're familiar with earlier versions of One

**Commander**, click [here](#) for a list of the main features that are new with Version 3. You may still find it worthwhile skimming the [quick introductory guide](#). One Commander V3 is a major rewrite of the app, and a lot has changed.

If you don't find what you're looking for here, please email [support@onecommander.com](mailto:support@onecommander.com) or go to the One Commander Google Group at <https://groups.google.com/g/onecommander>.

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## 2. Quick introductory guide

The Quick Introductory Guide provides you with all that you need to start using One Commander Version 3. We strongly recommend that you read it sooner rather than later; it really is a *quick* guide! A quick skim of this Guide will also help you if you're familiar with earlier versions of One Commander; a lot has changed.

Once you've read it, you'll probably find that the best way of learning about the many features of One Commander is to start using it. When you want more about a particular feature, you'll find it in the [full reference guide](#).

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**Backlinks:**

[1. One Commander Version 3](#)

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## 2. Full reference guide

This section has more detail on One Commander's features. The labels for the different parts of the user interface (UI) are [here](#).

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## Shortcut Keys

### Notes:

- Shift+Key (or Ctrl+Key or Op +Key) means press Alt (or Ctrl or Alt) and the specified key simultaneously.
- Key1, Key2 means press Key1 (which could be a combination, e.g. Shift+Key)DeletNew, release it, and then press Key2.
- LMB: Left Mouse Button
- MMB: Middle Mouse Button
- RMB: Right Mouse Button
- Left/Right/Up/Down: Cursor keys

Group	Action	Shortcut	Comment
Program	Restart, running as Administrator	Ctrl+Shift+F12	
	Close program	Ctrl+WindowClose	
File opening	Open File/Folder	Enter	
	Open With	Ctrl+Enter	
	Run .exe as Administrator	Ctrl+Enter	For .exe and link to .exe
	Run .exe with parameters	Ctrl+Shift+Enter	For .exe and link to .exe
Columns navigation	Toggle Columns on/off in Standard Layout		
	Open Parent Folder	Backspace or Alt+Up	

	Open previous Path	Alt+Left or 4th Mouse Button	Path history is saved for each Tab
	Open next Path	Alt+Right or 5th Mouse Button	
	Edit Path	\ or Alt+D or Ctrl+L	
	Copy current Folder Path to Clipboard	Ctrl+Shift+C	If no File is selected
		\, Ctrl+C	\ to edit Path and then regular copy
	Context Menu	RMB or Menu Key or Shift+F10	Menu Key is between right Windows and Ctrl keys on ANSI keyboards
	Context Menu with additional options	Shift+RMB	
File operations	Rename	F2	
	Copy file to other Browser	Alt+C	
	Move file to other Browser	Alt+M	
	Duplicate single file	Ctrl+D	Single file only
	Duplicate one or many files	Ctrl+C, Ctrl+V	
	Delete file	Del	
	Delete file without sending it to Recycle Bin	Shift+Del	Not available yet

	Delete permanently (unrecoverable)	Ctrl+Shift+Delete	Not available yet
	File information/properties	Ctrl+I or Alt+Enter	
	Tag files (color)	Ctrl+Alt+T	
	View long file names (toggle)	F7	
New	New File	Ctrl+N	
	New File containing Clipboard contents	Ctrl+V	.txt if Clipboard contains text, .png if it contains bitmap image
	New Folder	Ctrl+Shift+N	
	... create and open	Ctrl+Enter	from New Folder popup
	... create and move selected files inside	Shift+Enter	from New Folder popup; files need to be selected first
Tabs	New Note	Alt+N	
	New Tab (duplicate of Current Tab)	Ctrl+T	
	New Tab from path in Clipboard	Ctrl+Shift+T	
	Open Folder in new Tab	MMB	
	Close Tab	Ctrl+W or MMB	
	Next Tab	Ctrl+Tab	
	Previous Tab	Ctrl+Shift+Tab	
	Move Tab to other Browser Pane	Alt+MMB	

Browsers	Change focus between Browsers	Alt+F	
	Copy file or folder to other Browser	Alt+C	
	Move file or folder to other Browser	Alt+M	
Clipboard	Copy Files	Ctrl+C	
	Cut Files	Ctrl+X	
	Paste Files	Ctrl+V	
	Copy Files as Paths	Ctrl+Shift+C	
	Copy Files to other Browser Pane	Alt+C	
	Move Files to other Browser Pane	Alt+M	
Preview	Preview File	Space	
	Close Preview	Esc	
	Preview previous/next File	Up/Down	
	PDF Preview previous/next page	Left/Right	
	Image zoom around cursor	Mouse Wheel	
Selection	Select all	Ctrl+A	
	Select additional Files	Ctrl+LMB or Ctrl+Space	
	Select range	Shift+LMB	
	Window selection	MMB+Drag	
Window	Call One Commander (system shortcut)	Win+Alt+O	Works from any program
	Call One Commander and dock to bottom of	Ctrl+`	Works from any program but only if activated in Settings > Window; first time

	screen		it's used, restores Window to previous location; repeat to hide
	Center on main display	Shift+F1	Useful for locating the Window if it's lost when monitor is detached
Other	Minimize or restore from Maximized	Win+Down	
	Maximize or restore from Minimized	Win+Up	
	Show Notification Pane	~ (Shift+ `)	
	Reload/Refresh Columns	F5 or Ctrl+R	
	Show/hide hidden files and folders	Ctrl+H	
	Toggle columns resizing/not resizing in Columns Layout	F8	
	Reload Theme	Ctrl+Shift+F5	
	Search	F3 or Ctrl+F	
	Quick Filter	A-Z, 0-9	
	Clear Quick Filter	Esc	
	Open Terminal (CMD/Powershell) in Current Folder	F10	
	Open Terminal (CMD/Powershell) as Administrator	Ctrl+F10	

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## 5. Troubleshooting

If something isn't working as it should, before you try anything else, **check to see whether there is an [update](#) available for One Commander.**

### Shortcut key isn't working

This could be because it's being intercepted by another app, which can be tricky to track down. Windows allows apps to list the system-wide hotkeys currently in use, but refuses to identify which applications are using them. A utility called Ethervane ActiveHotkeys (portable), which may not be supported any more, lists hotkeys currently in use by Windows. Then, by closing down apps one by one you should be able to identify the culprit.

### Filename not accepted

The following characters are not permitted in Windows file names:

␣>:"/ \ | ? \*

More information on file naming can be found [here](#).

### Some folders, e.g. C:\Users\\AppData, not visible

Make sure that you've checked all the "Visibility" options in [Settings > View](#).

### One Commander won't start

OK, we get the irony: if you can't start the app, how can you read this? Except that there is a copy of this manual at [OneCommander.com](https://onecommander.com), which is presumably where you're reading this now. Here are three approaches, starting with the simplest and ending with a restart that involves losing your settings.

### **Approach 1: The Main Window may be hidden off screen.**

Try pressing Shift+F1 to bring it back into view.

If that doesn't work:

**Approach 2: One Commander may be "frozen".** Open the [Windows Task Manager](#), click on the Processes tab, and search for any entries for One Commander, either in the Apps or Background Processes sections. If you find any, select them and click the "End task" button at the bottom right-hand corner of the Task Manager window, or right-click on them and select "End task". Try starting One Commander.

If that doesn't work:

### **Approach 3: There may be a problem with One Commander's main settings file.**

1. Find the Settings folder (e.g. C:\Users\\OneCommander\Settings\).
2. Rename the file "OneCommanderV3.json" to something else, for example "OneCommanderV3.json.deactivated". This file will be recreated when you get to Step 4.
3. Open the [Windows Task Manager](#), click on the Processes tab, and search for any entries for One Commander, either in the Apps or Background Processes sections. If you find any, select them and click the "End task" button at the bottom right-hand corner of the Task Manager window, or right-click on them and select "End task".
4. Try starting One Commander. If it works, great! However, you'll need to go through your [Settings](#) again, because they will have been reset to One Commander's default values.



## Something is spamming your filesystem with file changes errors

If a program is constantly changing many files at once the buffer that holds filesystem changes may get full and One Commander will miss changes on disk. It may also degrade the life of your SSD (solid state drive). Go to [Settings > Advanced](#) for a utility that will help you identify the offending program.

## When maximized on a two-screen display, the Main Window spreads slightly on to the second screen

This is an unfortunate feature of the third party library that renders the Main Window. The only fix available is to turn off the Acrylic window effect in [Settings > Theme](#), shut down the program and restart.

## Drag and drop not working with other programs

If you can't get another program to accept a file dropped when you've dragged it from One Commander, try selecting "Use old Drag & Drop system" in [Settings > Advanced](#).

## If none of that helped...

Please email [support@onecommander.com](mailto:support@onecommander.com) or go to the [support forum at Google Groups](#).

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## 1. One Commander

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# Conventions and terminology used in this manual







**Context Menu:** The menu that pops up when you right-click on something.


**Key presses:** "<name of key>+" means hold a particular so-called "modifier" key (Ctrl, Shift, Alt) down while pressing another, e.g. "Ctrl+C". "Win" is the Windows key , which is present on most keyboards, usually to the left of the Spacebar.

**Mouse buttons:** LMB = left mouse button; similarly, MMB and RMB for middle and right mouse buttons. "Click" without any qualifications means LMB click.

**Path:** Folders and files are referred to generically as "paths", a shorter version of "pathname", which specifies the path the operating system must take to find a folder or file.

**Screenshots:** Things to look for are highlighted in red, e.g.:

	Excel Document.xlsx		xlsx	26'	2020-12-08	14:45	-a---	9.17 KB
	Text File.txt		txt	20'	2020-12-08	14:51	-a---	26 B
	Word document.docx		docx	27'	2020-12-08	14:45	-a---	18.15 KB

**Settings Location:** The folder in which One Commander's settings are stored. It can be reached from the  button on the [Main Toolbar](#). It contains a number of sub-folders, including the **Settings Folder**, which you'll need to access if you want to move your settings to a copy of One Commander on another second computer.

**Terminal:** The generic name for programs that provide access to the Windows Command Line, for example CMD,

PowerShell, Windows Terminal.

<.....>: Text enclosed in <> brackets is a placeholder for something else. So, for <user name> you would enter your actual Windows user name.

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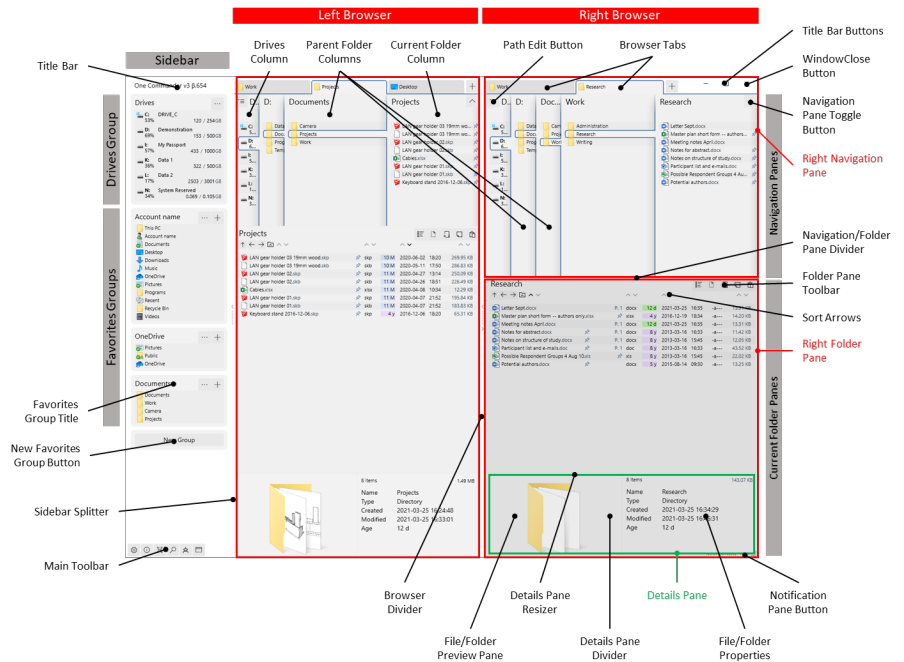
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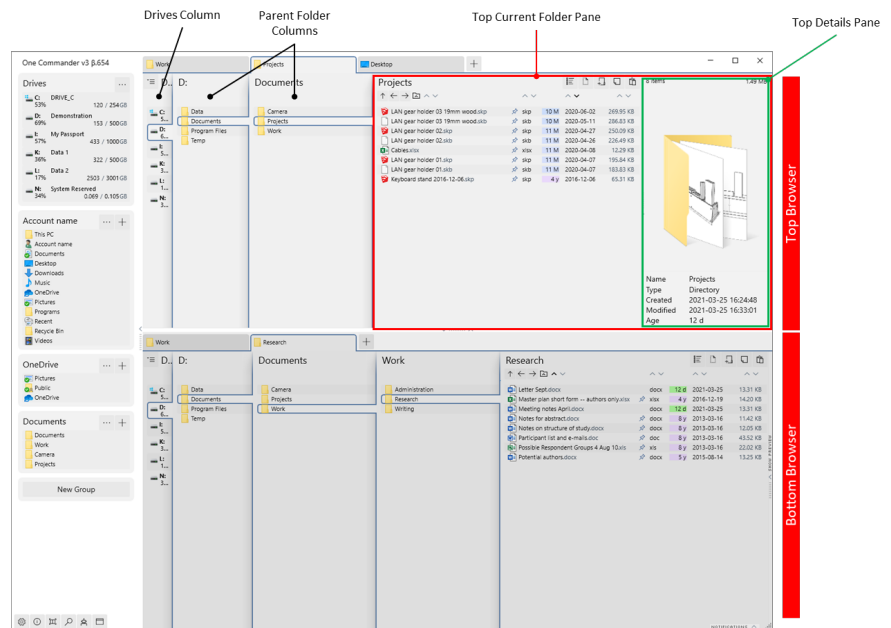
# Finding your way around One Commander

The labels for the various components of the User Interface (UI) are shown here for the two layouts, in each case with two Browsers visible.

## Standard Layout



## Columns Layout



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# Installing One Commander V3

One Commander Version 3 comes in two forms, both of which will be automatically updated as new versions become available. The Store version is easier to install, but has a few minor limitations. The Portable version does not have these limitations, but takes a couple more steps to install.

- **Portable version:** This is downloaded from <https://onecommander.com>, and comes as a [zip file](#). Unlike normal Windows programs, it can be installed in any folder of your choice, including on portable drives (e.g. USB drives). To install this version:
  - Download a zip file from [onecommander.com](https://onecommander.com).
  - Right-click the zip file and select "Properties". At the bottom of the General tab, under "Security", check the "Unblock" box:

Security: This file came from another computer and might be blocked to help protect this computer.  Unblock

- Extract the contents of the zip file in the usual manner to the folder in which you want to store the program.
- Create a [shortcut](#) for the file OneCommander.exe: Right-click on the file OneCommander.exe and select "Create shortcut". This creates the shortcut file "OneCommander.exe - Shortcut.lnk", which, when you double-click on it, runs One Commander.
- Move the shortcut to any convenient location. For example, you can put it on the Start Menu, at C:\Users\\AppData\Roaming\Microsoft\Windows\Start

Menu.

- **Microsoft Store version:** This is installed by the Store on your computer and updated from there. It is mainly the same as the Portable version, with the following differences:
  - The Settings files are found at "C:\Users\\OneCommander".
  - It cannot run ActiveX controls, meaning that One Commander's native [Preview](#) can't open certain file types (mainly Microsoft Office files).

**Upgrading from Version 2:** If you want to re-use your Version 2 settings, go to [Settings > Window](#) and click on

[Import Settings from V2](#)

## Installing One Commander on more than one computer

If you would like to move your settings to One Commander on a second computer:

1. Install One Commander on the second computer.
2. On a removable medium (e.g. a USB drive), make a copy of the first computer's file "OneCommanderV3.json", which you can find in the [Settings folder](#).
3. On the second computer, locate the Settings folder and rename the file "OneCommanderV3.json" to something else, for example "OneCommanderV3.json.installation".
4. Copy/move the "OneCommanderV3.json" file from your first computer into the Settings folder on the second computer.

This will move over your basic settings. Others, such as Favorites and Tabs, can't be copied over because they reference folders specific to the first computer.

If you have a [Pro licence](#), you will need to contact [support@onecommander.com](mailto:support@onecommander.com) to arrange for the Pro licence to be valid on the second computer.

## Updating One Commander



One Commander offers enhancements and improvements, as well as bug fixes, through regular updates. You will know that an update is available when a red button appears in the [Title Bar](#), at the right-hand end, and an update notification appears in the [Notification Pane](#). Click on the button, and the update will be applied automatically.

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# Purchasing One Commander Version 3 Pro

One Commander Version 3 comes in two versions:

**Free for Personal Use:** Has all the basic features of One Commander.

**Pro for Advanced Personal or Commercial Use:** Additional, more advanced features (listed in [Settings](#)). They include:

- Selecting your preferred Command Shell
- Adding features to the built-in Preview display
- Adding to the excluded [watcher keywords](#) list

The Pro version can be purchased by clicking on the

[Get PRO license](#)

button in [Settings](#),

or the [Purchase license](#)

button in the [About Program](#) dialog.

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# What's new in Version 3

Version 3 is a complete rewrite of One Commander Version 2, so a great deal is new, including a total reorganization of what's under the hood, so to speak. The new code base makes it possible to introduce many new features to One Commander, as well as keep its original ones. A quick guide to Version 3 is [here](#).

Among what's new, is:

- Greatly improved performance
- Uses new Acrylic window and has additional styling capabilities
- Supports horizontal and vertical split of browser panes
- Supports opening multiple windows
- Uses default Windows dialogs for file move/copy/delete operations (Taskmaster will be reimplemented)
- File views can be customized with File View Designer
- Color tags, saving sorting and view per folder

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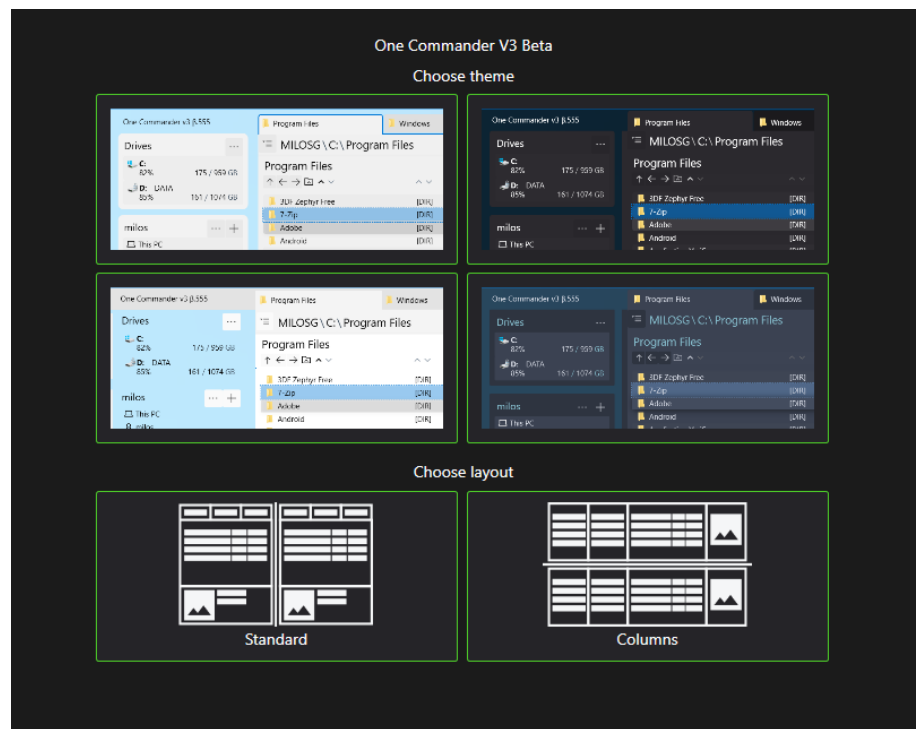




## 1. Opening One Commander for the first time

One Commander is a dual-pane file manager, meaning that it can simultaneously display either one or two independent file browsers within the same window. The browsers can be viewed either in the Standard Layout, with a navigation pane at the top and a detailed view of the current folder at the bottom, or in a more compact Columns Layout.

The first time you open One Commander:


1. You'll be asked if you want to import Favorites from One Commander Version 2 (the Microsoft Store version).
2. You'll be given the choice of which [layout](#) you'd prefer, as well as which [theme](#):



You can change these selections later whenever you wish. You can switch between the two [layouts](#) using the "Layout" button  or  at bottom left of the [Main Window](#), or make one [browser](#) collapse to give a single-browser view by dragging the divider separating the browsers.

When you first launch One Commander in the Standard Layout the [Folder Columns](#) are hidden. Click [here](#) for more.

## Closing One Commander

Clicking on the  (WindowClose) button at the top right of the Main Window doesn't shut One Commander down; it just closes the window so that you can re-open it quickly when you need it, for example by pressing Win+Alt+O. You can shut it down by clicking Ctrl+WindowClose. Click [here](#) for details.

## Starting One Commander using the Command Line

This is explained [here](#).

## 1. Opening One Commander for the first time

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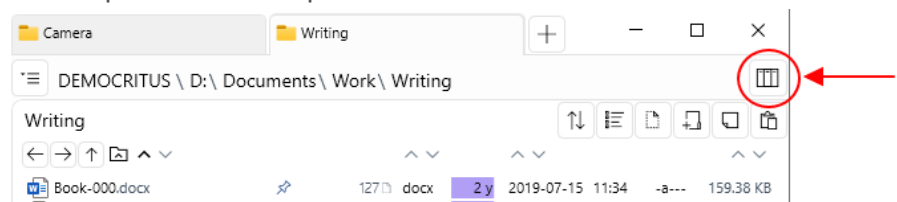


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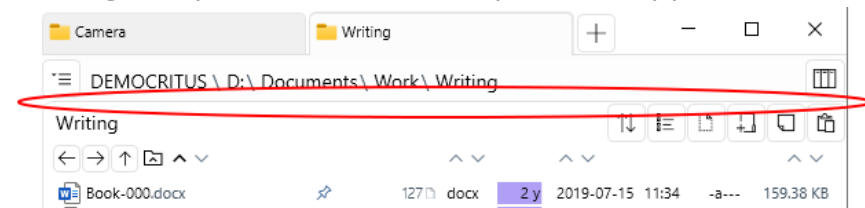




## 2. The Main Window

The [Main Window](#) displays a [sidebar](#) and either one or two [browsers](#). When One Commander is opened for the first time, both browsers are visible with the [theme](#) and layout you chose from the opening dialog box. The [Folder Columns](#) are hidden to start with in the Standard Layout. You can reveal them by clicking the  button, to the right of the folder path at the top of each browser:



Or by dragging down the Navigation/Folder Pane Divider just underneath the folder path (keep dragging until the message "Expand more to show pane" disappears):









The browsers can be displayed in either Standard or Columns layouts. You can switch back and forth between them as often as you like using the Layout Button ( or ) at the bottom left of the Main window (in the Main Toolbar; see next section on this page). When you do this, the only thing that changes is the layout; the files, folders, and settings remain the same.

## Main Toolbar


The Main Toolbar is at the bottom right of the Main Window:



-  [Settings](#)
-  [About program](#)
-  [Change Layout](#)
-  [Search](#)
-  [File Automator](#)
-  [Open a new Window](#)

The Main Window can be opened, closed and repositioned without exiting from One Commander. See [here](#) for details.

## Notification Pane

Notifications appear briefly at the bottom of the Main Window to tell you of things that have happened. You can view a list of the most recent notifications by pressing "~" or by clicking on the upward-pointing arrow  in the bottom right-hand corner of the Main Window.

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## 3. The Browsers and Layouts

The browsers are divided into three main panes (see screenshots below):


- **Navigation Pane:** Shows all attached and [mapped](#) drives as a series of [Miller columns](#) that allow you to navigate up and down the folder trees for each drive.
- **Current Folder Pane:** Shows the contents of the folder that is currently selected in the Navigation Pane.
- **Details Pane:** Shows details of the folder or file that is currently selected in the Current Folder Pane. If a file is selected, this pane shows a preview of the contents of the file if it can (not all file types are supported).


### Layouts


One Commander provides two layouts: Standard and Columns. You can see the difference by clicking on the  /  buttons in the [Main Toolbar](#). In brief, the Standard Layout shows one or both Browsers side-by-side and a set of [Folder Columns](#) at the top of the Browser with the Current Folder below them, while the Columns Layout sets the Browsers one above the other, with the Current Folder to the right, as the final column in the Folder Column display. Path selection is slightly different in each display, but other than that it is entirely a matter of personal preference as to which you use.

### The Browsers

You can create multiple independent file/folder views in each

browser by adding tabs. Click on the  button to the right of the Browser Tabs to create a new tab, which will be a clone of the current tab (i.e. the tab that currently has the focus). Alternatively, you can also specify a particular path for all new tabs in [Settings > Other](#).

Tabs can be closed by clicking on the  button that appears when you move the cursor over the tab, or by clicking [MMB](#). Once deleted, they can't be restored.

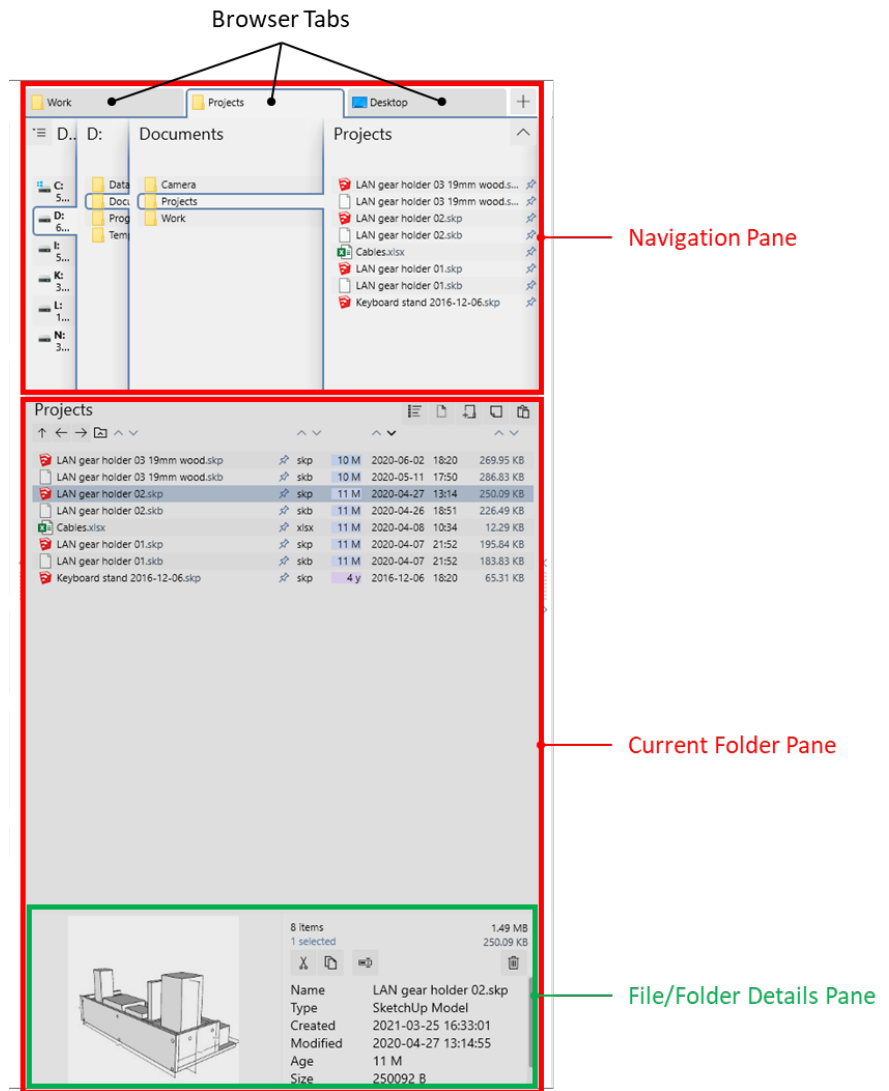
You can resize either browser by dragging their borders, or the Browser Divider separating them. Some borders have a drag handle surrounded by arrows: . The drag handle isn't strictly speaking necessary; it serves as a reminder that the divider can be dragged. The arrows jump the divider to the end of its travel.

If you try to reduce the width of a browser below a certain point it tells you that it's about to collapse, meaning that it's about to disappear from view so that you see a single-browser view. You can restore the dual-browser view by dragging the border or Browser Divider back again (or use the drag handle or arrow). The browser will be restored exactly as it was before.

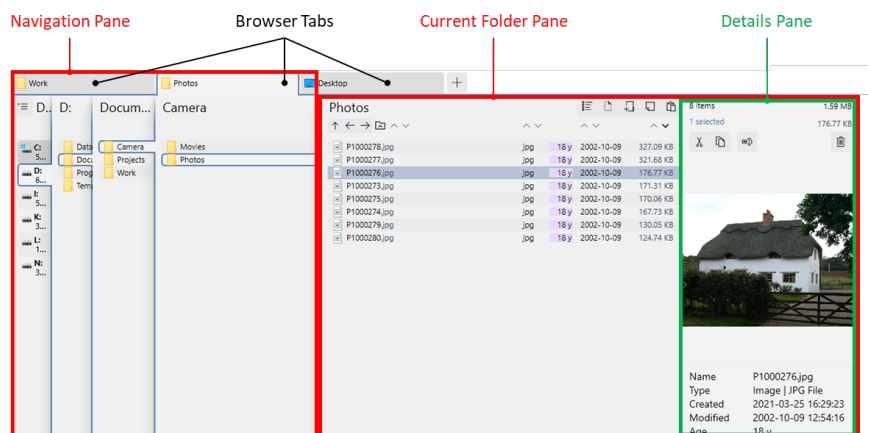
If the [Main Window](#) is too narrow to show both Browsers in the Standard Layout, one Browser will be closed. It will be re-opened if you make the Main Window wide enough.

You can create background images for the Folder Panes — click [here](#) for how to do it.

## Standard Layout Browser



## Columns Layout Browser



### Backlinks:

[2. Quick introductory guide:1. Opening One Commander for the first time](#)

[2. Quick introductory guide:2. The Main Window](#)

[2. Quick introductory guide:4. Folder columns](#)

[3. Full reference guide:Browser Tabs](#)

[3. Full reference guide:Drives Column](#)

[3. Full reference guide:Folder Columns and Navigation Pane](#)

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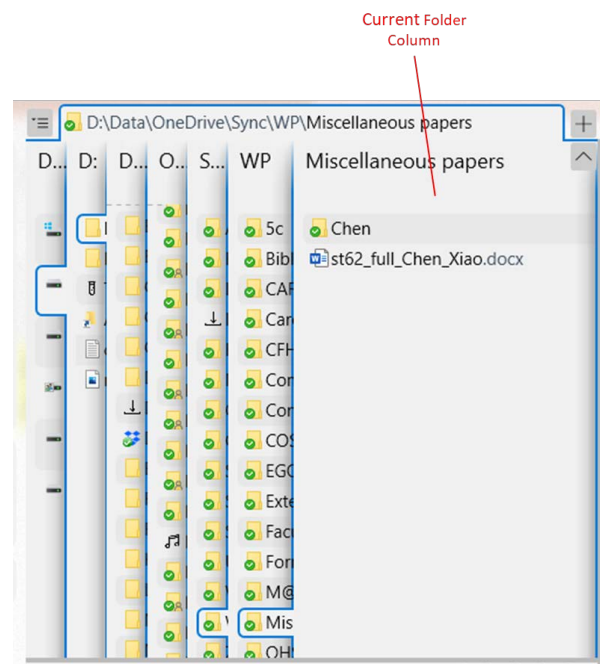


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## 4. Folder columns

The Navigation Pane displays folders in [columns](#):



You can navigate to a folder in any of the columns, including the ones to the left of the Current Folder Column, using the:

**Mouse:** Click on the folder. A new column displaying the contents of that folder will appear to the right of the column you clicked in (replacing what was there before, if the column you clicked on wasn't the Current Folder Column).

**Keyboard:** You can move through the entire directory tree using just four cursor keys. You can:

- move between panes, and between folders and files within panes, using a combination of Tab and Cursor Arrow keys (Shift+Tab to move in the opposite direction), and Enter to open folders (this doesn't move the keyboard focus to the folder within) or files;

- use left/right arrows to move between folder columns. The right arrow also opens the folder from the [Current Folder pane](#).

The easiest way of understanding how this works is to try it.

Files or folders selected using the keyboard are surrounded by a box of "marching ants":



In the [Columns Layout](#), the rightmost column is also the Current Folder Pane. Folders in this pane need to be double-clicked to open (although you can set it to open with a single-click in [Settings > Other](#)).

The columns to the left of the Current Folder Column compress to allow you a good view of the Current Folder Column. If they're compressed too much to give a clear view of their contents, you can expand them by moving the mouse cursor over them. You can change many features of how this works in [Settings > Columns](#), for example how quickly the columns respond to the mouse movements, how much they expand, and so on. Alternatively, if you don't like these animations, you can turn them off in [Settings > Columns](#).

---

#### Backlinks:

- [2. Quick introductory guide:1. Opening One Commander for the first time](#)
- [2. Quick introductory guide:2. The Main Window](#)

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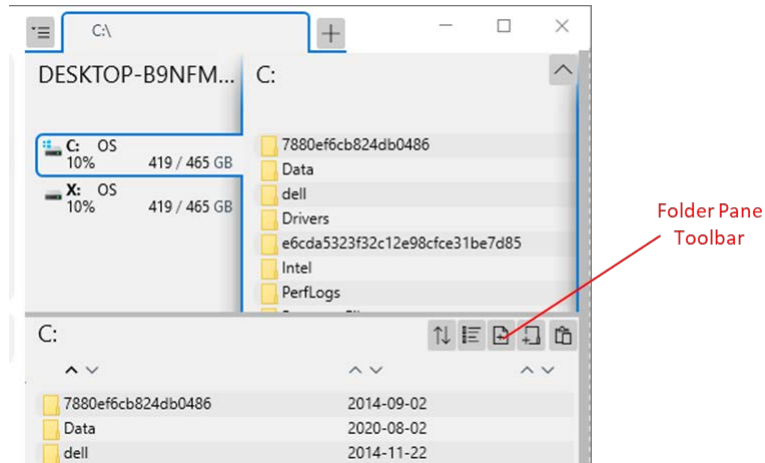
## 5. Basic folder and file operations


One Commander allows all the basic folder and file operations that you would expect:

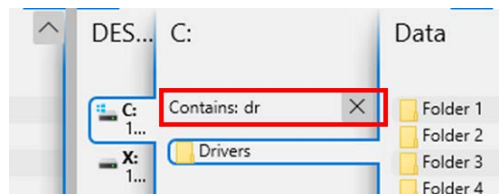
- **Open folders or files** by double-clicking on them (you can change this to a single click in [Settings > Other](#)) or pressing Enter.
- **Move/copy files using**
  - **Mouse:** [Drag and drop](#) between browsers or to and from other Windows apps (to copy, hold Ctrl key down while dragging). Note that One Commander drag and drop works a little differently from Windows File Explorer. Moving a file when you meant to copy it can cause a lot of trouble, so be careful!
    - Dragging a file or folder in One Commander will *always* move it. To copy, you must *always* hold the Ctrl key down.
    - One Commander attaches a label to the file or folder being dragged to tell you whether it's being moved (red label) or copied (green label).
  - **Keyboard:**
    - Cutting, copying, and pasting generally: Cut (Ctrl+X), Copy (Ctrl+C), and Paste (Ctrl+V)
    - Copying and moving between Browsers: Move (Alt+M); Copy (Alt+C)
- Access the full set of **Windows context menu items** by

right-clicking on a folder or file.

- **Create new folders:** click on the  button (or Ctrl+Shift+N) in the [Folder Pane](#) Toolbar:




- **Create a new file** from a template: click on the  button (or Ctrl+N); you can select from a number of popular file types to create a new file of that type in the current folder. You can create as many of your own templates as you like; see [here](#) for more.
- **Filtering list of folders or files:** with the cursor in a folder column or folder pane, start typing the name of the folder or file; folders or files *not* containing the string of characters you've typed are filtered out, so it also is a quick way of searching for a folder or file in a long list. At the top of the column or pane One Commander records what you've typed; cancel the filter by clicking the "X" or pressing the Esc key:



You can have as many filters running concurrently as you like.

Note that the **Spacebar key** can't be used for filtering, because it's used for [previewing](#) the selected item:

- **Preview a file** by pressing Space.
- **You can edit the information columns in the [Folder Pane](#)** by clicking on the  button in the Folder Pane

Toolbar and selecting [Edit File Views](#).

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## 6. Sidebar

The Sidebar is the centre of operations for One Commander. It is divided into three main sections:

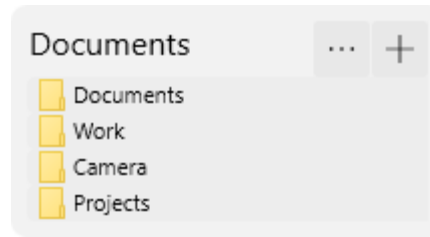
### 1. Drives

This lists the currently-attached and mapped drives. It can be hidden by going to [Settings > Window](#) > uncheck Show drives in Sidebar. The  button gives the following options:

- Hide drives from the sidebar: hides the list of drives, but keeps the box.
- Refresh everything (F5; refreshes all folder displays to make sure they're up to date).
- Map network drive (mapped network drives will be labelled both with the destination folder in the mapped drive and the network path in parentheses).

### 2. Favorites

One Commander allows you to identify as many [favorite folders](#) as you like. They are arranged into groups in the Sidebar. One Commander creates an initial group from a list of standard folders in your C:\Users\



Favorite folders have two basic uses:

- They act as bookmarks for folders you use often:
  - click on a favorite folder and it opens in the currently-selected browser, in the currently-selected tab
  - [MMB](#) opens the path in a new tab in the currently-selected browser
- You can quickly move or copy files or folders from a browser to a favorite folder by dragging (to move), or holding the Ctrl key down and dragging (to copy), the file or folder from the browser and dropping it onto one of the items in the Favorites Group. **Note that** dragging a file or folder to a favorites group does not create a new favorite; it just moves or copies that folder or file to the chosen favorite.

Basic operations for favorites groups:

- **Add folder to group:** Click the "+" button to the right of the group's name.
- **Rearrange folders within group, move folders between groups:** Drag folders up and down within group or between groups.
- **Create aliases (alternative names) for folders in groups:** Right-click on folder name and select "Change Alias".
- **Remove folders from groups:** Right-click on folder name and select "Remove Path from List".

### 3. Main Toolbar

See [here](#) for more.

---

**Backlinks:**

[2. Quick introductory guide:2. The Main Window](#)

[3. Full reference guide:Browser Tabs](#)

[3. Full reference guide:Favorites](#)

[3. Full reference guide:Folder Pane](#)

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## 7. Themes

One Commander allows you to change themes — the colours of the different components of the user interface, for example light or dark, and the icon packs it uses — and create new ones. It comes with a number of built-in themes, which you'll find in [Settings > Theme](#), which is also where you can switch between them. You can edit them if you don't mind editing .xaml files.

You can give the themes an acrylic (translucent) effect by checking the appropriate box in [Settings > Theme](#), as well as change the icons that One Commander uses as well as the Accent Color (the color of items over which the mouse moves or that are selected).

More information about changing these themes or adding new ones is [here](#).

---

### Backlinks:

- [2. Quick introductory guide:1. Opening One Commander for the first time](#)
- [2. Quick introductory guide:2. The Main Window](#)







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## 8. Settings

For many users, One Commander will do everything they want as it comes out of the box, so to speak. But there are many features that can be changed, and if there's something about One Commander that doesn't quite give you what you need, you'll probably find a way of fixing it in the Settings. You'll find adjustable settings in two main places:

- [Settings](#), for changing One Commander as a whole
- [Changing files view](#), for changing the display in the Current Folder Pane

If that's not enough for you, there are more possibilities if you look in the folders reached by clicking on the About program button in the [Main Toolbar](#) and then the Settings Location button. Do be careful, though: only mess with these files if you know what you're doing!

---

### Backlinks:

[3. Full reference guide>About Program](#)

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## 9. Other useful features

One Commander has many useful features that don't fall readily under the headings in this quick guide. Among them:

- [Interacting with Windows Clipboard](#): One Commander can add to and use the contents of the Windows Clipboard in many useful ways.
- [File Automator](#): Automates many file management jobs, such as batch renaming or converting.
- Using third-party file viewers: QuickLook, a popular file viewer that can cope with a very large number of file types, can be substituted for the build-in viewer by going to [Settings > Preview](#).
- Supports [Windows Virtual Desktops](#): One Commander can be set to open in the current Virtual Desktop that you're using.
- [Tagging](#) paths with colored dots.
- Adding [Notes or To Do items](#) to folders.

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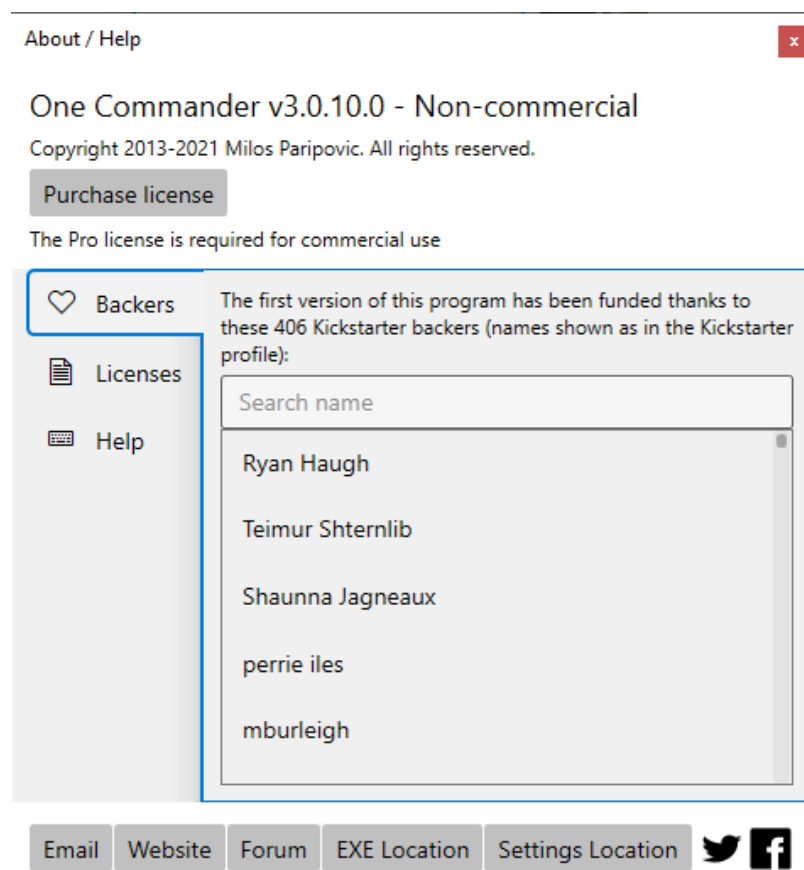
### About Program

- Browser Tabs
- Customizing One Commander's appearance
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- File and Path Operations
- File Automator
- File View Designer
- File Views
- Folder Columns and Navigation Pane
- Folder Pane
- Main Window
- Memory management in One Commander
- Network Drives
- Path Copying and Editing
- Preview
- Resizing and collapsing browsers
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## About Program

The About Program dialog is reached from the ⓘ button on the [Main Toolbar](#):



The buttons across the bottom do the following:

- **Email:** Puts the email address of One Commander's [Support Service](#) in the Windows Clipboard.
- **Website:** One Commander's website.
- **Forum:** The [Google Group](#) where you can seek help from and enter into discussions with other One Commander users and the developer.

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- **EXE Location:** Opens the folder (in your default File Manager) containing OneCommander.exe, the main program executable.
- **Settings Location:** Opens the folder (in your default File Manager) containing the [Settings](#) folders for One Commander.

---

**Backlinks:**

[1. One Commander Version 3:Conventions and terminology used in this manual](#)

[1. One Commander Version 3:Purchasing One Commander Version 3 Pro](#)

[2. Quick introductory guide:2. The Main Window](#)

[2. Quick introductory guide:3. The Browsers and Layouts](#)

[2. Quick introductory guide:8. Settings](#)

[3. Full reference guide:Customizing One Commander's appearance](#)

[3. Full reference guide:File View Designer](#)

[3. Full reference guide:Main Window](#)

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## Browser Tabs


Either [Browser](#) can have any number of Tabs, each with its own [Current Folder](#). So any instance of One Commander can have a very large number of folders available to be selected as Current Folders.

You can quickly change focus between Browsers with Alt+F, and change the order of the Tabs by dragging them.

## Tab Aliases


The Tab Alias is the name that appears on the Tab. By default it is the name of the Tab's Current Folder, but you can change this by selecting Change alias in the Tab's Context Menu. You can change this default behavior in [Settings > Other](#), to show the full path for the Tab.

## Creating Tabs


- Click the  button to the right of the current set of Tabs. The new Tab will be a clone of the Tab that currently has the focus, unless you change this behaviour in [Settings > Other](#). Alternatively, select the Tab to be duplicated and press Ctrl+T.
- Right-click any folder and select Open in... You have the choice of opening that folder as a new Tab in the Current Browser, the other Browser, or a new Window.
- **MMB** on any folder in a [Folder Column](#) or in the [Sidebar](#).

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## Moving/copying Tabs between Browsers

⌘ Tabs can be moved to the other Browser (if open) using Alt+MMB. Copying a Tab to the other Browser is a two-step process: duplicate the Tab with Ctrl+T or clicking on the  button, then move the new Tab to the other Browsers with Alt+MMB.



## Closing Tabs

- Click on the  button at the right-hand side of the Tab (which may not be visible if there are too many Tabs; see next section), or
- MMB

## Large numbers of tabs

⌘ When you have a large number of Tabs, they shrink to be narrow enough to accommodate all of them. This will typically make them too narrow for the label text to be readable, but their path will be displayed in a Tooltip:



⌘ When the cursor passes over narrow tabs, the Close Button  doesn't appear until you click on one of them. When you do, the tab expands a little so that you can see both the tab label and the  Button.

---

### Backlinks:

[3. Full reference guide:Network Drives](#)

[3. Full reference guide:Using the Windows Clipboard](#)

[3. Full reference guide:Settings:Other](#)








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## Customizing One Commander's appearance

There is a lot you can do to One Commander's appearance using its various [Settings](#) in particular by choosing a different [Theme](#). But there's even more you can do if you don't mind exploring further under One Commander's hood. You can lift the hood by going to the Themes folder, C:\User\\One Commander\Themes (for the Microsoft Store version), or the folder in which the Portable version is installed. You can reach this folder quickly by clicking  on the [About Program](#) and then the Settings Location button at the bottom of the dialog. You can create a new theme by adding a new folder here and creating the Theme material that you want.

### Themes

One Commander comes with a number of built-in Themes, which can be found at [Settings > Theme](#). There are the usual light and dark themes, as well as some alternatives.

A **Theme** is a combination of File Icons, Folder Icons, a Thumbnail (for the [Settings > Theme](#) dropdown) and an [.xaml file](#) that controls One Commander's appearance. You can get a sense of what can be customized by exploring the .xaml files for the built-in Themes.

You can vary the icons in use by choosing various options available in [Settings > Theme](#).

Any Theme can be given an Acrylic (translucent) effect by checking the appropriate box in [Settings > Theme](#). You may

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notice a performance hit if you check this box, though.

### **Health and Safety Warnings:**

- **Always make a copy of a theme before you edit it, and work with the copy, not the original.** When One Commander is updated, it will overwrite any changes in the built-in themes.
- **It's probably safest not to edit the built-in Theme files unless you *really* know what you are doing,** but to do your experimenting on a Theme that you create yourself. If you do get into a mess, help is available [here](#).

## Creating new Theme

Easy: make a copy of one of the Themes folders, and work with that.

## Accent Color

You can change the color that files take when the mouse passes over them or they are selected in [Settings > Theme](#).

- Depending on the theme, an Accent color will be used on certain elements, such as Columns Pane border or Tabs border.
- In some themes, the Accent Color is part of the theme itself and changing it is disabled (for example in Nord or Nortorn themes).

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### Backlinks:

- [2. Quick introductory guide:7. Themes](#)
- [3. Full reference guide:Settings:Theme](#)



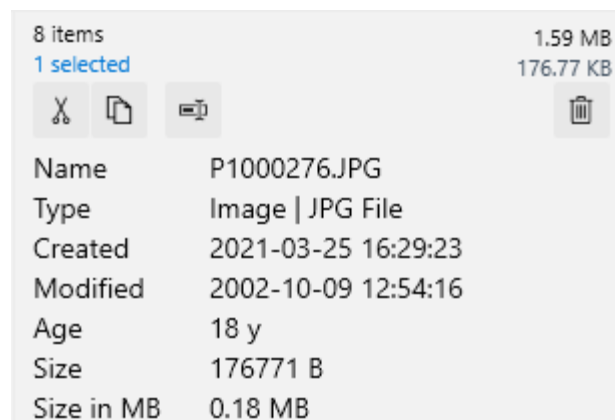
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## Details Pane





This pane has two sub-panes:

- **File/Folder Preview:** A preview of the file, if a viewer is available for that file type, and if not, an icon related to the file type. For folders, an icon is displayed showing the file types in the folder. If the file contents are displayed:
  - Text previews can be scrolled with the mouse wheel or cursor keys.
  - PDF previews can be scrolled using up/down cursor keys; use left/right cursor keys to move between pages.
  - Image/video previews can be zoomed with the mouse wheel and panned around with click-and-drag.
  - You can also [preview files in a separate window](#) using the Spacebar key.
- **File/Folder Properties:** Details about the file or folder. For a file, a toolbar is offered:



The toolbar in the Properties sub-pane allows the following:

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-  Cut (move to Windows Clipboard)
-  Copy to Windows Clipboard
-  Rename (F2)
-  Delete (Del)

The Pane and the two sub-panes can be resized by dragging the Details Pane Resizer. If you drag it far enough, the Details Pane disappears. You can make it reappear by dragging the Details Pane Resizer back again. A draggable divider separating the two sub-panes appears if you hover the cursor between them, allowing you to minimize the Preview sub-pane.

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#### Backlinks:

[3. Full reference guide:Folder Pane](#)

[3. Full reference guide:Preview](#)

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## Drives Column

The Drives Column — the left-most column in the Navigation Pane — shows all drives current mapped by Windows.

### Mapping network drive

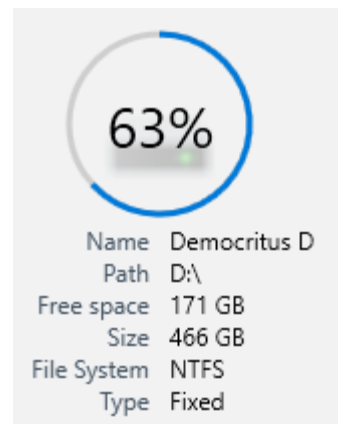
Click on the three dots at the top right hand corner of the Drives Group, and select "[Map network drive](#)".

### Ejecting removable drives

Click on "Eject" below the drive name and drive details:



When there is space available, in the [Columns Layout](#) information about the current drive is shown to the left of the Drives Column, e.g.:



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---

**Backlinks:**

[3. Full reference guide:Network Drives](#)

[3. Full reference guide:Path Copying and Editing](#)

Created with [Zim-wiki](#) & the [Ecodiv-responsive template](#)

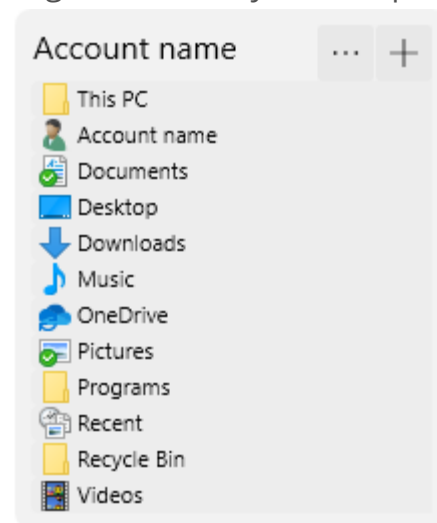


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## Favorites

Favorites are found in the [Sidebar](#); they are links to [paths](#) you use often. You can have as many lists of favorite paths as you like here, organized into Groups. Click on any Favorite in the list to open the path in the current Tab. When you first open One Commander a **Default Favorites Group** is created ("Account name" is the name of the account you're signed in to on your computer):



## Adding Groups and Favorites

**Add new Favorites Group:** Click the **New Group** button at the bottom of the Sidebar.

**Add new path to a Group:** Click on the "+" button to the right of the Group's name adds the current folder to the Group:





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⚠️ **If you delete the Default Favorites group by mistake, don't panic!** It can be recreated by going to [Settings > Window](#) and clicking on the **Create default sidebar folders** button.

## Rearranging Favorites Groups

Click on the **⋮** button to:

- **Rename Favorites Group**
- **Change order of Favorites Groups** (select "Move up" or "Move down")
- **Delete Favorites Group**

## Editing Favorites within a Group

The context (right-click) menu for any favorite allows you to:

- **Open the favorite in a new Tab in the current Browser, or a new Tab in the Browser that doesn't currently have the focus**
- **Remove the Path from this Favorites list** (this doesn't delete the Path from the computer)
- **Change Alias** — i.e. rename the Favorite

## Adding Groups and Favorites

- **Add new Favorites Group** by clicking the New Group button at the bottom of the Sidebar.
- **Add new path to a Group** by clicking on the "+" button to the right of the Group's name:




---

### Backlinks:

- [2. Quick introductory guide:6. Sidebar](#)
- [3. Full reference guide:Settings:Debug](#)
- [3. Full reference guide:Settings:Other](#)
- [3. Full reference guide:Settings:Window](#)





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## File and Path Operations

Most file operations involve standard Windows procedures, but some differ a little.

### Selecting and opening folders and files

- **Select:** single click
- **Open:** double click or Enter
- **Select several files:** Ctrl+Click if files are not contiguous in the list, Shift+Click if they are
- **Open several files:** Ctrl+Click or Shift+Click to select, then press Enter

You can set One Commander to open either files and folders, or just files, with a single click; see [Settings > Other](#).

### Copying/moving by Drag and Drop

The approach to dragging and dropping items used by Windows is a bit confusing: it behaves differently depending on whether you are dragging and dropping within or between drives. One Commander's default method is slightly different but has the virtue of consistency:

- Dragging **without** Ctrl key: One Commander **always** moves the item, regardless of whether the move is between drives or between folders within the same drive.
- Dragging **with** Ctrl key: One Commander **always** copies

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the item.

You can change this to the (inconsistent and confusing) Windows method in [Settings > Other](#) > Drag and Drop behavior.

## Deleting folders and files



When you delete a file or folder, or a group of them, One Commander remembers the position of the last selected item. You can select the item above or below the deleted item by pressing Cursor Up/Down.

## Duplicate file

### Either

Press Ctrl+D. The line containing the file entry changes to:



Type the name for the duplicate file in the highlighted section and either press Enter or click . To cancel, press Esc or .

### Or:

Press Ctrl+C and then Ctrl+V. The duplicate file will automatically be renamed "<original filename> - Copy.<extension>". For example the duplicate created for "Myfile.txt" will be "Myfile - Copy.txt".

## Creating files from Windows Clipboard

See [Using the Windows Clipboard](#).

## Drag item to Terminal

[Terminals](#) are applications that give you command-line control of your computer, for example Command Prompt or

PowerShell. Items can be dragged from One Commander to a Terminal, which puts them in the current command line in the Terminal. If there is a space in the path, it is inserted in double quotes, to ensure that the Terminal doesn't interpret what follows the space as being part of the command or another parameter. See [here](#) for starting One Commander from a Terminal window.

## Create new file from template

See [Templates for creating files](#).

## Renaming items

Either right-click and select "Rename" from the context menu, press F2, or click twice slowly (in the standard Windows manner). If you are trying to rename a folder and [Settings > Other > Opening items](#) is set to "Single click opens folders", you need to use the right-click method. You can turn off the slow double-click method at [Settings > Other](#).

## Previewing files

Press Space; see [Preview](#) for more.

## Tagging items

Right click on any item and select "Tag (Color)". A dot with that color appears to the right of the item name.

---

### Backlinks:

[2. Quick introductory guide:5. Basic folder and file operations](#)

[2. Quick introductory guide:9. Other useful features](#)

[3. Full reference guide:Settings:Advanced](#)

[3. Full reference guide:Settings:Other](#)





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## File Automator

⌘To be added>

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### Backlinks:

[2. Quick introductory guide:2. The Main Window](#)

[2. Quick introductory guide:9. Other useful features](#)

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




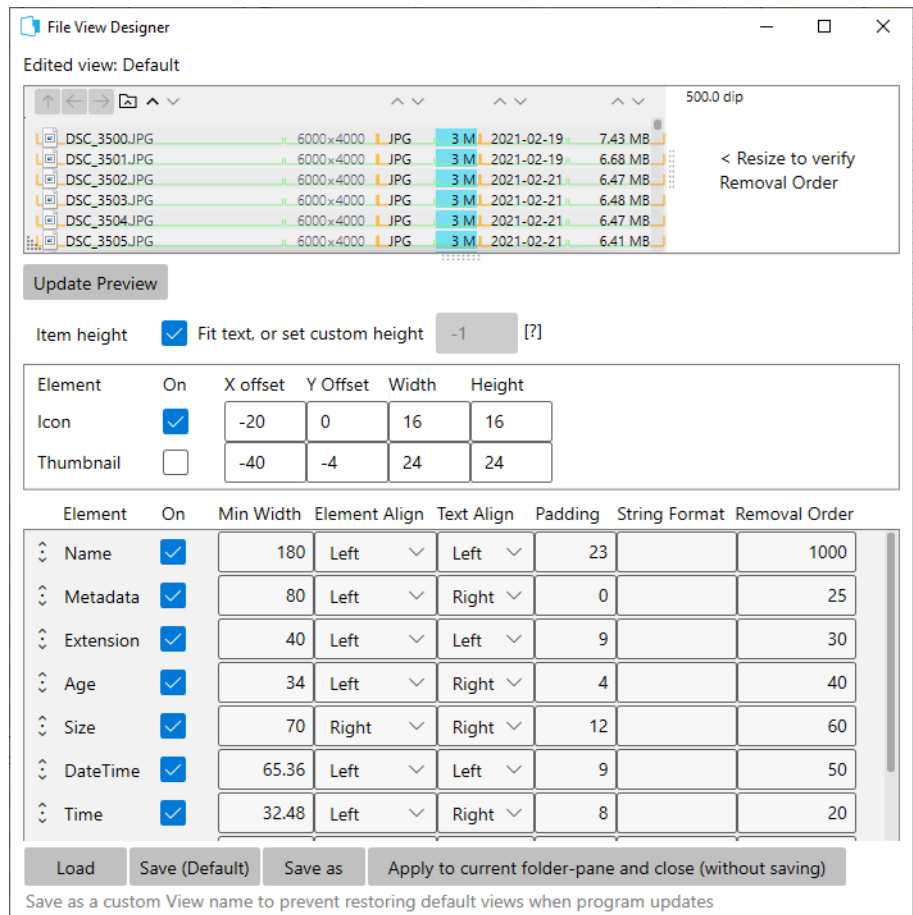
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## File View Designer

You can change the information shown in the [Folder Pane](#) columns, by modifying an existing [File View](#) or creating a new one, using the File View Designer. It is reached from the  button in the Folder Pane Toolbar and selecting **Edit File Views**.

File Views designs are stored in .json files in the folder [<Settings location>\Resources\FileDesigns](#). The File View currently being edited is shown in the "Edited view" field at the top of the window:



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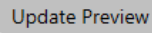
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Most of the File View Designer is self-explanatory, and the easiest way of learning how to use it is to create a custom file view using the "Save as" button at the bottom of the window and experiment with it. You can see the effects of changes you make by clicking **Update Preview** near the top of the window and viewing the changes in the Edited view pane. Specific points:

## String Format Column

This is for advanced use only. If it is left blank, all values in the column are taken from One Commander's [Settings](#). It allows the user to go into great depth with customizing formats. Examples that can be used include different date and time formats (see <https://docs.microsoft.com/en-us/dotnet/standard/base-types/standard-date-and-time-format-strings>), for example the time in a specific UTC zone or showing milliseconds, months written in words in the user's language, numbers formatted with commas, and so on.

## Removal Order

When you make a [Browser](#) narrower, this setting determines the order in which columns disappear from the display. You can think of it as the reluctance of a particular column to disappear, where the higher the number the more reluctant the column is to vanish. So in the example above, if you shrink a Browser horizontally, Time is the first column to disappear and Name is the last. You can verify the Removal Order settings by clicking  and then moving the resizing handle in the Edited view pane to left and right.

## Buttons across the bottom of the window

**Load:** Loads a File View Design file (they all end in ".json") from the folder [<Settings location>](#)\Resources\FileDesigns.

**Save:** Saves current File View Design file (i.e. the File View Design shown in the Edited view line at the top of the File View Designer window).

**Save as:** Saves current File View Design file under a new name.

**Apply to current folder-pane and close (without saving):** Applies the new File View to the current folder pane temporarily; the next time this folder is viewed, the File View will revert to the saved version.

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### Backlinks:

[2. Quick introductory guide:5. Basic folder and file operations](#)

[3. Full reference guide:File Views](#)

[3. Full reference guide:Folder Pane](#)

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## File Views

You can change the way that files and folders are displayed in the [Folder Pane](#) by changing the File View. One Commander has a number of built-in File Views, which you can modify and add to. One Commander remembers the File View you have selected for each folder.

The File Views are listed by clicking the  button in the [Folder Pane Toolbar](#). The button pops up the following list:

Default
Name Only
Powershell
Thumbnail Grid
Thumbs+Details
Edit File Views
Cancel

- **Default:** the basic file view, showing for each item the name (with some metadata, such as the number of pages in a .docx file), "age" of the item (how long since it was last modified), date and time of last modification, attributes, and size.
- **Name Only:** displays just file/folder names, with no other columns.
- **Powershell:** Similar to Default, but with the columns in a different order (attributes, date, size, name).
- **Thumbnail Grid:** Displays thumbnails in a grid; change the size of the thumbnails by holding Ctrl and rotating the Mouse Wheel.
- **Thumbs+Details:** The Thumbs+Details File View is

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optimized for folders containing image files. In [Settings > View](#) you can get One Commander to automatically check folders for which you haven't already chosen a File View Design to see whether they might look better using the Thumbs+Details File View. You can override One Commander's choice by selecting another File View.

- **Edit File Views:** You can modify any of these File Views, or create custom Views, with the [File View Designer](#).

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#### Backlinks:

[3. Full reference guide:File View Designer](#)

[3. Full reference guide:Folder Pane](#)

[3. Full reference guide:Settings:Preview](#)

[3. Full reference guide:Settings:View](#)

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## Folder Columns and Navigation Pane

The folder tree is displayed as a series of columns. A single click on any folder in a column opens that folder in a new column to its right. Columns that behave like this are known as [Miller columns](#), in which all of the columns that are part of the tree branches leading to the currently-open folder remain visible. This makes it easier to see where the currently-open folder sits in the folder tree structure, and to navigate to other branches in the tree.


One Commander adds two features to standard Miller columns to make it easier to work with folder displays in which a lot of folder columns are visible (when you're working with a folder that is a long way from the drive root):

- As each new folder is opened, the columns to its left shrink to give room for the contents of the current folder to be easily read.
- As the cursor moves over folders to the left of the current folder (i.e. over its parent folders), the folders under the cursor expand while the cursor is over them so their contents can be seen. The responsiveness and speed of this expansion, as well as many other features of the column display, can be adjusted in [Settings > Columns](#).

Not everyone likes columns to change width in this way. They can be turned off in [Settings > Columns](#).



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## Navigating through the columns

- **Navigating to folder in column:**
  - if cursor is in a parent folder column: click on folder
  - if cursor is in Current Folder Column in the [Columns Layout](#): double-click on folder (this setting can be changed to a single click at [Settings > Other > Opening items](#)).
- **Navigating through Parent Folder Columns:** Left and Right cursor keys walk left and right through the path of parent folder columns.
- **Move to parent of currently-selected folder:** Click  (above file/folder name column), press Backspace, or click Alt+Up to move to parent of the current folder
- **Undo most recent backspace:** Enter.
- **Add Folder or File to selection:** Ctrl+Select (with mouse cursor) in the Parent Folder Column in [Columns Layout](#) adds that folder or file to the selection and makes that path current.

## Path history

### Moving back and forward through the history of a path:

Click   (above file/folder name column), press Alt+Left/Right cursor keys, or 4th/5th mouse buttons. Note that if a tab was created from a Favorite, there won't be any history for that tab to move back and forth within until you have actually moved back and forth along that path, so until you do this the Alt+Left/Right cursor keys or the 4th/5th mouse buttons won't do anything.

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### Backlinks:

- [2. Quick introductory guide:3. The Browsers and Layouts](#)
- [2. Quick introductory guide:4. Folder columns](#)
- [3. Full reference guide:Browser Tabs](#)
- [3. Full reference guide:Folder Pane](#)
- [3. Full reference guide:Settings:Columns](#)








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


## Folder Pane

The Folder Pane lists the contents of the **Current Folder**, and shows a [preview and more details](#) about the currently-selected folder or file.

- In the **Standard Layout**, the Folder Pane is below the [Folder Columns and Navigation Pane](#). You can select files or folders in the Folder Pane by clicking on a folder or file in either the Current Folder Column or the Folder Pane.
- In the **Columns Layout**, the Folder Pane is the rightmost folder column, so that's the only place you can select folders or files.
- You can **refresh** the item display by pressing F5, Ctrl+R, or select "Refresh everything" in the menu that pops up when you click the  button in the [Drives Group](#).
- You can choose from a number of different [File Views](#), allowing you to hide some columns, show others, change the order and widths of columns, how icons or thumbnails are displayed, which columns are hidden when the Browser isn't wide enough to show them all, and so on. You can create as many File Views as you wish using the [File View Designer](#).


## Folder Pane Toolbar


 **Sort files:** Click to get a list of sorting options. This button duplicates the action of the Sorting Columns arrows (see below), but it's needed for the Grid View, which doesn't have any columns.

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 **Change file view:** Click to be presented with a variety of [File Views](#). One Commander remembers which File View Design you select for each folder. One Commander comes with a variety of File Views, and you can edit any of them or add to the list using the [File View Designer](#).


 **Creates new file from template:** (Ctrl+N) See [here](#) for more.

 **Creates new folder** (Ctrl+Shift+N)

 **Creates a note in current folder:** (Alt+N) See below under "Note/To Do".

 **Clipboard paste:** The equivalent of Ctrl+V. If the Clipboard contains text, One Commander creates a text file with the default name "<date> <time>.txt".

## Main item display

The various properties of items are shown in a series of columns which you can select using the [File View Designer](#). In addition to the ones familiar to Windows, there's a column showing in "hot/cold" color-coded form the age of the item, i.e. the time that has elapsed since the item was last modified. You can adjust the colors in [Settings > General](#). There's a more complete explanation of how the age display works there, under Item Properties: click the  button at top right of the pane.

## Long file names

Long file names are often too long to be seen fully in the Name column. They can be seen in full:


- In the [Details Pane](#).
- By pressing F7, which toggles the other columns on and off.

## Sorting columns


**Either:**

- Click the  Sort files button

**Or:**








- Each column has a pair of arrows at the top  which sort the items on display in each of two directions (e.g. A-Z or Z-A). Hover the cursor over the arrows to see what they do. The arrow in bold shows the current sort order.

One Commander remembers the sort order for each folder, which is very handy because different folders may well have different sorting requirements. Further information about sorting:



- **For size, only files are sorted.** Sorting files by size **only works** if the "Folders on Top" toggle (see below) is set so that folders are listed at the top.
- If you prefer **folders always to be sorted by name**, go to [Settings > View](#) and check "Sort folders by name always". With this checked, only files are affected by the sort order selected by clicking a sort arrow.
- You can change the **default sort order** for columns at [Settings > View](#).
- **Folders on Top toggle:** Press  to sort files and folders so that folders are either listed first, or listed with files in the order specified by the sort arrows for properties like file name, type, date etc. This setting is remembered for each folder. You can set the default for this behavior at [Settings > View](#).

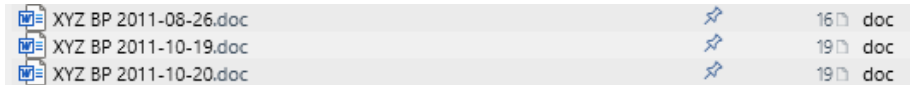
## Metadata display


Some metadata is shown to the right of the file name if the Browser is wide enough. For example, for image files the size of the image in pixels is shown:

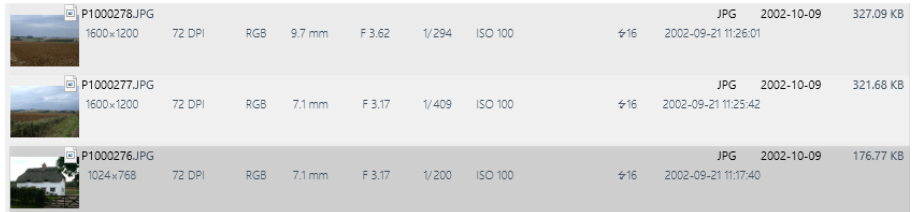
	P1000278.JPG	1600x1200	JPG
	P1000277.JPG	1600x1200	JPG
	P1000276.JPG	1024x768	JPG
	P1000273.JPG	1024x768	JPG
	P1000275.JPG	1024x768	JPG
	P1000274.JPG	1024x768	JPG
	P1000279.JPG	1024x768	JPG
	P1000280.JPG	1024x768	JPG

Another example: the metadata for document files shows

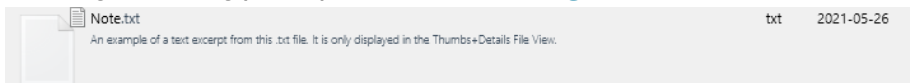
the number of pages in the document (e.g. 16 ); these files are on OneDrive, and the  icon shows that they are always on the local machine and synced with the server):



In the **Thumbs+Details View** (click the  button on the Folder Pane Toolbar — see above) the metadata is shown in the second line for each file:



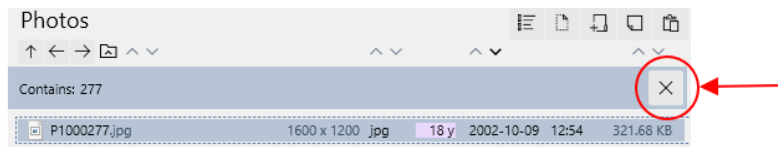
You can get One Commander to show text excerpts from a variety of file types specified in [Settings > Preview](#):



## Filtering folders and files

Start typing characters in the path name you are looking for:

- **The first key you press** shows only items beginning with that letter
- **If you type two or more letters**, all items in the Current Folder Pane containing that text will be shown
- **Displaying a particular file type:** Begin typing with a period. For example, ".pdf" will display only .pdf files.
- **Cancel the filter** by Backspace-deleting the characters you've typed, or clicking the icon to the right of the filter:

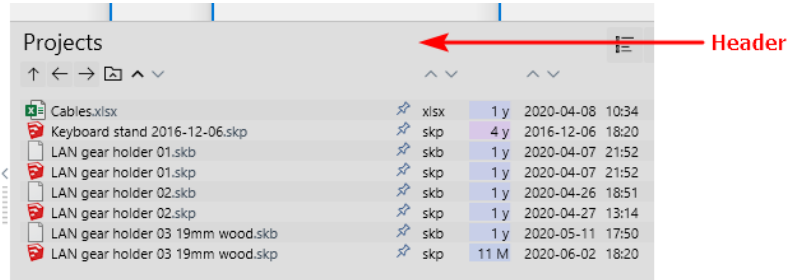


## To create a new folder, file, or note in the Folder Pane


**Method 1:** Click on one of the icons in the Folder Pane Toolbar:



**Method 2:** Right-click on the header for the folder pane and select from the list (File, Folder, or Note) that appears.



## Note/To Do

You can add as many Notes or ToDo items as you like to the files in the Current Folder Pane. Hit Alt+N or click  in the Folder Pane Toolbar, and a small editing window pops up. Up to four lines of text appear in the Name column, but the full text can be seen in the File Preview below:

**Research**

Name	Type	Size	Created	Modified	Age
Letter Sept.docx	docx	2 M	2021-03-25 16:35	13.31 KB	
Master plan short form -- authors only.xlsx	xlsx	4 y	2016-12-19 18:34	14.20 KB	
Meeting notes April.docx	docx	2 M	2021-03-25 16:35	13.31 KB	
Notes for abstract.docx	docx	8 y	2013-03-16 16:33	11.42 KB	
Notes on structure of study.docx	docx	8 y	2013-03-16 15:45	12.05 KB	
Participant list and e-mails.doc	doc	8 y	2013-03-16 16:33	43.52 KB	
Possible Respondent Groups 4 Aug 10.xls	xls	8 y	2013-03-16 15:45	22.02 KB	
Potential authors.docx	docx	5 y	2015-08-14 09:30	13.25 KB	

This is an example of a note or to-do item. It's a simple text file with the extension ".2do". It can be edited by double-clicking on it, and deleted in the same way as for any other file. Up to four lines are displayed in the "Name" column, but the full note is shown in the File Preview.

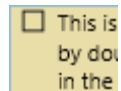
This is an example of a note or to-do item. It's a simple text file with the extension ".2do". It can be edited by double-clicking on it, and deleted in the same way as for any other file. Up to four lines are displayed in the "Name" column, but the full note is shown in the File Preview.

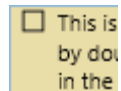
9 items 143.36 KB  
1 selected 289 B

Name	This is an example of a note o.2do
Type	To Do Task
Created	2021-05-28 14:51:12
Modified	2021-05-28 14:51:12
Age	1'
Size	289 B
Size in MB	0.00 MB

Notes/Todos can be edited by double-clicking on the Note/ToDo, and deleted in the same way as any other file. They are simple text files with the extension ".2do".

You can mark Notes/Todos as completed by clicking in the



Note/ToDo's checkbox: . This also changes the file extension to ".2dx".

## Creating a background image for a Folder Pane

If One Commander finds one of the following files in any folder:

*cover.jpg, folder.jpg, front.jpg, background.jpg, poster.jpg*

It will show that image as a background for that folder. An example might be an album cover image. If it doesn't work, check "Show folder background image" in [Settings > View](#).

---

### Backlinks:

[2. Quick introductory guide:3. The Browsers and Layouts](#)

[2. Quick introductory guide:4. Folder columns](#)

[2. Quick introductory guide:5. Basic folder and file operations](#)

[2. Quick introductory guide:8. Settings](#)

[2. Quick introductory guide:9. Other useful features](#)

[3. Full reference guide:Browser Tabs](#)

[3. Full reference guide:File View Designer](#)

[3. Full reference guide:File Views](#)

[3. Full reference guide:Settings:Columns](#)

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## Main Window

### Opening, closing and positioning Main Window

See [Starting, Reopening, and Closing One Commander](#) (quick tip: if One Commander is running but you can't see the window, try Win+Alt+O (or Ctrl+' if activated — see [Settings > Window](#)) to re-open it. If it still isn't visible, perhaps it's got moved off-screen. Try Shift+F1 to move it back on screen).

### Creating new Main Windows

Click  in the [About Program](#) to create a new Main Window. You can create as many as you like, each with its own layout. Favorites, however, are shared by all Main Windows.

### Using Windows Virtual Desktops

If you're using Windows Virtual Desktops, you can choose whether Win+Alt+O (but **not** Ctrl+`):

- brings One Commander to your current desktop, or
- changes Virtual Desktops to the one on which a One Commander Main Window is currently open.

This setting is in [Settings > Window](#).

**If no Main Window is currently open**, then whichever

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setting you choose, Win+Alt+O opens a window in your current Virtual Desktop.

## Moving dividers

Many of the dividers (the grey borders that separate different panes) have short dotted lines and V-shaped arrows, for example the Browser Divider:



**Click and hold on the dotted line** to move the divider (actually, you can click and hold anywhere along the divider's length except on the arrows for the same result).

**Click on an arrow** to move the divider as far as it will go. For example, clicking on a Browser Divider arrow hides the Browser that's in the direction in which the arrow points. Clicking on an arrow when the divider is at its limit of travel restores the divider to its default position.

---

### Backlinks:

[2. Quick introductory guide:2. The Main Window](#)

[2. Quick introductory guide:9. Other useful features](#)

[3. Full reference guide:Starting, Reopening, and Closing One Commander](#)

[3. Full reference guide:Settings:Window](#)

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## Memory management in One Commander

One Commander is made in Microsoft's .NET framework, which manages memory for One Commander. Windows may let a program's memory footprint grow while the program is used but when Windows needs memory again, it will compact the program memory and reclaim unused resources.

One Commander caches icons so they are loaded faster the next time they are needed in the program session. All displayed file properties are also cached while they are in the list, so scrolling through large folders will use more memory, but the memory will be released once the user opens another folder (at Windows' own schedule).

Each thumbnail in the file list and displayed preview will take a chunk of memory. For example, a previewed 10-Megapixel photo will take 10x3 Megabytes (3 as number of color channels), even if the image is a compressed jpeg.

Tabs don't take additional memory in One Commander.

If you choose to keep the program running in the background on close (see the option in [Settings > Window](#)) all windows, file properties, previews and the rest will be unloaded from memory, but the program will keep cached icons and compiled code for a faster next start, while minimizing RAM usage.

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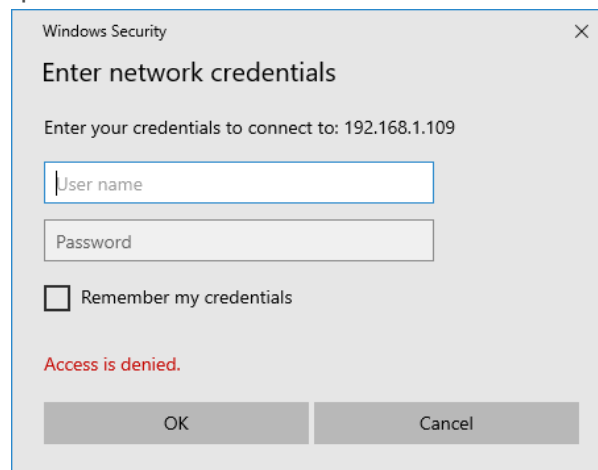


## Network Drives

To access a network drive (e.g. a network attached storage device):

1. Create [a new tab](#).
2. Open the [Path Edit](#) pane.
3. In the path, type in the URL for the network drive (e.g. "\\192.168.1.109"). The drive will appear in the [Drives Column](#).

If the folders in the drive are locked, right-click on the required folder and select "Open". One Commander will open Windows Explorer, which in turn will open a network credentials window so that you can enter the user name and password for the folder:



Once you've done that, you can open the locked folder in One Commander.

---

### Backlinks:

### 3. Full reference guide:Drives Column

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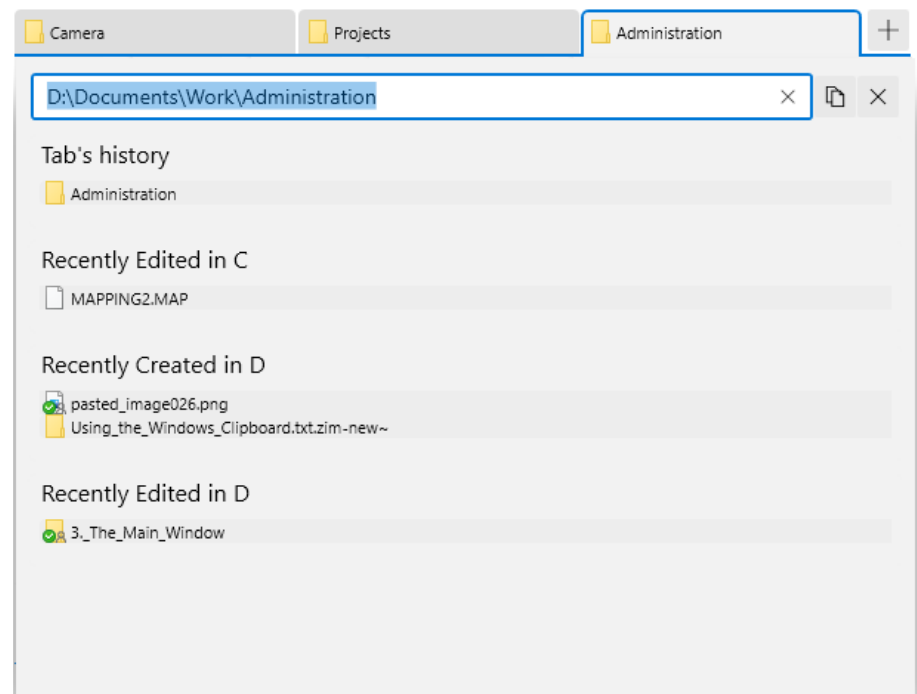


## Path Copying and Editing

**Copy the path of the currently-selected folder or path to Clipboard:** Press Ctrl+Shift+C.

**View/edit the path of the Current Folder (the Path Edit Button):**

Click on the Path Edit Button  at the top of the [Drives Column](#) to open the Path Edit dialog box:



The path of the current folder is shown in the text box at the top. You can:

- type a different path and press Enter to **open that path in the current browser**
- **copy it** with Ctrl+C
- type a few characters to **search through favorites or**

**recent tabs listed below.** The search results will be shown in the list below the editable path box, and selecting one will open it in the current browser.

**If there is a path on the clipboard,** it will be also shown in the list below the editable path box.

---

**Backlinks:**

[3. Full reference guide:Network Drives](#)

[3. Full reference guide:Starting, Reopening, and Closing One Commander](#)

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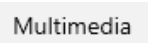
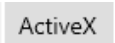

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## Preview

- **Preview Window:** In addition to the small Preview Window in the [Details Pane](#), many, but not all, file types **can be previewed by pressing Space**, which pops up a larger window with a preview of the file in question. You can **move through the document being previewed** with the mouse wheel or by clicking the   buttons at the left/right of the Preview Window.
- **Closing Preview Window:** The Preview Window is closed by pressing Space or Esc.
- **Choosing viewer:** You can choose between the viewer built into One Commander, or QuickLook (available from the Microsoft Store). QuickLook can work with a greater range of file types.
- **Viewing modes:** The Preview Window offers **three viewing modes:**   . One Commander will guess which one works best for the file in question, but if you disagree, click one of the other buttons to see if you're right.
- **Autoplay audio/video files:** You can choose to [autoplay video/audio files or not](#) in the Preview Window.
- **Viewing multiple files in a folder:** Once you're viewing a file in the Preview Window, cursor up/down moves to the previous/next file in the folder.
- **Showing GPS coordinates:** If the file shown in the Preview has embedded GPS coordinates, a GPS button is shown. Clicking the button opens either [Google or Bing Maps](#) showing the location.

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The **Microsoft Store** version of One Commander is not able to show previews of Microsoft Word or Excel files; it will, however, show an image preview if there is one embedded in the file. This limitation is imposed by Windows, which does not allow the necessary ActiveX components to run in Store apps.

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**Backlinks:**

[2. Quick introductory guide:5. Basic folder and file operations](#)

[3. Full reference guide:Details Pane](#)

[3. Full reference guide:File and Path Operations](#)

[3. Full reference guide:Settings:Preview](#)

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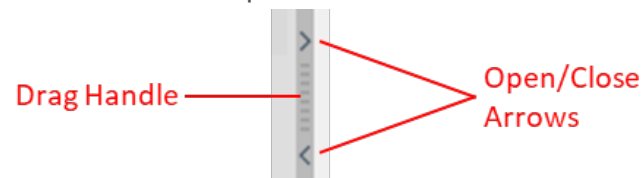


# Resizing and collapsing panes and browsers

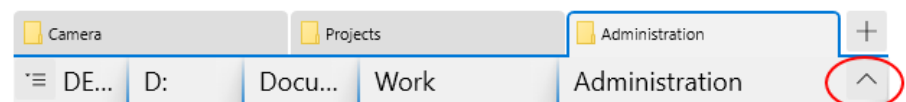
## Resizing individual panes


Most panes are surrounded by a border or divider that can be dragged to resize the pane in question. Some borders appear when the cursor moves over them, but are hidden otherwise.

Many borders or dividers have Drag Handles (the double dotted lines) and Open/Close Arrows:



Some panes have buttons to open and close them, for example the Navigation Panes can be opened and closed using the upwards/downwards pointing arrows to the right of the Folder Column headers:



Or the  button that appears at the top of the [Main Toolbar](#) when the Sidebar is collapsed.

## Collapsing a Browser to create a single-browser layout

Each Browser has a minimum width (Standard Layout) or

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height (Columns Layout). When that minimum is reached a "collapse" message appears, and if the Left Mouse Button is released the Browser in question collapses. It can be restored by clicking on the Open/Close Arrow that points in the "open" direction, or by dragging the Drag Handle.

---

**Backlinks:**

[3. Full reference guide:File View Designer](#)


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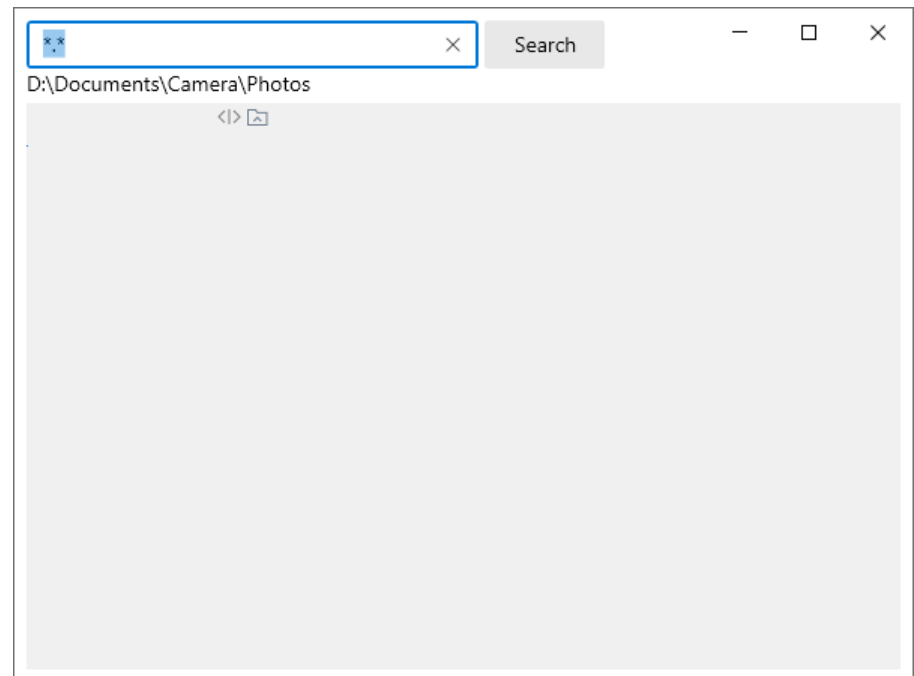


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## Searching folders

olders can be searched by pressing F3, Ctrl+F, or the  button in the [Main Toolbar](#).



The search is **recursive**; i.e. it searches the Current Folder and all of its sub-folders.

The normal Windows **wildcard characters** (? , \*) can be used. So, for example:

- "\*.\*" finds all files
- "\*.docx" finds all ".docx" files
- "filename?.txt" finds, for example, filename1.txt and filename2.txt

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### Backlinks:

[2. Quick introductory guide:2. The Main Window](#)

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## Settings

Most of One Commander's settings take the form of checkboxes or sliders, and are self-explanatory. In this section we provide some additional explanations where they are needed.

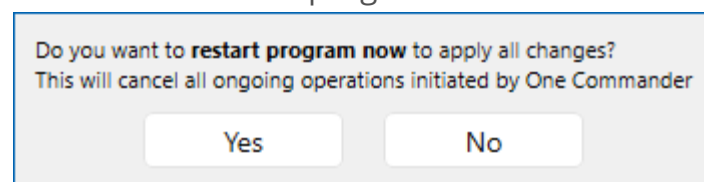
**Sliders** can be adjusted either with the mouse cursor, or by clicking on them and moving them with cursor keys. Cursor keys can be helpful if the slider is a little laggy (which happens when One Commander is showing you the results of the change in real time, as for example in [Settings > General > Item properties](#)).

**The settings are stored** in folders at C:\Users\\OneCommander\ for the Microsoft Store version, or in {OneCommanderFolder}\Settings for portable version.

They can be reached quickly by clicking on  (About program) in the [Main Window](#) and then clicking the Settings Location button at the bottom of the dialog.

Some settings changes are **applied** immediately; others require a program restart. You'll know you need to do this when this appears at the bottom of the settings window:

**Program restart required to apply all changes**. If you make a change that requires a restart, One Commander will ask whether you want to restart the program now:



Individual Settings tabs identify features that are only

available in the [Pro version](#) of One Commander.

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**Backlinks:**

[5. Troubleshooting](#)

[1. One Commander Version 3:Purchasing One Commander Version 3 Pro](#)

[2. Quick introductory guide:2. The Main Window](#)

[2. Quick introductory guide:8. Settings](#)

[3. Full reference guide:Customizing One Commander's appearance](#)

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## Advanced

These settings really are intended to be used only if you have to; most users will never go near them. They are explained in detail in the tab, and they cover:

- **Rendering:** how the One Commander window is rendered (i.e. drawn)
- **Watcher issues:** this refers to the way that One Commander watches for changes in files and folders, so that the file and folder display is kept up to date. You can edit the list of files that are excluded from watching, or track down what might be causing the problem if you encounter a "**Something is spamming your filesystem with file changes errors**" condition.
- **Check and notify when there is text on clipboard:** Stops One Commander notifying you when you return to One Commander and there's text in the clipboard.
- **How One Commander deals with reparse points:** If you don't know what these are, then you don't need to worry about this setting.
- **Check and notify when there is text on clipboard:** This refers to the [notification](#) that appears when you return to One Commander and [there is text in the clipboard](#).
- **Fix Stylus lag:** May help if you are experience lags in response to stylus operations.
- **Use old [Drag & Drop system](#):** Turn on if some other programs don't accept drop operations from One Commander (in other words, they stop accepting files that you are attempting to drop in them).

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**Use high-resolution scrolling:** This setting allows smooth scrolling for high-resolution touchpads.

- **Register as a default file manager:** This completely replaces Windows File Manager on your system. It's currently experimental; only use it if you're comfortable with making changes to the Windows Registry (which you may need to do if something goes wrong).
- **Register Win+E hotkey:** This changes the action of Win+E so that it [opens One Commander](#) if it's running in the background, or starts One Commander if it's shut down. It doesn't replace Windows File Explorer, although because of a shortcoming in the way that Windows receives the message, if you click on the Windows File Manager icon in the Windows Taskbar it launches One Commander. Windows File Explorer is still available when it's launched in other ways (e.g. from the Start menu or by double-clicking on a folder on the Windows desktop).

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[5. Troubleshooting](#)

[1. One Commander Version 3: Purchasing One Commander Version 3 Pro](#)

[3. Full reference guide: Using the Windows Clipboard](#)

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## Columns

These settings apply to [Folder Columns](#).

**Create new columns without animating:** When it's off and you click on a folder in the Current Folder Column, the new column slides in from the right instead of appearing instantaneously. The sliding speed is determined by the [global animation duration](#).

**Column Pane alignment:** Sets the alignment of folders in the [Folder Panes](#) individually for Standard and Columns layouts. You may not notice the effect of this setting unless the columns are reasonably wide.

## Interaction

This refers to the interaction between cursor and columns. One Commander's default is to make [Folder Columns](#) expand when the cursor enters them and contract when it leaves. Some users like this because it makes it easier to view columns when a great many are displayed (i.e. when the Current Folder is a long way from the drive root); others don't.

**Expand Column when cursor enters it:** For each Layout, turns on this behavior.

## Advanced Settings

Don't be put off by the "Advanced" label; it simply indicates that these are settings that many users won't be interested in using. They adjust things like how quickly columns expand when the cursor enters them (both in milliseconds), how

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long the expansion takes, what width of column One Commander should apply the expansion to, and a number of settings for column widths, and they're self-explanatory. They're worth experimenting with: you may find that they improve One Commander's usability considerably. For example, shortening Expand delay and Expand duration (say, to 400 ms each) makes the column expansion and contraction much more responsive. If the delays are too short, the columns will expand when the cursor is moving quickly over them, which could get annoying.

If you come up with a mixture of settings that you really like, please, as the note says at the bottom of the tab, share your findings with [support@onecommander.com](mailto:support@onecommander.com)

---

**Backlinks:**

[2. Quick introductory guide:4. Folder columns](#)

[3. Full reference guide:Folder Columns and Navigation Pane](#)

[3. Full reference guide:Settings:General](#)

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## Debug

**Show error report dialog on crash:** If you want to provide feedback to the developer about what caused a program crash you experienced, this provides a dialog with information about what was happening at the time of the crash.

**Fix Favorites list:** For users updating the program from versions earlier than .530, fixes a problem with the behavior of [Favorites groups](#).

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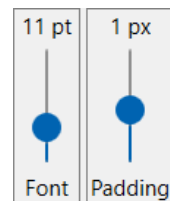
### UI Properties

**Enable UI Animations (Globally):** Sets the speed of animations that do not have their own individual setting (for example, [Settings > Columns](#) > Creat New Columns).

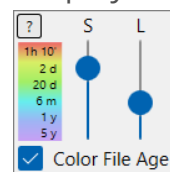
### Item Properties

Settings that affect the way that information about paths is displayed.

**Font size and padding (spacing, in pixels) between lines:**



**Color File Age:** changes the way that the "age" of the file — how much time has elapsed since it was last modified — is displayed. For further information, click [?](#)



#### Backlinks:

[3. Full reference guide:Folder Pane](#)

[3. Full reference guide:Settings](#)

[3. Full reference guide:Settings:Columns](#)

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## Other

This group contains a miscellany of useful settings, most of which are self-explanatory. They affect:

- **On start:** Tabs shown when One Commander starts up. The path can be an absolute path you'd like opened when a new window opens (e.g. D:\myFolder) or it can be a Windows environmental variable enclosed in % (e.g. %USERPROFILE%). "%USERPROFILE%" is a shorthand version of "C:\Users\". So, for example, if you put "%USERPROFILE%\Documents" in the lower "On start:" box, when you start One Commander it opens a tab for your Documents folder (and, by implication, forgets the tabs that were open in your previous session).
- **Creating a tab should:** What a new tab shows when it's created. So, using the example in the previous bullet point, if you set this to "%USERPROFILE%\Documents", every new tab you create by clicking  at the end of the row of tabs opens your Documents folder.
- **New tab should be placed:** Where the new tab should be placed in relation to the current tab — immediately after the current tab, or at the right-hand end of the tabs.
- **Tabs and favorites should show:** Whether tabs and favorites should show the full path name or just the name of the folder. You can also change the "alias" — i.e. the name of [favorites](#) or [tabs](#) — by right-clicking and selecting "Change alias".

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- **Opening items:** Whether you use single- or double-clicks to open items.
- **Double-click on an archive should:** What happens when you double-click on an archive file, for example a **.zip file**.
- **Drag and Drop behavior:** Windows has a particularly confusing way of handling [dragging and dropping](#). One Commander **always** moves a path if it's being dragged, and **always** copies it with Ctrl+Drag. But if you prefer the Windows way of doing things, choose it here.
- **Rename items by clicking again without moving cursor:** The precise way of describing a slow double click, for renaming items.

---

#### Backlinks:

[2. Quick introductory guide:3. The Browsers and Layouts](#)

[2. Quick introductory guide:4. Folder columns](#)

[2. Quick introductory guide:5. Basic folder and file operations](#)

[3. Full reference guide:Browser Tabs](#)

[3. Full reference guide:File and Path Operations](#)

[3. Full reference guide:Folder Columns and Navigation Pane](#)

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## Preview

The settings at the top of this tab refer to the [Preview Window](#) opened when you select a file and press Space:

- Choosing the **Previewer** you wish to use
- Choosing whether or not to **autoplay** video/audio
- Selecting the **map** to use when you press a photo location button

**Metadata:** This is the selection of files for which a text excerpt will be shown in the metadata line (the second line) in the [Thumbs+Details File view](#).

**Thumbnails:** A list of file extensions for which you do not want to show thumbnails.

---

### Backlinks:

- [1. One Commander Version 3:Installing One Commander V3](#)
- [2. Quick introductory guide:9. Other useful features](#)
- [3. Full reference guide:Folder Pane](#)
- [3. Full reference guide:Preview](#)

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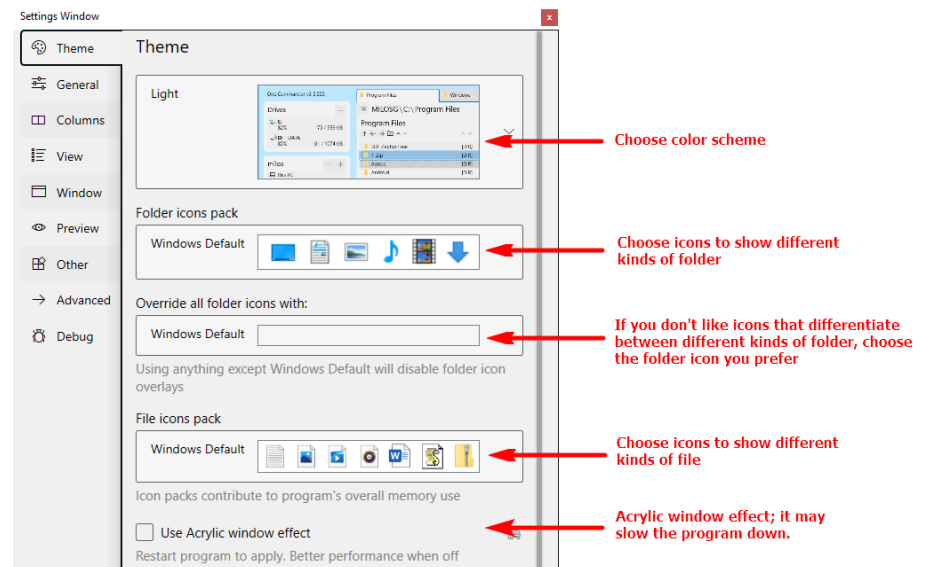


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## Theme

One Commander comes with a number of pre-installed Themes, comprising a combination of color combinations and icon packs. See [here](#) for more. Settings for themes are as follows:



## Accent Color

How the color of items is changed by different mouse actions. Depending on the theme an Accent color will be used on certain elements, such as Columns Pane border, tabs borders. In some themes the Accent Color is part of the theme itself and changing it is disabled (for example in Nord or Nortorn themes)

## Other

**Use thin scrollbar:** this refers to all One Commander's

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scrollbars. If it is not selected, One Commander uses the default (thicker) Windows one.

---

**Backlinks:**

[5. Troubleshooting](#)

[2. Quick introductory guide:7. Themes](#)

[3. Full reference guide:Customizing One Commander's appearance](#)

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## View

These settings affect the way paths are displayed in the Folder Pane.

## Visibility


**Show hidden files and folders:** This needs to be checked (or turned on with Ctrl+H) in order to see a number of special folders, e.g. C:\Users\\AppData

**Show system files and folders:** Turn this off to avoid accidentally moving or deleting critical system files.

**Hide temporary files:** Hides temporary files that can contribute to the clutter of large folders.

## Sorting


Sets the **sorting defaults** for folders that you haven't already changed the sort order for. Once you do change the sort order for a particular folder, One Commander [remembers that sort order](#), overriding the defaults.

**Keep folders on top:** You may prefer to have folders always listed above files ("folders on top"), and this sets the default for doing so. It can be overridden using the  [button](#) above the list of files, which toggles "folders on top" on and off.

**Sort folders by name always:** This ensures that the sort order of folders is unaffected by any changes you make to the sort order using any of the other columns.

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**Auto-switch to Thumbs+Details view:** The Thumbs+Details [File View](#) is optimized for folders containing image files. This setting checks folders for which you haven't already chosen a File View Design to see whether they might look better using the Thumbs+Details File View. You can override One Commander's choice by selecting another File View Design using the  button in the [Folder Pane Toolbar](#).

**Scrolling behavior:**

- **Pixel:** This mode supports high-resolution touchpads (you may need to set "Use high resolution scrolling" in [Settings > Advanced](#)").
- **Item:** Scrolling the file display moves the list by full item height, and snaps to the next full item. It scrolls by the number of lines set in the Windows System mouse settings. This means that if the cursor is hovering over a file while you're scrolling, it steps so that it will always be over a file whenever you stop scrolling. It's better for slower machines or for accessibility reasons.

**Show folder background image:** Set this if you'd like to have [background images for folders](#).

---

**Backlinks:**

- [5. Troubleshooting](#)
- [3. Full reference guide:File Views](#)
- [3. Full reference guide:Folder Pane](#)



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## Window

**Keep running in background:** When you first run One Commander and close the Main Window, you're asked whether you want to leave One Commander [running in the background](#). This setting allows you to change your mind about what you want One Commander to do under these circumstances.

**Pressing Win+Alt+O from any program:** If you're using [Windows Virtual Desktops](#), you can choose whether Win+Alt+O (but not Ctrl+`) brings One Commander to your current desktop, or changes Virtual Desktops to the one on which a One Commander Main Window is currently open. **If no Main Window is currently open**, then whichever setting you choose, Win+Alt+O opens a One Commander window in your current Virtual Desktop.

### **Use global hotkey Ctrl+' to show docked program**

**window:** Brings the window to the current screen, makes it full-width and at the bottom half of the screen. Pressing it a second time minimizes the window. Changing this setting requires a program restart.

This simply makes Ctrl+` do the same thing as Win+Alt+O, although [it may conflict](#) with other programs such as VS Code.

### **If program has windows open, double-clicking its**

**shortcut should:** The shortcut referred to here is the one you double-click on to start the program, which may for example be in the Windows Start menu.

**Show drives in sidebar:** Shows or hides the [Drives Group](#), giving you more space for [Favorites Groups](#) in the Sidebar.

**Create default sidebar folders:** This is your rescue button if

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you deleted the [Default Favorites Group](#) and subsequently wished you hadn't.

**Import Settings from V2:** If you have One Commander Version 2 on your computer and want to reuse its Favorites for Version 3, click [here](#). No other settings can be imported from V2 because they're not compatible with V3, so you need to start afresh with your settings in V3.

## Other

**Command shell:** Allows you to choose the [Terminal](#) that is opened by F10 (or Ctrl+F10 to open as Administrator).

---

### Backlinks:

[1. One Commander Version 3:Installing One Commander V3](#)

[2. Quick introductory guide:6. Sidebar](#)

[3. Full reference guide:Favorites](#)

[3. Full reference guide:Main Window](#)

[3. Full reference guide:Memory management in One Commander](#)

[3. Full reference guide:Starting, Reopening, and Closing One Commander](#)





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## Starting from Command line

One Commander can be started from the command line in a [Terminal](#) window, using a number of switches. Switches are parameters entered after the name of the executable program (here, OneCommander.exe), that affect the way that the program behaves once launched.

Open a Terminal window, change the current folder in the Command Line to the one in which OneCommander.exe is located, and then use one of the following switches to start One Commander (e.g. "OneCommander -nowindow"). In each case, <path> must be the full pathname for the path you want One Commander to open in, enclosed in quotes if the path contains spaces, e.g. "C:\Users\\Documents".

- **At a particular path:**
  - onecommander.exe "C:\path"
- **To open in the same tab:**
  - onecommander.exe -o "C:\path"
- **To open in a new tab:**
  - onecommander.exe -o "C:\path" -newtab
- **To start One Commander with the Main Window in the default position (the equivalent of starting One Commander and pressing Shift+F1):**
  - onecommander.exe -resetwindowposition
- **The path "C:\fullpath" in the first Browser** (e.g. the left browser in Standard Layout):
  - onecommander.exe -path "<path>"
  - onecommander.exe -p "<path>"
  - onecommander.exe -"<path>"

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- **The path "C:\fullpath" in the second Browser** (e.g. the right browser in Standard Layout):
  - onecommander.exe -p2 "<path>"
- **The Main Window not visible** (i.e. One Commander [running in the background](#))
  - OneCommander.exe -nowindow
- **Text not being sharp on non-HDPI screens:**
  - onecommander.exe -nohdpi
  - onecommander.exe -ldpi

---

### Backlinks:

- [2. Quick introductory guide:1. Opening One Commander for the first time](#)
- [3. Full reference guide:File and Path Operations](#)
- [3. Full reference guide:Starting, Reopening, and Closing One Commander](#)

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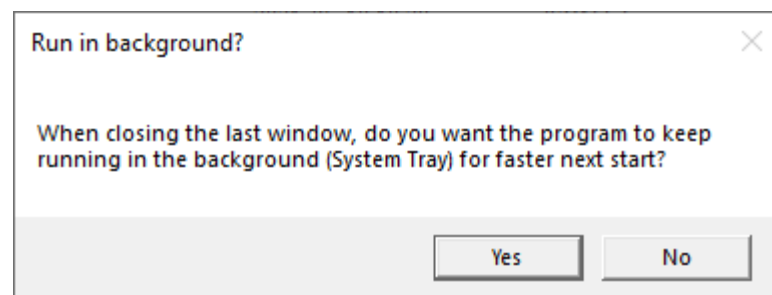
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# Starting, Reopening, and Closing One Commander

Once launched, clicking the WindowClose  button in the top right-hand corner of the [Main Window](#) offers you a choice:



If you click Yes, One Commander doesn't shut down when you click the WindowClose  button. It closes the Main Window, but One Commander continues to run in the background so that it can be quickly re-opened without having to be reloaded. When the Main Window is closed in this way, any processes such as file operations that were in progress when the WindowClose button was clicked will be completed properly. Also, when it is running in the background, One Commander monitors for drive changes so that you're able to see file changes when you open the [Path Editor](#).

After showing the "Run in background?" dialog box, One Commander then explains how to close it down completely:

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To close One Commander completely, hold CTRL while clicking the close button  
...or right-click the One Commander icon in System Tray (next to clock), and select Close.

OK

You can change this action — for example, changing it so that clicking  shuts down One Commander completely, in [Settings > Window](#) by unchecking the "Keep running in background" box.

### To re-open One Commander when it is running in the background:

- Double-click on the One Commander icon in the System Tray or Notification Area (the area at the right-hand end of the Windows Taskbar holding things like the Windows volume control; see below if you can't see the One Commander icon here).
- Right-click on the One Commander icon in the System Tray/Notification Area and select "Show window".
- Press Win+Alt+O (or Ctrl+' if activated — see [Settings > Window](#))
- Press Shift+F1 to position the Main Window in the centre of the screen, occupying about 20% less than the full screen.

To really shut One Commander down, right-click on the One Commander icon in the System Tray/Notification Area and select "Exit", or Ctrl+Click WindowClose  at the top right of the [Main Window](#).

## Restarting as Administrator

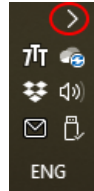
Some applications require the file explorer you're using to be running as Administrator. To restart One Commander as Administrator, press Ctrl+Shift+F12.

## Starting from Command Line

See [here](#).

# If the One Commander icon isn't visible in the System Tray/Notification Area:

**Quick way:** At the top of the System Tray/Notification area, click on the arrow:



What will reveal all System Tray/Notification Area icons. Drag the One Commander icon to the area with other icons such as volume control.

**Slow way:** Right-click in an unused part of the Windows Taskbar and select "Taskbar settings". Scroll down the right-hand Settings window to the Notification area:

## Notification area

[Select which icons appear on the taskbar](#)

[Turn system icons on or off](#)

Click on "Select which icons appear on the taskbar", scroll down to One Commander, and turn it on.

---

## Backlinks:

[2. Quick introductory guide:1. Opening One Commander for the first time](#)

[2. Quick introductory guide:2. The Main Window](#)

[3. Full reference guide:Main Window](#)

[3. Full reference guide:Starting from Command line](#)

[3. Full reference guide:Settings:Advanced](#)


[3. Full reference guide:Settings:Window](#)

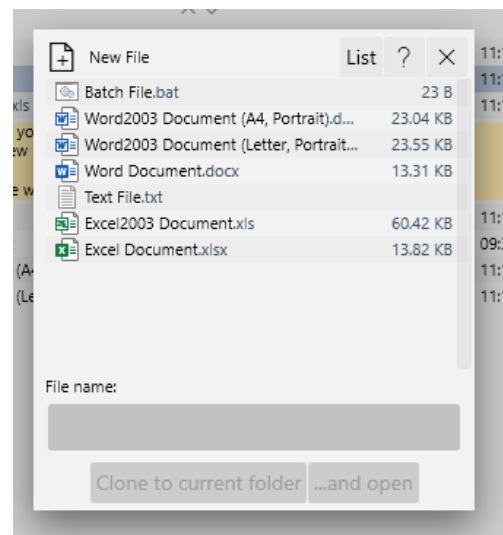


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## Templates for creating files

If you often create files of a particular type — e.g. documents, spreadsheets, text files — you can create a Template (a blank file of that file type) for that file type. Then when you need to create a file of this type, navigate to the folder that will hold the file and click the  icon in the Folder Pane Toolbar or press Ctrl+N. This pops up your list of Templates:



Select the Template you need, fill in the File name, and then click either of the buttons at the bottom of the pop-up. The new file is created in the current folder (and opened if you click "...and open").

## Adding templates, editing existing templates

The Template files are in the folder C:\Users\

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Name>\OneCommander\Templates if you are running the Store version, or {OneCommanderFolder}\Templates if you have the Portable version. You can add as many Templates as you like, and edit the ones that are in that folder. For example, you may like to have Templates for Word files with your organization's letterhead, or spreadsheets for particular routine procedures.



==== Mild warning =====

The file that's created from the Template will have the properties of the Template file in the Templates folder, for example in Microsoft Word the default settings for font, styles etc. Make sure that the Template for that file type has all the default settings that you want, otherwise you'll have to change them to your individual preferences every time you create a new file.

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### Backlinks:

[2. Quick introductory guide:5. Basic folder and file operations](#)

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[3. Full reference guide:Folder Pane](#)

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## Using the Windows Clipboard

When you switch from another app to One Commander and there is something in the Clipboard, a notification appears in the [Notification Pane](#) offering the following possibilities:

- **The Clipboard contains a new [Path](#):** If there is not already a [Tab](#) open for that path, a notification appears offering Ctrl+Shift+T to open this path in a new Tab in the current Browser.
- **The Clipboard contains text or a bitmap:** The notification offers Ctrl+V to create a new .txt or .png file containing the text or bitmap, in the Current Folder. The file name shows the date and time of the file creation (e.g. "xxxxx"). If you don't want these notifications, you can turn them off in [Settings > Advanced](#).

---

### Backlinks:

- [2. Quick introductory guide:9. Other useful features](#)
- [3. Full reference guide:File and Path Operations](#)
- [3. Full reference guide:Settings:Advanced](#)

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## 1. One Commander Version 3

Conventions and terminology used in this manual

Finding your way around One Commander

Installing One Commander V3

Purchasing One Commander Version 3 Pro

What's new in Version 3

2. Quick introductory guide

3. Full reference guide

4. Shortcut Keys

5. Troubleshooting



# 1. One Commander Version 3

Welcome to One Commander Version 3, a major rewrite of the well-established Version 2. One Commander is a powerful and flexible dual-pane file manager for Microsoft Windows, using folder columns that make navigating complex folder tree structures fast and intuitive.

This guide to One Commander is in four main sections:

- [Quick introductory guide](#): All you need to know to start using One Commander.
- [Full reference guide](#): Detailed information about One Commander's capabilities, and how to modify it to suit your needs.
- [Shortcut keys](#): Comprehensive list of One Commander's shortcuts.
- [Troubleshooting](#): What to do and whom to contact if things aren't working as they should.

### If you're familiar with earlier versions of One

**Commander**, click [here](#) for a list of the main features that are new with Version 3. You may still find it worthwhile skimming the [quick introductory guide](#). One Commander V3 is a major rewrite of the app, and a lot has changed.

If you don't find what you're looking for here, please email [support@onecommander.com](mailto:support@onecommander.com) or go to the One Commander Google Group at <https://groups.google.com/g/onecommander>.

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1. One Commander  
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## 2. Quick introductory guide

The Quick Introductory Guide provides you with all that you need to start using One Commander Version 3. We strongly recommend that you read it sooner rather than later; it really is a *quick* guide! A quick skim of this Guide will also help you if you're familiar with earlier versions of One Commander; a lot has changed.

Once you've read it, you'll probably find that the best way of learning about the many features of One Commander is to start using it. When you want more about a particular feature, you'll find it in the [full reference guide](#).

---

**Backlinks:**

[1. One Commander Version 3](#)

[1. One Commander Version 3:What's new in Version 3](#)

[3. Full reference guide:Settings:Window](#)

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  - Folder Columns and Navigation Pane
  - Folder Pane
  - Main Window
  - Memory management in One Commander
  - Network Drives
  - Path Copying and Editing
  - Preview
  - Resizing and collapsing browsers
  - Searching folders
  - Settings
  - Starting from Command line



## 2. Full reference guide

This section has more detail on One Commander's features. The labels for the different parts of the user interface (UI) are [here](#).

---

### Backlinks:

- [1. One Commander Version 3](#)
- [2. Quick introductory guide](#)

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## 2. Full reference guide

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## Shortcut Keys

### Notes:

- Shift+Key (or Ctrl+Key or Op +Key) means press Alt (or Ctrl or Alt) and the specified key simultaneously.
- Key1, Key2 means press Key1 (which could be a combination, e.g. Shift+Key)DeletNew, release it, and then press Key2.
- LMB: Left Mouse Button
- MMB: Middle Mouse Button
- RMB: Right Mouse Button
- Left/Right/Up/Down: Cursor keys

Group	Action	Shortcut	Comment
Program	Restart, running as Administrator	Ctrl+Shift+F12	
	Close program	Ctrl+WindowClose	
File opening	Open File/Folder	Enter	
	Open With	Ctrl+Enter	
	Run .exe as Administrator	Ctrl+Enter	For .exe and link to .exe
	Run .exe with parameters	Ctrl+Shift+Enter	For .exe and link to .exe
Columns navigation	Toggle Columns on/off in Standard Layout		
	Open Parent Folder	Backspace or Alt+Up	



	Open previous Path	Alt+Left or 4th Mouse Button	Path history is saved for each Tab
	Open next Path	Alt+Right or 5th Mouse Button	
	Edit Path	\ or Alt+D or Ctrl+L	
	Copy current Folder Path to Clipboard	Ctrl+Shift+C	If no File is selected
		\, Ctrl+C	\ to edit Path and then regular copy
	Context Menu	RMB or Menu Key or Shift+F10	Menu Key is between right Windows and Ctrl keys on ANSI keyboards
	Context Menu with additional options	Shift+RMB	
File operations	Rename	F2	
	Copy file to other Browser	Alt+C	
	Move file to other Browser	Alt+M	
	Duplicate single file	Ctrl+D	Single file only
	Duplicate one or many files	Ctrl+C, Ctrl+V	
	Delete file	Del	
	Delete file without sending it to Recycle Bin	Shift+Del	Not available yet

	Delete permanently (unrecoverable)	Ctrl+Shift+Delete	Not available yet
	File information/properties	Ctrl+I or Alt+Enter	
	Tag files (color)	Ctrl+Alt+T	
	View long file names (toggle)	F7	
New	New File	Ctrl+N	
	New File containing Clipboard contents	Ctrl+V	.txt if Clipboard contains text, .png if it contains bitmap image
	New Folder	Ctrl+Shift+N	
	... create and open	Ctrl+Enter	from New Folder popup
	... create and move selected files inside	Shift+Enter	from New Folder popup; files need to be selected first
Tabs	New Note	Alt+N	
	New Tab (duplicate of Current Tab)	Ctrl+T	
	New Tab from path in Clipboard	Ctrl+Shift+T	
	Open Folder in new Tab	MMB	
	Close Tab	Ctrl+W or MMB	
	Next Tab	Ctrl+Tab	
	Previous Tab	Ctrl+Shift+Tab	
	Move Tab to other Browser Pane	Alt+MMB	

Browsers	Change focus between Browsers	Alt+F	
	Copy file or folder to other Browser	Alt+C	
	Move file or folder to other Browser	Alt+M	
Clipboard	Copy Files	Ctrl+C	
	Cut Files	Ctrl+X	
	Paste Files	Ctrl+V	
	Copy Files as Paths	Ctrl+Shift+C	
	Copy Files to other Browser Pane	Alt+C	
	Move Files to other Browser Pane	Alt+M	
Preview	Preview File	Space	
	Close Preview	Esc	
	Preview previous/next File	Up/Down	
	PDF Preview previous/next page	Left/Right	
	Image zoom around cursor	Mouse Wheel	
Selection	Select all	Ctrl+A	
	Select additional Files	Ctrl+LMB or Ctrl+Space	
	Select range	Shift+LMB	
	Window selection	MMB+Drag	
Window	Call One Commander (system shortcut)	Win+Alt+O	Works from any program
	Call One Commander and dock to bottom of	Ctrl+`	Works from any program but only if activated in Settings > Window; first time

	screen		it's used, restores Window to previous location; repeat to hide
	Center on main display	Shift+F1	Useful for locating the Window if it's lost when monitor is detached
Other	Minimize or restore from Maximized	Win+Down	
	Maximize or restore from Minimized	Win+Up	
	Show Notification Pane	~ (Shift+ `)	
	Reload/Refresh Columns	F5 or Ctrl+R	
	Show/hide hidden files and folders	Ctrl+H	
	Toggle columns resizing/not resizing in Columns Layout	F8	
	Reload Theme	Ctrl+Shift+F5	
	Search	F3 or Ctrl+F	
	Quick Filter	A-Z, 0-9	
	Clear Quick Filter	Esc	
	Open Terminal (CMD/Powershell) in Current Folder	F10	
	Open Terminal (CMD/Powershell) as Administrator	Ctrl+F10	

---

**Backlinks:**

[1. One Commander Version 3](#)

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- 5. Troubleshooting**



## 5. Troubleshooting

If something isn't working as it should, before you try anything else, **check to see whether there is an [update](#) available for One Commander.**

### Shortcut key isn't working

This could be because it's being intercepted by another app, which can be tricky to track down. Windows allows apps to list the system-wide hotkeys currently in use, but refuses to identify which applications are using them. A utility called Ethervane ActiveHotkeys (portable), which may not be supported any more, lists hotkeys currently in use by Windows. Then, by closing down apps one by one you should be able to identify the culprit.

### Filename not accepted

The following characters are not permitted in Windows file names:

␣>:"/ \ | ? \*

More information on file naming can be found [here](#).

### Some folders, e.g. C:\Users\\AppData, not visible

Make sure that you've checked all the "Visibility" options in [Settings > View](#).

### One Commander won't start

OK, we get the irony: if you can't start the app, how can you read this? Except that there is a copy of this manual at [OneCommander.com](https://onecommander.com), which is presumably where you're reading this now. Here are three approaches, starting with the simplest and ending with a restart that involves losing your settings.

### **Approach 1: The Main Window may be hidden off screen.**

Try pressing Shift+F1 to bring it back into view.

If that doesn't work:

**Approach 2: One Commander may be "frozen".** Open the [Windows Task Manager](#), click on the Processes tab, and search for any entries for One Commander, either in the Apps or Background Processes sections. If you find any, select them and click the "End task" button at the bottom right-hand corner of the Task Manager window, or right-click on them and select "End task". Try starting One Commander.

If that doesn't work:

### **Approach 3: There may be a problem with One Commander's main settings file.**

1. Find the Settings folder (e.g. C:\Users\\OneCommander\Settings\).
2. Rename the file "OneCommanderV3.json" to something else, for example "OneCommanderV3.json.deactivated". This file will be recreated when you get to Step 4.
3. Open the [Windows Task Manager](#), click on the Processes tab, and search for any entries for One Commander, either in the Apps or Background Processes sections. If you find any, select them and click the "End task" button at the bottom right-hand corner of the Task Manager window, or right-click on them and select "End task".
4. Try starting One Commander. If it works, great! However, you'll need to go through your [Settings](#) again, because they will have been reset to One Commander's default values.

## Something is spamming your filesystem with file changes errors

If a program is constantly changing many files at once the buffer that holds filesystem changes may get full and One Commander will miss changes on disk. It may also degrade the life of your SSD (solid state drive). Go to [Settings > Advanced](#) for a utility that will help you identify the offending program.

## When maximized on a two-screen display, the Main Window spreads slightly on to the second screen

This is an unfortunate feature of the third party library that renders the Main Window. The only fix available is to turn off the Acrylic window effect in [Settings > Theme](#), shut down the program and restart.

## Drag and drop not working with other programs

If you can't get another program to accept a file dropped when you've dragged it from One Commander, try selecting "Use old Drag & Drop system" in [Settings > Advanced](#).

## If none of that helped...

Please email [support@onecommander.com](mailto:support@onecommander.com) or go to the [support forum at Google Groups](#).

---

### Backlinks:

[1. One Commander Version 3](#)

[3. Full reference guide:About Program](#)

[3. Full reference guide:Customizing One Commander's appearance](#)

[3. Full reference guide:Settings:Window](#)







1. One Commander Version 3
2. Quick introductory guide
3. Full reference guide

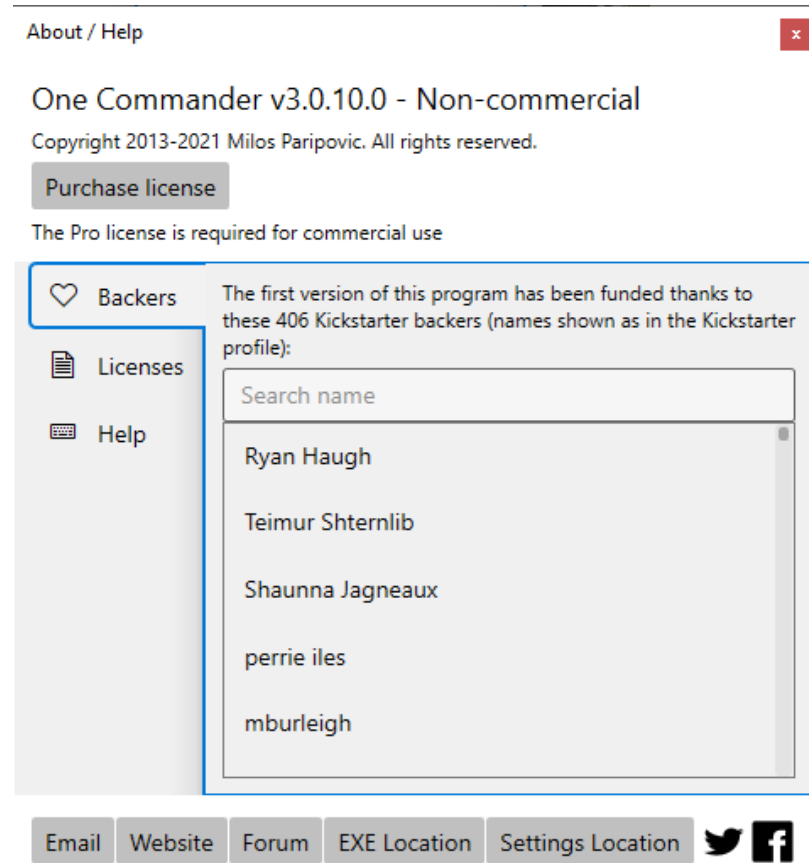
## About Program

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## About Program

The About Program dialog is reached from the ⓘ button on the [Main Toolbar](#):



The buttons across the bottom do the following:

- **Email:** Puts the email address of One Commander's [Support Service](#) in the Windows Clipboard.
- **Website:** One Commander's website.
- **Forum:** The [Google Group](#) where you can seek help from and enter into discussions with other One Commander users and the developer.

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- **EXE Location:** Opens the folder (in your default File Manager) containing OneCommander.exe, the main program executable.
- **Settings Location:** Opens the folder (in your default File Manager) containing the [Settings](#) folders for One Commander.

---

### Backlinks:

[1. One Commander Version 3:Conventions and terminology used in this manual](#)

[1. One Commander Version 3:Purchasing One Commander Version 3 Pro](#)

[2. Quick introductory guide:2. The Main Window](#)

[2. Quick introductory guide:3. The Browsers and Layouts](#)

[2. Quick introductory guide:8. Settings](#)

[3. Full reference guide:Customizing One Commander's appearance](#)

[3. Full reference guide:File View Designer](#)

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## 3. The Browsers and Layouts

The browsers are divided into three main panes (see screenshots below):


- **Navigation Pane:** Shows all attached and [mapped](#) drives as a series of [Miller columns](#) that allow you to navigate up and down the folder trees for each drive.
- **Current Folder Pane:** Shows the contents of the folder that is currently selected in the Navigation Pane.
- **Details Pane:** Shows details of the folder or file that is currently selected in the Current Folder Pane. If a file is selected, this pane shows a preview of the contents of the file if it can (not all file types are supported).


### Layouts


One Commander provides two layouts: Standard and Columns. You can see the difference by clicking on the  /  buttons in the [Main Toolbar](#). In brief, the Standard Layout shows one or both Browsers side-by-side and a set of [Folder Columns](#) at the top of the Browser with the Current Folder below them, while the Columns Layout sets the Browsers one above the other, with the Current Folder to the right, as the final column in the Folder Column display. Path selection is slightly different in each display, but other than that it is entirely a matter of personal preference as to which you use.

### The Browsers

You can create multiple independent file/folder views in each

browser by adding tabs. Click on the  button to the right of the Browser Tabs to create a new tab, which will be a clone of the current tab (i.e. the tab that currently has the focus). Alternatively, you can also specify a particular path for all new tabs in [Settings > Other](#).

Tabs can be closed by clicking on the  button that appears when you move the cursor over the tab, or by clicking [MMB](#). Once deleted, they can't be restored.

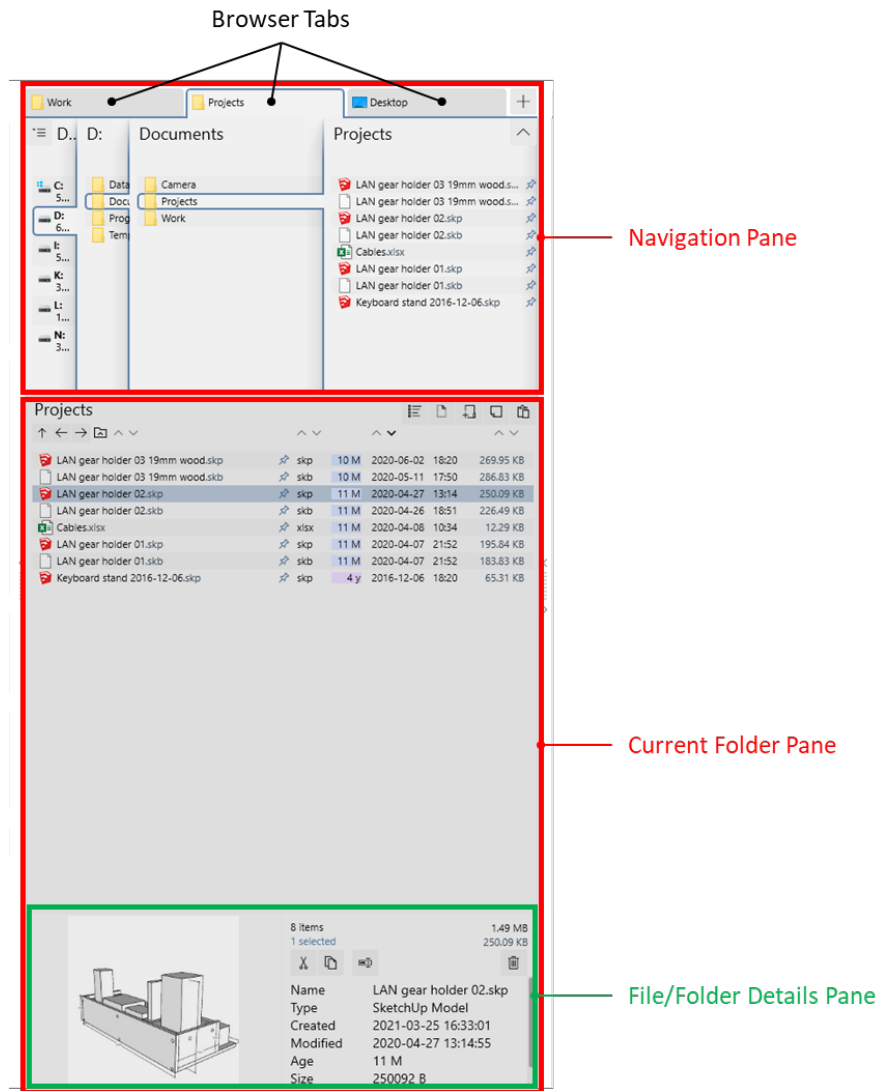
You can resize either browser by dragging their borders, or the Browser Divider separating them. Some borders have a drag handle surrounded by arrows: . The drag handle isn't strictly speaking necessary; it serves as a reminder that the divider can be dragged. The arrows jump the divider to the end of its travel.

If you try to reduce the width of a browser below a certain point it tells you that it's about to collapse, meaning that it's about to disappear from view so that you see a single-browser view. You can restore the dual-browser view by dragging the border or Browser Divider back again (or use the drag handle or arrow). The browser will be restored exactly as it was before.

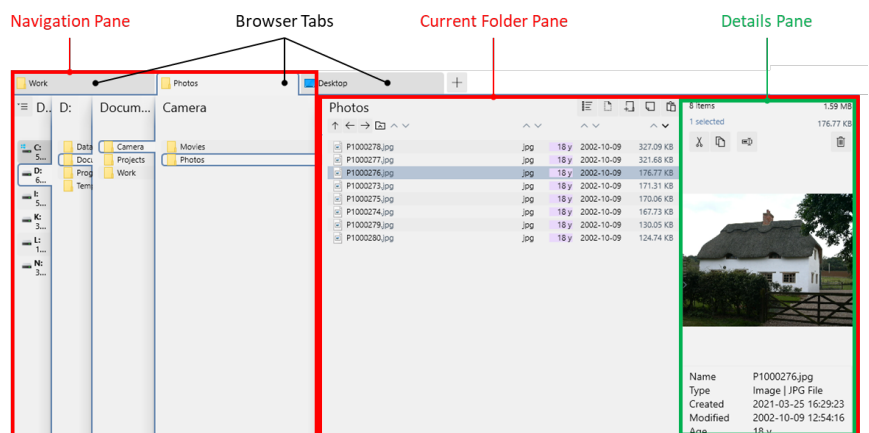
If the [Main Window](#) is too narrow to show both Browsers in the Standard Layout, one Browser will be closed. It will be re-opened if you make the Main Window wide enough.

You can create background images for the Folder Panes — click [here](#) for how to do it.

## Standard Layout Browser



## Columns Layout Browser



### Backlinks:

[2. Quick introductory guide:1. Opening One Commander for the first time](#)

[2. Quick introductory guide:2. The Main Window](#)

[2. Quick introductory guide:4. Folder columns](#)

[3. Full reference guide:Browser Tabs](#)

[3. Full reference guide:Drives Column](#)

[3. Full reference guide:Folder Columns and Navigation Pane](#)

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## 6. Sidebar

The Sidebar is the centre of operations for One Commander. It is divided into three main sections:

### 1. Drives

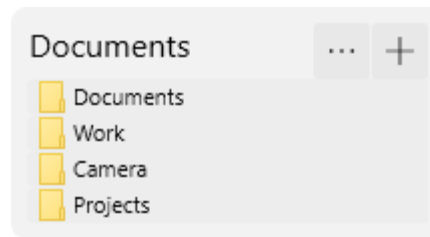
This lists the currently-attached and mapped drives. It can be hidden by going to [Settings > Window](#) > uncheck Show drives in Sidebar. The  button gives the following options:

- Hide drives from the sidebar: hides the list of drives, but keeps the box.
- Refresh everything (F5; refreshes all folder displays to make sure they're up to date).
- Map network drive (mapped network drives will be labelled both with the destination folder in the mapped drive and the network path in parentheses).

### 2. Favorites

One Commander allows you to identify as many [favorite folders](#) as you like. They are arranged into groups in the Sidebar. One Commander creates an initial group from a list of standard folders in your C:\Users\





Favorite folders have two basic uses:

- They act as bookmarks for folders you use often:
  - click on a favorite folder and it opens in the currently-selected browser, in the currently-selected tab
  - [MMB](#) opens the path in a new tab in the currently-selected browser
- You can quickly move or copy files or folders from a browser to a favorite folder by dragging (to move), or holding the Ctrl key down and dragging (to copy), the file or folder from the browser and dropping it onto one of the items in the Favorites Group. **Note that** dragging a file or folder to a favorites group does not create a new favorite; it just moves or copies that folder or file to the chosen favorite.

Basic operations for favorites groups:

- **Add folder to group:** Click the "+" button to the right of the group's name.
- **Rearrange folders within group, move folders between groups:** Drag folders up and down within group or between groups.
- **Create aliases (alternative names) for folders in groups:** Right-click on folder name and select "Change Alias".
- **Remove folders from groups:** Right-click on folder name and select "Remove Path from List".

### 3. Main Toolbar

See [here](#) for more.

---

**Backlinks:**

[2. Quick introductory guide:2. The Main Window](#)

[3. Full reference guide:Browser Tabs](#)

[3. Full reference guide:Favorites](#)

[3. Full reference guide:Folder Pane](#)

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## Browser Tabs


Either [Browser](#) can have any number of Tabs, each with its own [Current Folder](#). So any instance of One Commander can have a very large number of folders available to be selected as Current Folders.

You can quickly change focus between Browsers with Alt+F, and change the order of the Tabs by dragging them.

### Tab Aliases


The Tab Alias is the name that appears on the Tab. By default it is the name of the Tab's Current Folder, but you can change this by selecting Change alias in the Tab's Context Menu. You can change this default behavior in [Settings > Other](#), to show the full path for the Tab.

### Creating Tabs


- Click the  button to the right of the current set of Tabs. The new Tab will be a clone of the Tab that currently has the focus, unless you change this behaviour in [Settings > Other](#). Alternatively, select the Tab to be duplicated and press Ctrl+T.
- Right-click any folder and select Open in... You have the choice of opening that folder as a new Tab in the Current Browser, the other Browser, or a new Window.
- [MMB](#) on any folder in a [Folder Column](#) or in the [Sidebar](#).

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## Moving/copying Tabs between Browsers

▮ Tabs can be moved to the other Browser (if open) using Alt+MMB. Copying a Tab to the other Browser is a two-step process: duplicate the Tab with Ctrl+T or clicking on the  button, then move the new Tab to the other Browsers with Alt+MMB.



## Closing Tabs

- Click on the  button at the right-hand side of the Tab (which may not be visible if there are too many Tabs; see next section), or
- MMB

## Large numbers of tabs

▮ When you have a large number of Tabs, they shrink to be narrow enough to accommodate all of them. This will typically make them too narrow for the label text to be readable, but their path will be displayed in a Tooltip:



▮ When the cursor passes over narrow tabs, the Close Button  doesn't appear until you click on one of them. When you do, the tab expands a little so that you can see both the tab label and the  Button.

---

### Backlinks:

- [3. Full reference guide:Network Drives](#)
- [3. Full reference guide:Using the Windows Clipboard](#)
- [3. Full reference guide:Settings:Other](#)



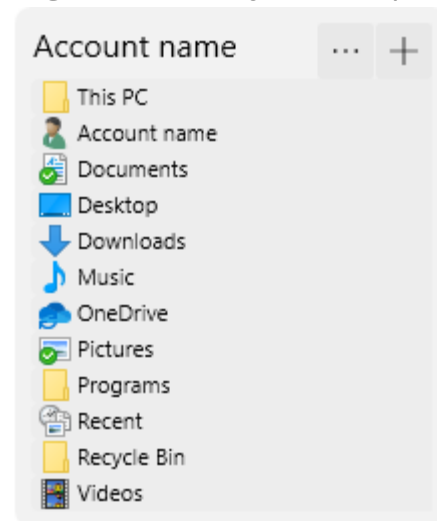


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## Favorites

Favorites are found in the [Sidebar](#); they are links to [paths](#) you use often. You can have as many lists of favorite paths as you like here, organized into Groups. Click on any Favorite in the list to open the path in the current Tab. When you first open One Commander a **Default Favorites Group** is created ("Account name" is the name of the account you're signed in to on your computer):



## Adding Groups and Favorites

**Add new Favorites Group:** Click the **New Group** button at the bottom of the Sidebar.

**Add new path to a Group:** Click on the "+" button to the right of the Group's name adds the current folder to the Group:



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**⚠️ If you delete the Default Favorites group by mistake, don't panic!** It can be recreated by going to [Settings > Window](#) and clicking on the **Create default sidebar folders** button.

## Rearranging Favorites Groups

Click on the **⋮** button to:

- **Rename Favorites Group**
- **Change order of Favorites Groups** (select "Move up" or "Move down")
- **Delete Favorites Group**

## Editing Favorites within a Group

The context (right-click) menu for any favorite allows you to:

- **Open the favorite in a new Tab in the current Browser, or a new Tab in the Browser that doesn't currently have the focus**
- **Remove the Path from this Favorites list** (this doesn't delete the Path from the computer)
- **Change Alias** — i.e. rename the Favorite

## Adding Groups and Favorites

- **Add new Favorites Group** by clicking the New Group button at the bottom of the Sidebar.
- **Add new path to a Group** by clicking on the "+" button to the right of the Group's name:



### Backlinks:

- [2. Quick introductory guide:6. Sidebar](#)
- [3. Full reference guide:Settings:Debug](#)
- [3. Full reference guide:Settings:Other](#)
- [3. Full reference guide:Settings:Window](#)







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## File and Path Operations

Most file operations involve standard Windows procedures, but some differ a little.

### Selecting and opening folders and files

- **Select:** single click
- **Open:** double click or Enter
- **Select several files:** Ctrl+Click if files are not contiguous in the list, Shift+Click if they are
- **Open several files:** Ctrl+Click or Shift+Click to select, then press Enter

You can set One Commander to open either files and folders, or just files, with a single click; see [Settings > Other](#).

### Copying/moving by Drag and Drop

The approach to dragging and dropping items used by Windows is a bit confusing: it behaves differently depending on whether you are dragging and dropping within or between drives. One Commander's default method is slightly different but has the virtue of consistency:

- Dragging **without** Ctrl key: One Commander **always** moves the item, regardless of whether the move is between drives or between folders within the same drive.
- Dragging **with** Ctrl key: One Commander **always** copies

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the item.

You can change this to the (inconsistent and confusing) Windows method in [Settings > Other](#) > Drag and Drop behavior.

## Deleting folders and files



When you delete a file or folder, or a group of them, One Commander remembers the position of the last selected item. You can select the item above or below the deleted item by pressing Cursor Up/Down.

## Duplicate file

### Either

Press Ctrl+D. The line containing the file entry changes to:



Type the name for the duplicate file in the highlighted section and either press Enter or click . To cancel, press Esc or .

### Or:

Press Ctrl+C and then Ctrl+V. The duplicate file will automatically be renamed "<original filename> - Copy.<extension>". For example the duplicate created for "Myfile.txt" will be "Myfile - Copy.txt".

## Creating files from Windows Clipboard

See [Using the Windows Clipboard](#).

## Drag item to Terminal

[Terminals](#) are applications that give you command-line control of your computer, for example Command Prompt or

PowerShell. Items can be dragged from One Commander to a Terminal, which puts them in the current command line in the Terminal. If there is a space in the path, it is inserted in double quotes, to ensure that the Terminal doesn't interpret what follows the space as being part of the command or another parameter. See [here](#) for starting One Commander from a Terminal window.

## Create new file from template

See [Templates for creating files](#).

## Renaming items

Either right-click and select "Rename" from the context menu, press F2, or click twice slowly (in the standard Windows manner). If you are trying to rename a folder and [Settings > Other > Opening items](#) is set to "Single click opens folders", you need to use the right-click method. You can turn off the slow double-click method at [Settings > Other](#).

## Previewing files

Press Space; see [Preview](#) for more.

## Tagging items

Right click on any item and select "Tag (Color)". A dot with that color appears to the right of the item name.

---

### Backlinks:

[2. Quick introductory guide:5. Basic folder and file operations](#)

[2. Quick introductory guide:9. Other useful features](#)

[3. Full reference guide:Settings:Advanced](#)

[3. Full reference guide:Settings:Other](#)





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## Starting from Command line

One Commander can be started from the command line in a [Terminal](#) window, using a number of switches. Switches are parameters entered after the name of the executable program (here, OneCommander.exe), that affect the way that the program behaves once launched.

Open a Terminal window, change the current folder in the Command Line to the one in which OneCommander.exe is located, and then use one of the following switches to start One Commander (e.g. "OneCommander -nowindow"). In each case, <path> must be the full pathname for the path you want One Commander to open in, enclosed in quotes if the path contains spaces, e.g. "C:\Users\\Documents".

- **At a particular path:**
  - onecommander.exe "C:\path"
- **To open in the same tab:**
  - onecommander.exe -o "C:\path"
- **To open in a new tab:**
  - onecommander.exe -o "C:\path" -newtab
- **To start One Commander with the Main Window in the default position (the equivalent of starting One Commander and pressing Shift+F1):**
  - onecommander.exe -resetwindowposition
- **The path "C:\fullpath" in the first Browser** (e.g. the left browser in Standard Layout):
  - onecommander.exe -path "<path>"
  - onecommander.exe -p "<path>"
  - onecommander.exe -"<path>"

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- **The path "C:\fullpath" in the second Browser** (e.g. the right browser in Standard Layout):
  - onecommander.exe -p2 "<path>"
- **The Main Window not visible** (i.e. One Commander [running in the background](#))
  - OneCommander.exe -nowindow
- **Text not being sharp on non-HDPI screens:**
  - onecommander.exe -nohdpi
  - onecommander.exe -ldpi

---

**Backlinks:**

- [2. Quick introductory guide:1. Opening One Commander for the first time](#)
- [3. Full reference guide:File and Path Operations](#)
- [3. Full reference guide:Starting, Reopening, and Closing One Commander](#)

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## Using the Windows Clipboard

When you switch from another app to One Commander and there is something in the Clipboard, a notification appears in the [Notification Pane](#) offering the following possibilities:

- **The Clipboard contains a new [Path](#):** If there is not already a [Tab](#) open for that path, a notification appears offering Ctrl+Shift+T to open this path in a new Tab in the current Browser.
- **The Clipboard contains text or a bitmap:** The notification offers Ctrl+V to create a new .txt or .png file containing the text or bitmap, in the Current Folder. The file name shows the date and time of the file creation (e.g. "xxxxx"). If you don't want these notifications, you can turn them off in [Settings > Advanced](#).

---

### Backlinks:

- [2. Quick introductory guide:9. Other useful features](#)
- [3. Full reference guide:File and Path Operations](#)
- [3. Full reference guide:Settings:Advanced](#)

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## Window

**Keep running in background:** When you first run One Commander and close the Main Window, you're asked whether you want to leave One Commander [running in the background](#). This setting allows you to change your mind about what you want One Commander to do under these circumstances.

**Pressing Win+Alt+O from any program:** If you're using [Windows Virtual Desktops](#), you can choose whether Win+Alt+O (but not Ctrl+`) brings One Commander to your current desktop, or changes Virtual Desktops to the one on which a One Commander Main Window is currently open. **If no Main Window is currently open**, then whichever setting you choose, Win+Alt+O opens a One Commander window in your current Virtual Desktop.

### Use global hotkey Ctrl+' to show docked program

**window:** Brings the window to the current screen, makes it full-width and at the bottom half of the screen. Pressing it a second time minimizes the window. Changing this setting requires a program restart.

This simply makes Ctrl+` do the same thing as Win+Alt+O, although [it may conflict](#) with other programs such as VS Code.

### If program has windows open, double-clicking its

**shortcut should:** The shortcut referred to here is the one you double-click on to start the program, which may for example be in the Windows Start menu.

**Show drives in sidebar:** Shows or hides the [Drives Group](#), giving you more space for [Favorites Groups](#) in the Sidebar.

**Create default sidebar folders:** This is your rescue button if

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## Window

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you deleted the [Default Favorites Group](#) and subsequently wished you hadn't.

**Import Settings from V2:** If you have One Commander Version 2 on your computer and want to reuse its Favorites for Version 3, click [here](#). No other settings can be imported from V2 because they're not compatible with V3, so you need to start afresh with your settings in V3.

## Other

**Command shell:** Allows you to choose the [Terminal](#) that is opened by F10 (or Ctrl+F10 to open as Administrator).

---

### Backlinks:

- [1. One Commander Version 3:Installing One Commander V3](#)
- [2. Quick introductory guide:6. Sidebar](#)
- [3. Full reference guide:Favorites](#)
- [3. Full reference guide:Main Window](#)
- [3. Full reference guide:Memory management in One Commander](#)
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## Preview

The settings at the top of this tab refer to the [Preview Window](#) opened when you select a file and press Space:

- Choosing the **Previewer** you wish to use
- Choosing whether or not to **autoplay** video/audio
- Selecting the **map** to use when you press a photo location button

**Metadata:** This is the selection of files for which a text excerpt will be shown in the metadata line (the second line) in the [Thumbs+Details File view](#).

**Thumbnails:** A list of file extensions for which you do not want to show thumbnails.

---

### Backlinks:

- [1. One Commander Version 3:Installing One Commander V3](#)
- [2. Quick introductory guide:9. Other useful features](#)
- [3. Full reference guide:Folder Pane](#)
- [3. Full reference guide:Preview](#)

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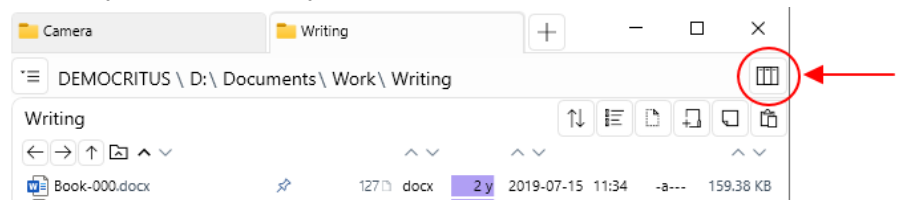


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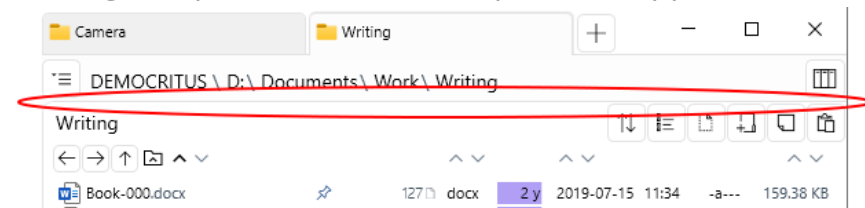




## 2. The Main Window

The [Main Window](#) displays a [sidebar](#) and either one or two [browsers](#). When One Commander is opened for the first time, both browsers are visible with the [theme](#) and layout you chose from the opening dialog box. The [Folder Columns](#) are hidden to start with in the Standard Layout. You can reveal them by clicking the  button, to the right of the folder path at the top of each browser:



Or by dragging down the Navigation/Folder Pane Divider just underneath the folder path (keep dragging until the message "Expand more to show pane" disappears):










The browsers can be displayed in either Standard or Columns layouts. You can switch back and forth between them as often as you like using the Layout Button ( or ) at the bottom left of the Main window (in the Main Toolbar; see next section on this page). When you do this, the only thing that changes is the layout; the files, folders, and settings remain the same.

## Main Toolbar


The Main Toolbar is at the bottom right of the Main Window:



-  [Settings](#)
-  [About program](#)
-  /  [Change Layout](#)
-  [Search](#)
-  [File Automator](#)
-  [Open a new Window](#)

The Main Window can be opened, closed and repositioned without exiting from One Commander. See [here](#) for details.

## Notification Pane

Notifications appear briefly at the bottom of the Main Window to tell you of things that have happened. You can view a list of the most recent notifications by pressing "~" or by clicking on the upward-pointing arrow  in the bottom right-hand corner of the Main Window.

---

### Backlinks:

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- [2. Quick introductory guide:3. The Browsers and Layouts](#)
- [2. Quick introductory guide:6. Sidebar](#)
- [3. Full reference guide:About Program](#)
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- [3. Full reference guide:Using the Windows Clipboard](#)
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## Settings

Most of One Commander's settings take the form of checkboxes or sliders, and are self-explanatory. In this section we provide some additional explanations where they are needed.

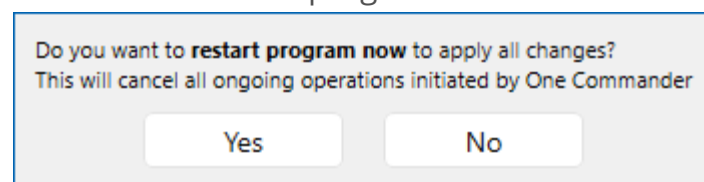
**Sliders** can be adjusted either with the mouse cursor, or by clicking on them and moving them with cursor keys. Cursor keys can be helpful if the slider is a little laggy (which happens when One Commander is showing you the results of the change in real time, as for example in [Settings > General > Item properties](#)).

**The settings are stored** in folders at C:\Users\

They can be reached quickly by clicking on  (About program) in the [Main Window](#) and then clicking the Settings Location button at the bottom of the dialog.

Some settings changes are **applied** immediately; others require a program restart. You'll know you need to do this when this appears at the bottom of the settings window:

**Program restart required to apply all changes**. If you make a change that requires a restart, One Commander will ask whether you want to restart the program now:



Individual Settings tabs identify features that are only

available in the [Pro version](#) of One Commander.

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**Backlinks:**

[5. Troubleshooting](#)

[1. One Commander Version 3:Purchasing One Commander Version 3 Pro](#)

[2. Quick introductory guide:2. The Main Window](#)

[2. Quick introductory guide:8. Settings](#)

[3. Full reference guide:Customizing One Commander's appearance](#)

[3. Full reference guide:File View Designer](#)

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## Advanced

These settings really are intended to be used only if you have to; most users will never go near them. They are explained in detail in the tab, and they cover:

- **Rendering:** how the One Commander window is rendered (i.e. drawn)
- **Watcher issues:** this refers to the way that One Commander watches for changes in files and folders, so that the file and folder display is kept up to date. You can edit the list of files that are excluded from watching, or track down what might be causing the problem if you encounter a "**Something is spamming your filesystem with file changes errors**" condition.
- **Check and notify when there is text on clipboard:** Stops One Commander notifying you when you return to One Commander and there's text in the clipboard.
- **How One Commander deals with reparse points:** If you don't know what these are, then you don't need to worry about this setting.
- **Check and notify when there is text on clipboard:** This refers to the [notification](#) that appears when you return to One Commander and [there is text in the clipboard](#).
- **Fix Stylus lag:** May help if you are experience lags in response to stylus operations.
- **Use old Drag & Drop system:** Turn on if some other programs don't accept drop operations from One Commander (in other words, they stop accepting files that you are attempting to drop in them).

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**Use high-resolution scrolling:** This setting allows smooth scrolling for high-resolution touchpads.

- **Register as a default file manager:** This completely replaces Windows File Manager on your system. It's currently experimental; only use it if you're comfortable with making changes to the Windows Registry (which you may need to do if something goes wrong).
- **Register Win+E hotkey:** This changes the action of Win+E so that it [opens One Commander](#) if it's running in the background, or starts One Commander if it's shut down. It doesn't replace Windows File Explorer, although because of a shortcoming in the way that Windows receives the message, if you click on the Windows File Manager icon in the Windows Taskbar it launches One Commander. Windows File Explorer is still available when it's launched in other ways (e.g. from the Start menu or by double-clicking on a folder on the Windows desktop).

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#### Backlinks:

[5. Troubleshooting](#)

[1. One Commander Version 3: Purchasing One Commander Version 3 Pro](#)

[3. Full reference guide: Using the Windows Clipboard](#)

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## 1. One Commander Version 3

Conventions and terminology used in this manual

Finding your way around One Commander

Installing One Commander V3

Purchasing One Commander Version 3 Pro

What's new in Version 3

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# 1. One Commander Version 3

Welcome to One Commander Version 3, a major rewrite of the well-established Version 2. One Commander is a powerful and flexible dual-pane file manager for Microsoft Windows, using folder columns that make navigating complex folder tree structures fast and intuitive.

This guide to One Commander is in four main sections:

- [Quick introductory guide](#): All you need to know to start using One Commander.
- [Full reference guide](#): Detailed information about One Commander's capabilities, and how to modify it to suit your needs.
- [Shortcut keys](#): Comprehensive list of One Commander's shortcuts.
- [Troubleshooting](#): What to do and whom to contact if things aren't working as they should.

### If you're familiar with earlier versions of One

**Commander**, click [here](#) for a list of the main features that are new with Version 3. You may still find it worthwhile skimming the [quick introductory guide](#). One Commander V3 is a major rewrite of the app, and a lot has changed.

If you don't find what you're looking for here, please email [support@onecommander.com](mailto:support@onecommander.com) or go to the One Commander Google Group at <https://groups.google.com/g/onecommander>.

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## 2. Quick introductory guide

The Quick Introductory Guide provides you with all that you need to start using One Commander Version 3. We strongly recommend that you read it sooner rather than later; it really is a *quick* guide! A quick skim of this Guide will also help you if you're familiar with earlier versions of One Commander; a lot has changed.

Once you've read it, you'll probably find that the best way of learning about the many features of One Commander is to start using it. When you want more about a particular feature, you'll find it in the [full reference guide](#).

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### Backlinks:

[1. One Commander Version 3](#)

[1. One Commander Version 3:What's new in Version 3](#)

[3. Full reference guide:Settings:Window](#)





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## 2. Full reference guide

This section has more detail on One Commander's features. The labels for the different parts of the user interface (UI) are [here](#).

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- [1. One Commander Version 3](#)
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## Shortcut Keys

### Notes:

- Shift+Key (or Ctrl+Key or Op +Key) means press Alt (or Ctrl or Alt) and the specified key simultaneously.
- Key1, Key2 means press Key1 (which could be a combination, e.g. Shift+Key)DeletNew, release it, and then press Key2.
- LMB: Left Mouse Button
- MMB: Middle Mouse Button
- RMB: Right Mouse Button
- Left/Right/Up/Down: Cursor keys

Group	Action	Shortcut	Comment
Program	Restart, running as Administrator	Ctrl+Shift+F12	
	Close program	Ctrl+WindowClose	
File opening	Open File/Folder	Enter	
	Open With	Ctrl+Enter	
	Run .exe as Administrator	Ctrl+Enter	For .exe and link to .exe
	Run .exe with parameters	Ctrl+Shift+Enter	For .exe and link to .exe
Columns navigation	Toggle Columns on/off in Standard Layout		
	Open Parent Folder	Backspace or Alt+Up	

	Open previous Path	Alt+Left or 4th Mouse Button	Path history is saved for each Tab
	Open next Path	Alt+Right or 5th Mouse Button	
	Edit Path	\ or Alt+D or Ctrl+L	
	Copy current Folder Path to Clipboard	Ctrl+Shift+C	If no File is selected
		\, Ctrl+C	\ to edit Path and then regular copy
	Context Menu	RMB or Menu Key or Shift+F10	Menu Key is between right Windows and Ctrl keys on ANSI keyboards
	Context Menu with additional options	Shift+RMB	
File operations	Rename	F2	
	Copy file to other Browser	Alt+C	
	Move file to other Browser	Alt+M	
	Duplicate single file	Ctrl+D	Single file only
	Duplicate one or many files	Ctrl+C, Ctrl+V	
	Delete file	Del	
	Delete file without sending it to Recycle Bin	Shift+Del	Not available yet

	Delete permanently (unrecoverable)	Ctrl+Shift+Delete	Not available yet
	File information/properties	Ctrl+I or Alt+Enter	
	Tag files (color)	Ctrl+Alt+T	
	View long file names (toggle)	F7	
New	New File	Ctrl+N	
	New File containing Clipboard contents	Ctrl+V	.txt if Clipboard contains text, .png if it contains bitmap image
	New Folder	Ctrl+Shift+N	
	... create and open	Ctrl+Enter	from New Folder popup
	... create and move selected files inside	Shift+Enter	from New Folder popup; files need to be selected first
Tabs	New Note	Alt+N	
	New Tab (duplicate of Current Tab)	Ctrl+T	
	New Tab from path in Clipboard	Ctrl+Shift+T	
	Open Folder in new Tab	MMB	
	Close Tab	Ctrl+W or MMB	
	Next Tab	Ctrl+Tab	
	Previous Tab	Ctrl+Shift+Tab	
	Move Tab to other Browser Pane	Alt+MMB	

Browsers	Change focus between Browsers	Alt+F	
	Copy file or folder to other Browser	Alt+C	
	Move file or folder to other Browser	Alt+M	
Clipboard	Copy Files	Ctrl+C	
	Cut Files	Ctrl+X	
	Paste Files	Ctrl+V	
	Copy Files as Paths	Ctrl+Shift+C	
	Copy Files to other Browser Pane	Alt+C	
	Move Files to other Browser Pane	Alt+M	
Preview	Preview File	Space	
	Close Preview	Esc	
	Preview previous/next File	Up/Down	
	PDF Preview previous/next page	Left/Right	
	Image zoom around cursor	Mouse Wheel	
Selection	Select all	Ctrl+A	
	Select additional Files	Ctrl+LMB or Ctrl+Space	
	Select range	Shift+LMB	
	Window selection	MMB+Drag	
Window	Call One Commander (system shortcut)	Win+Alt+O	Works from any program
	Call One Commander and dock to bottom of	Ctrl+`	Works from any program but only if activated in Settings > Window; first time

	screen		it's used, restores Window to previous location; repeat to hide
	Center on main display	Shift+F1	Useful for locating the Window if it's lost when monitor is detached
Other	Minimize or restore from Maximized	Win+Down	
	Maximize or restore from Minimized	Win+Up	
	Show Notification Pane	~ (Shift+ `)	
	Reload/Refresh Columns	F5 or Ctrl+R	
	Show/hide hidden files and folders	Ctrl+H	
	Toggle columns resizing/not resizing	F8	
	Columns Layout		
	Reload Theme	Ctrl+Shift+F5	
	Search	F3 or Ctrl+F	
	Quick Filter	A-Z, 0-9	
	Clear Quick Filter	Esc	
	Open Terminal (CMD/Powershell) in Current Folder	F10	
Open Terminal (CMD/Powershell) as Administrator	Ctrl+F10		

---

**Backlinks:**

[1. One Commander Version 3](#)

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- 5. Troubleshooting**



## 5. Troubleshooting

If something isn't working as it should, before you try anything else, **check to see whether there is an [update](#) available for One Commander.**

### Shortcut key isn't working

This could be because it's being intercepted by another app, which can be tricky to track down. Windows allows apps to list the system-wide hotkeys currently in use, but refuses to identify which applications are using them. A utility called Ethervane ActiveHotkeys (portable), which may not be supported any more, lists hotkeys currently in use by Windows. Then, by closing down apps one by one you should be able to identify the culprit.

### Filename not accepted

The following characters are not permitted in Windows file names:

␣>:"/ \ | ? \*

More information on file naming can be found [here](#).

### Some folders, e.g. C:\Users\\AppData, not visible

Make sure that you've checked all the "Visibility" options in [Settings > View](#).

### One Commander won't start

OK, we get the irony: if you can't start the app, how can you read this? Except that there is a copy of this manual at [OneCommander.com](https://onecommander.com), which is presumably where you're reading this now. Here are three approaches, starting with the simplest and ending with a restart that involves losing your settings.

### **Approach 1: The Main Window may be hidden off screen.**

Try pressing Shift+F1 to bring it back into view.

If that doesn't work:

**Approach 2: One Commander may be "frozen".** Open the [Windows Task Manager](#), click on the Processes tab, and search for any entries for One Commander, either in the Apps or Background Processes sections. If you find any, select them and click the "End task" button at the bottom right-hand corner of the Task Manager window, or right-click on them and select "End task". Try starting One Commander.

If that doesn't work:

### **Approach 3: There may be a problem with One Commander's main settings file.**

1. Find the Settings folder (e.g. C:\Users\\OneCommander\Settings\).
2. Rename the file "OneCommanderV3.json" to something else, for example "OneCommanderV3.json.deactivated". This file will be recreated when you get to Step 4.
3. Open the [Windows Task Manager](#), click on the Processes tab, and search for any entries for One Commander, either in the Apps or Background Processes sections. If you find any, select them and click the "End task" button at the bottom right-hand corner of the Task Manager window, or right-click on them and select "End task".
4. Try starting One Commander. If it works, great! However, you'll need to go through your [Settings](#) again, because they will have been reset to One Commander's default values.



## Something is spamming your filesystem with file changes errors

If a program is constantly changing many files at once the buffer that holds filesystem changes may get full and One Commander will miss changes on disk. It may also degrade the life of your SSD (solid state drive). Go to [Settings > Advanced](#) for a utility that will help you identify the offending program.

## When maximized on a two-screen display, the Main Window spreads slightly on to the second screen

This is an unfortunate feature of the third party library that renders the Main Window. The only fix available is to turn off the Acrylic window effect in [Settings > Theme](#), shut down the program and restart.

## Drag and drop not working with other programs

If you can't get another program to accept a file dropped when you've dragged it from One Commander, try selecting "Use old Drag & Drop system" in [Settings > Advanced](#).

## If none of that helped...

Please email [support@onecommander.com](mailto:support@onecommander.com) or go to the [support forum at Google Groups](#).

---

### Backlinks:

[1. One Commander Version 3](#)

[3. Full reference guide:About Program](#)

[3. Full reference guide:Customizing One Commander's appearance](#)

[3. Full reference guide:Settings:Window](#)






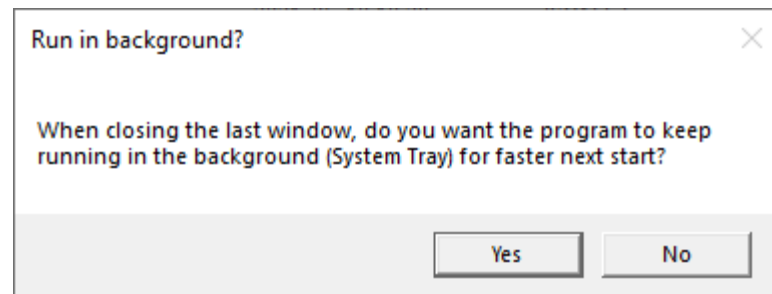
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## Starting,



# Starting, Reopening, and Closing One Commander

Once launched, clicking the WindowClose  button in the top right-hand corner of the [Main Window](#) offers you a choice:



If you click Yes, One Commander doesn't shut down when you click the WindowClose  button. It closes the Main Window, but One Commander continues to run in the background so that it can be quickly re-opened without having to be reloaded. When the Main Window is closed in this way, any processes such as file operations that were in progress when the WindowClose button was clicked will be completed properly. Also, when it is running in the background, One Commander monitors for drive changes so that you're able to see file changes when you open the [Path Editor](#).

After showing the "Run in background?" dialog box, One Commander then explains how to close it down completely:

## Reopening, and Closing One Commander


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To close One Commander completely, hold CTRL while clicking the close button  
...or right-click the One Commander icon in System Tray (next to clock), and select Close.

OK

You can change this action — for example, changing it so that clicking  shuts down One Commander completely, in [Settings > Window](#) by unchecking the "Keep running in background" box.

### To re-open One Commander when it is running in the background:

- Double-click on the One Commander icon in the System Tray or Notification Area (the area at the right-hand end of the Windows Taskbar holding things like the Windows volume control; see below if you can't see the One Commander icon here).
- Right-click on the One Commander icon in the System Tray/Notification Area and select "Show window".
- Press Win+Alt+O (or Ctrl+' if activated — see [Settings > Window](#))
- Press Shift+F1 to position the Main Window in the centre of the screen, occupying about 20% less than the full screen.

To really shut One Commander down, right-click on the One Commander icon in the System Tray/Notification Area and select "Exit", or Ctrl+Click WindowClose  at the top right of the [Main Window](#).

## Restarting as Administrator

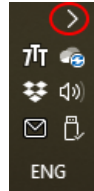
Some applications require the file explorer you're using to be running as Administrator. To restart One Commander as Administrator, press Ctrl+Shift+F12.

## Starting from Command Line

See [here](#).

# If the One Commander icon isn't visible in the System Tray/Notification Area:

**Quick way:** At the top of the System Tray/Notification area, click on the arrow:



What will reveal all System Tray/Notification Area icons. Drag the One Commander icon to the area with other icons such as volume control.

**Slow way:** Right-click in an unused part of the Windows Taskbar and select "Taskbar settings". Scroll down the right-hand Settings window to the Notification area:

## Notification area

[Select which icons appear on the taskbar](#)

[Turn system icons on or off](#)

Click on "Select which icons appear on the taskbar", scroll down to One Commander, and turn it on.

---

## Backlinks:

[2. Quick introductory guide:1. Opening One Commander for the first time](#)

[2. Quick introductory guide:2. The Main Window](#)

[3. Full reference guide:Main Window](#)

[3. Full reference guide:Starting from Command line](#)

[3. Full reference guide:Settings:Advanced](#)

[3. Full reference guide:Settings:Window](#)



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## Starting from Command line

One Commander can be started from the command line in a [Terminal](#) window, using a number of switches. Switches are parameters entered after the name of the executable program (here, OneCommander.exe), that affect the way that the program behaves once launched.

Open a Terminal window, change the current folder in the Command Line to the one in which OneCommander.exe is located, and then use one of the following switches to start One Commander (e.g. "OneCommander -nowindow"). In each case, <path> must be the full pathname for the path you want One Commander to open in, enclosed in quotes if the path contains spaces, e.g. "C:\Users\\Documents".

- **At a particular path:**
  - onecommander.exe "C:\path"
- **To open in the same tab:**
  - onecommander.exe -o "C:\path"
- **To open in a new tab:**
  - onecommander.exe -o "C:\path" -newtab
- **To start One Commander with the Main Window in the default position (the equivalent of starting One Commander and pressing Shift+F1):**
  - onecommander.exe -resetwindowposition
- **The path "C:\fullpath" in the first Browser** (e.g. the left browser in Standard Layout):
  - onecommander.exe -path "<path>"
  - onecommander.exe -p "<path>"
  - onecommander.exe -"<path>"

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- **The path "C:\fullpath" in the second Browser** (e.g. the right browser in Standard Layout):
  - onecommander.exe -p2 "<path>"
- **The Main Window not visible** (i.e. One Commander [running in the background](#))
  - OneCommander.exe -nowindow
- **Text not being sharp on non-HDPI screens:**
  - onecommander.exe -nohdpi
  - onecommander.exe -ldpi

---

### Backlinks:

- [2. Quick introductory guide:1. Opening One Commander for the first time](#)
- [3. Full reference guide:File and Path Operations](#)
- [3. Full reference guide:Starting, Reopening, and Closing One Commander](#)

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## Main Window

### Opening, closing and positioning Main Window

See [Starting, Reopening, and Closing One Commander](#) (quick tip: if One Commander is running but you can't see the window, try Win+Alt+O (or Ctrl+' if activated — see [Settings > Window](#)) to re-open it. If it still isn't visible, perhaps it's got moved off-screen. Try Shift+F1 to move it back on screen).

### Creating new Main Windows

Click  in the [About Program](#) to create a new Main Window. You can create as many as you like, each with its own layout. Favorites, however, are shared by all Main Windows.

### Using Windows Virtual Desktops

If you're using Windows Virtual Desktops, you can choose whether Win+Alt+O (but **not** Ctrl+`):

- brings One Commander to your current desktop, or
- changes Virtual Desktops to the one on which a One Commander Main Window is currently open.

This setting is in [Settings > Window](#).

**If no Main Window is currently open**, then whichever



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setting you choose, Win+Alt+O opens a window in your current Virtual Desktop.

## Moving dividers

Many of the dividers (the grey borders that separate different panes) have short dotted lines and V-shaped arrows, for example the Browser Divider:



**Click and hold on the dotted line** to move the divider (actually, you can click and hold anywhere along the divider's length except on the arrows for the same result).

**Click on an arrow** to move the divider as far as it will go. For example, clicking on a Browser Divider arrow hides the Browser that's in the direction in which the arrow points. Clicking on an arrow when the divider is at its limit of travel restores the divider to its default position.

---

### Backlinks:

[2. Quick introductory guide:2. The Main Window](#)

[2. Quick introductory guide:9. Other useful features](#)

[3. Full reference guide:Starting, Reopening, and Closing One Commander](#)

[3. Full reference guide:Settings:Window](#)

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## Settings

Most of One Commander's settings take the form of checkboxes or sliders, and are self-explanatory. In this section we provide some additional explanations where they are needed.

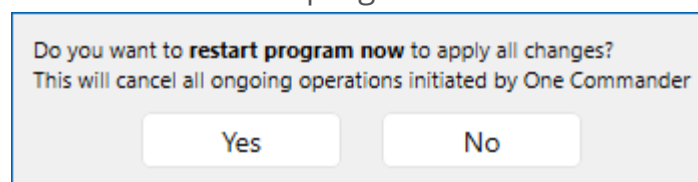
**Sliders** can be adjusted either with the mouse cursor, or by clicking on them and moving them with cursor keys. Cursor keys can be helpful if the slider is a little laggy (which happens when One Commander is showing you the results of the change in real time, as for example in [Settings > General > Item properties](#)).

**The settings are stored** in folders at C:\Users\\OneCommander\ for the Microsoft Store version, or in {OneCommanderFolder}\Settings for portable version.

They can be reached quickly by clicking on  (About program) in the [Main Window](#) and then clicking the Settings Location button at the bottom of the dialog.

Some settings changes are **applied** immediately; others require a program restart. You'll know you need to do this when this appears at the bottom of the settings window:

**Program restart required to apply all changes**. If you make a change that requires a restart, One Commander will ask whether you want to restart the program now:



Individual Settings tabs identify features that are only

available in the [Pro version](#) of One Commander.

- General
- Other
- Preview
- Theme
- View
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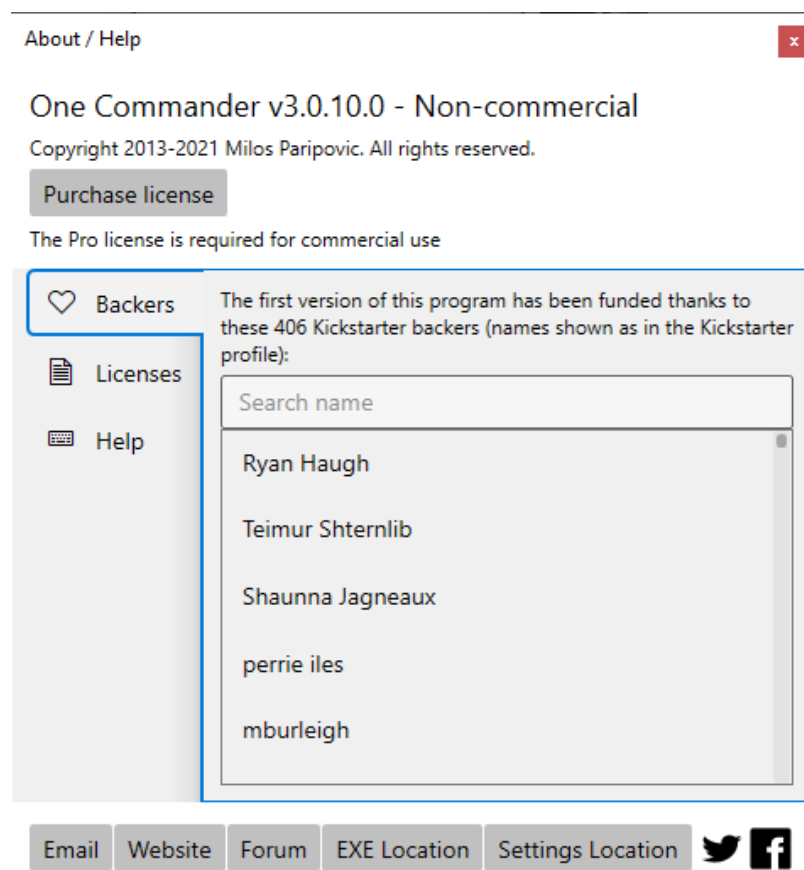
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## About Program

The About Program dialog is reached from the ⓘ button on the [Main Toolbar](#):



The buttons across the bottom do the following:

- **Email:** Puts the email address of One Commander's [Support Service](#) in the Windows Clipboard.
- **Website:** One Commander's website.
- **Forum:** The [Google Group](#) where you can seek help from and enter into discussions with other One Commander users and the developer.

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- **EXE Location:** Opens the folder (in your default File Manager) containing OneCommander.exe, the main program executable.
- **Settings Location:** Opens the folder (in your default File Manager) containing the [Settings](#) folders for One Commander.

---

#### Backlinks:

[1. One Commander Version 3:Conventions and terminology used in this manual](#)

[1. One Commander Version 3:Purchasing One Commander Version 3 Pro](#)

[2. Quick introductory guide:2. The Main Window](#)

[2. Quick introductory guide:3. The Browsers and Layouts](#)

[2. Quick introductory guide:8. Settings](#)

[3. Full reference guide:Customizing One Commander's appearance](#)

[3. Full reference guide:File View Designer](#)

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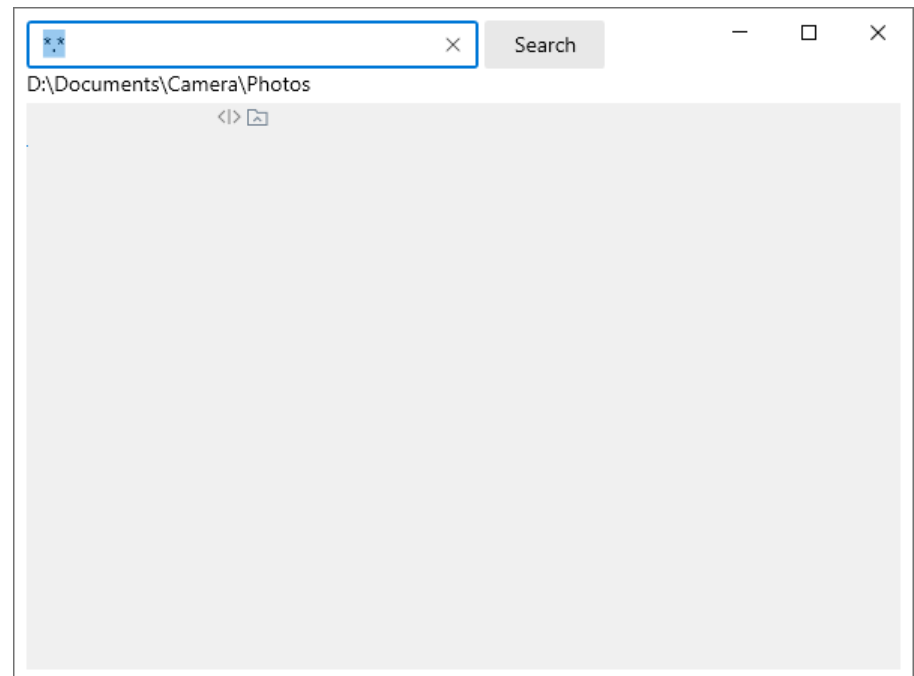


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## Searching folders

olders can be searched by pressing F3, Ctrl+F, or the  button in the [Main Toolbar](#).



The search is **recursive**; i.e. it searches the Current Folder and all of its sub-folders.

The normal Windows **wildcard characters** (? , \*) can be used. So, for example:

- "\*.\*" finds all files
- "\*.docx" finds all ".docx" files
- "filename?.txt" finds, for example, filename1.txt and filename2.txt

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## File Automator

⌘To be added>

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### Backlinks:

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[2. Quick introductory guide:9. Other useful features](#)

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# Installing One Commander V3

One Commander Version 3 comes in two forms, both of which will be automatically updated as new versions become available. The Store version is easier to install, but has a few minor limitations. The Portable version does not have these limitations, but takes a couple more steps to install.

- **Portable version:** This is downloaded from <https://onecommander.com>, and comes as a [zip file](#). Unlike normal Windows programs, it can be installed in any folder of your choice, including on portable drives (e.g. USB drives). To install this version:
  - Download a zip file from [onecommander.com](https://onecommander.com).
  - Right-click the zip file and select "Properties". At the bottom of the General tab, under "Security", check the "Unblock" box:

Security: This file came from another computer and might be blocked to help protect this computer.  Unblock

- Extract the contents of the zip file in the usual manner to the folder in which you want to store the program.
- Create a [shortcut](#) for the file OneCommander.exe: Right-click on the file OneCommander.exe and select "Create shortcut". This creates the shortcut file "OneCommander.exe - Shortcut.lnk", which, when you double-click on it, runs One Commander.
- Move the shortcut to any convenient location. For example, you can put it on the Start Menu, at C:\Users\\AppData\Roaming\Microsoft\Windows\Start

Menu.

- **Microsoft Store version:** This is installed by the Store on your computer and updated from there. It is mainly the same as the Portable version, with the following differences:
  - The Settings files are found at "C:\Users\\OneCommander".
  - It cannot run ActiveX controls, meaning that One Commander's native [Preview](#) can't open certain file types (mainly Microsoft Office files).

**Upgrading from Version 2:** If you want to re-use your Version 2 settings, go to [Settings > Window](#) and click on

[Import Settings from V2](#)

## Installing One Commander on more than one computer

If you would like to move your settings to One Commander on a second computer:

1. Install One Commander on the second computer.
2. On a removable medium (e.g. a USB drive), make a copy of the first computer's file "OneCommanderV3.json", which you can find in the [Settings folder](#).
3. On the second computer, locate the Settings folder and rename the file "OneCommanderV3.json" to something else, for example "OneCommanderV3.json.installation".
4. Copy/move the "OneCommanderV3.json" file from your first computer into the Settings folder on the second computer.

This will move over your basic settings. Others, such as Favorites and Tabs, can't be copied over because they reference folders specific to the first computer.

If you have a [Pro licence](#), you will need to contact [support@onecommander.com](mailto:support@onecommander.com) to arrange for the Pro licence to be valid on the second computer.

## Updating One Commander

One Commander offers enhancements and improvements, as well as bug fixes, through regular updates. You will know that an update is available when a red button appears in the [Title Bar](#), at the right-hand end, and an update notification appears in the [Notification Pane](#). Click on the button, and the update will be applied automatically.

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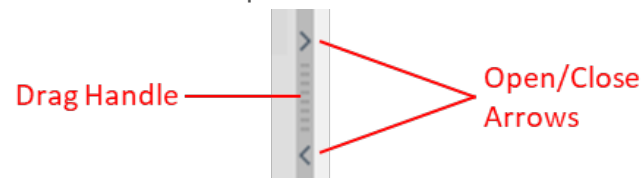


## Resizing and collapsing panes and browsers

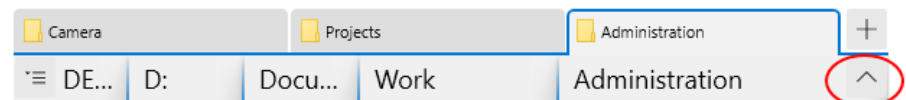
### Resizing individual panes


Most panes are surrounded by a border or divider that can be dragged to resize the pane in question. Some borders appear when the cursor moves over them, but are hidden otherwise.

Many borders or dividers have Drag Handles (the double dotted lines) and Open/Close Arrows:



Some panes have buttons to open and close them, for example the Navigation Panes can be opened and closed using the upwards/downwards pointing arrows to the right of the Folder Column headers:



Or the  button that appears at the top of the [Main Toolbar](#) when the Sidebar is collapsed.

### Collapsing a Browser to create a single-browser layout

Each Browser has a minimum width (Standard Layout) or

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height (Columns Layout). When that minimum is reached a "collapse" message appears, and if the Left Mouse Button is released the Browser in question collapses. It can be restored by clicking on the Open/Close Arrow that points in the "open" direction, or by dragging the Drag Handle.

---

**Backlinks:**

[3. Full reference guide:File View Designer](#)

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## Using the Windows Clipboard

When you switch from another app to One Commander and there is something in the Clipboard, a notification appears in the [Notification Pane](#) offering the following possibilities:

- **The Clipboard contains a new [Path](#):** If there is not already a [Tab](#) open for that path, a notification appears offering Ctrl+Shift+T to open this path in a new Tab in the current Browser.
- **The Clipboard contains text or a bitmap:** The notification offers Ctrl+V to create a new .txt or .png file containing the text or bitmap, in the Current Folder. The file name shows the date and time of the file creation (e.g. "xxxxx"). If you don't want these notifications, you can turn them off in [Settings > Advanced](#).

---

### Backlinks:

- [2. Quick introductory guide:9. Other useful features](#)
- [3. Full reference guide:File and Path Operations](#)
- [3. Full reference guide:Settings:Advanced](#)

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## Advanced

These settings really are intended to be used only if you have to; most users will never go near them. They are explained in detail in the tab, and they cover:

- **Rendering:** how the One Commander window is rendered (i.e. drawn)
- **Watcher issues:** this refers to the way that One Commander watches for changes in files and folders, so that the file and folder display is kept up to date. You can edit the list of files that are excluded from watching, or track down what might be causing the problem if you encounter a "**Something is spamming your filesystem with file changes errors**" condition.
- **Check and notify when there is text on clipboard:** Stops One Commander notifying you when you return to One Commander and there's text in the clipboard.
- **How One Commander deals with reparse points:** If you don't know what these are, then you don't need to worry about this setting.
- **Check and notify when there is text on clipboard:** This refers to the [notification](#) that appears when you return to One Commander and [there is text in the clipboard](#).
- **Fix Stylus lag:** May help if you are experience lags in response to stylus operations.
- **Use old Drag & Drop system:** Turn on if some other programs don't accept drop operations from One Commander (in other words, they stop accepting files that you are attempting to drop in them).

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**Use high-resolution scrolling:** This setting allows smooth scrolling for high-resolution touchpads.

- **Register as a default file manager:** This completely replaces Windows File Manager on your system. It's currently experimental; only use it if you're comfortable with making changes to the Windows Registry (which you may need to do if something goes wrong).
- **Register Win+E hotkey:** This changes the action of Win+E so that it [opens One Commander](#) if it's running in the background, or starts One Commander if it's shut down. It doesn't replace Windows File Explorer, although because of a shortcoming in the way that Windows receives the message, if you click on the Windows File Manager icon in the Windows Taskbar it launches One Commander. Windows File Explorer is still available when it's launched in other ways (e.g. from the Start menu or by double-clicking on a folder on the Windows desktop).

---

#### Backlinks:

[5. Troubleshooting](#)

[1. One Commander Version 3:Purchasing One Commander Version 3 Pro](#)

[3. Full reference guide:Using the Windows Clipboard](#)

[3. Full reference guide:Settings:View](#)

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## Folder Columns and Navigation Pane

The folder tree is displayed as a series of columns. A single click on any folder in a column opens that folder in a new column to its right. Columns that behave like this are known as [Miller columns](#), in which all of the columns that are part of the tree branches leading to the currently-open folder remain visible. This makes it easier to see where the currently-open folder sits in the folder tree structure, and to navigate to other branches in the tree.


One Commander adds two features to standard Miller columns to make it easier to work with folder displays in which a lot of folder columns are visible (when you're working with a folder that is a long way from the drive root):

- As each new folder is opened, the columns to its left shrink to give room for the contents of the current folder to be easily read.
- As the cursor moves over folders to the left of the current folder (i.e. over its parent folders), the folders under the cursor expand while the cursor is over them so their contents can be seen. The responsiveness and speed of this expansion, as well as many other features of the column display, can be adjusted in [Settings > Columns](#).

Not everyone likes columns to change width in this way. They can be turned off in [Settings > Columns](#).



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## Navigating through the columns

- **Navigating to folder in column:**
  - if cursor is in a parent folder column: click on folder
  - if cursor is in Current Folder Column in the [Columns Layout](#): double-click on folder (this setting can be changed to a single click at [Settings > Other > Opening items](#)).
- **Navigating through Parent Folder Columns:** Left and Right cursor keys walk left and right through the path of parent folder columns.
- **Move to parent of currently-selected folder:** Click  (above file/folder name column), press Backspace, or click Alt+Up to move to parent of the current folder
- **Undo most recent backspace:** Enter.
- **Add Folder or File to selection:** Ctrl+Select (with mouse cursor) in the Parent Folder Column in [Columns Layout](#) adds that folder or file to the selection and makes that path current.

## Path history

### Moving back and forward through the history of a path:

Click   (above file/folder name column), press Alt+Left/Right cursor keys, or 4th/5th mouse buttons. Note that if a tab was created from a Favorite, there won't be any history for that tab to move back and forth within until you have actually moved back and forth along that path, so until you do this the Alt+Left/Right cursor keys or the 4th/5th mouse buttons won't do anything.

---

### Backlinks:

- [2. Quick introductory guide:3. The Browsers and Layouts](#)
- [2. Quick introductory guide:4. Folder columns](#)
- [3. Full reference guide:Browser Tabs](#)
- [3. Full reference guide:Folder Pane](#)
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## Other

This group contains a miscellany of useful settings, most of which are self-explanatory. They affect:

- **On start:** Tabs shown when One Commander starts up. The path can be an absolute path you'd like opened when a new window opens (e.g. D:\myFolder) or it can be a Windows environmental variable enclosed in % (e.g. %USERPROFILE%). "%USERPROFILE%" is a shorthand version of "C:\Users\". So, for example, if you put "%USERPROFILE%\Documents" in the lower "On start:" box, when you start One Commander it opens a tab for your Documents folder (and, by implication, forgets the tabs that were open in your previous session).
- **Creating a tab should:** What a new tab shows when it's created. So, using the example in the previous bullet point, if you set this to "%USERPROFILE%\Documents", every new tab you create by clicking  at the end of the row of tabs opens your Documents folder.
- **New tab should be placed:** Where the new tab should be placed in relation to the current tab — immediately after the current tab, or at the right-hand end of the tabs.
- **Tabs and favorites should show:** Whether tabs and favorites should show the full path name or just the name of the folder. You can also change the "alias" — i.e. the name of [favorites](#) or [tabs](#) — by right-clicking and selecting "Change alias".

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- **Opening items:** Whether you use single- or double-clicks to open items.
- **Double-click on an archive should:** What happens when you double-click on an archive file, for example a **.zip file**.
- **Drag and Drop behavior:** Windows has a particularly confusing way of handling [dragging and dropping](#). One Commander **always** moves a path if it's being dragged, and **always** copies it with Ctrl+Drag. But if you prefer the Windows way of doing things, choose it here.
- **Rename items by clicking again without moving cursor:** The precise way of describing a slow double click, for renaming items.

---

#### Backlinks:

[2. Quick introductory guide:3. The Browsers and Layouts](#)

[2. Quick introductory guide:4. Folder columns](#)

[2. Quick introductory guide:5. Basic folder and file operations](#)

[3. Full reference guide:Browser Tabs](#)

[3. Full reference guide:File and Path Operations](#)

[3. Full reference guide:Folder Columns and Navigation Pane](#)

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## 1. One Commander

### Version 3

#### Conventions and terminology used in this manual

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# Conventions and terminology used in this manual







**Context Menu:** The menu that pops up when you right-click on something.


**Key presses:** "<name of key>+" means hold a particular so-called "modifier" key (Ctrl, Shift, Alt) down while pressing another, e.g. "Ctrl+C". "Win" is the Windows key , which is present on most keyboards, usually to the left of the Spacebar.

**Mouse buttons:** LMB = left mouse button; similarly, MMB and RMB for middle and right mouse buttons. "Click" without any qualifications means LMB click.

**Path:** Folders and files are referred to generically as "paths", a shorter version of "pathname", which specifies the path the operating system must take to find a folder or file.

**Screenshots:** Things to look for are highlighted in red, e.g.:

	Excel Document.xlsx		xlsx	26'	2020-12-08	14:45	-a---	9.17 KB
	Text File.txt		txt	20'	2020-12-08	14:51	-a---	26 B
	Word document.docx		docx	27'	2020-12-08	14:45	-a---	18.15 KB

**Settings Location:** The folder in which One Commander's settings are stored. It can be reached from the  button on the [Main Toolbar](#). It contains a number of sub-folders, including the **Settings Folder**, which you'll need to access if you want to move your settings to a copy of One Commander on another second computer.

**Terminal:** The generic name for programs that provide access to the Windows Command Line, for example CMD,



PowerShell, Windows Terminal.

<.....>: Text enclosed in <> brackets is a placeholder for something else. So, for <user name> you would enter your actual Windows user name.

---

**Backlinks:**

- [1. One Commander Version 3:Installing One Commander V3](#)
- [2. Quick introductory guide:3. The Browsers and Layouts](#)
- [2. Quick introductory guide:6. Sidebar](#)
- [3. Full reference guide:Browser Tabs](#)
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


## Folder Pane

The Folder Pane lists the contents of the **Current Folder**, and shows a [preview and more details](#) about the currently-selected folder or file.

- In the **Standard Layout**, the Folder Pane is below the [Folder Columns and Navigation Pane](#). You can select files or folders in the Folder Pane by clicking on a folder or file in either the Current Folder Column or the Folder Pane.
- In the **Columns Layout**, the Folder Pane is the rightmost folder column, so that's the only place you can select folders or files.
- You can **refresh** the item display by pressing F5, Ctrl+R, or select "Refresh everything" in the menu that pops up when you click the  button in the [Drives Group](#).
- You can choose from a number of different [File Views](#), allowing you to hide some columns, show others, change the order and widths of columns, how icons or thumbnails are displayed, which columns are hidden when the Browser isn't wide enough to show them all, and so on. You can create as many File Views as you wish using the [File View Designer](#).


## Folder Pane Toolbar


 **Sort files:** Click to get a list of sorting options. This button duplicates the action of the Sorting Columns arrows (see below), but it's needed for the Grid View, which doesn't have any columns.

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 **Change file view:** Click to be presented with a variety of [File Views](#). One Commander remembers which File View Design you select for each folder. One Commander comes with a variety of File Views, and you can edit any of them or add to the list using the [File View Designer](#).


 **Creates new file from template:** (Ctrl+N) See [here](#) for more.

 **Creates new folder** (Ctrl+Shift+N)

 **Creates a note in current folder:** (Alt+N) See below under "Note/To Do".

 **Clipboard paste:** The equivalent of Ctrl+V. If the Clipboard contains text, One Commander creates a text file with the default name "<date> <time>.txt".

## Main item display

The various properties of items are shown in a series of columns which you can select using the [File View Designer](#). In addition to the ones familiar to Windows, there's a column showing in "hot/cold" color-coded form the age of the item, i.e. the time that has elapsed since the item was last modified. You can adjust the colors in [Settings > General](#). There's a more complete explanation of how the age display works there, under Item Properties: click the  button at top right of the pane.

## Long file names

Long file names are often too long to be seen fully in the Name column. They can be seen in full:


- In the [Details Pane](#).
- By pressing F7, which toggles the other columns on and off.

## Sorting columns


**Either:**

- Click the  Sort files button

**Or:**

- Each column has a pair of arrows at the top  which sort the items on display in each of two directions (e.g. A-Z or Z-A). Hover the cursor over the arrows to see what they do. The arrow in bold shows the current sort order.

One Commander remembers the sort order for each folder, which is very handy because different folders may well have different sorting requirements. Further information about sorting:


- **For size, only files are sorted.** Sorting files by size **only works** if the "Folders on Top" toggle (see below) is set so that folders are listed at the top.
- If you prefer **folders always to be sorted by name**, go to [Settings > View](#) and check "Sort folders by name always". With this checked, only files are affected by the sort order selected by clicking a sort arrow.
- You can change the **default sort order** for columns at [Settings > View](#).
- **Folders on Top toggle:** Press  to sort files and folders so that folders are either listed first, or listed with files in the order specified by the sort arrows for properties like file name, type, date etc. This setting is remembered for each folder. You can set the default for this behavior at [Settings > View](#).

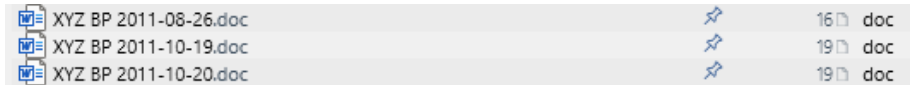
## Metadata display


Some metadata is shown to the right of the file name if the Browser is wide enough. For example, for image files the size of the image in pixels is shown:

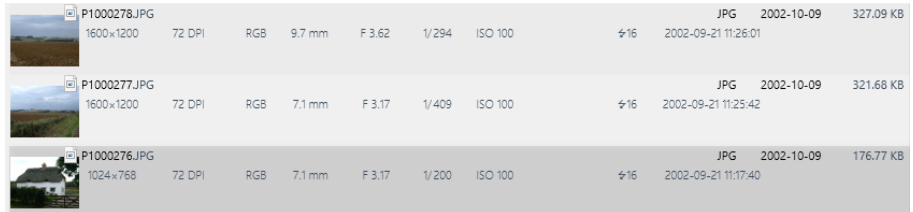
	P1000278.JPG	1600x1200	JPG
	P1000277.JPG	1600x1200	JPG
	P1000276.JPG	1024x768	JPG
	P1000273.JPG	1024x768	JPG
	P1000275.JPG	1024x768	JPG
	P1000274.JPG	1024x768	JPG
	P1000279.JPG	1024x768	JPG
	P1000280.JPG	1024x768	JPG

Another example: the metadata for document files shows

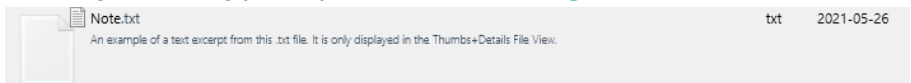
the number of pages in the document (e.g. 16); these files are on OneDrive, and the  icon shows that they are always on the local machine and synced with the server):



In the **Thumbs+Details View** (click the  button on the Folder Pane Toolbar — see above) the metadata is shown in the second line for each file:



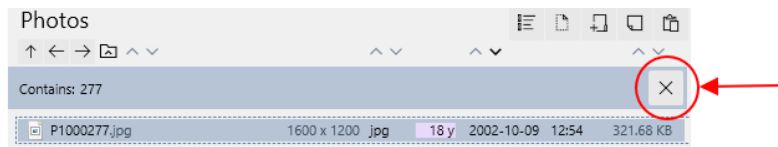
You can get One Commander to show text excerpts from a variety of file types specified in [Settings > Preview](#):



## Filtering folders and files

Start typing characters in the path name you are looking for:

- **The first key you press** shows only items beginning with that letter
- **If you type two or more letters**, all items in the Current Folder Pane containing that text will be shown
- **Displaying a particular file type:** Begin typing with a period. For example, ".pdf" will display only .pdf files.
- **Cancel the filter** by Backspace-deleting the characters you've typed, or clicking the icon to the right of the filter:

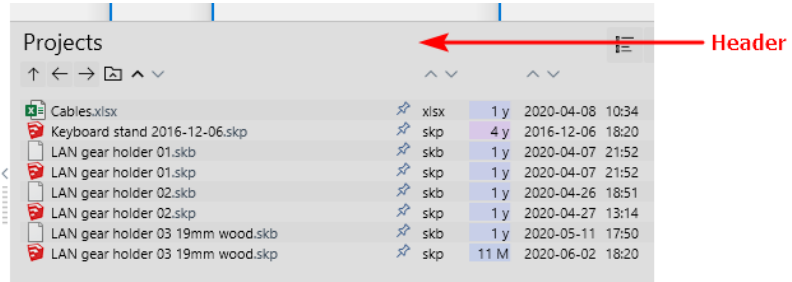


## To create a new folder, file, or note in the Folder Pane


**Method 1:** Click on one of the icons in the Folder Pane Toolbar:



**Method 2:** Right-click on the header for the folder pane and select from the list (File, Folder, or Note) that appears.



## Note/To Do

You can add as many Notes or ToDo items as you like to the files in the Current Folder Pane. Hit Alt+N or click  in the Folder Pane Toolbar, and a small editing window pops up. Up to four lines of text appear in the Name column, but the full text can be seen in the File Preview below:

**Research**

Name	Type	Size	Created	Modified	Age
Letter Sept.docx	docx	2 M	2021-03-25 16:35	13.31 KB	
Master plan short form -- authors only.xlsx	xlsx	4 y	2016-12-19 18:34	14.20 KB	
Meeting notes April.docx	docx	2 M	2021-03-25 16:35	13.31 KB	
Notes for abstract.docx	docx	8 y	2013-03-16 16:33	11.42 KB	
Notes on structure of study.docx	docx	8 y	2013-03-16 15:45	12.05 KB	
Participant list and e-mails.doc	doc	8 y	2013-03-16 16:33	43.52 KB	
Possible Respondent Groups 4 Aug 10.xls	xls	8 y	2013-03-16 15:45	22.02 KB	
Potential authors.docx	docx	5 y	2015-08-14 09:30	13.25 KB	

This is an example of a note or to-do item. It's a simple text file with the extension ".2do". It can be edited by double-clicking on it, and deleted in the same way as for any other file. Up to four lines are displayed in the "Name" column, but the full note is shown in the File Preview.

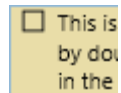
This is an example of a note or to-do item. It's a simple text file with the extension ".2do". It can be edited by double-clicking on it, and deleted in the same way as for any other file. Up to four lines are displayed in the "Name" column, but the full note is shown in the File Preview.

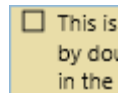
9 items 143.36 KB  
1 selected 289 B

Name	This is an example of a note o.2do
Type	To Do Task
Created	2021-05-28 14:51:12
Modified	2021-05-28 14:51:12
Age	1'
Size	289 B
Size in MB	0.00 MB

Notes/Todos can be edited by double-clicking on the Note/ToDo, and deleted in the same way as any other file. They are simple text files with the extension ".2do".

You can mark Notes/Todos as completed by clicking in the



Note/ToDo's checkbox: . This also changes the file extension to ".2dx".

## Creating a background image for a Folder Pane

If One Commander finds one of the following files in any folder:

*cover.jpg, folder.jpg, front.jpg, background.jpg, poster.jpg*

It will show that image as a background for that folder. An example might be an album cover image. If it doesn't work, check "Show folder background image" in [Settings > View](#).

---

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[2. Quick introductory guide:4. Folder columns](#)

[2. Quick introductory guide:5. Basic folder and file operations](#)

[2. Quick introductory guide:8. Settings](#)

[2. Quick introductory guide:9. Other useful features](#)

[3. Full reference guide:Browser Tabs](#)

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## Browser Tabs


Either [Browser](#) can have any number of Tabs, each with its own [Current Folder](#). So any instance of One Commander can have a very large number of folders available to be selected as Current Folders.

You can quickly change focus between Browsers with Alt+F, and change the order of the Tabs by dragging them.

### Tab Aliases

The Tab Alias is the name that appears on the Tab. By default it is the name of the Tab's Current Folder, but you can change this by selecting Change alias in the Tab's Context Menu. You can change this default behavior in [Settings > Other](#), to show the full path for the Tab.


### Creating Tabs

- Click the  button to the right of the current set of Tabs. The new Tab will be a clone of the Tab that currently has the focus, unless you change this behaviour in [Settings > Other](#). Alternatively, select the Tab to be duplicated and press Ctrl+T.
- Right-click any folder and select Open in... You have the choice of opening that folder as a new Tab in the Current Browser, the other Browser, or a new Window.
- [MMB](#) on any folder in a [Folder Column](#) or in the [Sidebar](#).




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## Moving/copying Tabs between Browsers

▮ Tabs can be moved to the other Browser (if open) using Alt+MMB. Copying a Tab to the other Browser is a two-step process: duplicate the Tab with Ctrl+T or clicking on the  button, then move the new Tab to the other Browsers with Alt+MMB.



## Closing Tabs

- Click on the  button at the right-hand side of the Tab (which may not be visible if there are too many Tabs; see next section), or
- MMB

## Large numbers of tabs

▮ When you have a large number of Tabs, they shrink to be narrow enough to accommodate all of them. This will typically make them too narrow for the label text to be readable, but their path will be displayed in a Tooltip:



▮ When the cursor passes over narrow tabs, the Close Button  doesn't appear until you click on one of them. When you do, the tab expands a little so that you can see both the tab label and the  Button.

---

### Backlinks:

- [3. Full reference guide:Network Drives](#)
- [3. Full reference guide:Using the Windows Clipboard](#)
- [3. Full reference guide:Settings:Other](#)





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## Drives Column

The Drives Column — the left-most column in the Navigation Pane — shows all drives current mapped by Windows.

### Mapping network drive

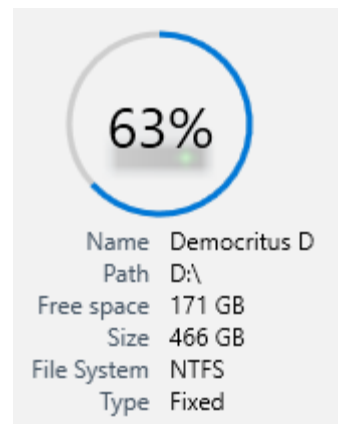
Click on the three dots at the top right hand corner of the Drives Group, and select "[Map network drive](#)".

### Ejecting removable drives

Click on "Eject" below the drive name and drive details:



When there is space available, in the [Columns Layout](#) information about the current drive is shown to the left of the Drives Column, e.g.:



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**Backlinks:**

[3. Full reference guide:Network Drives](#)

[3. Full reference guide:Path Copying and Editing](#)

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## Columns

These settings apply to [Folder Columns](#).

**Create new columns without animating:** When it's off and you click on a folder in the Current Folder Column, the new column slides in from the right instead of appearing instantaneously. The sliding speed is determined by the [global animation duration](#).

**Column Pane alignment:** Sets the alignment of folders in the [Folder Panes](#) individually for Standard and Columns layouts. You may not notice the effect of this setting unless the columns are reasonably wide.

## Interaction

This refers to the interaction between cursor and columns. One Commander's default is to make [Folder Columns](#) expand when the cursor enters them and contract when it leaves. Some users like this because it makes it easier to view columns when a great many are displayed (i.e. when the Current Folder is a long way from the drive root); others don't.

**Expand Column when cursor enters it:** For each Layout, turns on this behavior.

## Advanced Settings

Don't be put off by the "Advanced" label; it simply indicates that these are settings that many users won't be interested in using. They adjust things like how quickly columns expand when the cursor enters them (both in milliseconds), how

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long the expansion takes, what width of column One Commander should apply the expansion to, and a number of settings for column widths, and they're self-explanatory. They're worth experimenting with: you may find that they improve One Commander's usability considerably. For example, shortening Expand delay and Expand duration (say, to 400 ms each) makes the column expansion and contraction much more responsive. If the delays are too short, the columns will expand when the cursor is moving quickly over them, which could get annoying.

If you come up with a mixture of settings that you really like, please, as the note says at the bottom of the tab, share your findings with [support@onecommander.com](mailto:support@onecommander.com)

---

**Backlinks:**

[2. Quick introductory guide:4. Folder columns](#)

[3. Full reference guide:Folder Columns and Navigation Pane](#)

[3. Full reference guide:Settings:General](#)

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## File and Path Operations

Most file operations involve standard Windows procedures, but some differ a little.

### Selecting and opening folders and files

- **Select:** single click
- **Open:** double click or Enter
- **Select several files:** Ctrl+Click if files are not contiguous in the list, Shift+Click if they are
- **Open several files:** Ctrl+Click or Shift+Click to select, then press Enter

You can set One Commander to open either files and folders, or just files, with a single click; see [Settings > Other](#).

### Copying/moving by Drag and Drop

The approach to dragging and dropping items used by Windows is a bit confusing: it behaves differently depending on whether you are dragging and dropping within or between drives. One Commander's default method is slightly different but has the virtue of consistency:

- Dragging **without** Ctrl key: One Commander **always** moves the item, regardless of whether the move is between drives or between folders within the same drive.
- Dragging **with** Ctrl key: One Commander **always** copies

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the item.

You can change this to the (inconsistent and confusing) Windows method in [Settings > Other](#) > Drag and Drop behavior.

## Deleting folders and files



When you delete a file or folder, or a group of them, One Commander remembers the position of the last selected item. You can select the item above or below the deleted item by pressing Cursor Up/Down.

## Duplicate file

### Either

Press Ctrl+D. The line containing the file entry changes to:



Type the name for the duplicate file in the highlighted section and either press Enter or click . To cancel, press Esc or .

### Or:

Press Ctrl+C and then Ctrl+V. The duplicate file will automatically be renamed "<original filename> - Copy.<extension>". For example the duplicate created for "Myfile.txt" will be "Myfile - Copy.txt".

## Creating files from Windows Clipboard

See [Using the Windows Clipboard](#).

## Drag item to Terminal

[Terminals](#) are applications that give you command-line control of your computer, for example Command Prompt or



PowerShell. Items can be dragged from One Commander to a Terminal, which puts them in the current command line in the Terminal. If there is a space in the path, it is inserted in double quotes, to ensure that the Terminal doesn't interpret what follows the space as being part of the command or another parameter. See [here](#) for starting One Commander from a Terminal window.

## Create new file from template

See [Templates for creating files](#).

## Renaming items

Either right-click and select "Rename" from the context menu, press F2, or click twice slowly (in the standard Windows manner). If you are trying to rename a folder and [Settings > Other > Opening items](#) is set to "Single click opens folders", you need to use the right-click method. You can turn off the slow double-click method at [Settings > Other](#).

## Previewing files

Press Space; see [Preview](#) for more.

## Tagging items

Right click on any item and select "Tag (Color)". A dot with that color appears to the right of the item name.

---

### Backlinks:

[2. Quick introductory guide:5. Basic folder and file operations](#)

[2. Quick introductory guide:9. Other useful features](#)

[3. Full reference guide:Settings:Advanced](#)

[3. Full reference guide:Settings:Other](#)




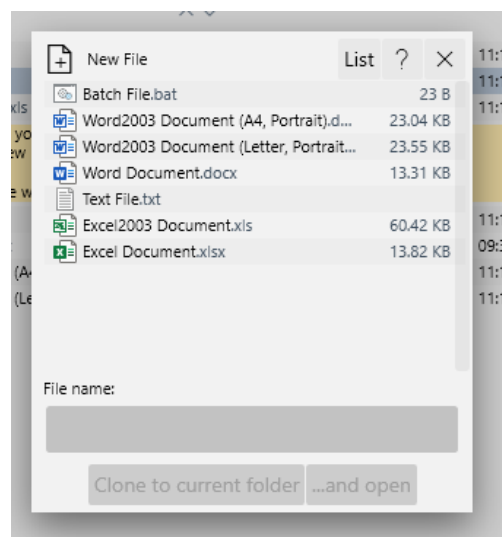


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## Templates for creating files

If you often create files of a particular type — e.g. documents, spreadsheets, text files — you can create a Template (a blank file of that file type) for that file type. Then when you need to create a file of this type, navigate to the folder that will hold the file and click the  icon in the Folder Pane Toolbar or press Ctrl+N. This pops up your list of Templates:



Select the Template you need, fill in the File name, and then click either of the buttons at the bottom of the pop-up. The new file is created in the current folder (and opened if you click "...and open").

## Adding templates, editing existing templates

The Template files are in the folder C:\Users\

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Name>\OneCommander\Templates if you are running the Store version, or {OneCommanderFolder}\Templates if you have the Portable version. You can add as many Templates as you like, and edit the ones that are in that folder. For example, you may like to have Templates for Word files with your organization's letterhead, or spreadsheets for particular routine procedures.



==== Mild warning =====

The file that's created from the Template will have the properties of the Template file in the Templates folder, for example in Microsoft Word the default settings for font, styles etc. Make sure that the Template for that file type has all the default settings that you want, otherwise you'll have to change them to your individual preferences every time you create a new file.

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### Backlinks:

[2. Quick introductory guide:5. Basic folder and file operations](#)

[3. Full reference guide:File and Path Operations](#)

[3. Full reference guide:Folder Pane](#)



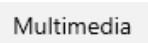
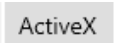

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## Preview

- **Preview Window:** In addition to the small Preview Window in the [Details Pane](#), many, but not all, file types **can be previewed by pressing Space**, which pops up a larger window with a preview of the file in question. You can **move through the document being previewed** with the mouse wheel or by clicking the   buttons at the left/right of the Preview Window.
- **Closing Preview Window:** The Preview Window is closed by pressing Space or Esc.
- **Choosing viewer:** You can choose between the viewer built into One Commander, or QuickLook (available from the Microsoft Store). QuickLook can work with a greater range of file types.
- **Viewing modes:** The Preview Window offers **three viewing modes:**   . One Commander will guess which one works best for the file in question, but if you disagree, click one of the other buttons to see if you're right.
- **Autoplay audio/video files:** You can choose to [autoplay video/audio files or not](#) in the Preview Window.
- **Viewing multiple files in a folder:** Once you're viewing a file in the Preview Window, cursor up/down moves to the previous/next file in the folder.
- **Showing GPS coordinates:** If the file shown in the Preview has embedded GPS coordinates, a GPS button is shown. Clicking the button opens either [Google or Bing Maps](#) showing the location.

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The **Microsoft Store** version of One Commander is not able to show previews of Microsoft Word or Excel files; it will, however, show an image preview if there is one embedded in the file. This limitation is imposed by Windows, which does not allow the necessary ActiveX components to run in Store apps.

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**Backlinks:**

[2. Quick introductory guide:5. Basic folder and file operations](#)

[3. Full reference guide:Details Pane](#)

[3. Full reference guide:File and Path Operations](#)

[3. Full reference guide:Settings:Preview](#)


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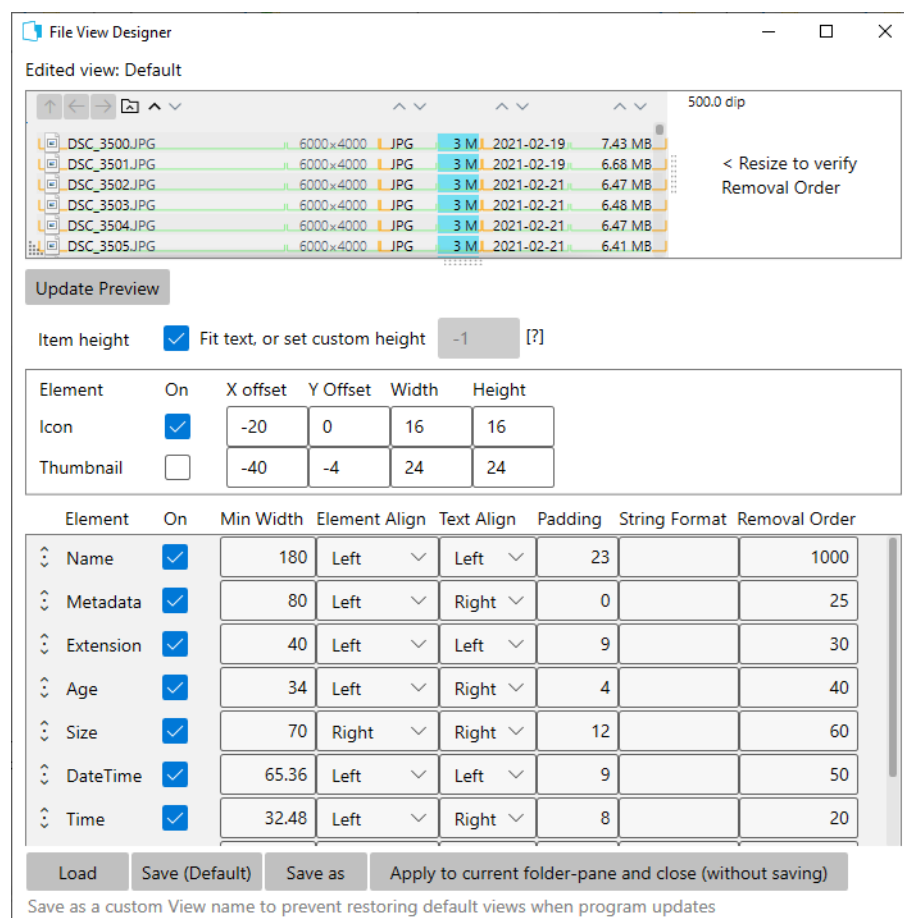
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## File View Designer

You can change the information shown in the [Folder Pane](#) columns, by modifying an existing [File View](#) or creating a new one, using the File View Designer. It is reached from the  button in the Folder Pane Toolbar and selecting **Edit File Views**.

File Views designs are stored in .json files in the folder [<Settings location>\Resources\FileDesigns](#). The File View currently being edited is shown in the "Edited view" field at the top of the window:



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Most of the File View Designer is self-explanatory, and the easiest way of learning how to use it is to create a custom file view using the "Save as" button at the bottom of the window and experiment with it. You can see the effects of changes you make by clicking **Update Preview** near the top of the window and viewing the changes in the Edited view pane. Specific points:

## String Format Column

This is for advanced use only. If it is left blank, all values in the column are taken from One Commander's [Settings](#). It allows the user to go into great depth with customizing formats. Examples that can be used include different date and time formats (see <https://docs.microsoft.com/en-us/dotnet/standard/base-types/standard-date-and-time-format-strings>), for example the time in a specific UTC zone or showing milliseconds, months written in words in the user's language, numbers formatted with commas, and so on.



## Removal Order

When you make a [Browser](#) narrower, this setting determines the order in which columns disappear from the display. You can think of it as the reluctance of a particular column to disappear, where the higher the number the more reluctant the column is to vanish. So in the example above, if you shrink a Browser horizontally, Time is the first column to disappear and Name is the last. You can verify the Removal Order settings by clicking [Update Preview](#) and then moving the resizing handle in the Edited view pane to left and right.

## Buttons across the bottom of the window

**Load:** Loads a File View Design file (they all end in ".json") from the folder [<Settings location>](#)\Resources\FileDesigns.

**Save:** Saves current File View Design file (i.e. the File View Design shown in the Edited view line at the top of the File View Designer window).

**Save as:** Saves current File View Design file under a new name.

**Apply to current folder-pane and close (without saving):** Applies the new File View to the current folder pane temporarily; the next time this folder is viewed, the File View will revert to the saved version.

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### Backlinks:

[2. Quick introductory guide:5. Basic folder and file operations](#)

[3. Full reference guide:File Views](#)

[3. Full reference guide:Folder Pane](#)

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## Window

**Keep running in background:** When you first run One Commander and close the Main Window, you're asked whether you want to leave One Commander [running in the background](#). This setting allows you to change your mind about what you want One Commander to do under these circumstances.

**Pressing Win+Alt+O from any program:** If you're using [Windows Virtual Desktops](#), you can choose whether Win+Alt+O (but not Ctrl+`) brings One Commander to your current desktop, or changes Virtual Desktops to the one on which a One Commander Main Window is currently open. **If no Main Window is currently open**, then whichever setting you choose, Win+Alt+O opens a One Commander window in your current Virtual Desktop.

### Use global hotkey Ctrl+' to show docked program

**window:** Brings the window to the current screen, makes it full-width and at the bottom half of the screen. Pressing it a second time minimizes the window. Changing this setting requires a program restart.

This simply makes Ctrl+` do the same thing as Win+Alt+O, although [it may conflict](#) with other programs such as VS Code.

### If program has windows open, double-clicking its

**shortcut should:** The shortcut referred to here is the one you double-click on to start the program, which may for example be in the Windows Start menu.

**Show drives in sidebar:** Shows or hides the [Drives Group](#), giving you more space for [Favorites Groups](#) in the Sidebar.

**Create default sidebar folders:** This is your rescue button if

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you deleted the [Default Favorites Group](#) and subsequently wished you hadn't.

**Import Settings from V2:** If you have One Commander Version 2 on your computer and want to reuse its Favorites for Version 3, click [here](#). No other settings can be imported from V2 because they're not compatible with V3, so you need to start afresh with your settings in V3.

## Other

**Command shell:** Allows you to choose the [Terminal](#) that is opened by F10 (or Ctrl+F10 to open as Administrator).

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### Backlinks:

- [1. One Commander Version 3:Installing One Commander V3](#)
- [2. Quick introductory guide:6. Sidebar](#)
- [3. Full reference guide:Favorites](#)
- [3. Full reference guide:Main Window](#)
- [3. Full reference guide:Memory management in One Commander](#)
- [3. Full reference guide:Starting, Reopening, and Closing One Commander](#)

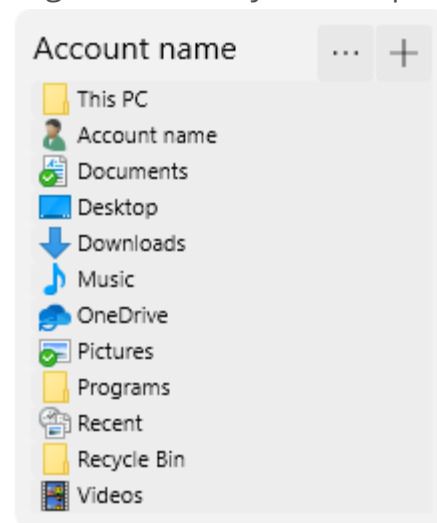


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## Favorites

Favorites are found in the [Sidebar](#); they are links to [paths](#) you use often. You can have as many lists of favorite paths as you like here, organized into Groups. Click on any Favorite in the list to open the path in the current Tab. When you first open One Commander a **Default Favorites Group** is created ("Account name" is the name of the account you're signed in to on your computer):



## Adding Groups and Favorites

**Add new Favorites Group:** Click the [New Group](#) button at the bottom of the Sidebar.

**Add new path to a Group:** Click on the "+" button to the right of the Group's name adds the current folder to the Group:



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**⚠️ If you delete the Default Favorites group by mistake, don't panic!** It can be recreated by going to [Settings > Window](#) and clicking on the **Create default sidebar folders** button.

## Rearranging Favorites Groups

Click on the **⋮** button to:

- **Rename Favorites Group**
- **Change order of Favorites Groups** (select "Move up" or "Move down")
- **Delete Favorites Group**

## Editing Favorites within a Group

The context (right-click) menu for any favorite allows you to:

- **Open the favorite in a new Tab in the current Browser, or a new Tab in the Browser that doesn't currently have the focus**
- **Remove the Path from this Favorites list** (this doesn't delete the Path from the computer)
- **Change Alias** — i.e. rename the Favorite

## Adding Groups and Favorites

- **Add new Favorites Group** by clicking the New Group button at the bottom of the Sidebar.
- **Add new path to a Group** by clicking on the "+" button to the right of the Group's name:




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### Backlinks:

- [2. Quick introductory guide:6. Sidebar](#)
- [3. Full reference guide:Settings:Debug](#)
- [3. Full reference guide:Settings:Other](#)
- [3. Full reference guide:Settings:Window](#)



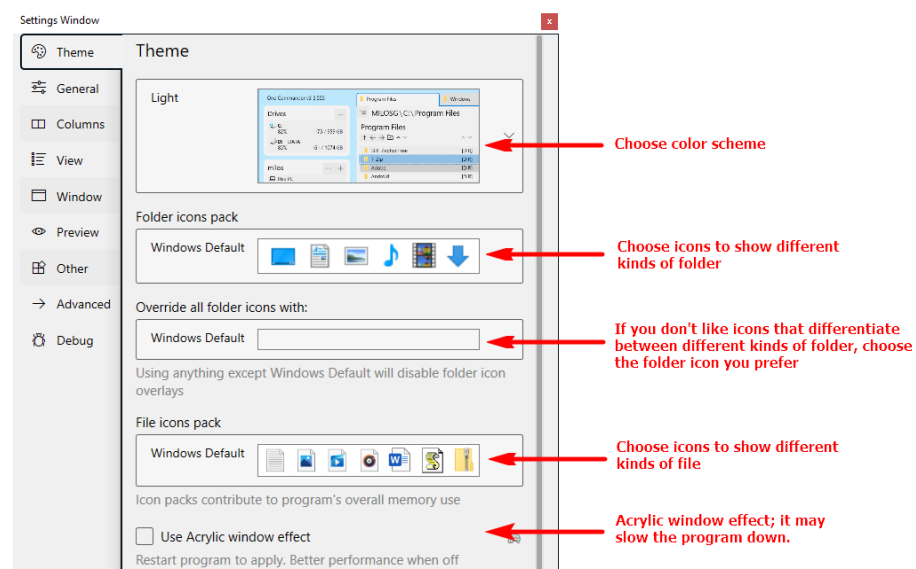


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## Theme

One Commander comes with a number of pre-installed Themes, comprising a combination of color combinations and icon packs. See [here](#) for more. Settings for themes are as follows:



## Accent Color

How the color of items is changed by different mouse actions. Depending on the theme an Accent color will be used on certain elements, such as Columns Pane border, tabs borders. In some themes the Accent Color is part of the theme itself and changing it is disabled (for example in Nord or Nortorn themes)

## Other

**Use thin scrollbar:** this refers to all One Commander's

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scrollbars. If it is not selected, One Commander uses the default (thicker) Windows one.

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**Backlinks:**

[5. Troubleshooting](#)

[2. Quick introductory guide:7. Themes](#)

[3. Full reference guide:Customizing One Commander's appearance](#)

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## Customizing One Commander's appearance

There is a lot you can do to One Commander's appearance using its various [Settings](#) in particular by choosing a different [Theme](#). But there's even more you can do if you don't mind exploring further under One Commander's hood. You can lift the hood by going to the Themes folder, C:\User\\One Commander\Themes (for the Microsoft Store version), or the folder in which the Portable version is installed. You can reach this folder quickly by clicking  on the [About Program](#) and then the Settings Location button at the bottom of the dialog. You can create a new theme by adding a new folder here and creating the Theme material that you want.

### Themes

One Commander comes with a number of built-in Themes, which can be found at [Settings > Theme](#). There are the usual light and dark themes, as well as some alternatives.

A **Theme** is a combination of File Icons, Folder Icons, a Thumbnail (for the [Settings > Theme](#) dropdown) and an [.xaml file](#) that controls One Commander's appearance. You can get a sense of what can be customized by exploring the .xaml files for the built-in Themes.

You can vary the icons in use by choosing various options available in [Settings > Theme](#).

Any Theme can be given an Acrylic (translucent) effect by checking the appropriate box in [Settings > Theme](#). You may

- Reopening, and Closing One Commander
- Templates for creating files
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notice a performance hit if you check this box, though.

### **Health and Safety Warnings:**

- **Always make a copy of a theme before you edit it, and work with the copy, not the original.** When One Commander is updated, it will overwrite any changes in the built-in themes.
- **It's probably safest not to edit the built-in Theme files unless you *really* know what you are doing,** but to do your experimenting on a Theme that you create yourself. If you do get into a mess, help is available [here](#).

## Creating new Theme

Easy: make a copy of one of the Themes folders, and work with that.

## Accent Color

You can change the color that files take when the mouse passes over them or they are selected in [Settings > Theme](#).

- Depending on the theme, an Accent color will be used on certain elements, such as Columns Pane border or Tabs border.
- In some themes, the Accent Color is part of the theme itself and changing it is disabled (for example in Nord or Nortorn themes).

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### Backlinks:

- [2. Quick introductory guide:7. Themes](#)
- [3. Full reference guide:Settings:Theme](#)



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## Preview

The settings at the top of this tab refer to the [Preview Window](#) opened when you select a file and press Space:

- Choosing the **Previewer** you wish to use
- Choosing whether or not to **autoplay** video/audio
- Selecting the **map** to use when you press a photo location button

**Metadata:** This is the selection of files for which a text excerpt will be shown in the metadata line (the second line) in the [Thumbs+Details File view](#).

**Thumbnails:** A list of file extensions for which you do not want to show thumbnails.

---

### Backlinks:

- [1. One Commander Version 3:Installing One Commander V3](#)
- [2. Quick introductory guide:9. Other useful features](#)
- [3. Full reference guide:Folder Pane](#)
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# 1. One Commander Version 3

Welcome to One Commander Version 3, a major rewrite of the well-established Version 2. One Commander is a powerful and flexible dual-pane file manager for Microsoft Windows, using folder columns that make navigating complex folder tree structures fast and intuitive.

This guide to One Commander is in four main sections:

- [Quick introductory guide](#): All you need to know to start using One Commander.
- [Full reference guide](#): Detailed information about One Commander's capabilities, and how to modify it to suit your needs.
- [Shortcut keys](#): Comprehensive list of One Commander's shortcuts.
- [Troubleshooting](#): What to do and whom to contact if things aren't working as they should.

### If you're familiar with earlier versions of One

**Commander**, click [here](#) for a list of the main features that are new with Version 3. You may still find it worthwhile skimming the [quick introductory guide](#). One Commander V3 is a major rewrite of the app, and a lot has changed.

If you don't find what you're looking for here, please email [support@onecommander.com](mailto:support@onecommander.com) or go to the One Commander Google Group at <https://groups.google.com/g/onecommander>.

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## 2. Quick introductory guide

The Quick Introductory Guide provides you with all that you need to start using One Commander Version 3. We strongly recommend that you read it sooner rather than later; it really is a *quick* guide! A quick skim of this Guide will also help you if you're familiar with earlier versions of One Commander; a lot has changed.

Once you've read it, you'll probably find that the best way of learning about the many features of One Commander is to start using it. When you want more about a particular feature, you'll find it in the [full reference guide](#).

---

### Backlinks:

- [1. One Commander Version 3](#)
- [1. One Commander Version 3:What's new in Version 3](#)
- [3. Full reference guide:Settings:Window](#)

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## 2. Full reference guide

This section has more detail on One Commander's features. The labels for the different parts of the user interface (UI) are [here](#).

---

### Backlinks:

- [1. One Commander Version 3](#)
- [2. Quick introductory guide](#)

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## 2. Full reference guide

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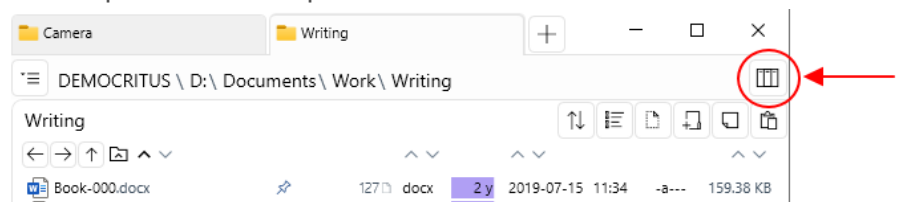


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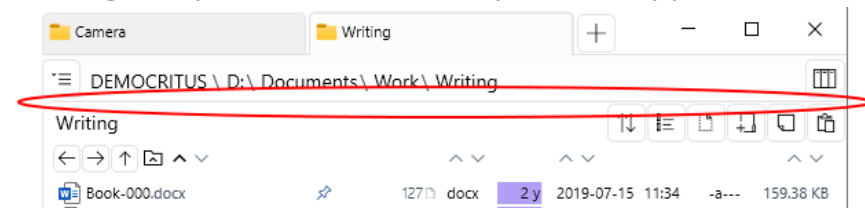




## 2. The Main Window

The [Main Window](#) displays a [sidebar](#) and either one or two [browsers](#). When One Commander is opened for the first time, both browsers are visible with the [theme](#) and layout you chose from the opening dialog box. The [Folder Columns](#) are hidden to start with in the Standard Layout. You can reveal them by clicking the  button, to the right of the folder path at the top of each browser:



Or by dragging down the Navigation/Folder Pane Divider just underneath the folder path (keep dragging until the message "Expand more to show pane" disappears):









The browsers can be displayed in either Standard or Columns layouts. You can switch back and forth between them as often as you like using the Layout Button ( or ) at the bottom left of the Main window (in the Main Toolbar; see next section on this page). When you do this, the only thing that changes is the layout; the files, folders, and settings remain the same.

## Main Toolbar


The Main Toolbar is at the bottom right of the Main Window:



-  [Settings](#)
-  [About program](#)
-  [Change Layout](#)
-  [Search](#)
-  [File Automator](#)
-  [Open a new Window](#)

The Main Window can be opened, closed and repositioned without exiting from One Commander. See [here](#) for details.

## Notification Pane

Notifications appear briefly at the bottom of the Main Window to tell you of things that have happened. You can view a list of the most recent notifications by pressing "~" or by clicking on the upward-pointing arrow  in the bottom right-hand corner of the Main Window.

---

### Backlinks:

- [1. One Commander Version 3:Installing One Commander V3](#)
- [2. Quick introductory guide:1. Opening One Commander for the first time](#)
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## 5. Troubleshooting

If something isn't working as it should, before you try anything else, **check to see whether there is an [update](#) available for One Commander.**

### Shortcut key isn't working

This could be because it's being intercepted by another app, which can be tricky to track down. Windows allows apps to list the system-wide hotkeys currently in use, but refuses to identify which applications are using them. A utility called Ethervane ActiveHotkeys (portable), which may not be supported any more, lists hotkeys currently in use by Windows. Then, by closing down apps one by one you should be able to identify the culprit.

### Filename not accepted

The following characters are not permitted in Windows file names:

␣>:"/ \ | ? \*

More information on file naming can be found [here](#).

### Some folders, e.g. C:\Users\\AppData, not visible

Make sure that you've checked all the "Visibility" options in [Settings > View](#).

### One Commander won't start

OK, we get the irony: if you can't start the app, how can you read this? Except that there is a copy of this manual at [OneCommander.com](https://onecommander.com), which is presumably where you're reading this now. Here are three approaches, starting with the simplest and ending with a restart that involves losing your settings.

### **Approach 1: The Main Window may be hidden off screen.**

Try pressing Shift+F1 to bring it back into view.

If that doesn't work:

**Approach 2: One Commander may be "frozen".** Open the [Windows Task Manager](#), click on the Processes tab, and search for any entries for One Commander, either in the Apps or Background Processes sections. If you find any, select them and click the "End task" button at the bottom right-hand corner of the Task Manager window, or right-click on them and select "End task". Try starting One Commander.

If that doesn't work:

### **Approach 3: There may be a problem with One Commander's main settings file.**

1. Find the Settings folder (e.g. C:\Users\\OneCommander\Settings\).
2. Rename the file "OneCommanderV3.json" to something else, for example "OneCommanderV3.json.deactivated". This file will be recreated when you get to Step 4.
3. Open the [Windows Task Manager](#), click on the Processes tab, and search for any entries for One Commander, either in the Apps or Background Processes sections. If you find any, select them and click the "End task" button at the bottom right-hand corner of the Task Manager window, or right-click on them and select "End task".
4. Try starting One Commander. If it works, great! However, you'll need to go through your [Settings](#) again, because they will have been reset to One Commander's default values.

## Something is spamming your filesystem with file changes errors

If a program is constantly changing many files at once the buffer that holds filesystem changes may get full and One Commander will miss changes on disk. It may also degrade the life of your SSD (solid state drive). Go to [Settings > Advanced](#) for a utility that will help you identify the offending program.

## When maximized on a two-screen display, the Main Window spreads slightly on to the second screen

This is an unfortunate feature of the third party library that renders the Main Window. The only fix available is to turn off the Acrylic window effect in [Settings > Theme](#), shut down the program and restart.

## Drag and drop not working with other programs

If you can't get another program to accept a file dropped when you've dragged it from One Commander, try selecting "Use old Drag & Drop system" in [Settings > Advanced](#).

## If none of that helped...

Please email [support@onecommander.com](mailto:support@onecommander.com) or go to the [support forum at Google Groups](#).

---

### Backlinks:

[1. One Commander Version 3](#)

[3. Full reference guide:About Program](#)

[3. Full reference guide:Customizing One Commander's appearance](#)

[3. Full reference guide:Settings:Window](#)







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## Shortcut Keys

### Notes:

- Shift+Key (or Ctrl+Key or Op +Key) means press Alt (or Ctrl or Alt) and the specified key simultaneously.
- Key1, Key2 means press Key1 (which could be a combination, e.g. Shift+Key)DeletNew, release it, and then press Key2.
- LMB: Left Mouse Button
- MMB: Middle Mouse Button
- RMB: Right Mouse Button
- Left/Right/Up/Down: Cursor keys

Group	Action	Shortcut	Comment
Program	Restart, running as operations Administrator	Ctrl+Shift+F12	
	Close program	Ctrl+WindowClose	
File opening	Open File/Folder	Enter	
	Open With	Ctrl+Enter	
	Run .exe as Administrator	Ctrl+Enter	For .exe and link to .exe
	Run .exe with parameters	Ctrl+Shift+Enter	For .exe and link to .exe
Columns navigation	Toggle Columns on/off in Standard Layout		
	Open Parent Folder	Backspace or Alt+Up	

	Open previous Path	Alt+Left or 4th Mouse Button	Path history is saved for each Tab
	Open next Path	Alt+Right or 5th Mouse Button	
	Edit Path	\ or Alt+D or Ctrl+L	
	Copy current Folder Path to Clipboard	Ctrl+Shift+C	If no File is selected
		\, Ctrl+C	\ to edit Path and then regular copy
	Context Menu	RMB or Menu Key or Shift+F10	Menu Key is between right Windows and Ctrl keys on ANSI keyboards
	Context Menu with additional options	Shift+RMB	
File operations	Rename	F2	
	Copy file to other Browser	Alt+C	
	Move file to other Browser	Alt+M	
	Duplicate single file	Ctrl+D	Single file only
	Duplicate one or many files	Ctrl+C, Ctrl+V	
	Delete file	Del	
	Delete file without sending it to Recycle Bin	Shift+Del	Not available yet

	Delete permanently (unrecoverable)	Ctrl+Shift+Delete	Not available yet
	File information/properties	Ctrl+I or Alt+Enter	
	Tag files (color)	Ctrl+Alt+T	
	View long file names (toggle)	F7	
New	New File	Ctrl+N	
	New File containing Clipboard contents	Ctrl+V	.txt if Clipboard contains text, .png if it contains bitmap image
	New Folder	Ctrl+Shift+N	
	... create and open	Ctrl+Enter	from New Folder popup
	... create and move selected files inside	Shift+Enter	from New Folder popup; files need to be selected first
Tabs	New Note	Alt+N	
	New Tab (duplicate of Current Tab)	Ctrl+T	
	New Tab from path in Clipboard	Ctrl+Shift+T	
	Open Folder in new Tab	MMB	
	Close Tab	Ctrl+W or MMB	
	Next Tab	Ctrl+Tab	
	Previous Tab	Ctrl+Shift+Tab	
	Move Tab to other Browser Pane	Alt+MMB	

Browsers	Change focus between Browsers	Alt+F	
	Copy file or folder to other Browser	Alt+C	
	Move file or folder to other Browser	Alt+M	
Clipboard	Copy Files	Ctrl+C	
	Cut Files	Ctrl+X	
	Paste Files	Ctrl+V	
	Copy Files as Paths	Ctrl+Shift+C	
	Copy Files to other Browser Pane	Alt+C	
	Move Files to other Browser Pane	Alt+M	
Preview	Preview File	Space	
	Close Preview	Esc	
	Preview previous/next File	Up/Down	
	PDF Preview previous/next page	Left/Right	
	Image zoom around cursor	Mouse Wheel	
Selection	Select all	Ctrl+A	
	Select additional Files	Ctrl+LMB or Ctrl+Space	
	Select range	Shift+LMB	
	Window selection	MMB+Drag	
Window	Call One Commander (system shortcut)	Win+Alt+O	Works from any program
	Call One Commander and dock to bottom of	Ctrl+`	Works from any program but only if activated in Settings > Window; first time

	screen		it's used, restores Window to previous location; repeat to hide
	Center on main display	Shift+F1	Useful for locating the Window if it's lost when monitor is detached
Other	Minimize or restore from Maximized	Win+Down	
	Maximize or restore from Minimized	Win+Up	
	Show Notification Pane	~ (Shift+ `)	
	Reload/Refresh Columns	F5 or Ctrl+R	
	Show/hide hidden files and folders	Ctrl+H	
	Toggle columns resizing/not resizing	F8	
	Columns Layout		
	Reload Theme	Ctrl+Shift+F5	
	Search	F3 or Ctrl+F	
	Quick Filter	A-Z, 0-9	
	Clear Quick Filter	Esc	
	Open Terminal (CMD/Powershell) in Current Folder	F10	
	Open Terminal (CMD/Powershell) as Administrator	Ctrl+F10	

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**Backlinks:**

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## 8. Settings

For many users, One Commander will do everything they want as it comes out of the box, so to speak. But there are many features that can be changed, and if there's something about One Commander that doesn't quite give you what you need, you'll probably find a way of fixing it in the Settings. You'll find adjustable settings in two main places:

- [Settings](#), for changing One Commander as a whole
- [Changing files view](#), for changing the display in the Current Folder Pane

If that's not enough for you, there are more possibilities if you look in the folders reached by clicking on the About program button in the [Main Toolbar](#) and then the Settings Location button. Do be careful, though: only mess with these files if you know what you're doing!

---

### Backlinks:

[3. Full reference guide>About Program](#)







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# Conventions and terminology used in this manual







**Context Menu:** The menu that pops up when you right-click on something.


**Key presses:** "<name of key>+" means hold a particular so-called "modifier" key (Ctrl, Shift, Alt) down while pressing another, e.g. "Ctrl+C". "Win" is the Windows key , which is present on most keyboards, usually to the left of the Spacebar.

**Mouse buttons:** LMB = left mouse button; similarly, MMB and RMB for middle and right mouse buttons. "Click" without any qualifications means LMB click.

**Path:** Folders and files are referred to generically as "paths", a shorter version of "pathname", which specifies the path the operating system must take to find a folder or file.

**Screenshots:** Things to look for are highlighted in red, e.g.:

	Excel Document.xlsx		xlsx	26'	2020-12-08	14:45	-a---	9.17 KB
	Text File.txt		txt	20'	2020-12-08	14:51	-a---	26 B
	Word document.docx		docx	27'	2020-12-08	14:45	-a---	18.15 KB

**Settings Location:** The folder in which One Commander's settings are stored. It can be reached from the  button on the [Main Toolbar](#). It contains a number of sub-folders, including the **Settings Folder**, which you'll need to access if you want to move your settings to a copy of One Commander on another second computer.

**Terminal:** The generic name for programs that provide access to the Windows Command Line, for example CMD,

PowerShell, Windows Terminal.

<.....>: Text enclosed in <> brackets is a placeholder for something else. So, for <user name> you would enter your actual Windows user name.

---

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- [1. One Commander Version 3:Installing One Commander V3](#)
- [2. Quick introductory guide:3. The Browsers and Layouts](#)
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- [3. Full reference guide:Browser Tabs](#)
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# Purchasing One Commander Version 3 Pro

One Commander Version 3 comes in two versions:

**Free for Personal Use:** Has all the basic features of One Commander.

**Pro for Advanced Personal or Commercial Use:** Additional, more advanced features (listed in [Settings](#)). They include:

- Selecting your preferred Command Shell
- Adding features to the built-in Preview display
- Adding to the excluded [watcher keywords](#) list

The Pro version can be purchased by clicking on the

[Get PRO license](#)

button in [Settings](#), or the

[Purchase license](#)

button in the [About Program](#) dialog.

---

### Backlinks:

[1. One Commander Version 3:Installing One Commander V3](#)

[3. Full reference guide:Settings](#)

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## 3. The Browsers and Layouts

The browsers are divided into three main panes (see screenshots below):


- **Navigation Pane:** Shows all attached and [mapped](#) drives as a series of [Miller columns](#) that allow you to navigate up and down the folder trees for each drive.
- **Current Folder Pane:** Shows the contents of the folder that is currently selected in the Navigation Pane.
- **Details Pane:** Shows details of the folder or file that is currently selected in the Current Folder Pane. If a file is selected, this pane shows a preview of the contents of the file if it can (not all file types are supported).


### Layouts


One Commander provides two layouts: Standard and Columns. You can see the difference by clicking on the  /  buttons in the [Main Toolbar](#). In brief, the Standard Layout shows one or both Browsers side-by-side and a set of [Folder Columns](#) at the top of the Browser with the Current Folder below them, while the Columns Layout sets the Browsers one above the other, with the Current Folder to the right, as the final column in the Folder Column display. Path selection is slightly different in each display, but other than that it is entirely a matter of personal preference as to which you use.

### The Browsers

You can create multiple independent file/folder views in each

browser by adding tabs. Click on the  button to the right of the Browser Tabs to create a new tab, which will be a clone of the current tab (i.e. the tab that currently has the focus). Alternatively, you can also specify a particular path for all new tabs in [Settings > Other](#).

Tabs can be closed by clicking on the  button that appears when you move the cursor over the tab, or by clicking [MMB](#). Once deleted, they can't be restored.

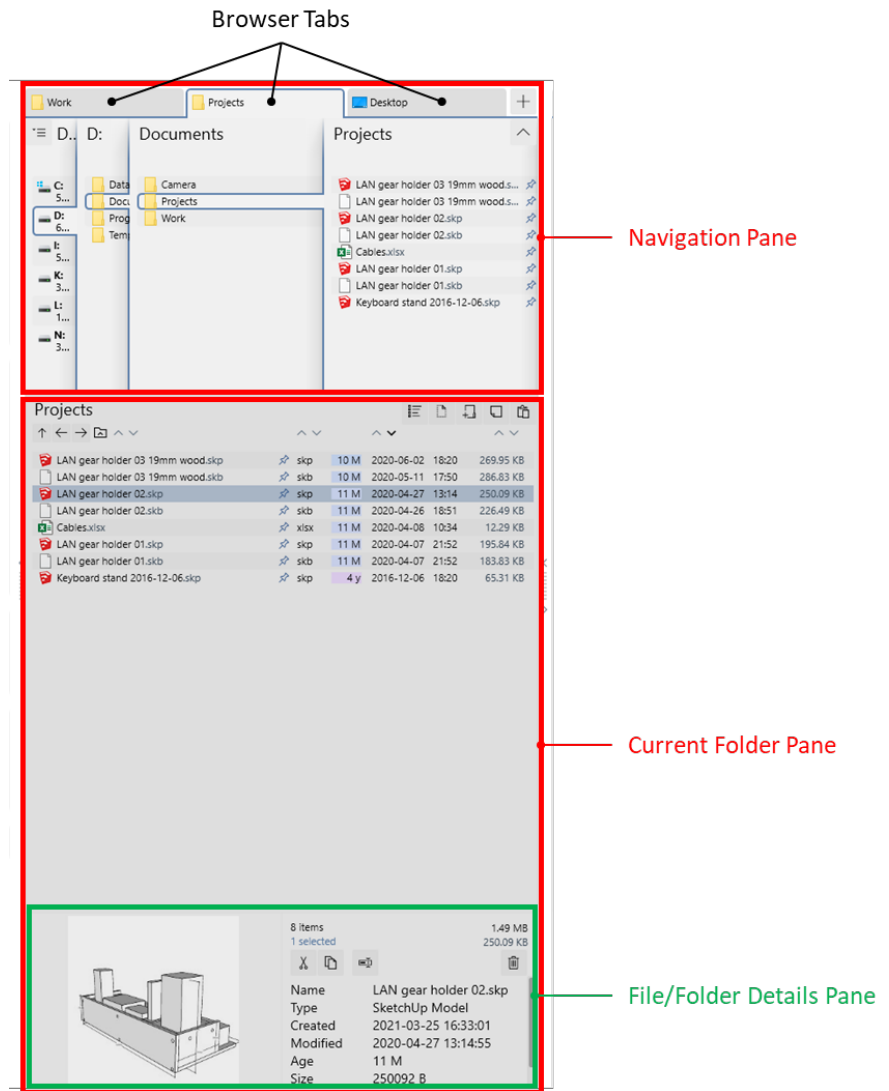
You can resize either browser by dragging their borders, or the Browser Divider separating them. Some borders have a drag handle surrounded by arrows: . The drag handle isn't strictly speaking necessary; it serves as a reminder that the divider can be dragged. The arrows jump the divider to the end of its travel.

If you try to reduce the width of a browser below a certain point it tells you that it's about to collapse, meaning that it's about to disappear from view so that you see a single-browser view. You can restore the dual-browser view by dragging the border or Browser Divider back again (or use the drag handle or arrow). The browser will be restored exactly as it was before.

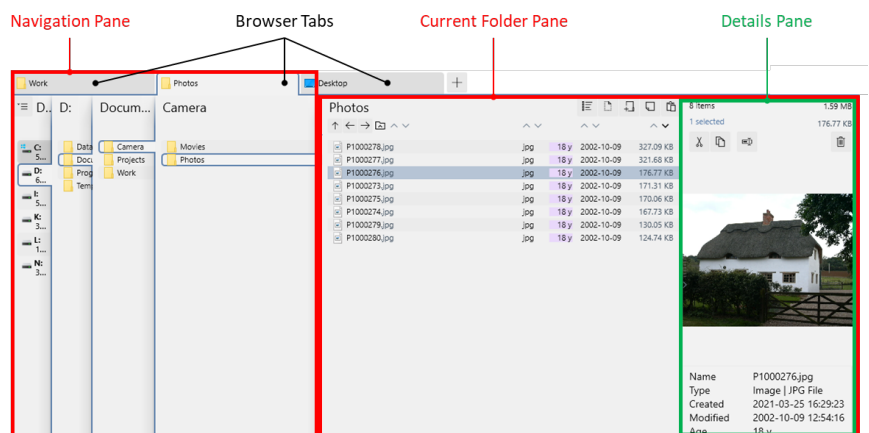
If the [Main Window](#) is too narrow to show both Browsers in the Standard Layout, one Browser will be closed. It will be re-opened if you make the Main Window wide enough.

You can create background images for the Folder Panes — click [here](#) for how to do it.

## Standard Layout Browser



## Columns Layout Browser



### Backlinks:

[2. Quick introductory guide:1. Opening One Commander for the first time](#)

[2. Quick introductory guide:2. The Main Window](#)

[2. Quick introductory guide:4. Folder columns](#)

[3. Full reference guide:Browser Tabs](#)

[3. Full reference guide:Drives Column](#)

[3. Full reference guide:Folder Columns and Navigation Pane](#)

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## 6. Sidebar

The Sidebar is the centre of operations for One Commander. It is divided into three main sections:

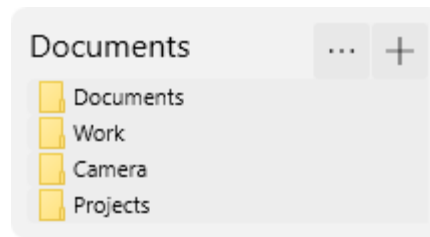
### 1. Drives

This lists the currently-attached and mapped drives. It can be hidden by going to [Settings > Window](#) > uncheck Show drives in Sidebar. The  button gives the following options:

- Hide drives from the sidebar: hides the list of drives, but keeps the box.
- Refresh everything (F5; refreshes all folder displays to make sure they're up to date).
- Map network drive (mapped network drives will be labelled both with the destination folder in the mapped drive and the network path in parentheses).

### 2. Favorites

One Commander allows you to identify as many [favorite folders](#) as you like. They are arranged into groups in the Sidebar. One Commander creates an initial group from a list of standard folders in your C:\Users\



Favorite folders have two basic uses:

- They act as bookmarks for folders you use often:
  - click on a favorite folder and it opens in the currently-selected browser, in the currently-selected tab
  - [MMB](#) opens the path in a new tab in the currently-selected browser
- You can quickly move or copy files or folders from a browser to a favorite folder by dragging (to move), or holding the Ctrl key down and dragging (to copy), the file or folder from the browser and dropping it onto one of the items in the Favorites Group. **Note that** dragging a file or folder to a favorites group does not create a new favorite; it just moves or copies that folder or file to the chosen favorite.

Basic operations for favorites groups:

- **Add folder to group:** Click the "+" button to the right of the group's name.
- **Rearrange folders within group, move folders between groups:** Drag folders up and down within group or between groups.
- **Create aliases (alternative names) for folders in groups:** Right-click on folder name and select "Change Alias".
- **Remove folders from groups:** Right-click on folder name and select "Remove Path from List".

### 3. Main Toolbar

See [here](#) for more.

---

**Backlinks:**

[2. Quick introductory guide:2. The Main Window](#)

[3. Full reference guide:Browser Tabs](#)

[3. Full reference guide:Favorites](#)

[3. Full reference guide:Folder Pane](#)

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## 7. Themes

One Commander allows you to change themes — the colours of the different components of the user interface, for example light or dark, and the icon packs it uses — and create new ones. It comes with a number of built-in themes, which you'll find in [Settings > Theme](#), which is also where you can switch between them. You can edit them if you don't mind editing .xaml files.

You can give the themes an acrylic (translucent) effect by checking the appropriate box in [Settings > Theme](#), as well as change the icons that One Commander uses as well as the Accent Color (the color of items over which the mouse moves or that are selected).

More information about changing these themes or adding new ones is [here](#).

---

### Backlinks:

- [2. Quick introductory guide:1. Opening One Commander for the first time](#)
- [2. Quick introductory guide:2. The Main Window](#)





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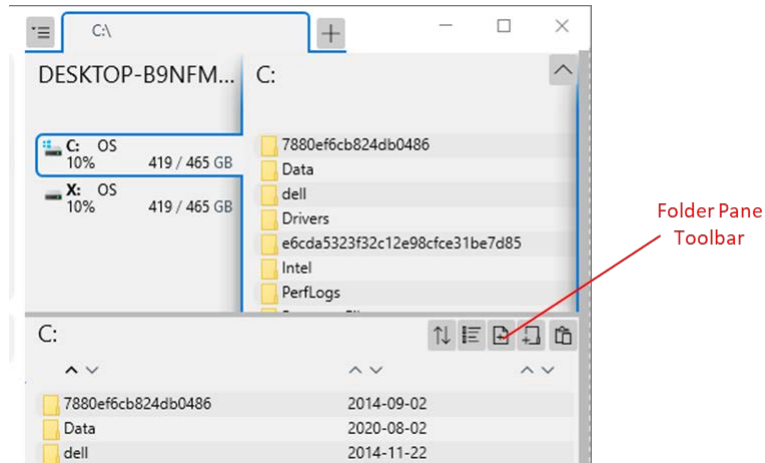
## 5. Basic folder and file operations


One Commander allows all the basic folder and file operations that you would expect:

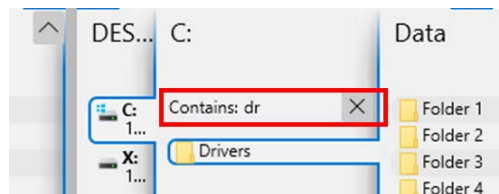
- **Open folders or files** by double-clicking on them (you can change this to a single click in [Settings > Other](#)) or pressing Enter.
- **Move/copy files using**
  - **Mouse:** [Drag and drop](#) between browsers or to and from other Windows apps (to copy, hold Ctrl key down while dragging). Note that One Commander drag and drop works a little differently from Windows File Explorer. Moving a file when you meant to copy it can cause a lot of trouble, so be careful!
    - Dragging a file or folder in One Commander will *always* move it. To copy, you must *always* hold the Ctrl key down.
    - One Commander attaches a label to the file or folder being dragged to tell you whether it's being moved (red label) or copied (green label).
  - **Keyboard:**
    - Cutting, copying, and pasting generally: Cut (Ctrl+X), Copy (Ctrl+C), and Paste (Ctrl+V)
    - Copying and moving between Browsers: Move (Alt+M); Copy (Alt+C)
- Access the full set of **Windows context menu items** by

right-clicking on a folder or file.

- **Create new folders:** click on the  button (or Ctrl+Shift+N) in the [Folder Pane](#) Toolbar:




- **Create a new file** from a template: click on the  button (or Ctrl+N); you can select from a number of popular file types to create a new file of that type in the current folder. You can create as many of your own templates as you like; see [here](#) for more.
- **Filtering list of folders or files:** with the cursor in a folder column or folder pane, start typing the name of the folder or file; folders or files *not* containing the string of characters you've typed are filtered out, so it also is a quick way of searching for a folder or file in a long list. At the top of the column or pane One Commander records what you've typed; cancel the filter by clicking the "X" or pressing the Esc key:



You can have as many filters running concurrently as you like.

Note that the **Spacebar key** can't be used for filtering, because it's used for [previewing](#) the selected item:

- **Preview a file** by pressing Space.
- **You can edit the information columns in the [Folder Pane](#)** by clicking on the  button in the Folder Pane

Toolbar and selecting [Edit File Views](#).

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## 9. Other useful features

One Commander has many useful features that don't fall readily under the headings in this quick guide. Among them:

- [Interacting with Windows Clipboard](#): One Commander can add to and use the contents of the Windows Clipboard in many useful ways.
- [File Automator](#): Automates many file management jobs, such as batch renaming or converting.
- Using third-party file viewers: QuickLook, a popular file viewer that can cope with a very large number of file types, can be substituted for the build-in viewer by going to [Settings > Preview](#).
- Supports [Windows Virtual Desktops](#): One Commander can be set to open in the current Virtual Desktop that you're using.
- [Tagging](#) paths with colored dots.
- Adding [Notes or To Do items](#) to folders.

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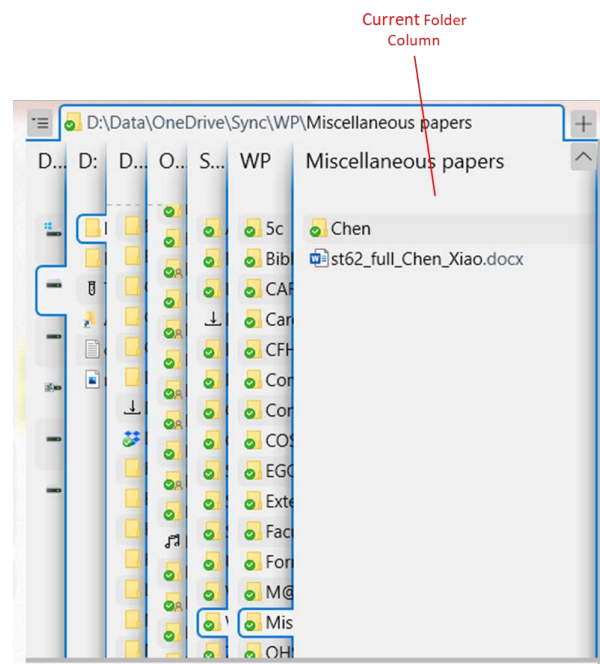


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## 4. Folder columns

The Navigation Pane displays folders in [columns](#):



You can navigate to a folder in any of the columns, including the ones to the left of the Current Folder Column, using the:

**Mouse:** Click on the folder. A new column displaying the contents of that folder will appear to the right of the column you clicked in (replacing what was there before, if the column you clicked on wasn't the Current Folder Column).

**Keyboard:** You can move through the entire directory tree using just four cursor keys. You can:

- move between panes, and between folders and files within panes, using a combination of Tab and Cursor Arrow keys (Shift+Tab to move in the opposite direction), and Enter to open folders (this doesn't move the keyboard focus to the folder within) or files;

- use left/right arrows to move between folder columns. The right arrow also opens the folder from the [Current Folder pane](#).

The easiest way of understanding how this works is to try it.

Files or folders selected using the keyboard are surrounded by a box of "marching ants":



In the [Columns Layout](#), the rightmost column is also the Current Folder Pane. Folders in this pane need to be double-clicked to open (although you can set it to open with a single-click in [Settings > Other](#)).

The columns to the left of the Current Folder Column compress to allow you a good view of the Current Folder Column. If they're compressed too much to give a clear view of their contents, you can expand them by moving the mouse cursor over them. You can change many features of how this works in [Settings > Columns](#), for example how quickly the columns respond to the mouse movements, how much they expand, and so on. Alternatively, if you don't like these animations, you can turn them off in [Settings > Columns](#).

---

#### Backlinks:

[2. Quick introductory guide:1. Opening One Commander for the first time](#)

[2. Quick introductory guide:2. The Main Window](#)

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## 1. One Commander Version 3

Conventions and terminology used in this manual

Finding your way around One Commander

Installing One Commander V3

Purchasing One Commander Version 3 Pro

What's new in Version 3

2. Quick introductory guide

3. Full reference guide

4. Shortcut Keys

5. Troubleshooting



# 1. One Commander Version 3

Welcome to One Commander Version 3, a major rewrite of the well-established Version 2. One Commander is a powerful and flexible dual-pane file manager for Microsoft Windows, using folder columns that make navigating complex folder tree structures fast and intuitive.

This guide to One Commander is in four main sections:

- [Quick introductory guide](#): All you need to know to start using One Commander.
- [Full reference guide](#): Detailed information about One Commander's capabilities, and how to modify it to suit your needs.
- [Shortcut keys](#): Comprehensive list of One Commander's shortcuts.
- [Troubleshooting](#): What to do and whom to contact if things aren't working as they should.

### If you're familiar with earlier versions of One

**Commander**, click [here](#) for a list of the main features that are new with Version 3. You may still find it worthwhile skimming the [quick introductory guide](#). One Commander V3 is a major rewrite of the app, and a lot has changed.

If you don't find what you're looking for here, please email [support@onecommander.com](mailto:support@onecommander.com) or go to the One Commander Google Group at <https://groups.google.com/g/onecommander>.

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## 2. Quick introductory guide

The Quick Introductory Guide provides you with all that you need to start using One Commander Version 3. We strongly recommend that you read it sooner rather than later; it really is a *quick* guide! A quick skim of this Guide will also help you if you're familiar with earlier versions of One Commander; a lot has changed.

Once you've read it, you'll probably find that the best way of learning about the many features of One Commander is to start using it. When you want more about a particular feature, you'll find it in the [full reference guide](#).

---

**Backlinks:**

[1. One Commander Version 3](#)

[1. One Commander Version 3:What's new in Version 3](#)

[3. Full reference guide:Settings:Window](#)







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  - Resizing and collapsing browsers
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  - Settings
  - Starting from Command line



## 2. Full reference guide

This section has more detail on One Commander's features. The labels for the different parts of the user interface (UI) are [here](#).

---

### Backlinks:

- [1. One Commander Version 3](#)
- [2. Quick introductory guide](#)

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## 2. Full reference guide

Starting,  
Reopening, and  
Closing One  
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Templates for  
creating files  
Using the Windows  
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4. Shortcut Keys

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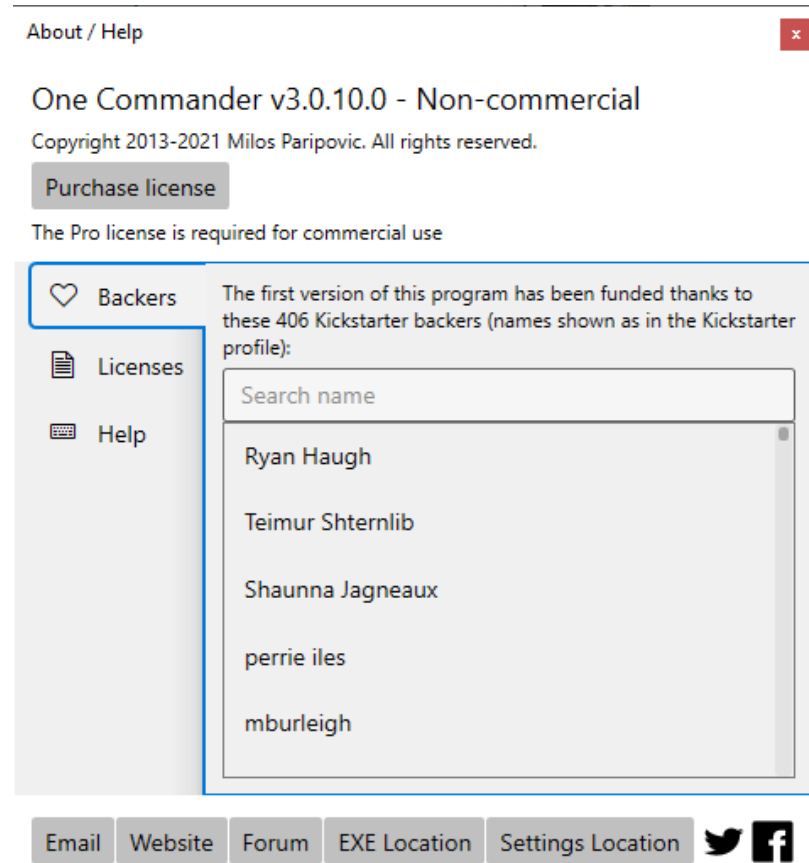
## About Program

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## About Program

The About Program dialog is reached from the ⓘ button on the [Main Toolbar](#):



The buttons across the bottom do the following:

- **Email:** Puts the email address of One Commander's [Support Service](#) in the Windows Clipboard.
- **Website:** One Commander's website.
- **Forum:** The [Google Group](#) where you can seek help from and enter into discussions with other One Commander users and the developer.

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- **EXE Location:** Opens the folder (in your default File Manager) containing OneCommander.exe, the main program executable.
- **Settings Location:** Opens the folder (in your default File Manager) containing the [Settings](#) folders for One Commander.

---

#### Backlinks:

[1. One Commander Version 3:Conventions and terminology used in this manual](#)

[1. One Commander Version 3:Purchasing One Commander Version 3 Pro](#)

[2. Quick introductory guide:2. The Main Window](#)

[2. Quick introductory guide:3. The Browsers and Layouts](#)

[2. Quick introductory guide:8. Settings](#)

[3. Full reference guide:Customizing One Commander's appearance](#)

[3. Full reference guide:File View Designer](#)

[3. Full reference guide:Main Window](#)

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## Browser Tabs


Either [Browser](#) can have any number of Tabs, each with its own [Current Folder](#). So any instance of One Commander can have a very large number of folders available to be selected as Current Folders.

You can quickly change focus between Browsers with Alt+F, and change the order of the Tabs by dragging them.

### Tab Aliases


The Tab Alias is the name that appears on the Tab. By default it is the name of the Tab's Current Folder, but you can change this by selecting Change alias in the Tab's Context Menu. You can change this default behavior in [Settings > Other](#), to show the full path for the Tab.

### Creating Tabs


- Click the  button to the right of the current set of Tabs. The new Tab will be a clone of the Tab that currently has the focus, unless you change this behaviour in [Settings > Other](#). Alternatively, select the Tab to be duplicated and press Ctrl+T.
- Right-click any folder and select Open in... You have the choice of opening that folder as a new Tab in the Current Browser, the other Browser, or a new Window.
- **MMB** on any folder in a [Folder Column](#) or in the [Sidebar](#).

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## Moving/copying Tabs between Browsers

▣ Tabs can be moved to the other Browser (if open) using Alt+MMB. Copying a Tab to the other Browser is a two-step process: duplicate the Tab with Ctrl+T or clicking on the  button, then move the new Tab to the other Browsers with Alt+MMB.



## Closing Tabs

- Click on the  button at the right-hand side of the Tab (which may not be visible if there are too many Tabs; see next section), or
- MMB

## Large numbers of tabs

▣ When you have a large number of Tabs, they shrink to be narrow enough to accommodate all of them. This will typically make them too narrow for the label text to be readable, but their path will be displayed in a Tooltip:



▣ When the cursor passes over narrow tabs, the Close Button  doesn't appear until you click on one of them. When you do, the tab expands a little so that you can see both the tab label and the  Button.

---

### Backlinks:

[3. Full reference guide:Network Drives](#)

[3. Full reference guide:Using the Windows Clipboard](#)

[3. Full reference guide:Settings:Other](#)






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## Customizing One Commander's appearance

There is a lot you can do to One Commander's appearance using its various [Settings](#) in particular by choosing a different [Theme](#). But there's even more you can do if you don't mind exploring further under One Commander's hood. You can lift the hood by going to the Themes folder, C:\User\\One Commander\Themes (for the Microsoft Store version), or the folder in which the Portable version is installed. You can reach this folder quickly by clicking  on the [About Program](#) and then the Settings Location button at the bottom of the dialog. You can create a new theme by adding a new folder here and creating the Theme material that you want.

### Themes

One Commander comes with a number of built-in Themes, which can be found at [Settings > Theme](#). There are the usual light and dark themes, as well as some alternatives.

A **Theme** is a combination of File Icons, Folder Icons, a Thumbnail (for the [Settings > Theme](#) dropdown) and an [.xaml file](#) that controls One Commander's appearance. You can get a sense of what can be customized by exploring the .xaml files for the built-in Themes.

You can vary the icons in use by choosing various options available in [Settings > Theme](#).

Any Theme can be given an Acrylic (translucent) effect by checking the appropriate box in [Settings > Theme](#). You may



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notice a performance hit if you check this box, though.

### **Health and Safety Warnings:**

- **Always make a copy of a theme before you edit it, and work with the copy, not the original.** When One Commander is updated, it will overwrite any changes in the built-in themes.
- **It's probably safest not to edit the built-in Theme files unless you *really* know what you are doing,** but to do your experimenting on a Theme that you create yourself. If you do get into a mess, help is available [here](#).

## Creating new Theme

Easy: make a copy of one of the Themes folders, and work with that.

## Accent Color

You can change the color that files take when the mouse passes over them or they are selected in [Settings > Theme](#).

- Depending on the theme, an Accent color will be used on certain elements, such as Columns Pane border or Tabs border.
- In some themes, the Accent Color is part of the theme itself and changing it is disabled (for example in Nord or Nortorn themes).

---

### Backlinks:

- [2. Quick introductory guide:7. Themes](#)
- [3. Full reference guide:Settings:Theme](#)



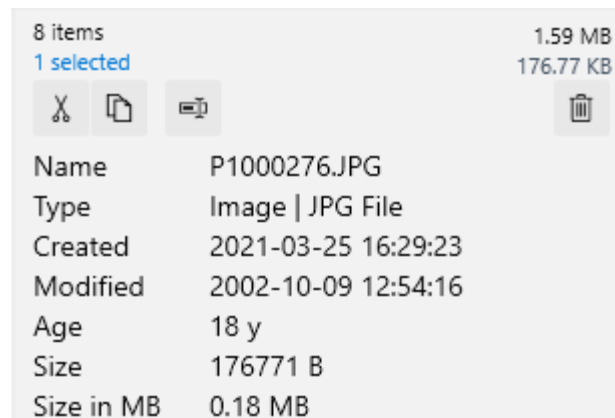
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## Details Pane





This pane has two sub-panes:

- **File/Folder Preview:** A preview of the file, if a viewer is available for that file type, and if not, an icon related to the file type. For folders, an icon is displayed showing the file types in the folder. If the file contents are displayed:
  - Text previews can be scrolled with the mouse wheel or cursor keys.
  - PDF previews can be scrolled using up/down cursor keys; use left/right cursor keys to move between pages.
  - Image/video previews can be zoomed with the mouse wheel and panned around with click-and-drag.
  - You can also [preview files in a separate window](#) using the Spacebar key.
- **File/Folder Properties:** Details about the file or folder. For a file, a toolbar is offered:



The toolbar in the Properties sub-pane allows the following:

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-  Cut (move to Windows Clipboard)
-  Copy to Windows Clipboard
-  Rename (F2)
-  Delete (Del)

The Pane and the two sub-panes can be resized by dragging the Details Pane Resizer. If you drag it far enough, the Details Pane disappears. You can make it reappear by dragging the Details Pane Resizer back again. A draggable divider separating the two sub-panes appears if you hover the cursor between them, allowing you to minimize the Preview sub-pane.

---

#### Backlinks:

[3. Full reference guide:Folder Pane](#)

[3. Full reference guide:Preview](#)

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## Drives Column

The Drives Column — the left-most column in the Navigation Pane — shows all drives current mapped by Windows.

### Mapping network drive

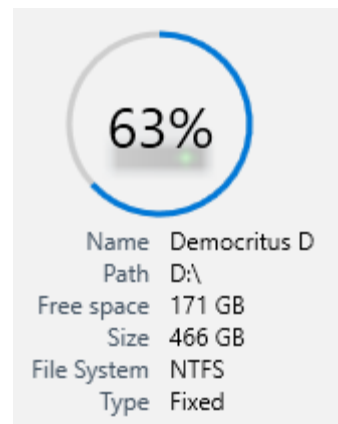
Click on the three dots at the top right hand corner of the Drives Group, and select "[Map network drive](#)".

### Ejecting removable drives

Click on "Eject" below the drive name and drive details:



When there is space available, in the [Columns Layout](#) information about the current drive is shown to the left of the Drives Column, e.g.:



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**Backlinks:**

[3. Full reference guide:Network Drives](#)

[3. Full reference guide:Path Copying and Editing](#)

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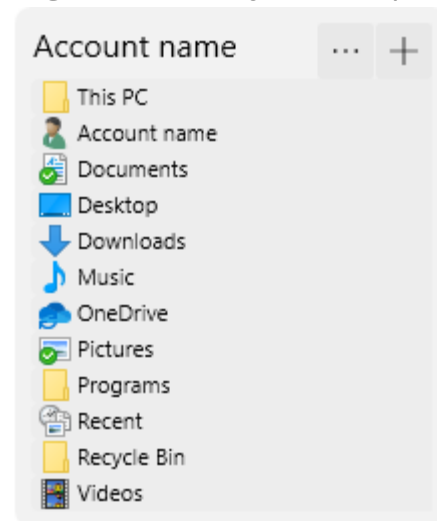


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## Favorites

Favorites are found in the [Sidebar](#); they are links to [paths](#) you use often. You can have as many lists of favorite paths as you like here, organized into Groups. Click on any Favorite in the list to open the path in the current Tab. When you first open One Commander a **Default Favorites Group** is created ("Account name" is the name of the account you're signed in to on your computer):



## Adding Groups and Favorites

**Add new Favorites Group:** Click the **New Group** button at the bottom of the Sidebar.

**Add new path to a Group:** Click on the "+" button to the right of the Group's name adds the current folder to the Group:



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**⚠️ If you delete the Default Favorites group by mistake, don't panic!** It can be recreated by going to [Settings > Window](#) and clicking on the **Create default sidebar folders** button.

## Rearranging Favorites Groups

Click on the **⋮** button to:

- **Rename Favorites Group**
- **Change order of Favorites Groups** (select "Move up" or "Move down")
- **Delete Favorites Group**

## Editing Favorites within a Group

The context (right-click) menu for any favorite allows you to:

- **Open the favorite in a new Tab in the current Browser, or a new Tab in the Browser that doesn't currently have the focus**
- **Remove the Path from this Favorites list** (this doesn't delete the Path from the computer)
- **Change Alias** — i.e. rename the Favorite

## Adding Groups and Favorites

- **Add new Favorites Group** by clicking the New Group button at the bottom of the Sidebar.
- **Add new path to a Group** by clicking on the "+" button to the right of the Group's name:




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### Backlinks:

- [2. Quick introductory guide:6. Sidebar](#)
- [3. Full reference guide:Settings:Debug](#)
- [3. Full reference guide:Settings:Other](#)
- [3. Full reference guide:Settings:Window](#)







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## File and Path Operations

Most file operations involve standard Windows procedures, but some differ a little.

### Selecting and opening folders and files

- **Select:** single click
- **Open:** double click or Enter
- **Select several files:** Ctrl+Click if files are not contiguous in the list, Shift+Click if they are
- **Open several files:** Ctrl+Click or Shift+Click to select, then press Enter

You can set One Commander to open either files and folders, or just files, with a single click; see [Settings > Other](#).

### Copying/moving by Drag and Drop

The approach to dragging and dropping items used by Windows is a bit confusing: it behaves differently depending on whether you are dragging and dropping within or between drives. One Commander's default method is slightly different but has the virtue of consistency:

- Dragging **without** Ctrl key: One Commander **always** moves the item, regardless of whether the move is between drives or between folders within the same drive.
- Dragging **with** Ctrl key: One Commander **always** copies

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the item.

You can change this to the (inconsistent and confusing) Windows method in [Settings > Other](#) > Drag and Drop behavior.

## Deleting folders and files



When you delete a file or folder, or a group of them, One Commander remembers the position of the last selected item. You can select the item above or below the deleted item by pressing Cursor Up/Down.

## Duplicate file

### Either

Press Ctrl+D. The line containing the file entry changes to:



Type the name for the duplicate file in the highlighted section and either press Enter or click . To cancel, press Esc or .

### Or:

Press Ctrl+C and then Ctrl+V. The duplicate file will automatically be renamed "<original filename> - Copy.<extension>". For example the duplicate created for "Myfile.txt" will be "Myfile - Copy.txt".

## Creating files from Windows Clipboard

See [Using the Windows Clipboard](#).

## Drag item to Terminal

[Terminals](#) are applications that give you command-line control of your computer, for example Command Prompt or

PowerShell. Items can be dragged from One Commander to a Terminal, which puts them in the current command line in the Terminal. If there is a space in the path, it is inserted in double quotes, to ensure that the Terminal doesn't interpret what follows the space as being part of the command or another parameter. See [here](#) for starting One Commander from a Terminal window.

## Create new file from template

See [Templates for creating files](#).

## Renaming items

Either right-click and select "Rename" from the context menu, press F2, or click twice slowly (in the standard Windows manner). If you are trying to rename a folder and [Settings > Other > Opening items](#) is set to "Single click opens folders", you need to use the right-click method. You can turn off the slow double-click method at [Settings > Other](#).

## Previewing files

Press Space; see [Preview](#) for more.

## Tagging items

Right click on any item and select "Tag (Color)". A dot with that color appears to the right of the item name.

---

### Backlinks:

[2. Quick introductory guide:5. Basic folder and file operations](#)

[2. Quick introductory guide:9. Other useful features](#)

[3. Full reference guide:Settings:Advanced](#)

[3. Full reference guide:Settings:Other](#)





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## File Automator

⌘To be added>

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### Backlinks:

[2. Quick introductory guide:2. The Main Window](#)

[2. Quick introductory guide:9. Other useful features](#)

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
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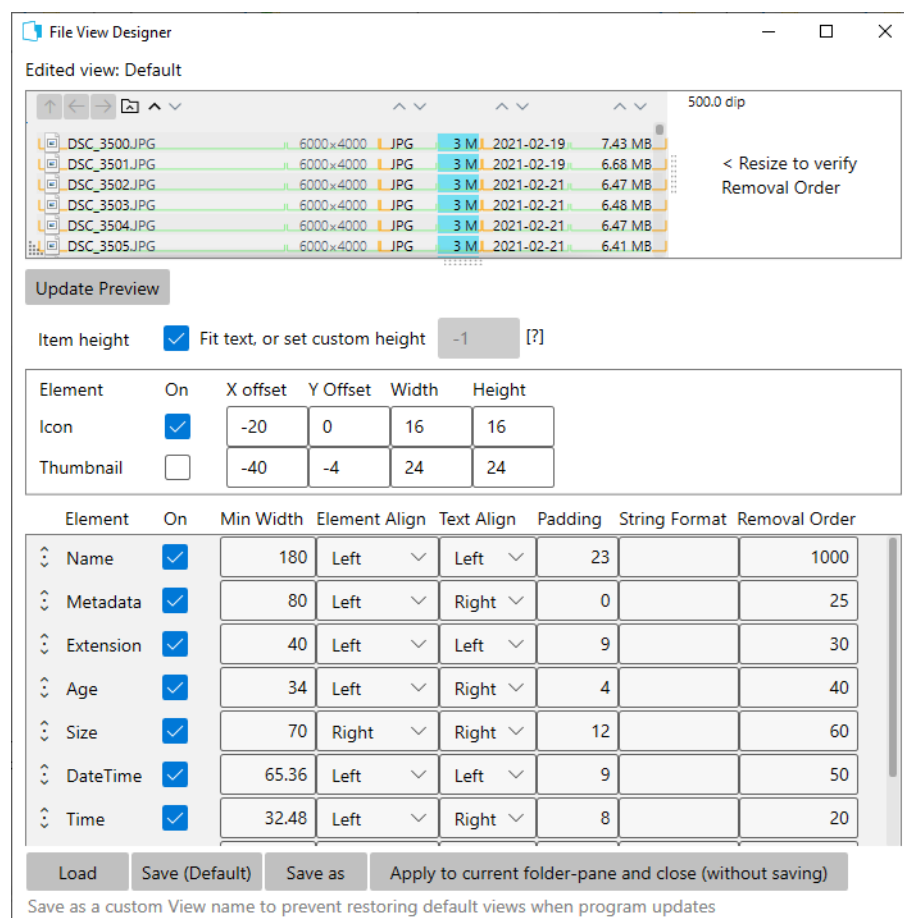
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## File View Designer

You can change the information shown in the [Folder Pane](#) columns, by modifying an existing [File View](#) or creating a new one, using the File View Designer. It is reached from the  button in the Folder Pane Toolbar and selecting **Edit File Views**.

File Views designs are stored in .json files in the folder [<Settings location>\Resources\FileDesigns](#). The File View currently being edited is shown in the "Edited view" field at the top of the window:



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Most of the File View Designer is self-explanatory, and the easiest way of learning how to use it is to create a custom file view using the "Save as" button at the bottom of the window and experiment with it. You can see the effects of changes you make by clicking **Update Preview** near the top of the window and viewing the changes in the Edited view pane. Specific points:

## String Format Column

This is for advanced use only. If it is left blank, all values in the column are taken from One Commander's [Settings](#). It allows the user to go into great depth with customizing formats. Examples that can be used include different date and time formats (see <https://docs.microsoft.com/en-us/dotnet/standard/base-types/standard-date-and-time-format-strings>), for example the time in a specific UTC zone or showing milliseconds, months written in words in the user's language, numbers formatted with commas, and so on.



## Removal Order

When you make a [Browser](#) narrower, this setting determines the order in which columns disappear from the display. You can think of it as the reluctance of a particular column to disappear, where the higher the number the more reluctant the column is to vanish. So in the example above, if you shrink a Browser horizontally, Time is the first column to disappear and Name is the last. You can verify the Removal Order settings by clicking [Update Preview](#) and then moving the resizing handle in the Edited view pane to left and right.

## Buttons across the bottom of the window

**Load:** Loads a File View Design file (they all end in ".json") from the folder [<Settings location>](#)\Resources\FileDesigns.

**Save:** Saves current File View Design file (i.e. the File View Design shown in the Edited view line at the top of the File View Designer window).

**Save as:** Saves current File View Design file under a new name.

**Apply to current folder-pane and close (without saving):** Applies the new File View to the current folder pane temporarily; the next time this folder is viewed, the File View will revert to the saved version.

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### Backlinks:

[2. Quick introductory guide:5. Basic folder and file operations](#)

[3. Full reference guide:File Views](#)

[3. Full reference guide:Folder Pane](#)

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## File Views

You can change the way that files and folders are displayed in the [Folder Pane](#) by changing the File View. One Commander has a number of built-in File Views, which you can modify and add to. One Commander remembers the File View you have selected for each folder.

The File Views are listed by clicking the  button in the [Folder Pane Toolbar](#). The button pops up the following list:

Default
Name Only
Powershell
Thumbnail Grid
Thumbs+Details
Edit File Views
Cancel

- **Default:** the basic file view, showing for each item the name (with some metadata, such as the number of pages in a .docx file), "age" of the item (how long since it was last modified), date and time of last modification, attributes, and size.
- **Name Only:** displays just file/folder names, with no other columns.
- **Powershell:** Similar to Default, but with the columns in a different order (attributes, date, size, name).
- **Thumbnail Grid:** Displays thumbnails in a grid; change the size of the thumbnails by holding Ctrl and rotating the Mouse Wheel.
- **Thumbs+Details:** The Thumbs+Details File View is

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optimized for folders containing image files. In [Settings > View](#) you can get One Commander to automatically check folders for which you haven't already chosen a File View Design to see whether they might look better using the Thumbs+Details File View. You can override One Commander's choice by selecting another File View.

- **Edit File Views:** You can modify any of these File Views, or create custom Views, with the [File View Designer](#).

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#### Backlinks:

[3. Full reference guide:File View Designer](#)

[3. Full reference guide:Folder Pane](#)

[3. Full reference guide:Settings:Preview](#)

[3. Full reference guide:Settings:View](#)

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## Folder Columns and Navigation Pane

The folder tree is displayed as a series of columns. A single click on any folder in a column opens that folder in a new column to its right. Columns that behave like this are known as [Miller columns](#), in which all of the columns that are part of the tree branches leading to the currently-open folder remain visible. This makes it easier to see where the currently-open folder sits in the folder tree structure, and to navigate to other branches in the tree.


One Commander adds two features to standard Miller columns to make it easier to work with folder displays in which a lot of folder columns are visible (when you're working with a folder that is a long way from the drive root):

- As each new folder is opened, the columns to its left shrink to give room for the contents of the current folder to be easily read.
- As the cursor moves over folders to the left of the current folder (i.e. over its parent folders), the folders under the cursor expand while the cursor is over them so their contents can be seen. The responsiveness and speed of this expansion, as well as many other features of the column display, can be adjusted in [Settings > Columns](#).

Not everyone likes columns to change width in this way. They can be turned off in [Settings > Columns](#).



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## Navigating through the columns

- **Navigating to folder in column:**
  - if cursor is in a parent folder column: click on folder
  - if cursor is in Current Folder Column in the [Columns Layout](#): double-click on folder (this setting can be changed to a single click at [Settings > Other > Opening items](#)).
- **Navigating through Parent Folder Columns:** Left and Right cursor keys walk left and right through the path of parent folder columns.
- **Move to parent of currently-selected folder:** Click  (above file/folder name column), press Backspace, or click Alt+Up to move to parent of the current folder
- **Undo most recent backspace:** Enter.
- **Add Folder or File to selection:** Ctrl+Select (with mouse cursor) in the Parent Folder Column in [Columns Layout](#) adds that folder or file to the selection and makes that path current.

## Path history

### Moving back and forward through the history of a path:

Click   (above file/folder name column), press Alt+Left/Right cursor keys, or 4th/5th mouse buttons. Note that if a tab was created from a Favorite, there won't be any history for that tab to move back and forth within until you have actually moved back and forth along that path, so until you do this the Alt+Left/Right cursor keys or the 4th/5th mouse buttons won't do anything.

---

### Backlinks:

- [2. Quick introductory guide:3. The Browsers and Layouts](#)
- [2. Quick introductory guide:4. Folder columns](#)
- [3. Full reference guide:Browser Tabs](#)
- [3. Full reference guide:Folder Pane](#)
- [3. Full reference guide:Settings:Columns](#)

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


## Folder Pane

The Folder Pane lists the contents of the **Current Folder**, and shows a [preview and more details](#) about the currently-selected folder or file.

- In the **Standard Layout**, the Folder Pane is below the [Folder Columns and Navigation Pane](#). You can select files or folders in the Folder Pane by clicking on a folder or file in either the Current Folder Column or the Folder Pane.
- In the **Columns Layout**, the Folder Pane is the rightmost folder column, so that's the only place you can select folders or files.
- You can **refresh** the item display by pressing F5, Ctrl+R, or select "Refresh everything" in the menu that pops up when you click the  button in the [Drives Group](#).
- You can choose from a number of different [File Views](#), allowing you to hide some columns, show others, change the order and widths of columns, how icons or thumbnails are displayed, which columns are hidden when the Browser isn't wide enough to show them all, and so on. You can create as many File Views as you wish using the [File View Designer](#).


## Folder Pane Toolbar

 **Sort files:** Click to get a list of sorting options. This button duplicates the action of the Sorting Columns arrows (see below), but it's needed for the Grid View, which doesn't have any columns.

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 **Change file view:** Click to be presented with a variety of [File Views](#). One Commander remembers which File View Design you select for each folder. One Commander comes with a variety of File Views, and you can edit any of them or add to the list using the [File View Designer](#).


 **Creates new file from template:** (Ctrl+N) See [here](#) for more.

 **Creates new folder** (Ctrl+Shift+N)

 **Creates a note in current folder:** (Alt+N) See below under "Note/To Do".

 **Clipboard paste:** The equivalent of Ctrl+V. If the Clipboard contains text, One Commander creates a text file with the default name "<date> <time>.txt".

## Main item display

The various properties of items are shown in a series of columns which you can select using the [File View Designer](#). In addition to the ones familiar to Windows, there's a column showing in "hot/cold" color-coded form the age of the item, i.e. the time that has elapsed since the item was last modified. You can adjust the colors in [Settings > General](#). There's a more complete explanation of how the age display works there, under Item Properties: click the  button at top right of the pane.

## Long file names

Long file names are often too long to be seen fully in the Name column. They can be seen in full:

- In the [Details Pane](#).
- By pressing F7, which toggles the other columns on and off.


## Sorting columns

**Either:**


- Click the  Sort files button



**Or:**








- Each column has a pair of arrows at the top  which sort the items on display in each of two directions (e.g. A-Z or Z-A). Hover the cursor over the arrows to see what they do. The arrow in bold shows the current sort order.

One Commander remembers the sort order for each folder, which is very handy because different folders may well have different sorting requirements. Further information about sorting:


- **For size, only files are sorted.** Sorting files by size **only works** if the "Folders on Top" toggle (see below) is set so that folders are listed at the top.
- If you prefer **folders always to be sorted by name**, go to [Settings > View](#) and check "Sort folders by name always". With this checked, only files are affected by the sort order selected by clicking a sort arrow.
- You can change the **default sort order** for columns at [Settings > View](#).
- **Folders on Top toggle:** Press  to sort files and folders so that folders are either listed first, or listed with files in the order specified by the sort arrows for properties like file name, type, date etc. This setting is remembered for each folder. You can set the default for this behavior at [Settings > View](#).


## Metadata display


Some metadata is shown to the right of the file name if the Browser is wide enough. For example, for image files the size of the image in pixels is shown:







	P1000278.JPG	1600x1200	JPG
	P1000277.JPG	1600x1200	JPG
	P1000276.JPG	1024x768	JPG
	P1000273.JPG	1024x768	JPG
	P1000275.JPG	1024x768	JPG
	P1000274.JPG	1024x768	JPG
	P1000279.JPG	1024x768	JPG
	P1000280.JPG	1024x768	JPG

Another example: the metadata for document files shows


the number of pages in the document (e.g. 16); these files are on OneDrive, and the  icon shows that they are always on the local machine and synced with the server):

	XYZ BP 2011-08-26.doc		16	doc
	XYZ BP 2011-10-19.doc		19	doc
	XYZ BP 2011-10-20.doc		19	doc

In the **Thumbs+Details View** (click the  button on the Folder Pane Toolbar — see above) the metadata is shown in the second line for each file:

	P1000278.JPG	1600x1200	72 DPI	RGB	9.7 mm	F 3.62	1/294	ISO 100		JPG	2002-10-09	327.09 KB
	P1000277.JPG	1600x1200	72 DPI	RGB	7.1 mm	F 3.17	1/409	ISO 100		JPG	2002-10-09	321.68 KB
	P1000276.JPG	1024x768	72 DPI	RGB	7.1 mm	F 3.17	1/200	ISO 100		JPG	2002-10-09	176.77 KB

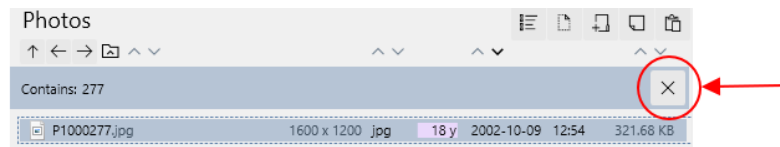
You can get One Commander to show text excerpts from a variety of file types specified in [Settings > Preview](#):

	Note.txt	An example of a text excerpt from this .txt file. It is only displayed in the Thumbs+Details File View.	txt	2021-05-26
-----------------------------------------------------------------------------------	----------	---------------------------------------------------------------------------------------------------------	-----	------------

## Filtering folders and files

Start typing characters in the path name you are looking for:

- **The first key you press** shows only items beginning with that letter
- **If you type two or more letters**, all items in the Current Folder Pane containing that text will be shown
- **Displaying a particular file type:** Begin typing with a period. For example, ".pdf" will display only .pdf files.
- **Cancel the filter** by Backspace-deleting the characters you've typed, or clicking the icon to the right of the filter:

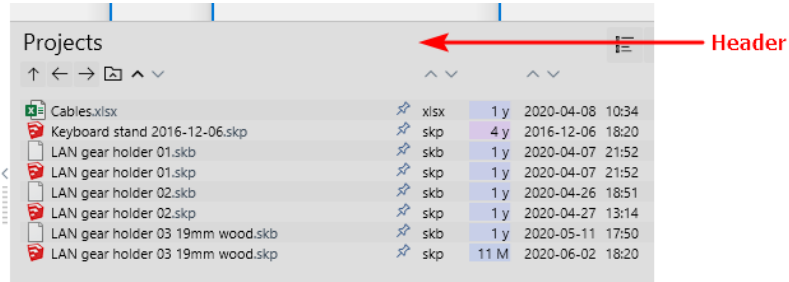


## To create a new folder, file, or note in the Folder Pane


**Method 1:** Click on one of the icons in the Folder Pane Toolbar:



**Method 2:** Right-click on the header for the folder pane and select from the list (File, Folder, or Note) that appears.



## Note/To Do

You can add as many Notes or ToDo items as you like to the files in the Current Folder Pane. Hit Alt+N or click  in the Folder Pane Toolbar, and a small editing window pops up. Up to four lines of text appear in the Name column, but the full text can be seen in the File Preview below:

**Research**

Name	Type	Size	Created	Modified	Age
Letter Sept.docx	docx	2 M	2021-03-25 16:35	13.31 KB	
Master plan short form -- authors only.xlsx	xlsx	4 y	2016-12-19 18:34	14.20 KB	
Meeting notes April.docx	docx	2 M	2021-03-25 16:35	13.31 KB	
Notes for abstract.docx	docx	8 y	2013-03-16 16:33	11.42 KB	
Notes on structure of study.docx	docx	8 y	2013-03-16 15:45	12.05 KB	
Participant list and e-mails.doc	doc	8 y	2013-03-16 16:33	43.52 KB	
Possible Respondent Groups 4 Aug 10.xls	xls	8 y	2013-03-16 15:45	22.02 KB	
Potential authors.docx	docx	5 y	2015-08-14 09:30	13.25 KB	

This is an example of a note or to-do item. It's a simple text file with the extension ".2do". It can be edited by double-clicking on it, and deleted in the same way as for any other file. Up to four lines are displayed in the "Name" column, but the full note is shown in the File Preview.

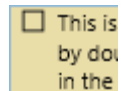
This is an example of a note or to-do item. It's a simple text file with the extension ".2do". It can be edited by double-clicking on it, and deleted in the same way as for any other file. Up to four lines are displayed in the "Name" column, but the full note is shown in the File Preview.

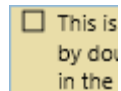
9 items 143.36 KB  
1 selected 289 B

Name	This is an example of a note o.2do
Type	To Do Task
Created	2021-05-28 14:51:12
Modified	2021-05-28 14:51:12
Age	1'
Size	289 B
Size in MB	0.00 MB

Notes/Todos can be edited by double-clicking on the Note/ToDo, and deleted in the same way as any other file. They are simple text files with the extension ".2do".

You can mark Notes/Todos as completed by clicking in the



Note/ToDo's checkbox: . This also changes the file extension to ".2dx".

## Creating a background image for a Folder Pane

If One Commander finds one of the following files in any folder:

*cover.jpg, folder.jpg, front.jpg, background.jpg, poster.jpg*

It will show that image as a background for that folder. An example might be an album cover image. If it doesn't work, check "Show folder background image" in [Settings > View](#).

---

### Backlinks:

[2. Quick introductory guide:3. The Browsers and Layouts](#)

[2. Quick introductory guide:4. Folder columns](#)

[2. Quick introductory guide:5. Basic folder and file operations](#)

[2. Quick introductory guide:8. Settings](#)

[2. Quick introductory guide:9. Other useful features](#)

[3. Full reference guide:Browser Tabs](#)

[3. Full reference guide:File View Designer](#)

[3. Full reference guide:File Views](#)

[3. Full reference guide:Settings:Columns](#)

[3. Full reference guide:Settings:View](#)

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## Main Window

### Opening, closing and positioning Main Window

See [Starting, Reopening, and Closing One Commander](#) (quick tip: if One Commander is running but you can't see the window, try Win+Alt+O (or Ctrl+' if activated — see [Settings > Window](#)) to re-open it. If it still isn't visible, perhaps it's got moved off-screen. Try Shift+F1 to move it back on screen).

### Creating new Main Windows

Click  in the [About Program](#) to create a new Main Window. You can create as many as you like, each with its own layout. Favorites, however, are shared by all Main Windows.

### Using Windows Virtual Desktops

If you're using Windows Virtual Desktops, you can choose whether Win+Alt+O (but **not** Ctrl+`):

- brings One Commander to your current desktop, or
- changes Virtual Desktops to the one on which a One Commander Main Window is currently open.

This setting is in [Settings > Window](#).

**If no Main Window is currently open**, then whichever

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setting you choose, Win+Alt+O opens a window in your current Virtual Desktop.

## Moving dividers

Many of the dividers (the grey borders that separate different panes) have short dotted lines and V-shaped arrows, for example the Browser Divider:



**Click and hold on the dotted line** to move the divider (actually, you can click and hold anywhere along the divider's length except on the arrows for the same result).

**Click on an arrow** to move the divider as far as it will go. For example, clicking on a Browser Divider arrow hides the Browser that's in the direction in which the arrow points. Clicking on an arrow when the divider is at its limit of travel restores the divider to its default position.

---

### Backlinks:

[2. Quick introductory guide:2. The Main Window](#)

[2. Quick introductory guide:9. Other useful features](#)

[3. Full reference guide:Starting, Reopening, and Closing One Commander](#)

[3. Full reference guide:Settings:Window](#)

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## Memory management in One Commander

One Commander is made in Microsoft's .NET framework, which manages memory for One Commander. Windows may let a program's memory footprint grow while the program is used but when Windows needs memory again, it will compact the program memory and reclaim unused resources.

One Commander caches icons so they are loaded faster the next time they are needed in the program session. All displayed file properties are also cached while they are in the list, so scrolling through large folders will use more memory, but the memory will be released once the user opens another folder (at Windows' own schedule).

Each thumbnail in the file list and displayed preview will take a chunk of memory. For example, a previewed 10-Megapixel photo will take 10x3 Megabytes (3 as number of color channels), even if the image is a compressed jpeg.

Tabs don't take additional memory in One Commander.

If you choose to keep the program running in the background on close (see the option in [Settings > Window](#)) all windows, file properties, previews and the rest will be unloaded from memory, but the program will keep cached icons and compiled code for a faster next start, while minimizing RAM usage.

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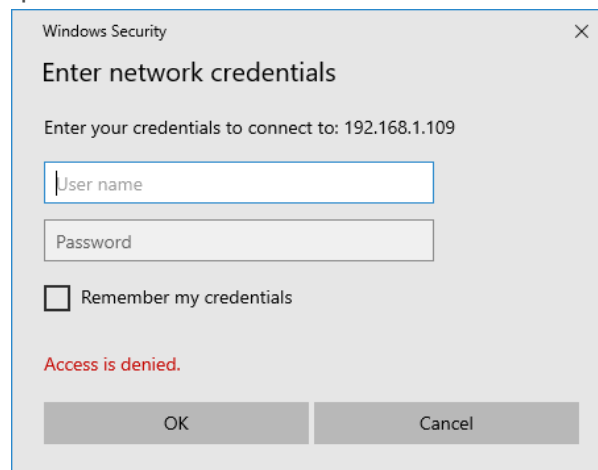


## Network Drives

To access a network drive (e.g. a network attached storage device):

1. Create [a new tab](#).
2. Open the [Path Edit](#) pane.
3. In the path, type in the URL for the network drive (e.g. "\\192.168.1.109"). The drive will appear in the [Drives Column](#).

If the folders in the drive are locked, right-click on the required folder and select "Open". One Commander will open Windows Explorer, which in turn will open a network credentials window so that you can enter the user name and password for the folder:



Once you've done that, you can open the locked folder in One Commander.

---

### Backlinks:

### 3. Full reference guide:Drives Column

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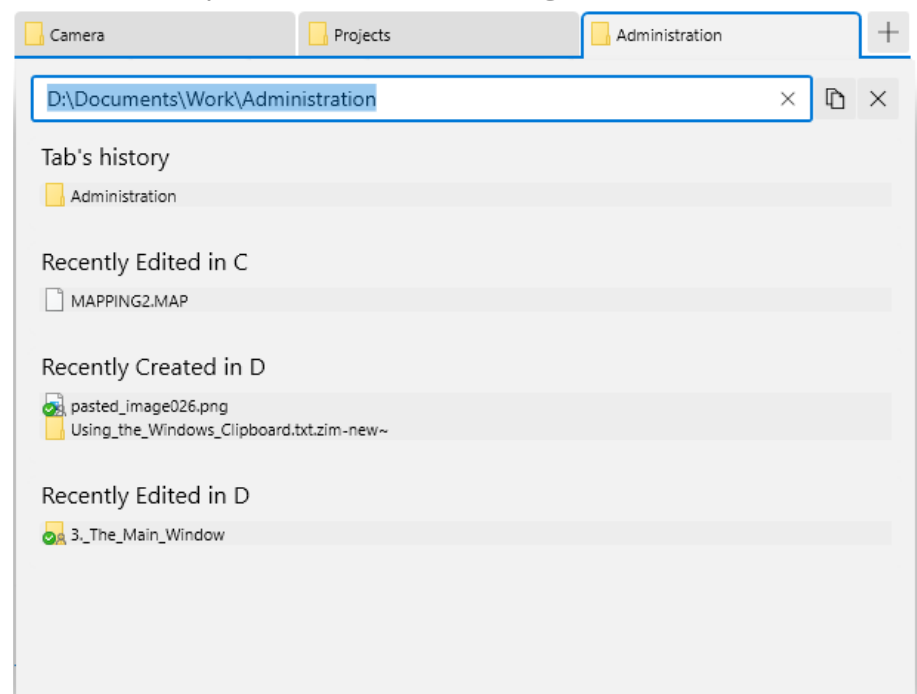


## Path Copying and Editing

**Copy the path of the currently-selected folder or path to Clipboard:** Press Ctrl+Shift+C.

**View/edit the path of the Current Folder (the Path Edit Button):**

Click on the Path Edit Button  at the top of the [Drives Column](#) to open the Path Edit dialog box:



The path of the current folder is shown in the text box at the top. You can:

- type a different path and press Enter to **open that path in the current browser**
- **copy it** with Ctrl+C
- type a few characters to **search through favorites or**

**recent tabs listed below.** The search results will be shown in the list below the editable path box, and selecting one will open it in the current browser.

**If there is a path on the clipboard,** it will be also shown in the list below the editable path box.

---

**Backlinks:**

[3. Full reference guide:Network Drives](#)

[3. Full reference guide:Starting, Reopening, and Closing One Commander](#)

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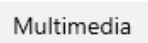
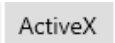

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## Preview

- **Preview Window:** In addition to the small Preview Window in the [Details Pane](#), many, but not all, file types **can be previewed by pressing Space**, which pops up a larger window with a preview of the file in question. You can **move through the document being previewed** with the mouse wheel or by clicking the   buttons at the left/right of the Preview Window.
- **Closing Preview Window:** The Preview Window is closed by pressing Space or Esc.
- **Choosing viewer:** You can choose between the viewer built into One Commander, or QuickLook (available from the Microsoft Store). QuickLook can work with a greater range of file types.
- **Viewing modes:** The Preview Window offers **three viewing modes:**   . One Commander will guess which one works best for the file in question, but if you disagree, click one of the other buttons to see if you're right.
- **Autoplay audio/video files:** You can choose to [autoplay video/audio files or not](#) in the Preview Window.
- **Viewing multiple files in a folder:** Once you're viewing a file in the Preview Window, cursor up/down moves to the previous/next file in the folder.
- **Showing GPS coordinates:** If the file shown in the Preview has embedded GPS coordinates, a GPS button is shown. Clicking the button opens either [Google or Bing Maps](#) showing the location.

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The **Microsoft Store** version of One Commander is not able to show previews of Microsoft Word or Excel files; it will, however, show an image preview if there is one embedded in the file. This limitation is imposed by Windows, which does not allow the necessary ActiveX components to run in Store apps.

---

**Backlinks:**

[2. Quick introductory guide:5. Basic folder and file operations](#)

[3. Full reference guide:Details Pane](#)

[3. Full reference guide:File and Path Operations](#)

[3. Full reference guide:Settings:Preview](#)

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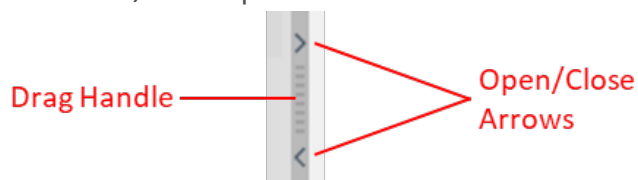


## Resizing and collapsing panes and browsers

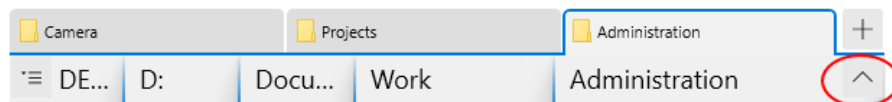
### Resizing individual panes


Most panes are surrounded by a border or divider that can be dragged to resize the pane in question. Some borders appear when the cursor moves over them, but are hidden otherwise.

Many borders or dividers have Drag Handles (the double dotted lines) and Open/Close Arrows:



Some panes have buttons to open and close them, for example the Navigation Panes can be opened and closed using the upwards/downwards pointing arrows to the right of the Folder Column headers:



Or the  button that appears at the top of the [Main Toolbar](#) when the Sidebar is collapsed.

### Collapsing a Browser to create a single-browser layout

Each Browser has a minimum width (Standard Layout) or

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height (Columns Layout). When that minimum is reached a "collapse" message appears, and if the Left Mouse Button is released the Browser in question collapses. It can be restored by clicking on the Open/Close Arrow that points in the "open" direction, or by dragging the Drag Handle.

---

**Backlinks:**

[3. Full reference guide:File View Designer](#)

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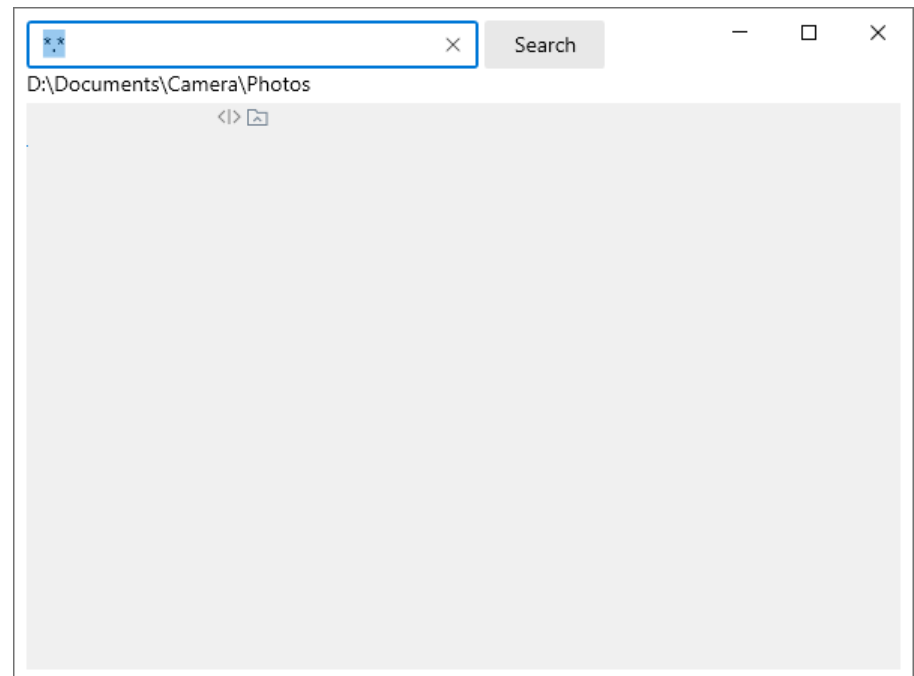


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## Searching folders

olders can be searched by pressing F3, Ctrl+F, or the  button in the [Main Toolbar](#).



The search is **recursive**; i.e. it searches the Current Folder and all of its sub-folders.

The normal Windows **wildcard characters** (? , \*) can be used. So, for example:

- "\*.\*" finds all files
- "\*.docx" finds all ".docx" files
- "filename?.txt" finds, for example, filename1.txt and filename2.txt

---

### Backlinks:

[2. Quick introductory guide:2. The Main Window](#)

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## Settings

Most of One Commander's settings take the form of checkboxes or sliders, and are self-explanatory. In this section we provide some additional explanations where they are needed.

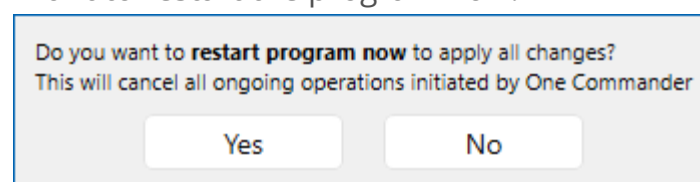
**Sliders** can be adjusted either with the mouse cursor, or by clicking on them and moving them with cursor keys. Cursor keys can be helpful if the slider is a little laggy (which happens when One Commander is showing you the results of the change in real time, as for example in [Settings > General > Item properties](#)).

**The settings are stored** in folders at C:\Users\\OneCommander\ for the Microsoft Store version, or in {OneCommanderFolder}\Settings for portable version.

They can be reached quickly by clicking on  (About program) in the [Main Window](#) and then clicking the Settings Location button at the bottom of the dialog.

Some settings changes are **applied** immediately; others require a program restart. You'll know you need to do this when this appears at the bottom of the settings window:

**Program restart required to apply all changes**. If you make a change that requires a restart, One Commander will ask whether you want to restart the program now:



Individual Settings tabs identify features that are only

available in the [Pro version](#) of One Commander.

- General
- Other
- Preview
- Theme
- View
- Window
- Starting from
- Command line
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**Backlinks:**

[5. Troubleshooting](#)

[1. One Commander Version 3:Purchasing One Commander Version 3 Pro](#)

[2. Quick introductory guide:2. The Main Window](#)

[2. Quick introductory guide:8. Settings](#)

[3. Full reference guide:Customizing One Commander's appearance](#)

[3. Full reference guide:File View Designer](#)


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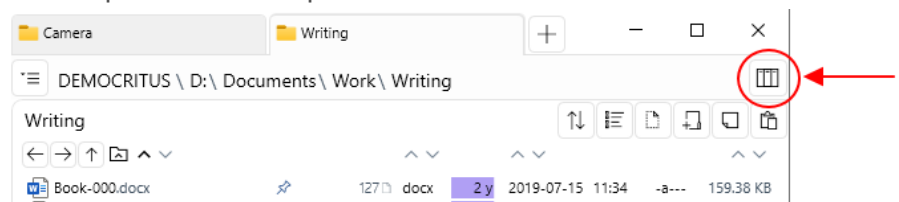


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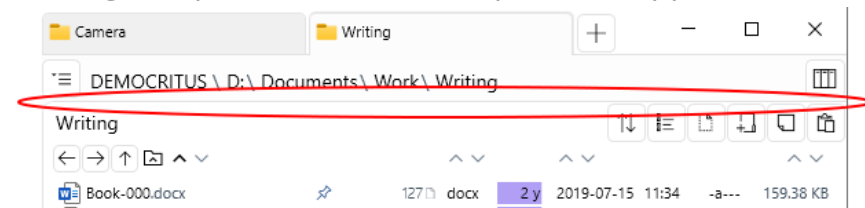




## 2. The Main Window

The [Main Window](#) displays a [sidebar](#) and either one or two [browsers](#). When One Commander is opened for the first time, both browsers are visible with the [theme](#) and layout you chose from the opening dialog box. The [Folder Columns](#) are hidden to start with in the Standard Layout. You can reveal them by clicking the  button, to the right of the folder path at the top of each browser:



Or by dragging down the Navigation/Folder Pane Divider just underneath the folder path (keep dragging until the message "Expand more to show pane" disappears):









The browsers can be displayed in either Standard or Columns layouts. You can switch back and forth between them as often as you like using the Layout Button ( or ) at the bottom left of the Main window (in the Main Toolbar; see next section on this page). When you do this, the only thing that changes is the layout; the files, folders, and settings remain the same.

## Main Toolbar


The Main Toolbar is at the bottom right of the Main Window:

. The buttons are:

-  [Settings](#)
-  [About program](#)
-  [Change Layout](#)
-  [Search](#)
-  [File Automator](#)
-  [Open a new Window](#)

The Main Window can be opened, closed and repositioned without exiting from One Commander. See [here](#) for details.

## Notification Pane

Notifications appear briefly at the bottom of the Main Window to tell you of things that have happened. You can view a list of the most recent notifications by pressing "~" or by clicking on the upward-pointing arrow  in the bottom right-hand corner of the Main Window.

---

### Backlinks:

- [1. One Commander Version 3:Installing One Commander V3](#)
- [2. Quick introductory guide:1. Opening One Commander for the first time](#)
- [2. Quick introductory guide:3. The Browsers and Layouts](#)
- [2. Quick introductory guide:6. Sidebar](#)
- [3. Full reference guide:About Program](#)
- [3. Full reference guide:Resizing and collapsing browsers](#)
- [3. Full reference guide:Searching folders](#)
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## Using the Windows Clipboard

When you switch from another app to One Commander and there is something in the Clipboard, a notification appears in the [Notification Pane](#) offering the following possibilities:

- **The Clipboard contains a new [Path](#):** If there is not already a [Tab](#) open for that path, a notification appears offering Ctrl+Shift+T to open this path in a new Tab in the current Browser.
- **The Clipboard contains text or a bitmap:** The notification offers Ctrl+V to create a new .txt or .png file containing the text or bitmap, in the Current Folder. The file name shows the date and time of the file creation (e.g. "xxxxx"). If you don't want these notifications, you can turn them off in [Settings > Advanced](#).

---

### Backlinks:

- [2. Quick introductory guide:9. Other useful features](#)
- [3. Full reference guide:File and Path Operations](#)
- [3. Full reference guide:Settings:Advanced](#)

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## Starting from Command line

One Commander can be started from the command line in a [Terminal](#) window, using a number of switches. Switches are parameters entered after the name of the executable program (here, OneCommander.exe), that affect the way that the program behaves once launched.

Open a Terminal window, change the current folder in the Command Line to the one in which OneCommander.exe is located, and then use one of the following switches to start One Commander (e.g. "OneCommander -nowindow"). In each case, <path> must be the full pathname for the path you want One Commander to open in, enclosed in quotes if the path contains spaces, e.g. "C:\Users\\Documents".

- **At a particular path:**
  - onecommander.exe "C:\path"
- **To open in the same tab:**
  - onecommander.exe -o "C:\path"
- **To open in a new tab:**
  - onecommander.exe -o "C:\path" -newtab
- **To start One Commander with the Main Window in the default position (the equivalent of starting One Commander and pressing Shift+F1):**
  - onecommander.exe -resetwindowposition
- **The path "C:\fullpath" in the first Browser** (e.g. the left browser in Standard Layout):
  - onecommander.exe -path "<path>"
  - onecommander.exe -p "<path>"
  - onecommander.exe -"<path>"

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- **The path "C:\fullpath" in the second Browser** (e.g. the right browser in Standard Layout):
  - onecommander.exe -p2 "<path>"
- **The Main Window not visible** (i.e. One Commander [running in the background](#))
  - OneCommander.exe -nowindow
- **Text not being sharp on non-HDPI screens:**
  - onecommander.exe -nohdpi
  - onecommander.exe -ldpi

---

### Backlinks:

- [2. Quick introductory guide:1. Opening One Commander for the first time](#)
- [3. Full reference guide:File and Path Operations](#)
- [3. Full reference guide:Starting, Reopening, and Closing One Commander](#)

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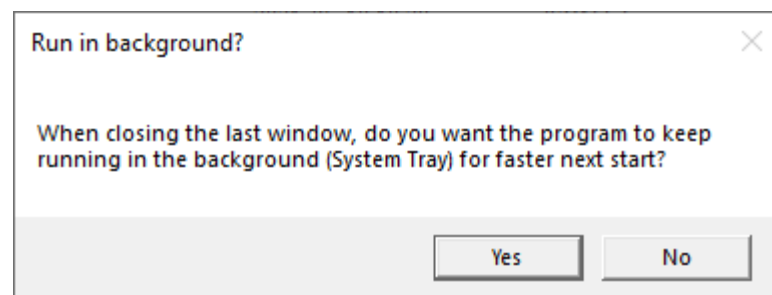
1. One Commander
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  - Folder Columns and Navigation Pane
  - Folder Pane
  - Main Window
  - Memory management in One Commander
  - Network Drives
  - Path Copying and Editing
  - Preview
  - Resizing and collapsing browsers
  - Searching folders
  - Settings
  - Starting from Command line


## Starting,



# Starting, Reopening, and Closing One Commander

Once launched, clicking the WindowClose  button in the top right-hand corner of the [Main Window](#) offers you a choice:



If you click Yes, One Commander doesn't shut down when you click the WindowClose  button. It closes the Main Window, but One Commander continues to run in the background so that it can be quickly re-opened without having to be reloaded. When the Main Window is closed in this way, any processes such as file operations that were in progress when the WindowClose button was clicked will be completed properly. Also, when it is running in the background, One Commander monitors for drive changes so that you're able to see file changes when you open the [Path Editor](#).

After showing the "Run in background?" dialog box, One Commander then explains how to close it down completely:

## Reopening, and Closing One Commander


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To close One Commander completely, hold CTRL while clicking the close button  
...or right-click the One Commander icon in System Tray (next to clock), and select Close.

OK

You can change this action — for example, changing it so that clicking  shuts down One Commander completely, in [Settings > Window](#) by unchecking the "Keep running in background" box.

### To re-open One Commander when it is running in the background:

- Double-click on the One Commander icon in the System Tray or Notification Area (the area at the right-hand end of the Windows Taskbar holding things like the Windows volume control; see below if you can't see the One Commander icon here).
- Right-click on the One Commander icon in the System Tray/Notification Area and select "Show window".
- Press Win+Alt+O (or Ctrl+' if activated — see [Settings > Window](#))
- Press Shift+F1 to position the Main Window in the centre of the screen, occupying about 20% less than the full screen.

To really shut One Commander down, right-click on the One Commander icon in the System Tray/Notification Area and select "Exit", or Ctrl+Click WindowClose  at the top right of the [Main Window](#).

## Restarting as Administrator

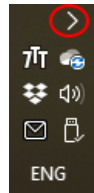
Some applications require the file explorer you're using to be running as Administrator. To restart One Commander as Administrator, press Ctrl+Shift+F12.

## Starting from Command Line

See [here](#).

# If the One Commander icon isn't visible in the System Tray/Notification Area:

**Quick way:** At the top of the System Tray/Notification area, click on the arrow:



What will reveal all System Tray/Notification Area icons. Drag the One Commander icon to the area with other icons such as volume control.

**Slow way:** Right-click in an unused part of the Windows Taskbar and select "Taskbar settings". Scroll down the right-hand Settings window to the Notification area:

## Notification area

[Select which icons appear on the taskbar](#)

[Turn system icons on or off](#)

Click on "Select which icons appear on the taskbar", scroll down to One Commander, and turn it on.

---

## Backlinks:

[2. Quick introductory guide:1. Opening One Commander for the first time](#)

[2. Quick introductory guide:2. The Main Window](#)

[3. Full reference guide:Main Window](#)

[3. Full reference guide:Starting from Command line](#)

[3. Full reference guide:Settings:Advanced](#)


[3. Full reference guide:Settings:Window](#)

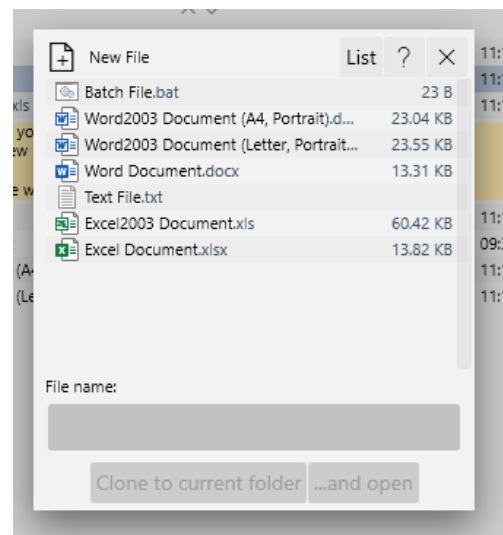


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  - Starting,



## Templates for creating files

If you often create files of a particular type — e.g. documents, spreadsheets, text files — you can create a Template (a blank file of that file type) for that file type. Then when you need to create a file of this type, navigate to the folder that will hold the file and click the  icon in the Folder Pane Toolbar or press Ctrl+N. This pops up your list of Templates:



Select the Template you need, fill in the File name, and then click either of the buttons at the bottom of the pop-up. The new file is created in the current folder (and opened if you click "...and open").

## Adding templates, editing existing templates

The Template files are in the folder C:\Users\

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## Templates for creating files

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Name>\OneCommander\Templates if you are running the Store version, or {OneCommanderFolder}\Templates if you have the Portable version. You can add as many Templates as you like, and edit the ones that are in that folder. For example, you may like to have Templates for Word files with your organization's letterhead, or spreadsheets for particular routine procedures.



==== Mild warning =====

The file that's created from the Template will have the properties of the Template file in the Templates folder, for example in Microsoft Word the default settings for font, styles etc. Make sure that the Template for that file type has all the default settings that you want, otherwise you'll have to change them to your individual preferences every time you create a new file.

---

### Backlinks:

[2. Quick introductory guide:5. Basic folder and file operations](#)

[3. Full reference guide:File and Path Operations](#)

[3. Full reference guide:Folder Pane](#)

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## Shortcut Keys

### Notes:

- Shift+Key (or Ctrl+Key or Op +Key) means press Alt (or Ctrl or Alt) and the specified key simultaneously.
- Key1, Key2 means press Key1 (which could be a combination, e.g. Shift+Key)DeletNew, release it, and then press Key2.
- LMB: Left Mouse Button
- MMB: Middle Mouse Button
- RMB: Right Mouse Button
- Left/Right/Up/Down: Cursor keys

Group	Action	Shortcut	Comment
Program	Restart, running as Administrator	Ctrl+Shift+F12	
	Close program	Ctrl+WindowClose	
File opening	Open File/Folder	Enter	
	Open With	Ctrl+Enter	
	Run .exe as Administrator	Ctrl+Enter	For .exe and link to .exe
	Run .exe with parameters	Ctrl+Shift+Enter	For .exe and link to .exe
Columns navigation	Toggle Columns on/off in Standard Layout		
	Open Parent Folder	Backspace or Alt+Up	



	Open previous Path	Alt+Left or 4th Mouse Button	Path history is saved for each Tab
	Open next Path	Alt+Right or 5th Mouse Button	
	Edit Path	\ or Alt+D or Ctrl+L	
	Copy current Folder Path to Clipboard	Ctrl+Shift+C	If no File is selected
		\, Ctrl+C	\ to edit Path and then regular copy
	Context Menu	RMB or Menu Key or Shift+F10	Menu Key is between right Windows and Ctrl keys on ANSI keyboards
	Context Menu with additional options	Shift+RMB	
File operations	Rename	F2	
	Copy file to other Browser	Alt+C	
	Move file to other Browser	Alt+M	
	Duplicate single file	Ctrl+D	Single file only
	Duplicate one or many files	Ctrl+C, Ctrl+V	
	Delete file	Del	
	Delete file without sending it to Recycle Bin	Shift+Del	Not available yet

	Delete permanently (unrecoverable)	Ctrl+Shift+Delete	Not available yet
	File information/properties	Ctrl+I or Alt+Enter	
	Tag files (color)	Ctrl+Alt+T	
	View long file names (toggle)	F7	
New	New File	Ctrl+N	
	New File containing Clipboard contents	Ctrl+V	.txt if Clipboard contains text, .png if it contains bitmap image
	New Folder	Ctrl+Shift+N	
	... create and open	Ctrl+Enter	from New Folder popup
	... create and move selected files inside	Shift+Enter	from New Folder popup; files need to be selected first
Tabs	New Note	Alt+N	
	New Tab (duplicate of Current Tab)	Ctrl+T	
	New Tab from path in Clipboard	Ctrl+Shift+T	
	Open Folder in new Tab	MMB	
	Close Tab	Ctrl+W or MMB	
	Next Tab	Ctrl+Tab	
	Previous Tab	Ctrl+Shift+Tab	
	Move Tab to other Browser Pane	Alt+MMB	

Browsers	Change focus between Browsers	Alt+F	
	Copy file or folder to other Browser	Alt+C	
	Move file or folder to other Browser	Alt+M	
Clipboard	Copy Files	Ctrl+C	
	Cut Files	Ctrl+X	
	Paste Files	Ctrl+V	
	Copy Files as Paths	Ctrl+Shift+C	
	Copy Files to other Browser Pane	Alt+C	
	Move Files to other Browser Pane	Alt+M	
Preview	Preview File	Space	
	Close Preview	Esc	
	Preview previous/next File	Up/Down	
	PDF Preview previous/next page	Left/Right	
	Image zoom around cursor	Mouse Wheel	
Selection	Select all	Ctrl+A	
	Select additional Files	Ctrl+LMB or Ctrl+Space	
	Select range	Shift+LMB	
	Window selection	MMB+Drag	
Window	Call One Commander (system shortcut)	Win+Alt+O	Works from any program
	Call One Commander and dock to bottom of	Ctrl+ `	Works from any program but only if activated in Settings > Window; first time

	screen		it's used, restores Window to previous location; repeat to hide
	Center on main display	Shift+F1	Useful for locating the Window if it's lost when monitor is detached
Other	Minimize or restore from Maximized	Win+Down	
	Maximize or restore from Minimized	Win+Up	
	Show Notification Pane	~ (Shift+ `)	
	Reload/Refresh Columns	F5 or Ctrl+R	
	Show/hide hidden files and folders	Ctrl+H	
	Toggle columns resizing/not resizing	F8	
	Columns Layout		
	Reload Theme	Ctrl+Shift+F5	
	Search	F3 or Ctrl+F	
	Quick Filter	A-Z, 0-9	
	Clear Quick Filter	Esc	
	Open Terminal (CMD/Powershell) in Current Folder	F10	
	Open Terminal (CMD/Powershell) as Administrator	Ctrl+F10	

---

**Backlinks:**

[1. One Commander Version 3](#)

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1. One Commander  
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- 5. Troubleshooting**



## 5. Troubleshooting

If something isn't working as it should, before you try anything else, **check to see whether there is an [update](#) available for One Commander.**

### Shortcut key isn't working

This could be because it's being intercepted by another app, which can be tricky to track down. Windows allows apps to list the system-wide hotkeys currently in use, but refuses to identify which applications are using them. A utility called Ethervane ActiveHotkeys (portable), which may not be supported any more, lists hotkeys currently in use by Windows. Then, by closing down apps one by one you should be able to identify the culprit.

### Filename not accepted

The following characters are not permitted in Windows file names:

␣>:"/ \ | ? \*

More information on file naming can be found [here](#).

### Some folders, e.g. C:\Users\\AppData, not visible

Make sure that you've checked all the "Visibility" options in [Settings > View](#).

### One Commander won't start

OK, we get the irony: if you can't start the app, how can you read this? Except that there is a copy of this manual at [OneCommander.com](https://onecommander.com), which is presumably where you're reading this now. Here are three approaches, starting with the simplest and ending with a restart that involves losing your settings.

### **Approach 1: The Main Window may be hidden off screen.**

Try pressing Shift+F1 to bring it back into view.

If that doesn't work:

**Approach 2: One Commander may be "frozen".** Open the [Windows Task Manager](#), click on the Processes tab, and search for any entries for One Commander, either in the Apps or Background Processes sections. If you find any, select them and click the "End task" button at the bottom right-hand corner of the Task Manager window, or right-click on them and select "End task". Try starting One Commander.

If that doesn't work:

### **Approach 3: There may be a problem with One Commander's main settings file.**

1. Find the Settings folder (e.g. C:\Users\\OneCommander\Settings\).
2. Rename the file "OneCommanderV3.json" to something else, for example "OneCommanderV3.json.deactivated". This file will be recreated when you get to Step 4.
3. Open the [Windows Task Manager](#), click on the Processes tab, and search for any entries for One Commander, either in the Apps or Background Processes sections. If you find any, select them and click the "End task" button at the bottom right-hand corner of the Task Manager window, or right-click on them and select "End task".
4. Try starting One Commander. If it works, great! However, you'll need to go through your [Settings](#) again, because they will have been reset to One Commander's default values.

## Something is spamming your filesystem with file changes errors

If a program is constantly changing many files at once the buffer that holds filesystem changes may get full and One Commander will miss changes on disk. It may also degrade the life of your SSD (solid state drive). Go to [Settings > Advanced](#) for a utility that will help you identify the offending program.

## When maximized on a two-screen display, the Main Window spreads slightly on to the second screen

This is an unfortunate feature of the third party library that renders the Main Window. The only fix available is to turn off the Acrylic window effect in [Settings > Theme](#), shut down the program and restart.

## Drag and drop not working with other programs

If you can't get another program to accept a file dropped when you've dragged it from One Commander, try selecting "Use old Drag & Drop system" in [Settings > Advanced](#).

## If none of that helped...

Please email [support@onecommander.com](mailto:support@onecommander.com) or go to the [support forum at Google Groups](#).

---

### Backlinks:

[1. One Commander Version 3](#)

[3. Full reference guide:About Program](#)

[3. Full reference guide:Customizing One Commander's appearance](#)

[3. Full reference guide:Settings:Window](#)







## 1. One Commander Version 3

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Installing One Commander V3

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What's new in Version 3

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# Purchasing One Commander Version 3 Pro

One Commander Version 3 comes in two versions:

**Free for Personal Use:** Has all the basic features of One Commander.

**Pro for Advanced Personal or Commercial Use:** Additional, more advanced features (listed in [Settings](#)). They include:

- Selecting your preferred Command Shell
- Adding features to the built-in Preview display
- Adding to the excluded [watcher keywords](#) list

The Pro version can be purchased by clicking on the

[Get PRO license](#)

button in [Settings](#),

or the [Purchase license](#)

button in the [About Program](#) dialog.

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### Backlinks:

[1. One Commander Version 3:Installing One Commander V3](#)

[3. Full reference guide:Settings](#)

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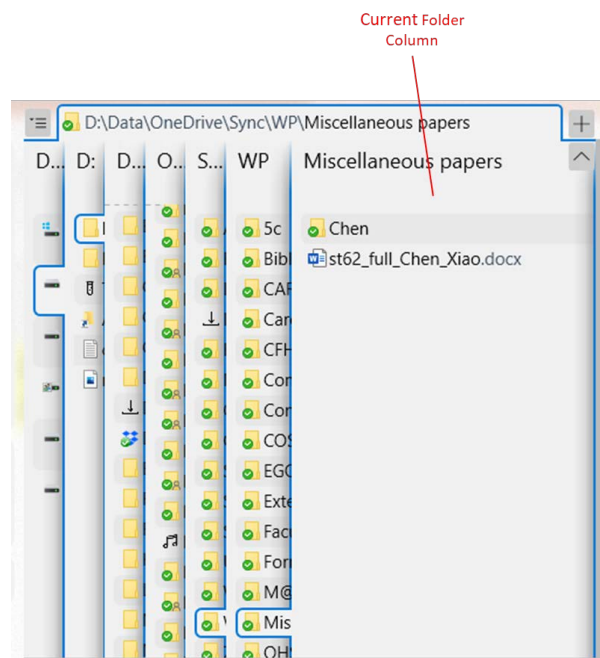


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## 4. Folder columns

The Navigation Pane displays folders in [columns](#):



You can navigate to a folder in any of the columns, including the ones to the left of the Current Folder Column, using the:

**Mouse:** Click on the folder. A new column displaying the contents of that folder will appear to the right of the column you clicked in (replacing what was there before, if the column you clicked on wasn't the Current Folder Column).

**Keyboard:** You can move through the entire directory tree using just four cursor keys. You can:

- move between panes, and between folders and files within panes, using a combination of Tab and Cursor Arrow keys (Shift+Tab to move in the opposite direction), and Enter to open folders (this doesn't move the keyboard focus to the folder within) or files;

- use left/right arrows to move between folder columns. The right arrow also opens the folder from the [Current Folder pane](#).

The easiest way of understanding how this works is to try it.

Files or folders selected using the keyboard are surrounded by a box of "marching ants":



In the [Columns Layout](#), the rightmost column is also the Current Folder Pane. Folders in this pane need to be double-clicked to open (although you can set it to open with a single-click in [Settings > Other](#)).

The columns to the left of the Current Folder Column compress to allow you a good view of the Current Folder Column. If they're compressed too much to give a clear view of their contents, you can expand them by moving the mouse cursor over them. You can change many features of how this works in [Settings > Columns](#), for example how quickly the columns respond to the mouse movements, how much they expand, and so on. Alternatively, if you don't like these animations, you can turn them off in [Settings > Columns](#).

---

#### Backlinks:

[2. Quick introductory guide:1. Opening One Commander for the first time](#)

[2. Quick introductory guide:2. The Main Window](#)

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## 3. The Browsers and Layouts

The browsers are divided into three main panes (see screenshots below):


- **Navigation Pane:** Shows all attached and [mapped](#) drives as a series of [Miller columns](#) that allow you to navigate up and down the folder trees for each drive.
- **Current Folder Pane:** Shows the contents of the folder that is currently selected in the Navigation Pane.
- **Details Pane:** Shows details of the folder or file that is currently selected in the Current Folder Pane. If a file is selected, this pane shows a preview of the contents of the file if it can (not all file types are supported).


### Layouts


One Commander provides two layouts: Standard and Columns. You can see the difference by clicking on the  /  buttons in the [Main Toolbar](#). In brief, the Standard Layout shows one or both Browsers side-by-side and a set of [Folder Columns](#) at the top of the Browser with the Current Folder below them, while the Columns Layout sets the Browsers one above the other, with the Current Folder to the right, as the final column in the Folder Column display. Path selection is slightly different in each display, but other than that it is entirely a matter of personal preference as to which you use.

### The Browsers

You can create multiple independent file/folder views in each

browser by adding tabs. Click on the  button to the right of the Browser Tabs to create a new tab, which will be a clone of the current tab (i.e. the tab that currently has the focus). Alternatively, you can also specify a particular path for all new tabs in [Settings > Other](#).

Tabs can be closed by clicking on the  button that appears when you move the cursor over the tab, or by clicking [MMB](#). Once deleted, they can't be restored.

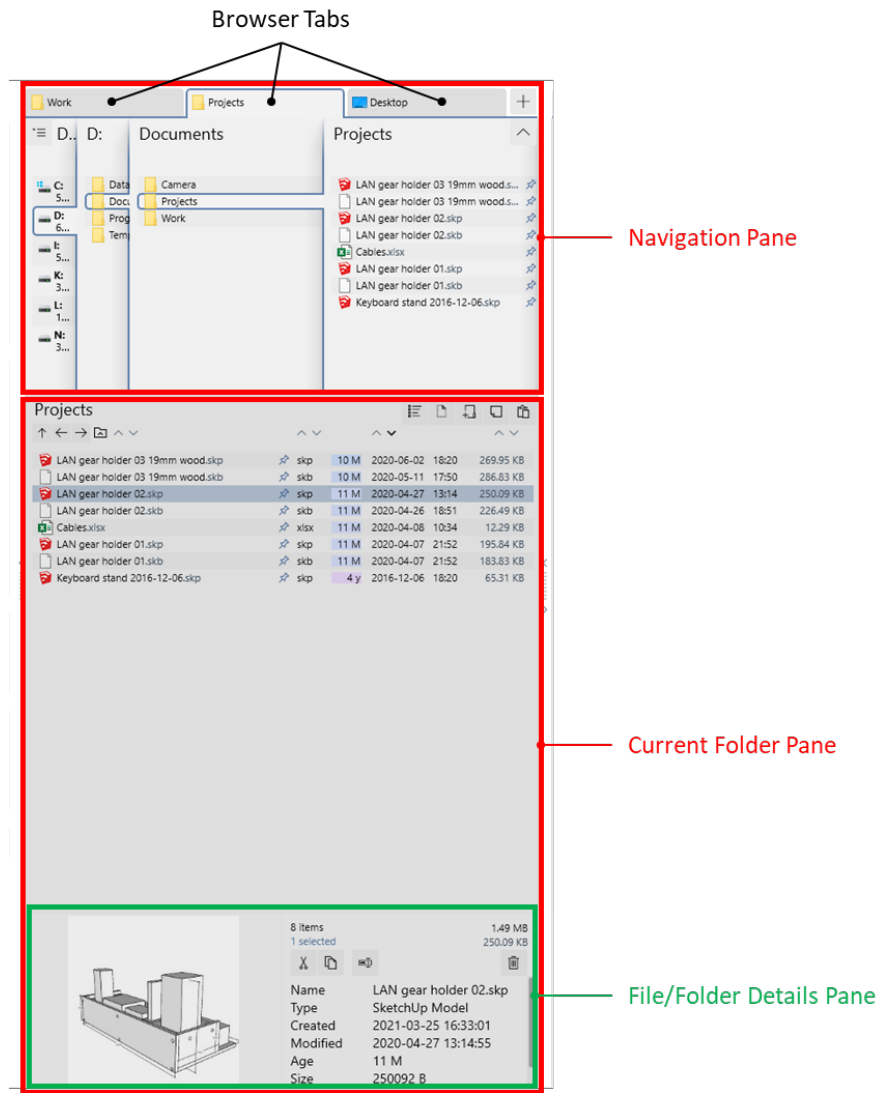
You can resize either browser by dragging their borders, or the Browser Divider separating them. Some borders have a drag handle surrounded by arrows: . The drag handle isn't strictly speaking necessary; it serves as a reminder that the divider can be dragged. The arrows jump the divider to the end of its travel.

If you try to reduce the width of a browser below a certain point it tells you that it's about to collapse, meaning that it's about to disappear from view so that you see a single-browser view. You can restore the dual-browser view by dragging the border or Browser Divider back again (or use the drag handle or arrow). The browser will be restored exactly as it was before.

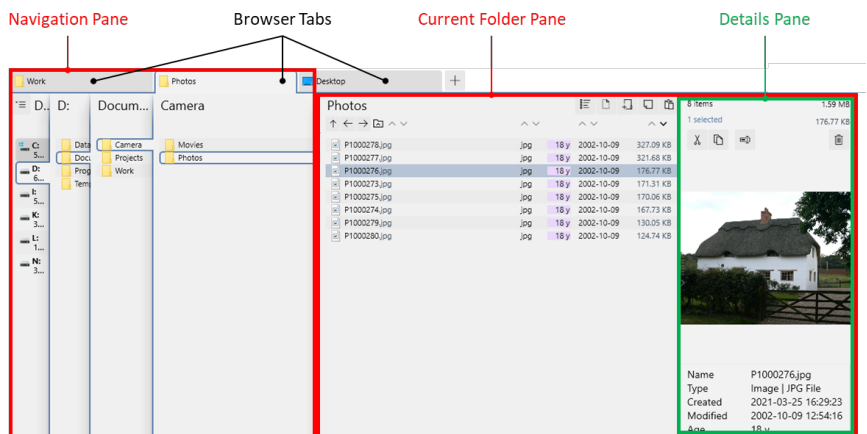
If the [Main Window](#) is too narrow to show both Browsers in the Standard Layout, one Browser will be closed. It will be re-opened if you make the Main Window wide enough.

You can create background images for the Folder Panes — click [here](#) for how to do it.

## Standard Layout Browser



## Columns Layout Browser



### Backlinks:

[2. Quick introductory guide:1. Opening One Commander for the first time](#)



[2. Quick introductory guide:2. The Main Window](#)

[2. Quick introductory guide:4. Folder columns](#)

[3. Full reference guide:Browser Tabs](#)

[3. Full reference guide:Drives Column](#)

[3. Full reference guide:Folder Columns and Navigation Pane](#)

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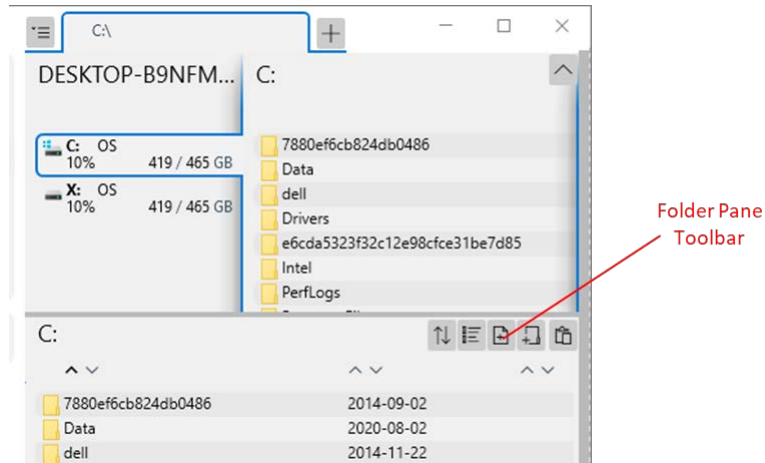
## 5. Basic folder and file operations


One Commander allows all the basic folder and file operations that you would expect:

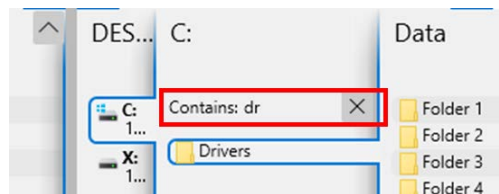
- **Open folders or files** by double-clicking on them (you can change this to a single click in [Settings > Other](#)) or pressing Enter.
- **Move/copy files using**
  - **Mouse:** [Drag and drop](#) between browsers or to and from other Windows apps (to copy, hold Ctrl key down while dragging). Note that One Commander drag and drop works a little differently from Windows File Explorer. Moving a file when you meant to copy it can cause a lot of trouble, so be careful!
    - Dragging a file or folder in One Commander will *always* move it. To copy, you must *always* hold the Ctrl key down.
    - One Commander attaches a label to the file or folder being dragged to tell you whether it's being moved (red label) or copied (green label).
  - **Keyboard:**
    - Cutting, copying, and pasting generally: Cut (Ctrl+X), Copy (Ctrl+C), and Paste (Ctrl+V)
    - Copying and moving between Browsers: Move (Alt+M); Copy (Alt+C)
- Access the full set of **Windows context menu items** by

right-clicking on a folder or file.

- **Create new folders:** click on the  button (or Ctrl+Shift+N) in the [Folder Pane](#) Toolbar:




- **Create a new file** from a template: click on the  button (or Ctrl+N); you can select from a number of popular file types to create a new file of that type in the current folder. You can create as many of your own templates as you like; see [here](#) for more.
- **Filtering list of folders or files:** with the cursor in a folder column or folder pane, start typing the name of the folder or file; folders or files *not* containing the string of characters you've typed are filtered out, so it also is a quick way of searching for a folder or file in a long list. At the top of the column or pane One Commander records what you've typed; cancel the filter by clicking the "X" or pressing the Esc key:



You can have as many filters running concurrently as you like.

Note that the **Spacebar key** can't be used for filtering, because it's used for [previewing](#) the selected item:

- **Preview a file** by pressing Space.
- **You can edit the information columns in the [Folder Pane](#)** by clicking on the  button in the Folder Pane

Toolbar and selecting [Edit File Views](#).

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# Installing One Commander V3

One Commander Version 3 comes in two forms, both of which will be automatically updated as new versions become available. The Store version is easier to install, but has a few minor limitations. The Portable version does not have these limitations, but takes a couple more steps to install.

- **Portable version:** This is downloaded from <https://onecommander.com>, and comes as a [zip file](#). Unlike normal Windows programs, it can be installed in any folder of your choice, including on portable drives (e.g. USB drives). To install this version:
  - Download a zip file from [onecommander.com](https://onecommander.com).
  - Right-click the zip file and select "Properties". At the bottom of the General tab, under "Security", check the "Unblock" box:

Security: This file came from another computer and might be blocked to help protect this computer.  Unblock

- Extract the contents of the zip file in the usual manner to the folder in which you want to store the program.
- Create a [shortcut](#) for the file OneCommander.exe: Right-click on the file OneCommander.exe and select "Create shortcut". This creates the shortcut file "OneCommander.exe - Shortcut.lnk", which, when you double-click on it, runs One Commander.
- Move the shortcut to any convenient location. For example, you can put it on the Start Menu, at C:\Users\\AppData\Roaming\Microsoft\Windows\Start

Menu.

- **Microsoft Store version:** This is installed by the Store on your computer and updated from there. It is mainly the same as the Portable version, with the following differences:
  - The Settings files are found at "C:\Users\\OneCommander".
  - It cannot run ActiveX controls, meaning that One Commander's native [Preview](#) can't open certain file types (mainly Microsoft Office files).

**Upgrading from Version 2:** If you want to re-use your Version 2 settings, go to [Settings > Window](#) and click on

[Import Settings from V2](#)

## Installing One Commander on more than one computer

If you would like to move your settings to One Commander on a second computer:

1. Install One Commander on the second computer.
2. On a removable medium (e.g. a USB drive), make a copy of the first computer's file "OneCommanderV3.json", which you can find in the [Settings folder](#).
3. On the second computer, locate the Settings folder and rename the file "OneCommanderV3.json" to something else, for example "OneCommanderV3.json.installation".
4. Copy/move the "OneCommanderV3.json" file from your first computer into the Settings folder on the second computer.

This will move over your basic settings. Others, such as Favorites and Tabs, can't be copied over because they reference folders specific to the first computer.

If you have a [Pro licence](#), you will need to contact [support@onecommander.com](mailto:support@onecommander.com) to arrange for the Pro licence to be valid on the second computer.

## Updating One Commander

One Commander offers enhancements and improvements, as well as bug fixes, through regular updates. You will know that an update is available when a red button appears in the [Title Bar](#), at the right-hand end, and an update notification appears in the [Notification Pane](#). Click on the button, and the update will be applied automatically.

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## 9. Other useful features

One Commander has many useful features that don't fall readily under the headings in this quick guide. Among them:

- [Interacting with Windows Clipboard](#): One Commander can add to and use the contents of the Windows Clipboard in many useful ways.
- [File Automator](#): Automates many file management jobs, such as batch renaming or converting.
- Using third-party file viewers: QuickLook, a popular file viewer that can cope with a very large number of file types, can be substituted for the build-in viewer by going to [Settings > Preview](#).
- Supports [Windows Virtual Desktops](#): One Commander can be set to open in the current Virtual Desktop that you're using.
- [Tagging](#) paths with colored dots.
- Adding [Notes or To Do items](#) to folders.

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## 7. Themes

One Commander allows you to change themes — the colours of the different components of the user interface, for example light or dark, and the icon packs it uses — and create new ones. It comes with a number of built-in themes, which you'll find in [Settings > Theme](#), which is also where you can switch between them. You can edit them if you don't mind editing .xaml files.

You can give the themes an acrylic (translucent) effect by checking the appropriate box in [Settings > Theme](#), as well as change the icons that One Commander uses as well as the Accent Color (the color of items over which the mouse moves or that are selected).

More information about changing these themes or adding new ones is [here](#).

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- [2. Quick introductory guide:1. Opening One Commander for the first time](#)
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## 1. One Commander

### Version 3

#### Conventions and terminology used in this manual

Finding your way

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# Conventions and terminology used in this manual







**Context Menu:** The menu that pops up when you right-click on something.


**Key presses:** "<name of key>+" means hold a particular so-called "modifier" key (Ctrl, Shift, Alt) down while pressing another, e.g. "Ctrl+C". "Win" is the Windows key , which is present on most keyboards, usually to the left of the Spacebar.

**Mouse buttons:** LMB = left mouse button; similarly, MMB and RMB for middle and right mouse buttons. "Click" without any qualifications means LMB click.

**Path:** Folders and files are referred to generically as "paths", a shorter version of "pathname", which specifies the path the operating system must take to find a folder or file.

**Screenshots:** Things to look for are highlighted in red, e.g.:

 Excel Document.xlsx	 xlsx	26'	2020-12-08	14:45	-a---	9.17 KB
 Text File.txt	 txt	20'	2020-12-08	14:51	-a---	26 B
 Word document.docx	 docx	27'	2020-12-08	14:45	-a---	18.15 KB

**Settings Location:** The folder in which One Commander's settings are stored. It can be reached from the  button on the [Main Toolbar](#). It contains a number of sub-folders, including the **Settings Folder**, which you'll need to access if you want to move your settings to a copy of One Commander on another second computer.

**Terminal:** The generic name for programs that provide access to the Windows Command Line, for example CMD,

PowerShell, Windows Terminal.

<.....>: Text enclosed in <> brackets is a placeholder for something else. So, for <user name> you would enter your actual Windows user name.

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- [1. One Commander Version 3:Installing One Commander V3](#)
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- [2. Quick introductory guide:6. Sidebar](#)
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## 6. Sidebar

The Sidebar is the centre of operations for One Commander. It is divided into three main sections:

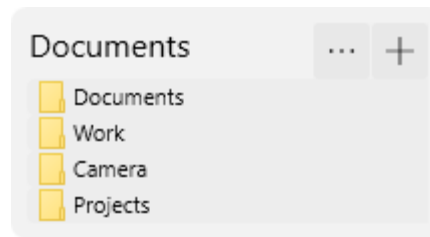
### 1. Drives

This lists the currently-attached and mapped drives. It can be hidden by going to [Settings > Window](#) > uncheck Show drives in Sidebar. The  button gives the following options:

- Hide drives from the sidebar: hides the list of drives, but keeps the box.
- Refresh everything (F5; refreshes all folder displays to make sure they're up to date).
- Map network drive (mapped network drives will be labelled both with the destination folder in the mapped drive and the network path in parentheses).

### 2. Favorites

One Commander allows you to identify as many [favorite folders](#) as you like. They are arranged into groups in the Sidebar. One Commander creates an initial group from a list of standard folders in your C:\Users\



Favorite folders have two basic uses:

- They act as bookmarks for folders you use often:
  - click on a favorite folder and it opens in the currently-selected browser, in the currently-selected tab
  - [MMB](#) opens the path in a new tab in the currently-selected browser
- You can quickly move or copy files or folders from a browser to a favorite folder by dragging (to move), or holding the Ctrl key down and dragging (to copy), the file or folder from the browser and dropping it onto one of the items in the Favorites Group. **Note that** dragging a file or folder to a favorites group does not create a new favorite; it just moves or copies that folder or file to the chosen favorite.

Basic operations for favorites groups:

- **Add folder to group:** Click the "+" button to the right of the group's name.
- **Rearrange folders within group, move folders between groups:** Drag folders up and down within group or between groups.
- **Create aliases (alternative names) for folders in groups:** Right-click on folder name and select "Change Alias".
- **Remove folders from groups:** Right-click on folder name and select "Remove Path from List".

### 3. Main Toolbar

See [here](#) for more.

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**Backlinks:**

[2. Quick introductory guide:2. The Main Window](#)

[3. Full reference guide:Browser Tabs](#)

[3. Full reference guide:Favorites](#)

[3. Full reference guide:Folder Pane](#)

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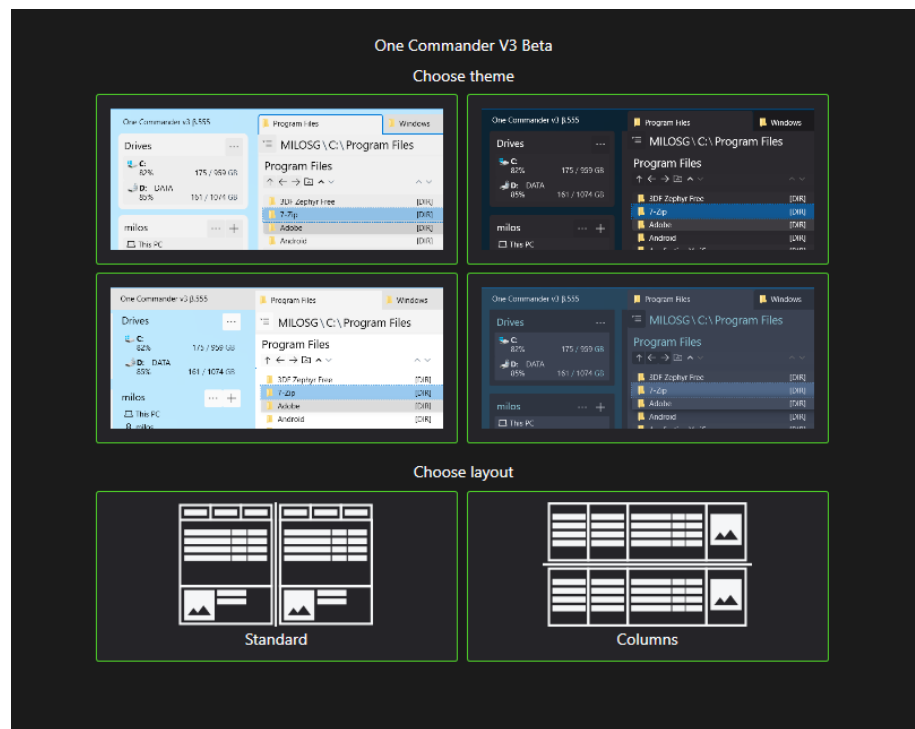




# 1. Opening One Commander for the first time

One Commander is a dual-pane file manager, meaning that it can simultaneously display either one or two independent file browsers within the same window. The browsers can be viewed either in the Standard Layout, with a navigation pane at the top and a detailed view of the current folder at the bottom, or in a more compact Columns Layout.

The first time you open One Commander:


1. You'll be asked if you want to import Favorites from One Commander Version 2 (the Microsoft Store version).
2. You'll be given the choice of which [layout](#) you'd prefer, as well as which [theme](#):



You can change these selections later whenever you wish. You can switch between the two [layouts](#) using the "Layout" button  or  at bottom left of the [Main Window](#), or make one [browser](#) collapse to give a single-browser view by dragging the divider separating the browsers.

When you first launch One Commander in the Standard Layout the [Folder Columns](#) are hidden. Click [here](#) for more.

## Closing One Commander

Clicking on the  (WindowClose) button at the top right of the Main Window doesn't shut One Commander down; it just closes the window so that you can re-open it quickly when you need it, for example by pressing Win+Alt+O. You can shut it down by clicking Ctrl+WindowClose. Click [here](#) for details.

## Starting One Commander using the Command Line

This is explained [here](#).

# 1. Opening One Commander for the first time

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