

WinDelete Onscreen Reference

Comprehensive Paperless Documentation from IMSI

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WinDelete®

Version 5.0

USER GUIDE

IMSI®

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1

Introduction to WinDelete

WinDelete is an uninstall utility that provides you with an easy, reliable way to optimize your personal computer's use of disk space. It allows you to safely remove unwanted Windows and DOS applications from your personal computer. It also helps you to identify and delete duplicate files and other unneeded items from Windows so that it can operate faster and more efficiently. Best of all, Upper Frame's safe application removal technology and superior user interface help to protect you from accidentally deleting important files.

When you use WinDelete to install a new application on your computer, the WinDelete Agent runs in the background and captures a detailed record of every change made to your system during the installation. When and if you ever uninstall the application, WinDelete uses the installation log to take the application off your system.

Key Features

WinDelete allows you to:

- Create, delete, or restore archives of compressed files or applications
- Move applications and files to a different location on a hard drive or to a different hard drive on a personal computer
- Transport applications or files to a different personal computer
- Rid your computer of unwanted files accumulated during Internet downloads
- View charts of file usage
- Check or edit important system files
- View or print reports summarizing Actions completed during use of WinDelete

What's New In WinDelete 5.0?

WinDelete has been improved in numerous ways. Many of these changes are due to feedback from WinDelete customers, like you:

- WinDelete installs itself automatically and launches itself after installation.
- WinDelete's interface has been streamlined with a new look and feel. Icons are labeled so you can recognize them instantly. The Navigator panel gives you easy and constant access to WinDelete's modes.
- The AutoClean feature allows you to erase several different types of clutter off your hard drive with a simple click.
- WinDelete's modes customize themselves based on your level of expertise.
- Assistance is always available to guide you as you run WinDelete. Once you are familiar with the program and you decide you don't need it, you can turn it off.
- You can give maximum protection to your most important files by placing them in WinDelete's Safety Net.
- The new Multimedia QuickTour will guide you through WinDelete's interface and teach you how to perform common operations.
- You can use the program more quickly than ever using local menus that appear when you click your right mouse button.
- Several major features of WinDelete are available by right-clicking on files while you are in Windows Explorer.

Using This Guide

Interactive Features

This Onscreen User Guide contains more information than the printed Getting Started Guide, and you can take advantage of the interactive features of the PDF. When you click on these hyperlinks, Acrobat Reader will take you directly to the information you are seeking:

- Bookmarks for all chapters and topic headings
- Table of Contents topics
- Cross-references to other sections of the User Guide
- Hyperlinks to Web site URLs
- Index page numbers

Typographic Conventions

You will find the following typographic conventions in this User Guide:

- Names of keyboard keys are enclosed by angle brackets (<>), (for example: Press <Enter>, <Tab>, or <F1>).
- Names of keyboard keys coupled by a plus sign represent Hotkey combinations, (for example: Press <Alt> + <A> means to hold down the <Alt> key on the keyboard and press the letter <A>).
- Buttons and tabs on the screen are enclosed by straight brackets ([]), (for example: Click [OK], [Cancel], or [Help]).
- Telephone numbers, addresses, and information that you enter appears in bold face, (for example: Type **A:\setup**).
- Introductions to procedures appear in bold face, (for example, **To install WinDelete**).
- Emphasized words appear in italics (for example: Choose *one* of the following items).
- Sections in the User Guide are contained in quotes (for example: See “The WinDelete Interface” on page 2-3).
- Menu instructions are separated by a pipe (|), (for example: Actions|Transport means to select the *Actions* menu and select *Transport*).

Icons

This User Guide uses four different icons to point out useful or related information:



NOTE: *Indicates important additional information.*



SEE ALSO: *Indicates other sections in the manual that contain related information.*



TIP: *Contains time-saving tips, ideas, and suggestions.*



WARNING: *Pay close attention; contains information that could prevent you from making costly mistakes.*

Terms You Should Know

This table contains common terms that you will see in this User Guide.

Term	Definition	Example
Click	Quickly press and release the left mouse button	Click [OK] to accept the changes.
Double-click	Click the left mouse button twice in rapid succession	Double-click the Selection Set to view its contents.
Right-click	Click the right mouse button	Right-click anywhere on the screen to reveal a local menu.
Select	Mark or highlight an item so that an action can be performed on that item	Select the file you wish to shred.
Choose	Click inside a radio button to select an option (radio buttons are round buttons that allow you to choose only one of several options).	In the Level area, choose either <i>Basic</i> or <i>Advanced</i> .
Check	Click inside a checkbox to select an option (checkboxes are toggle buttons; unchecking the box will turn off the option)	Under Files to Exclude, check <i>Read-Only</i> Files to exclude read-only files from the chart.
Field	A space or area for particular information (sometimes called a box or text box)	Type a name for the Report in the Report Name field.
Term	Definition	
Window	A screen or sub-screen with a specific function; usually can be resized, minimized, maximized, or stacked	
Dialog	A window displaying options or notices; usually must be completed before continuing program use; often cannot be resized	
Wizard	A sequence of dialogs that guide you through a process	
Group	An outlined area of related options within a dialog	
Tab	Groups in a dialog stacked instead of outlined; each group has a visible name tag to bring it to the top of the stack when clicked	
Default	Predetermined settings	
Active	The current window or dialog will always be on top; only one window can be active at any time	
Local Menu	A window that displays menu choices; appears when a program icon or specified area of the screen is right-clicked	
Taskbar	A Windows toolbar—use your mouse here to select active applications	

Other Help And Information Resources

Many sources of information are available to help you learn and use WinDelete.

Searchable Help

Searchable onscreen help is always available as your guide while you use WinDelete. Click [Help] in the Main Menu or select Help|Contents And Index from the main Program Screen.

Context-Sensitive Help

WinDelete also provides help that relates to how you are using the program. This context-sensitive help is available from many of the program's dialogs and from the local menu that appears when you right-click on some parts of the screen (select the Help On... submenu). You can also press <F1>.

Step-By-Step Help Assistant

The Step-By-Step Help Assistant appears automatically when you tell WinDelete that you need assistance. By default, the Assistant is on if you are a Basic level user; it is off if you are an Advanced level user. Regardless of your level, you can turn the Assistant on if you decide you need it and off if you decide you don't. For more information, please see "Step-By-Step Assistant" on page 2-7.

Online Knowledge Base

If you have Internet access, you can get answers to your questions without using keywords or having to learn syntax. Type a question in plain English and the Knowledge Base search engine will search for related topics. You must have a live Internet connection when you submit your question. Select Help|Online Knowledge Base from the main Program Screen.

QuickTour

This multimedia demo will walk you through some of the most common procedures in WinDelete. The procedures shown in the QuickTour are similar to the lessons in chapter 3, "Using WinDelete." Make sure that the WinDelete CD-ROM is in your CD-ROM drive and select Help|QuickTour from the main Program Screen.

The Readme File

The Readme file contains last-minute information that was not included in this User Guide. You can view the Readme by double-clicking on the file **Readme.txt** in the folder C:\ProgramFiles\msi\WinDelete (where C is the letter of your hard disk drive).

We suggest that you print the Readme file and save it for future reference. If you do not have access to a printer, make sure that you at least become familiar with the contents of the Readme file.

Support Services

For technical support and customer service information for WinDelete, please see Appendix A, “Support Services.”

2

Getting Started

System Requirements

To install and run WinDelete on your computer, it must meet these minimum requirements:

Operating System	Windows 95, Windows 98, or Windows NT 4.0
Processor	486 or higher
RAM	16MB for Windows 95 or 98, 32MB for Windows NT
Hard Drive Space	15MB
Monitor	VGA graphics
Other Drive	CD-ROM

WinDelete is not supported by any alternate desktops such as Starfish Dashboard or Norton Desktop.

Installing WinDelete



NOTE: Before installing WinDelete, close any programs that run automatically, including anti-virus programs, screen savers, and third-party memory managers and shells. Also, remove any floppy disks from your floppy drive(s).

Insert the WinDelete CD in your CD-ROM drive. As the CD-ROM installs automatically, follow the instructions on the screen. If the installation program does not start automatically, follow these steps:

1. On the Windows taskbar, click [Start].
2. Select Run.
3. Click [Browse].

4. Navigate to your CD-ROM drive.
5. Double-click on setup (or setup.exe).
6. Click [OK] and follow the instructions on the screen.



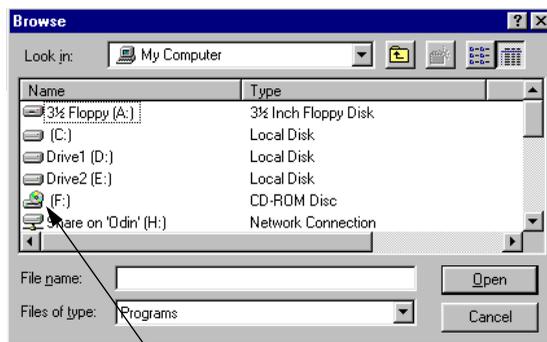
NOTE: In order to access the *Onscreen User Guide (PDF)* you will have to install *Adobe Acrobat Reader*, if it is not currently installed.

If you want to install Acrobat Reader, follow these instructions.



NOTE: Before installing Acrobat Reader, close any programs that run automatically, including screen savers and third-party memory managers and shells. You may choose to leave the WinDelete Agent running so that the installation is monitored. Also, remove any floppy disks from your floppy drive(s).

1. Insert the WinDelete CD into your CD-ROM drive.
2. If the WinDelete installation program, starts automatically, cancel it.
3. On the Windows taskbar, click [Start].
4. Select Run.
5. Type `D:\Ar32e301.exe` (where **D** is the letter of your CD-ROM drive).
6. Click [Next] and follow the instructions on the screen.



Look for your CD-ROM drive

Register Your Software

When you install WinDelete, you'll be asked to register your software. Registering your software couldn't be faster or easier. You can fill out an online form and send it in via your Internet connection, print the form and fax it to IMSI, or you can call IMSI to register by phone. Once you've registered, you can take full advantage of the many available support options. It also assures that IMSI will be able to notify you of any future upgrades to WinDelete.

If you canceled out of registration during installation, you can register by clicking [Registration] on the Main Menu or via the IMSI Web site at: <http://www.imsisoft.com/onlinereg.html>.

What Type Of User Are You?

At the end of installation, WinDelete will ask you to choose a user level. If you have never used WinDelete or similar uninstaller utilities before, you should choose the Basic level. This level gives you more guidance as you use the program. Program features which are considered to be less safe for inexperienced users will be unavailable to you. This precaution helps protect you from accidentally deleting important or sensitive file types. Once you become more familiar with the program, you can easily switch to the Advanced level, which provides less guidance and lets you access all of WinDelete's features.

Starting And Exiting WinDelete

If you have not already installed WinDelete, refer to “Installing WinDelete” on page 2-1.

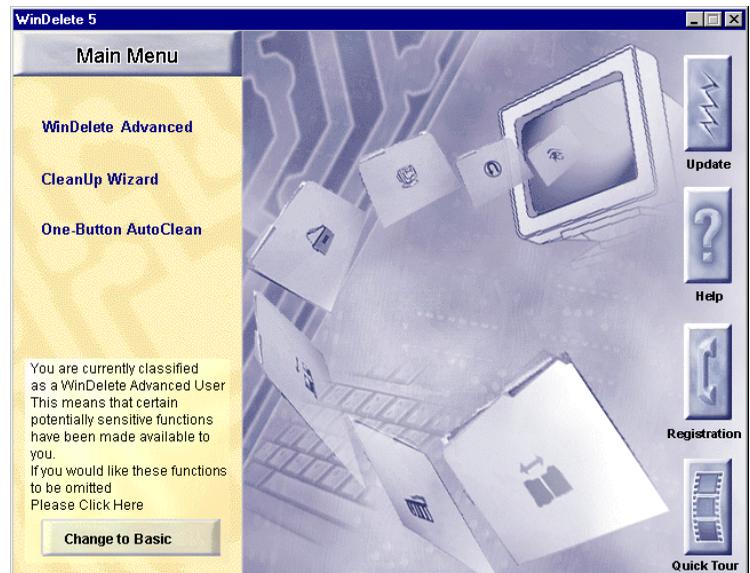
- To start WinDelete select Start|Programs|IMSI WinDelete 5|WinDelete 5. The WinDelete Main Menu appears.
- To exit WinDelete, select Actions|Exit or click on the [X] in the upper right-hand corner of the Main Menu or main Program Screen.

The WinDelete Interface

Main Menu

Resource Buttons

The Resource buttons on the right side of the screen provide you with services that will help you learn and run WinDelete more effectively.



WinDelete's Main Menu

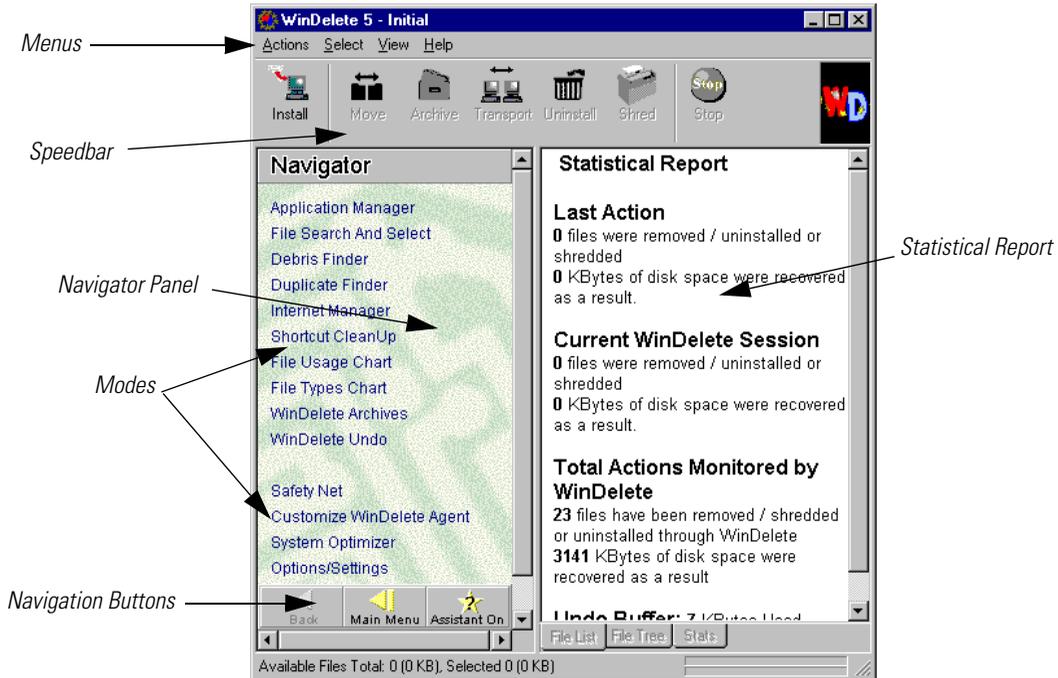
Update	The Update selection acts as a link to the IMSI WinDelete Web page. This button automatically accesses the site for updated information on the program and free plug-ins or patches which may be downloaded through your computer's Internet connection.
Help	Onscreen Help in using WinDelete is always available from the Main Menu.
Registration	If you do not register during installation, you can do so at the Main Menu by clicking this button.
QuickTour	The new Multimedia QuickTour will guide you through WinDelete's interface and teach you how to perform common operations. Place the WinDelete CD-ROM in the CD-ROM drive before running the QuickTour.

Main Menu/User Level Change Buttons

The buttons on the left side of the screen will take you to WinDelete's main Program Screen, where you can perform a variety of functions. Click on one of these buttons whenever you want to use WinDelete to help organize and clean up the files on your computer.

CleanUp Wizard	Guides you safely through the process of removing clutter on you computer. The Wizard will ask you questions relating to freeing up hard disk space, performing file searches, and deleting files. You may want to familiarize yourself with WinDelete's modes and actions by using WinDelete Basic before using the Wizard.
One-Button AutoClean	Provides quick cleaning by automatically deleting backup and temporary files. AutoClean also removes items in your Internet cache, and empties the Recycle Bin. You can schedule AutoClean to run automatically for you at given time periods.
WinDelete Advanced/ WinDelete Basic	Gives you access to WinDelete's modes through the main Program Screen, where you can select and act upon files. This button reflects the user level that you have chosen.
User Level Change	Toggles between the Basic and Advanced levels of WinDelete.

Main Program Screen



WinDelete Program Screen—Navigator Panel

When you use WinDelete’s main Program Screen to clean-up your computer files and optimize disk space, you will go through these basic steps:

1. Choose a mode
2. Choose a submode
3. Select files
4. Perform an action
5. View the results

The descriptions of the items shown in the figures will help you navigate WinDelete’s interface as you use the program.

Navigator Panel

Once you are at WinDelete’s main Program Screen, you will start most procedures in the Navigator Panel on the left side of the screen

Modes And Submodes

WinDelete's modes appear within the Navigator Panel. Corresponding submodes appear in the panel after you choose a mode.

A description of each mode or submode appears when you place your mouse over the mode or submode name. The modes in the upper area of the Navigator Panel give you ways of locating files, while the modes in the lower area offer ways to customize WinDelete to work most efficiently for your particular needs. You can find more detailed information about the function of each mode by pressing <F1> to view the onscreen context-sensitive help.

Navigation Buttons

Back	Takes you back one screen.
Main Menu	Takes you back to WinDelete's Main Menu.
Assistant On/Off	Works as a toggle between the On/Off settings. When it displays Assistant On, and a mode or submode is selected, a tip will appear to help you make your next step.

Speedbar

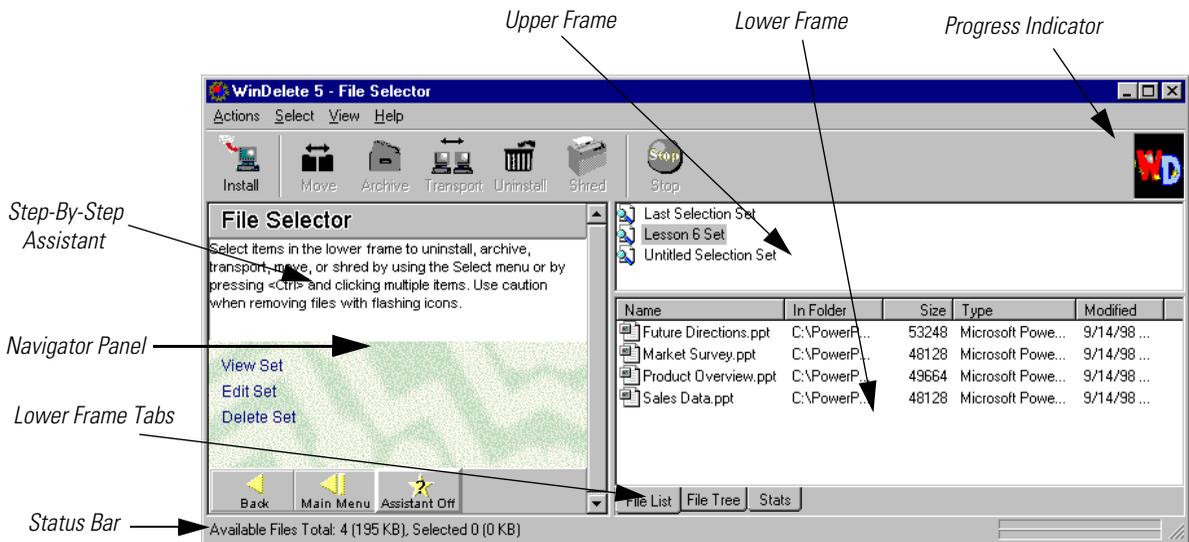
The Speedbar, across the top of the screen, has buttons relating to the most frequently used actions in WinDelete. The [Stop] button on the Speedbar allows you to cancel a function which is in progress.

Menus

WinDelete has four pull-down menus that allow you to access the *Actions*, *Select*, *View*, and *Help* functions. Many of the menu functions are accessible by pressing hotkey combinations or by right-clicking to bring up local menus. For information about these shortcuts, please see "WinDelete Hotkeys" on page 5-3 and "WinDelete Hotkeys" on page 5-3.

Actions	<p>Use this menu to select a WinDelete action, add items to the Safety Net or to a File Selection Set, purge the Undo Buffer, launch the WinDelete Agent, change WinDelete options/settings, or print reports/program frames.</p> <p>WinDelete actions work most efficiently on applications and files that you installed or downloaded while monitoring with the WinDelete Agent. These have log information stored in the WinDelete Installations or Internet Downloads folders.</p> <p>The actions will also work on applications and files that you did not monitor with WinDelete. There is no log information stored on their installation or download, so there is a greater chance, as with all uninstallers, that some associated files will be left behind.</p>
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Select	Use this menu to select or deselect files that appear in WinDelete's right panel. Select Safe Items selects files on which you can safely perform an action. Select Cautionary Items selects items which may be sensitive. You should know about the nature of these files and their content before performing an action on them.
View	Use this menu to view a list of WinDelete action reports. You can open, print, or delete the reports.
Help	Use this menu when you need help using WinDelete. You can select the searchable onscreen help, context-sensitive help, Online Knowledge Base, QuickTour. You can also turn the Step-By-Step Assistant on or off. For more information about these sources of help, please see "Other Help And Information Resources" on page 1-5.



WinDelete Program Screen—Frames

Step-By-Step Assistant

This step-by-step guide appears below the title bar of the Navigator Panel. It changes every time you select an item or perform an action to tell you what step to take next. The Assistant presents the most commonly used options, although others are available. You can turn the Assistant on and off by using the [Assistant On/Off] navigation button.

Upper and Lower Frames

In some modes, the right panel of WinDelete's main Program Screen splits into upper and lower frames. When you double-click on an item in WinDelete's upper frame, the contents of that item appear in WinDelete's lower frame. You can select a file in the lower window and choose an action.

Warning Icons

In the lower frame, the icons for some files may be covered with a blinking warning icon . These files should be treated with caution. Some of these files may be used in more than one application, and if you uninstall files from an application that is not being used, it may affect another application you want to use at a later time.

Lower Frame Tabs

File List	Displays the files selected in the upper frame in a horizontal row with information in fields. You can control which fields are displayed by going to the File Details tab in WinDelete Settings.
File Tree	Displays the files selected in the upper frame in a directory tree. This view can help you see the relation of the files to each other.
Stats	Displays the statistical report.

Statistical Reports

The Statistical Report on the right side of the screen displays information about the last action performed, the current WinDelete session, and total actions monitored by WinDelete.

The Progress Indicator

The stars in the progress indicator in the upper right-hand corner of the main Program Screen rotate around the WinDelete logo when the program is busy performing a function such as moving files. It also serves as a direct link to the IMSI Web site at <http://www.imsisoft.com>.

The Status Bar

The status bar at the bottom of the screen displays information about the items you have selected. While WinDelete is performing actions, it displays the paths and files the program is accessing or checking. When you bring up a local menu by right-clicking, the status bar describes the function of each submenu choice.



SEE ALSO: *For more information on how to use WinDelete by right-clicking, please see "Local Menus" on page 5-1.*

The CleanUp Wizard

The CleanUp Wizard Guides you through the process of removing clutter on your computer. The Wizard asks you what types of files you want to search for and delete and how much hard disk space you want to free up.



SEE ALSO: *For information on using the CleanUp Wizard, please see "Lesson 13: Using WinDelete's CleanUp Wizard" on page 3-24.*

One-Button AutoClean

When you select One-Button AutoClean from the Main Menu and click [AutoClean] in the Navigator Panel, WinDelete automatically deletes Backup and Temporary Files, removes items in your Internet Cache, and empties your Recycle Bin.

You can schedule AutoClean to run at given time periods by clicking [Schedule] in the Navigator Panel.

WinDelete And The Windows Registry

The Windows registry is a database containing information about the applications and operating system used on your computer. This information is referenced during operation of the system. Each line in the registry is called a "key."

- If the installation of an application was monitored by WinDelete, all registry keys that were added by the installation will be removed when WinDelete uninstalls the application.
- If an application was *not* installed using WinDelete, WinDelete will remove only the registry keys that refer to files that are being uninstalled.

3

Using WinDelete

How-To Lessons

The first 12 lessons in this chapter are designed to guide you through the cleaning tasks you are most likely to perform when using WinDelete Basic and WinDelete Advanced. The last lesson cover the CleanUp Wizard, a shortcut method that guides you through WinDelete procedures. This User Guide does not cover all possible combinations of modes and actions, but the examples in these lessons are similar to the situations you may encounter. You can use these lessons as guides, but you may not be able to follow some steps exactly because the files on your computer may not match the examples.

- Lesson 1: Uninstalling An Application
- Lesson 2: Recovering An Uninstalled Application Using WinDelete Undo
- Lesson 3: Transporting An Application
- Lesson 4: Archiving An Application
- Lesson 5: Identifying And Removing Debris
- Lesson 6: Removing Unused Files, Invalid Shortcuts, and Duplicate Files
- Lesson 7: Removing Unwanted Internet Files
- Lesson 8: Creating File Searches/Moving Files
- Lesson 9: Creating File Selection Sets/Shredding Files
- Lesson 10: Protecting Files Using The Safety Net
- Lesson 11: Identifying Disk Space Use By File Type
- Lesson 12: Making A Self-Extracting Archive In Windows Explorer
- Lesson 13: Using WinDelete's CleanUp Wizard

Lesson 1: Uninstalling An Application

What is an Application?

An application is a complete, self-contained program that performs specific and sometimes complex tasks directly for the user, such as word processing, accounting, or inventory management. Applications always require the support of operating system software.

The Application Manager Mode

From this mode, you can select applications from your system to uninstall, archive, move, transport, or shred. It has four submodes that allow you to search for applications in various ways, and a fifth submode that allows you to install an application onto your system:

- **Monitored Installations**—Locates software that was installed while the WinDelete Agent was running. If you want to perform actions on an application that you installed under the WinDelete Agent, then this submode should be your first choice.
- **Start Menu Applications**—Locates applications that are in your computer's Start Menu (accessible when you click [Start] in your Windows taskbar). This submode allows you to navigate to the application in the same way that you use the Start Menu in Windows.
- **Desktop Applications**—Locates applications that are on your computer's desktop.
- **Browse For Executable Files**—Allows you to search for programs such as applications and utilities that can be executed, or run. Use this submode only to find applications that were not monitored by the WinDelete Agent and do not appear in your Start Menu or desktop. You will have to know the name and location of the executable file for the desired application.
- **Install An Application**—Allows WinDelete to monitor software installation so that you can remove, archive, move, or transport the software easily and efficiently.

In this lesson, we will use an example of an application which was installed on the computer before WinDelete was added. In other words, its installation was not monitored by the WinDelete Agent.

The Remove/Uninstall Action

The Remove/Uninstall action is a key component of WinDelete. You can safely and efficiently remove unneeded files or uninstall unused applications from your personal computer using this action. You will have the option to create a compressed backup of the files and applications that you are removing so that you will be able to recover them later if you wish.

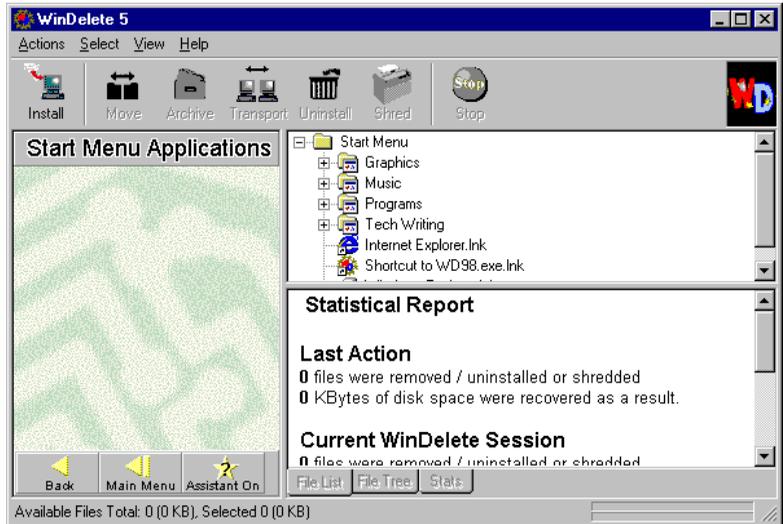
To begin uninstalling an application:

1. From the main Program Screen, select the Application Manager mode.
2. Select the Start Menu Applications submode. The folders in your Start Menu appear in the upper frame of the right panel.



Tip: You can double-click a program folder to expand the list one level. Likewise, you can collapse the list by double-clicking the folder again. One of three symbols will appear on the left side of each list item: a plus symbol <+>, a minus symbol <->, or an empty box. Click the minus symbol to collapse the list. When you do this, the plus symbol reappears. The empty box appears next to individual files. If none of these symbols appear, you have reached the end of that particular tree.

3. Select the application that you want to uninstall.
4. Double-click on the link for the application. The files associated with that application will appear in the lower frame.
5. You are now looking at the files in the file list view. In order to get a better idea of the location of the files in relation to each other, click the File Tree tab to view the folders.

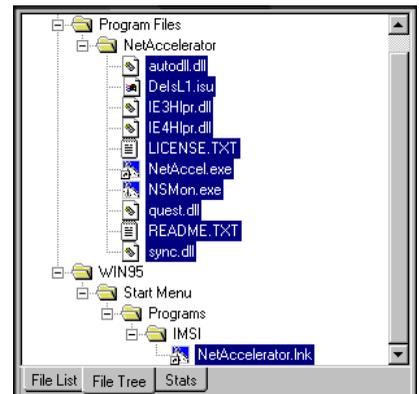


Start Menu Applications

WinDelete has selected

all of the files related to this application, including the shortcut that appears in your Start Menu. You are now ready to perform an action on these files.

6. Go to the Actions menu and select Remove/Uninstall. The Uninstall dialog appears. WinDelete gives you the choice of using the application's own uninstaller, or letting WinDelete uninstall it. By letting WinDelete uninstall the application, you can create a restorable backup while it uninstalls. This means you can restore the application later, if you wish.
7. Click [Next]. The Backup Name dialog appears. WinDelete offers to make a compressed backup. In this example, we will keep the default name. You could give the backup a different name if you want to. We will also accept the default location for the backup copy, which is the WinDelete Archive Library.

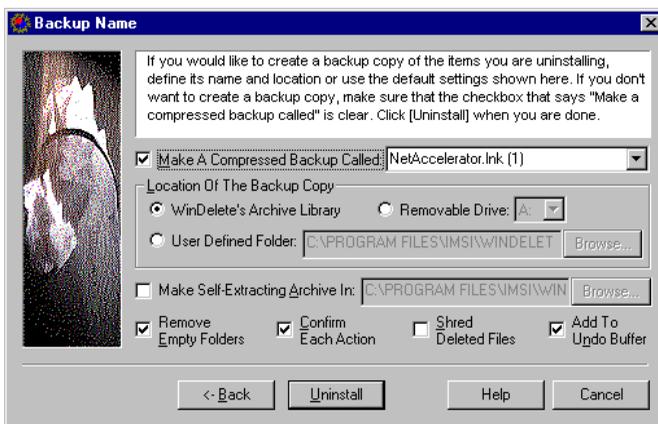


Files Viewed in the File Tree

 **NOTE:** *It is recommended that you create a compressed backup so that you can recover your data later. Once a backup is created, removed items can be reinstalled by extracting them from their archive.*

8. Make sure that the boxes for Remove Empty Folders, Confirm Each Action, and Add To Undo Buffer are checked:

- Remove Empty Folders—Folders that have had their contents uninstalled will be deleted.
- Confirm Each Action—WinDelete will prompt to make sure you really want it to take each action you have selected.
- Add To Undo Buffer—WinDelete will add the files you are uninstalling to a limited-size buffer so that you can undo the action after it is complete.



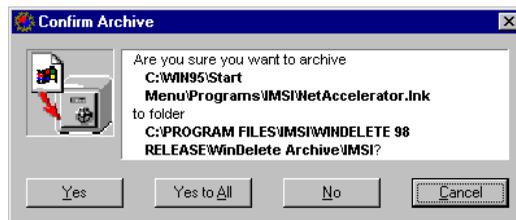
The Backup Name Dialog



SEE ALSO: *The Undo Buffer will be explained in "Lesson 2: Recovering An Uninstalled Application Using WinDelete Undo" on page 3-4.*

9. Click [Uninstall]. WinDelete asks if you are sure that you want to archive the application's files.
10. Click [Yes to All].
11. When the Result message appears telling you that the uninstall is complete, click [OK].

Now that the uninstall is complete, the files are no longer found in the lower frame; all of the files associated with the application have been deleted.



Action Confirmation

Lesson 2: Recovering An Uninstalled Application Using WinDelete Undo

What is the Undo Buffer?

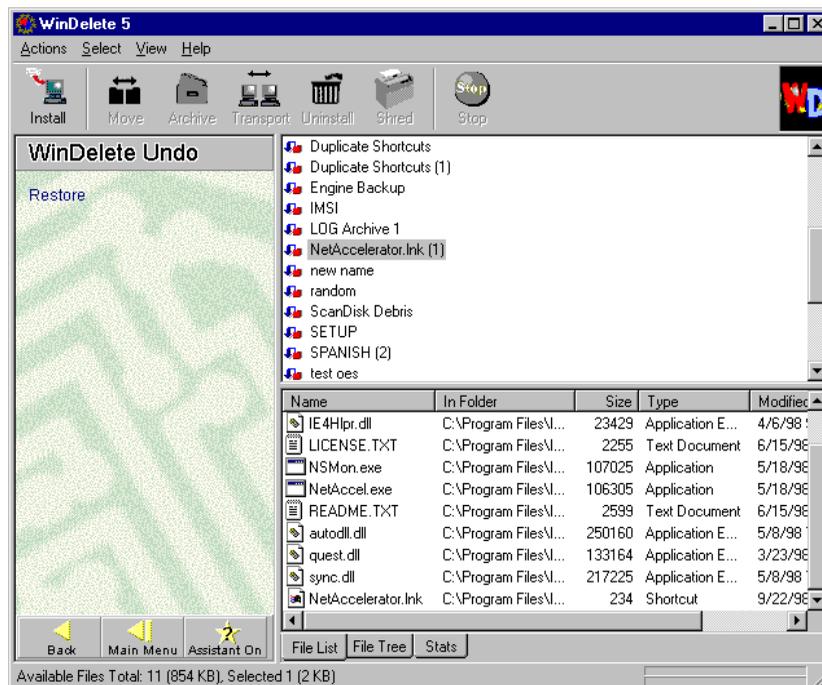
The Undo Buffer is a finite area on your hard drive that WinDelete reserves for anything you are removing or shredding. The size of the Undo Buffer and whether it is “on” is up to you. When the buffer is full, the files added most recently are saved and the older files are removed. The default setting for the Undo Buffer is “on” when you are uninstalling and “off” when you are shredding. Lesson 1 gave an example of uninstalling an application and placing it in the Undo Buffer. In Lesson 2, we will use the Undo Buffer to restore the application to its original state.

How Does the Undo Buffer Differ from an Archive?

An archive is permanently stored on your computer. If an item is archived, it will remain there until you take it out. If an item is placed into both the Undo Buffer and the archive, the archive will retain it even after it has been pushed out of the Undo Buffer by other items. Archives can be created while you are uninstalling, as shown in Lesson 1, or they can be created on their own, as shown in Lesson 4.

To begin recovering an application from the Undo Buffer:

1. From the main Program Screen, select the WinDelete Undo mode.
2. A listing of archives and Undo Buffers will appear in the upper frame of the right panel. In this example, we can see the Undo Buffer that was created in Lesson 1, NetAccelerator.lnk. Double-click the item in the Undo Buffer.



An Undo Buffer and its Contents

3. The contents of the Undo Buffer appear in the lower frame. Use the Select menu to choose the items that you want to restore.
4. Select [Restore] from the Navigator Panel. WinDelete will restore the application to its original location.
5. When the Result message appears telling you that the Restore is complete, click [OK].

Lesson 3: Transporting An Application

The Transport Action

The Transport action allows you to create an installable archive of a selected application or set of files. This archive can be restored onto another computer. This will allow you to send applications or file sets between your home computer and your laptop, or any other personal computer you may choose.

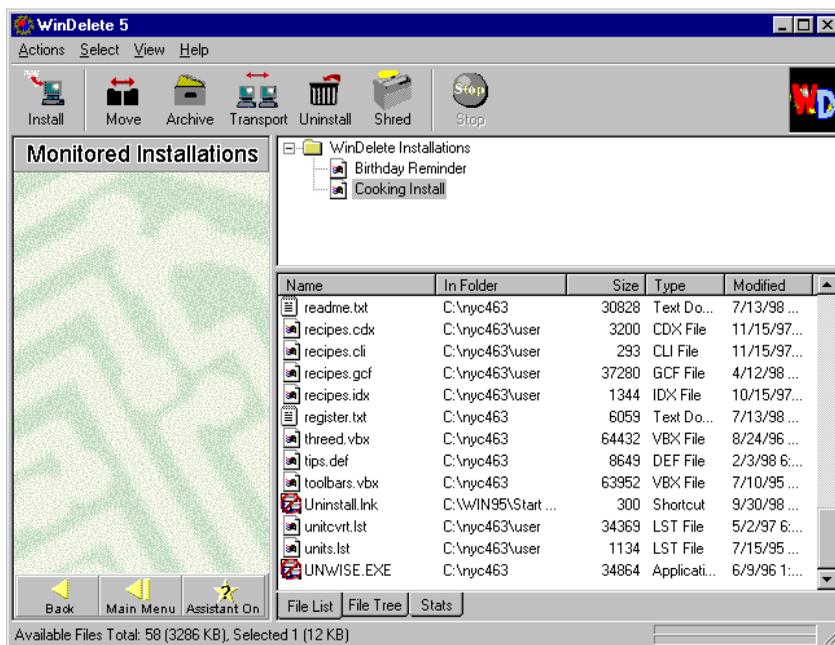


SEE ALSO: For more information about applications and the Application Manager mode, please see "Lesson 1: Uninstalling An Application" on page 3-1.

In this lesson, we will work with a small application which was installed while the WinDelete Agent was running. We will transport it from one computer to another using a floppy disk.

To begin transporting an application:

1. From the main Program Screen, select the Application Manager mode.
2. Select the Monitored Installations submode. Any installations that were monitored by the WinDelete Agent appear in the upper frame of the right panel.
3. Double-click on Cooking Install. The files associated with the cooking application appear in the lower frame.



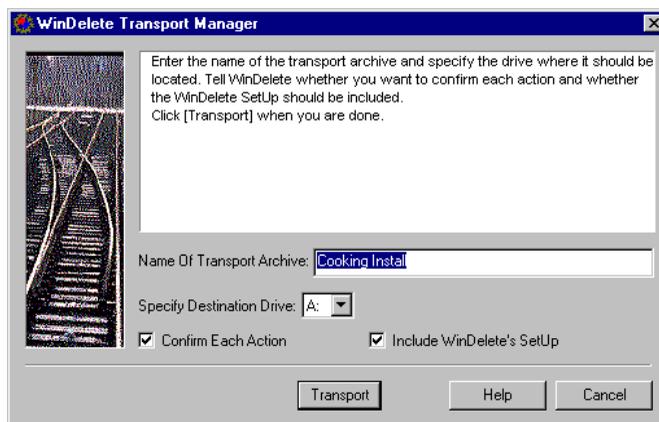
Files Associated with a Monitored Application

4. From the Select menu, choose Select All Items.
5. Click [Transport] on the Speedbar. The WinDelete Transport Manager dialog appears.
6. Keep the default name for the transport archive, Cooking Install. Make sure that the Confirm Each Action and Include WinDelete's SetUp boxes are checked.



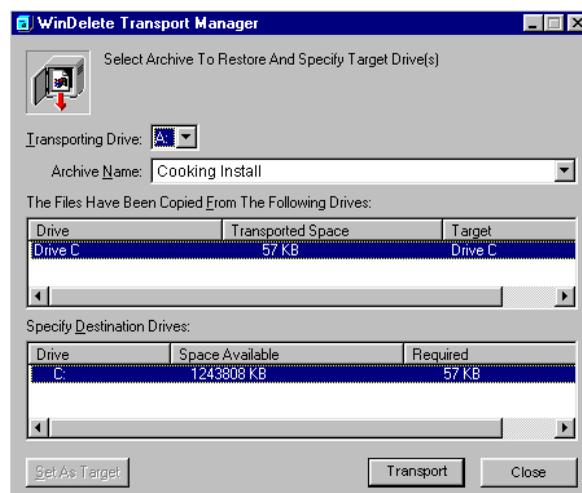
The Select Menu

7. Click [Transport].
8. Confirm that you want to archive the files by clicking [Yes to All].
9. When the WinDelete Transport message appears, label a floppy disk with the name "Disk #1 of Cooking Install" and insert it into your floppy drive.
10. Click [OK]. WinDelete transports the files onto the floppy.



Creating a Transport Archive

11. When the Result message tells you that the transport is complete, click [OK].
12. Remove the floppy disk from the drive and insert it into the floppy drive of the computer where you want to install the application.
13. Select Start|Run.
14. In the Open field, type A:\WDSsetup.exe.
15. Click [OK].
16. Another WinDelete Transport Manager dialog appears, telling you where it will install the transported application.
17. Select the drive where you would like to install the application on the target computer.
18. Click [OK]. WinDelete installs the application.



Copying the Transport Archive to a Target Drive

Lesson 4: Archiving An Application

The Archive Action

The Archive action allows you to make a compressed copy of selected applications or files. The original files remain on your system until you choose to delete them.

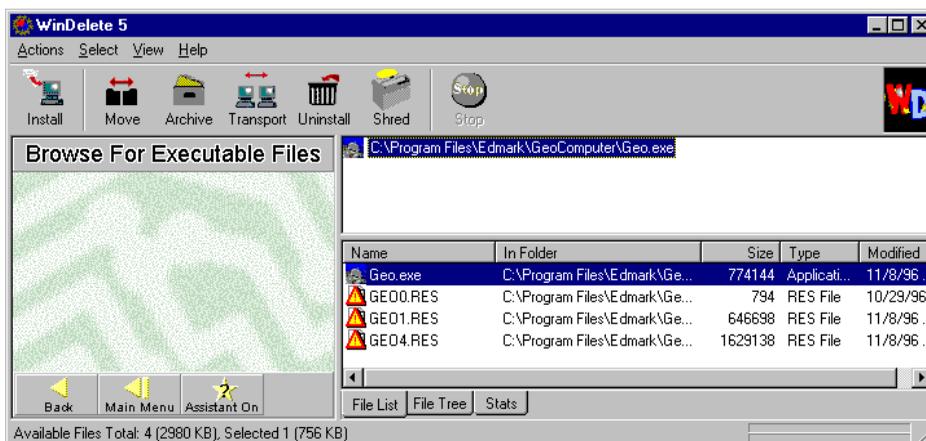


SEE ALSO: For more information about applications and the Application Manager mode, please see "Lesson 1: Uninstalling An Application" on page 3-1.

In this lesson, we will archive a small application that was not installed while the WinDelete Agent was running. It does not have any shortcuts on the desktop or in the Start Menu, so we will find it using the WinDelete's Browse For Executable Files submode.

To begin archiving an application:

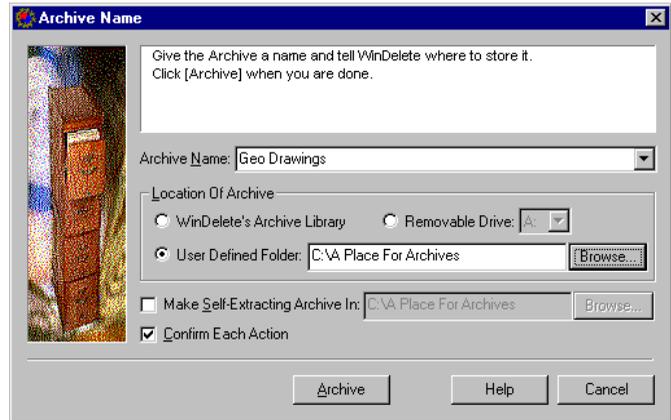
1. From the main Program Screen, select the Application Manager mode.
2. Select the Browse For Executable Files submode.
3. Browse until you find the EXE file that you want to archive. Our example uses a geometric drawing application called Geo.EXE.
4. Select the EXE that you want to archive, and click [Open].
5. The path to the EXE appears in the upper frame, and the EXE and dependent files appear in the lower frame.



An Executable File and Dependent Files

6. Use the Select menu to select all of the files in the lower frame.

7. Click [Archive] in the Speedbar. The Archive Name dialog appears.
8. Change the name of the archive to Geo Drawings.
9. In the Location of Archive area, choose User Defined Folder.
10. Click [Browse] at the end of the User Defined Folder line.
11. Browse to select a folder where you would like to store the archive.
12. Click [OK]. The folder name that you chose appears as the User Defined Folder.
13. Click [Archive].
14. Confirm that you want to archive the files by clicking [Yes to All].
15. When the Result message appears telling you the archive is complete, click [OK].



The Archive Name Dialog

Lesson 5: Identifying And Removing Debris

This lesson will explain the steps you take to clean up the debris on your computer's hard drive.

What is Debris?

Debris is information that is no longer necessary or used but is taking up hard drive space on the computer. Backup, temporary, empty, and unused files are all considered to be debris. Invalid shortcuts, orphan DLLs, and files created by running ScanDisk also fall into this category. WinDelete will find and delete these and similar types of files to give your computer more hard drive space. In this lesson, we will learn how to delete backup and temporary files and ScanDisk debris.



WARNING: Searching for orphan DLLs is a feature meant for advanced users. Do not use the Orphan DLLs submodule unless you are certain that the DLLs are not being used by another program.

What Are Backup And Temporary Files?

Many applications will create Backup files automatically as a way to protect you from losing valuable work. Sometimes these Backup files are created each time you do a Save on the computer. This means one file could have several Backup files as it is developed. The same is true with temporary files,

especially when using word processor applications. These temporary and backup files can stay indefinitely on the hard drive, undetected and creating unnecessary clutter.

What Is ScanDisk Debris?

When you use ScanDisk scan your hard drive disk for errors, copies of files are created as corrections are performed. In this lesson, we will use WinDelete's ScanDisk Debris submode to remove these extra files.

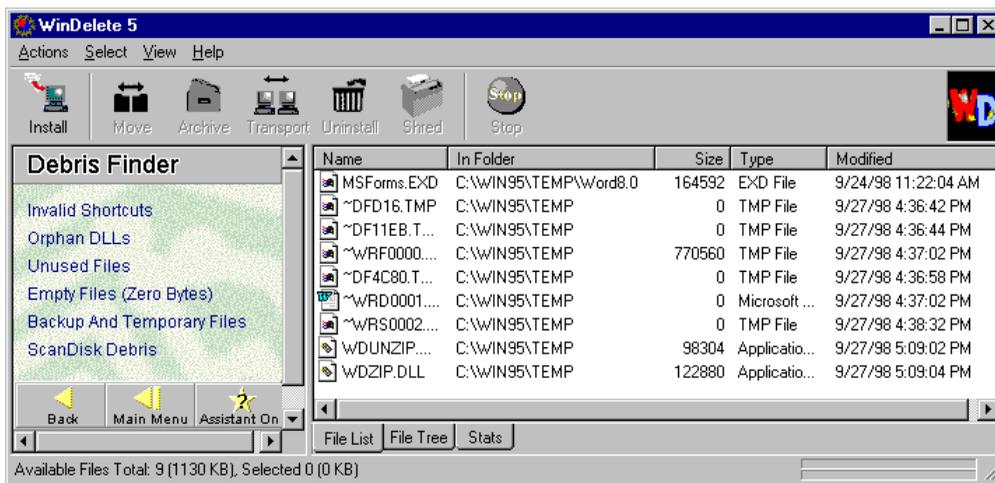


Tip: ScanDisk Debris and Backup And Temporary Files are usually safe to delete. Removing them is unlikely to have any negative consequences.

To begin removing Backup And Temporary Files:

1. From the main Program Screen, select the Debris Finder mode.
2. Select the Backup And Temporary Files submode.
3. Select a drive to scan.
4. Click [OK].

WinDelete will display the backup and temporary files in the right panel.



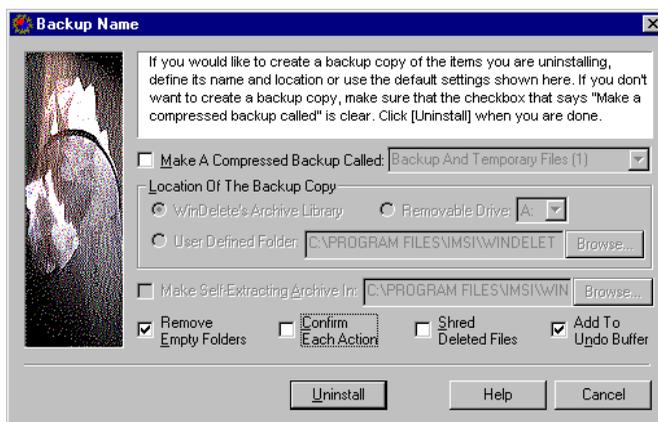
Backup And Temporary Files Found by WinDelete



NOTE: Depending on the size of your hard drive this may take several minutes.

5. Use the Select menu to select the files that you would like to remove.
6. Click the Uninstall button on the Speedbar at the top of the screen.

7. The Backup Name dialog appears. For this lesson, we don't want to make a backup copy of the files we are removing. Clear the checkboxes for Make A Compressed Backup Called and Confirm Each Action.
8. Click [Uninstall].
9. When the Result message appears telling you that the Uninstall is complete, accept the default report name and click [OK]. The backup and temporary files have been wiped off of your computer.

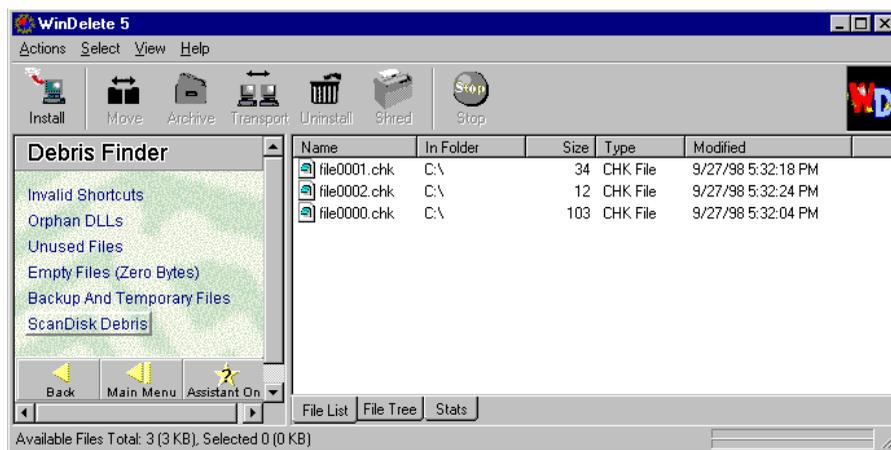


The Backup Name Dialog

Now use WinDelete's Debris Finder to remove ScanDisk Debris.

1. While you are in the Debris Finder mode, select the ScanDisk Debris submode from the Navigator Panel.

2. Select a drive to scan.
3. Click [OK]. If there is ScanDisk Debris on your computer, WinDelete will display it in the right panel.



ScanDisk Debris Found by WinDelete

4. Select all of the files by pressing <Ctrl> + <A>.
5. Click the [Uninstall] on the Speedbar at the top of the screen.
6. The Backup Name dialog appears. For this lesson, we don't want to make a backup copy of the files we are removing. Clear the checkboxes for Make A Compressed Backup Called; and Confirm Each Action.

7. Click [Uninstall].
8. When the Result message appears telling you that the Uninstall is complete, accept the default report name and click [OK]. The ScanDisk Debris been wiped off of your computer.

Lesson 6: Removing Unused Files, Invalid Shortcuts, and Duplicate Files

The File Usage Chart Mode

The File Usage Chart mode gives you an easy, way to identify your system's unused files and applications. It displays a chart that shows you how recently the files on your computer have been used. You can use this information to help you decide whether you should uninstall, move, remove, or archive files. In this lesson, we will remove some unused files found with the File Usage Chart.

The Shortcut CleanUp Mode

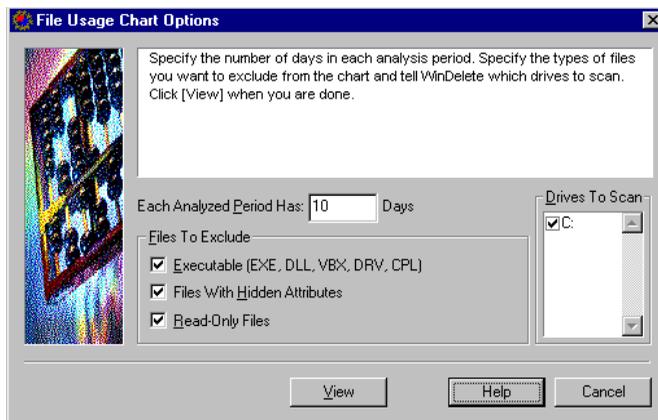
Shortcuts and desktop items point to programs, folders, and files elsewhere on your computer, allowing you to access them with a double-click. The Shortcut CleanUp mode allows you to remove unwanted, invalid, unused, and duplicate shortcuts and desktop icons. In this lesson, we will remove some invalid shortcuts, which no longer point to the items that they represent.

The Duplicate Finder Mode

Your system can become cluttered with duplicate files that take up valuable disk space. You can use the Duplicate Finder mode to identify these duplicate files. This does not automatically mean that the duplicate files are unnecessary and should be removed. You can decide what action you would like to perform on them, if any. In this lesson, we will remove some of the duplicate files that we find.

First we will remove some unused files:

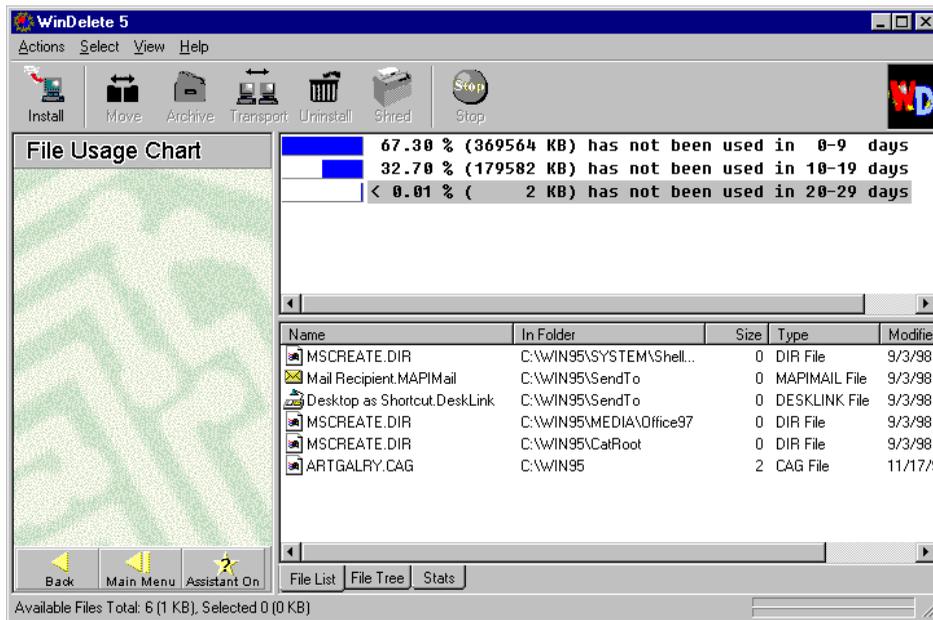
1. From the main Program Screen, select the File Usage Chart mode. The File Usage Chart Options dialog appears.
2. Enter the number of days for each analysis period. WinDelete groups the files on your computer into blocks of days depending on how recently they have been used. For instance, if we keep the default period of 10 days, WinDelete shows you a chart of file usage for 0 to 9 days,



The File Usage Chart Options Dialog

10 to 19 days, 20 to 29 days, etc. Select the drives to be scanned and specify which types of files should be excluded from the chart. By default, executable files, read-only files, and files with hidden attributes are excluded.

- Click [View]. The File Usage Chart appears in the upper frame of the right panel. The bars show you the percentage of disk space the files in each usage period take up. The percentage is repeated in text and the amount is shown in kilobytes.



The File Usage Chart

- Double-click on the row for the least recent usage period (20-29 days). The files in this category appear in the lower frame.
- Review the list and select the files you want to remove.
- Remove the files without making a backup copy or confirming each step, as shown in “Lesson 5: Identifying And Removing Debris.”

Now we will remove some invalid shortcuts.

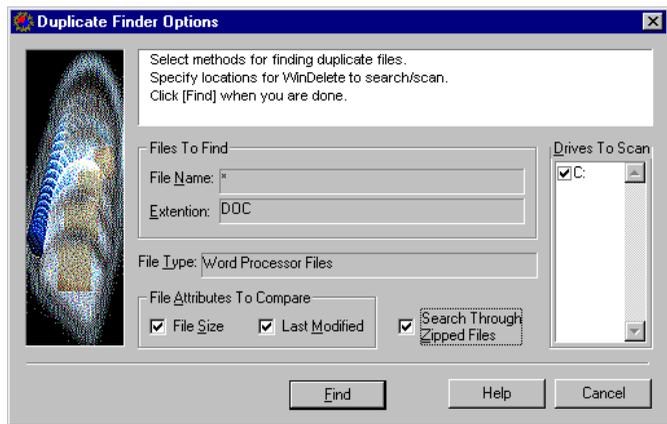
- From the main Program Screen, select the Shortcut CleanUp mode.
- Select the Invalid Shortcuts submode. The invalid shortcuts that are on your computer appear in the right panel.
- Select the shortcuts that you want to remove.
- Click [Uninstall] on the speedbar. The Backup Name dialog appears.

- Remove the files without making a backup copy or confirming each step, as shown in “Lesson 5: Identifying And Removing Debris.”

Finally, we will remove some duplicate files.

- From the main Program Screen, select the Duplicate Finder mode. A list of the file types that the Duplicate Finder can search for appears in the upper frame of the right panel.

- Double-click on the *.DOC duplicate category to find duplicate files of the Word Processor type. The Duplicate Finder Options dialog appears.



The Duplicate Finder Options Dialog

- Use the checkboxes to indicate that the Duplicate Finder should:
 - Compare file size.
 - Compare the time the files were last modified.
 - Search through zipped files.
- Indicate which drive(s) you want to scan.
- Click [Find].

- In the lower frame, WinDelete displays Word document files that have the same name, same size, and same date.

Name	In Folder	Size	Type	Modified
Gameplan.doc	C:\My Documents	19456	Microsoft Wor...	9/16/98
Gameplan.doc	C:\Lesson\Games and Stuff	19456	Microsoft Wor...	9/16/98
Projectplan.doc	C:\My Documents	19456	Microsoft Wor...	9/16/98
Projectplan.doc	C:\Lesson\Projects and Stuff	19456	Microsoft Wor...	9/16/98

File List | File Tree | Stats

(0 KB)

Duplicate Files Found by WinDelete

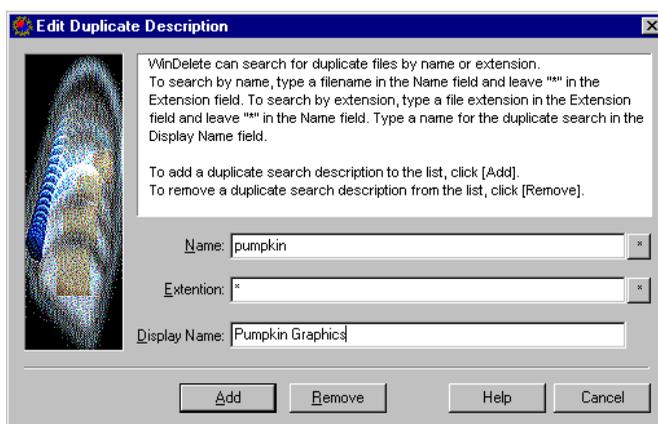
- You can use the mouse to select the files you would like to delete. Select multiple files by pressing <Ctrl> and clicking.

- Remove the files without making a backup copy or confirming each step, as shown in “Lesson 5: Identifying And Removing Debris.”

You can also change the list of duplicate categories. WinDelete can search for duplicates by name as well as by extension (type.) In this example, we will search for some graphics files that have the same name but different format.

- Select the Edit Duplicate Description submode from the Navigator Panel. This brings up the Edit Duplicate Description dialog.

2. In the Name field, enter a filename.
3. In the Extension field, enter an asterisk.
4. In the Display Name field, give the duplicate category a name.
5. Click [Add]. The new category appears in the list in the upper frame.
6. Double-click on the new category.
7. In the Duplicate Finder Options dialog, clear the File Size and Last Modified boxes.
8. Click [Find]. The files found by WinDelete appear in the lower frame.



The Edit Duplicate Description Dialog

Name	In Folder	Size	Type	Modified
pumpkin.TIF	C:\Graphics\Fall Pictures	3184	TIF Image Document	9/29/98
pumpkin.JPG	C:\Graphics\Fall Pictures	2901	JPEG Image	9/29/98
pumpkin.bmp	C:\Graphics\Fall Pictures	824	Bitmap Image	9/29/98

File List File Tree Stats

(KB)

Files with Duplicate Names Found by WinDelete

Lesson 7: Removing Unwanted Internet Files

The Internet Manager Mode

With this mode, you can remove unnecessary files that are automatically downloaded to your computer during access to online services or the Internet. When you browse on the Web, many Web page and graphics files are downloaded to your browser's cache without your knowledge. These files can be very numerous and are only really useful during the session in which they are downloaded. Over time, they can clutter up your hard drive.

The Internet Manager submodes are dynamic, meaning they only appear in WinDelete if they appear on your hard drive, meaning that you must have a browser installed and you must have used it to access the Internet.

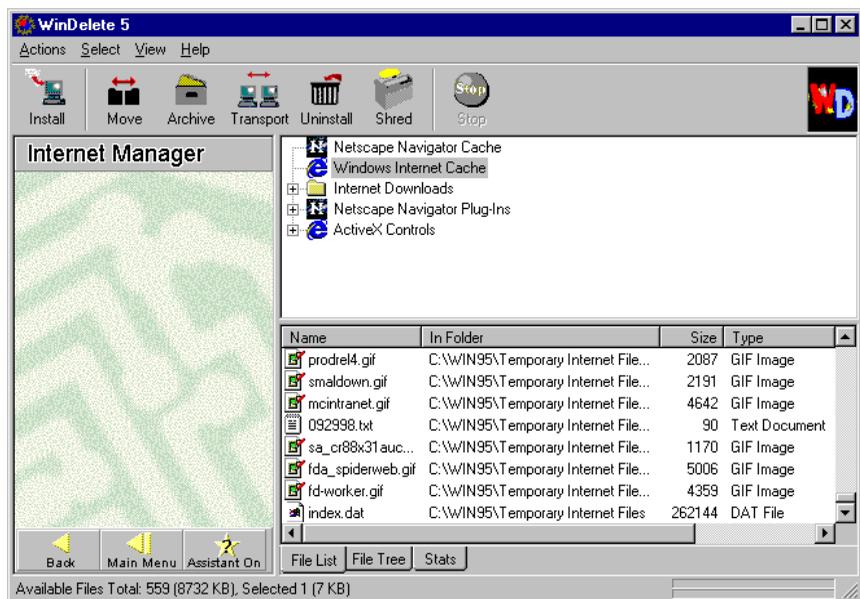
You may see the following icons for the Internet Manager submodes in the upper frame of the right panel:

Icon	Submode	Purpose
	Windows Internet Cache	Locates temporary files downloaded to your computer by Internet Explorer.
	Netscape Navigator Cache	Locates temporary files downloaded to your computer by Netscape Navigator.
	ActiveX Controls	Locates browsing enhancements on your computer designed for Microsoft Internet Explorer.
	Netscape Navigator Plug-Ins	Locates software modules on your computer that expand the functionality of Netscape Navigator.
	Internet Downloads	Locates files downloaded to your computer from the Internet that were logged by the WinDelete Agent. The files could have been downloaded with either Microsoft Internet Explorer or Netscape Navigator.

In this lesson, we will remove some unwanted Windows Internet Cache files from your hard drive.

To remove Internet Cache files:

- From the main Program Screen, select the Internet Manager mode. The Internet Manager submodes that are on your computer appear in the upper frame of the right panel.
- Double-click on Windows Internet Cache. The Internet Cache files appear in the lower frame.
- In the lower frame, select the files that you want to remove.
- Remove the files without making a backup copy or confirming each step, as shown in “Lesson 5: Identifying And Removing Debris.”



Windows Internet Cache Files

Lesson 8: Creating File Searches/Moving Files

The File Search And Select Mode

With the File Search and Select mode, you can create Searches or Selection Sets. Searches allow you to find files according to criteria that you set, such as name, type, date, size, and text contained in the file. Selection Sets are created by browsing to the location of files you want to select and saving them in a Set. First you create new Searches or Selection Sets, and later you can open Searches or Selection Sets you have already created. In this lesson, we'll create a new file Search to demonstrate how WinDelete can be used to move files.

The Move Action

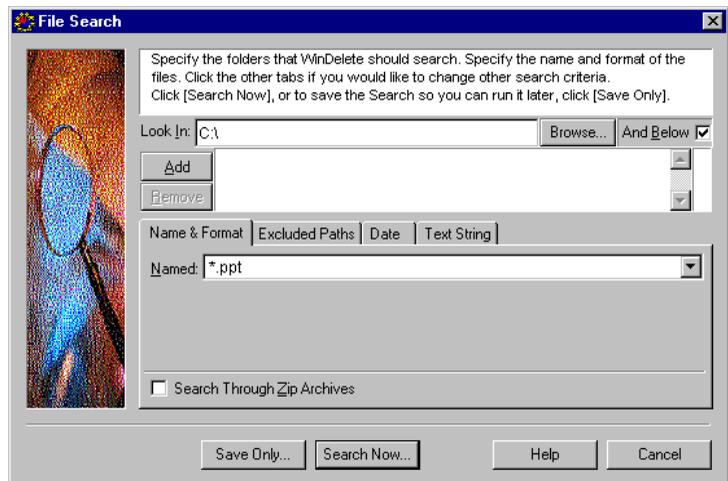
The Move action can be used to relocate files or applications to a different folder on the same drive, to a different hard drive on the same computer, or a network drive. To relocate files or applications to a removable drive such as a floppy disk, Zip, or Jaz cartridge, use the Transport action.



SEE ALSO: To learn how to use the Transport action, please see "Lesson 3: Transporting An Application" on page 3-6.

To create a File Search:

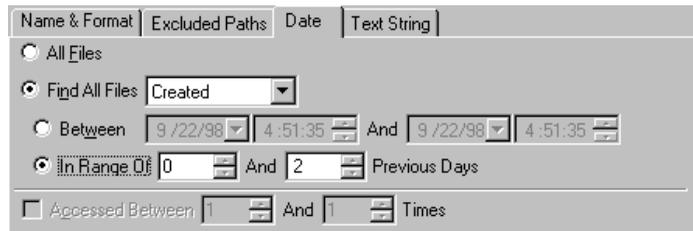
1. From the main Program Screen, select the File Search And Select mode.
2. Select the Create New Search submode. The File Search dialog appears. In the Look In field, type C:\ (if C is the letter of your hard drive) or use [Browse] to find your hard drive.
3. Check the [And Below] box so that all the subdirectories below the specified area will also be searched.
4. We will search for some Microsoft PowerPoint presentation files, which have the file extension ".ppt." In the Named field, enter *.ppt.



The File Search Dialog

You can also search by date. This is very helpful if you know the time period of a project, but not all the files names which were generated during the project.

5. Click the Date tab.
6. Choose the Find All Files radio button. In the pull-down box next to Find All Files, choose Created.
7. Choose the In Range Of option if the files were created within a certain period.



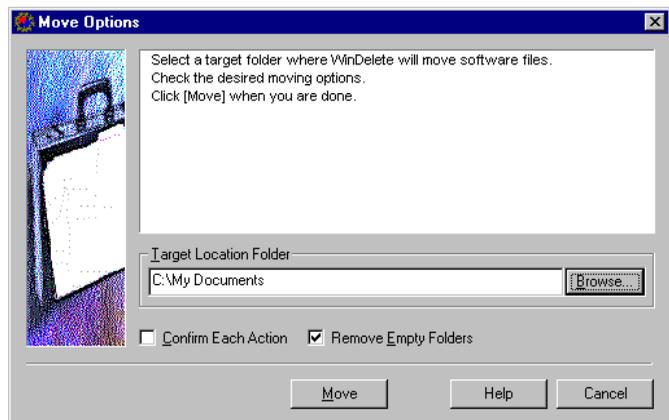
The Date Tab in the File Search Dialog

8. Accept 0 in the first field and enter 2 in the second field.
9. Click [Search Now...].
10. The default name for the search is Untitled Search. You can assign it a more descriptive name by typing it into the name field. Name this search **PowerPoint**.
11. Click [Save].
12. The new Search “PowerPoint” appears in the upper frame. Double click on it.

The results of the Search appear in the lower frame. WinDelete found all of the files on your hard drive with the extension PPT that were created in the last two days.

13. Select the PowerPoint files.
14. Click the [Move] button on the Speedbar. The Move Options Dialog appears.

15. Browse to a target location (the folder to which you want to move the files).
16. Clear the Confirm Each Action box, but leave the Remove Empty Folders box checked.
17. Click [Move].
18. When the Result message tells you that the move is complete, click [OK]. The files have now been moved to the folder My Documents.



The Move Options Dialog

Lesson 9: Creating File Selection Sets/Shredding Files

The Shred Action

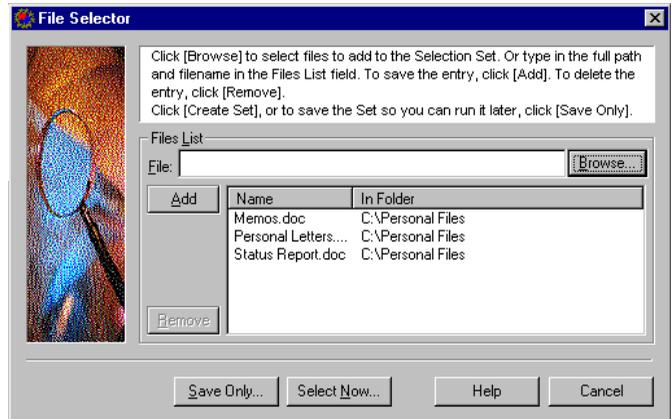
Sometimes when you delete files from your computer, you will want to permanently erase them without creating any kind of backup for them. In this case, you should shred them. Shredding means that the files are overwritten and cannot be recovered; nobody can get into your hard drive and recover them. In this lesson, we create a Selection Set of files to shred.



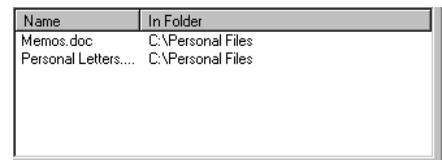
SEE ALSO: To read about Selection Sets, please see "The File Search And Select Mode" on page 3-17.

To create a File Selection Set:

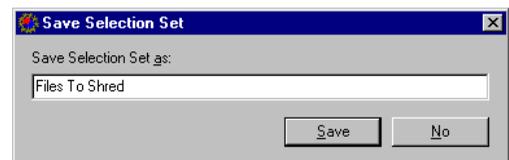
1. From the main Program Screen, select the File Search And Select mode.
2. Select the Create New Selection Set submodule. The File Selector dialog appears. Click [Browse] and navigate to the folder that contains the files you want to shred.
3. Select the files you want to shred (hold down <Ctrl> while you click the file names.)
4. Click [Open]. The selected files will appear in the File area of the File Selector dialog.
5. If you decide that you don't actually want to shred one of those files, you can remove it from the list of files in the Set. Select the file to remove.
6. Click [Remove].
7. To form the Set, click [Select Now].
8. The default name of the set is Untitled Selection Set. Change the name to "Files to Shred."
9. Click [Save].
10. The Selection Set appears in the upper frame of the right panel, and the files contained in the set appear in the lower frame.



The File Selector Dialog

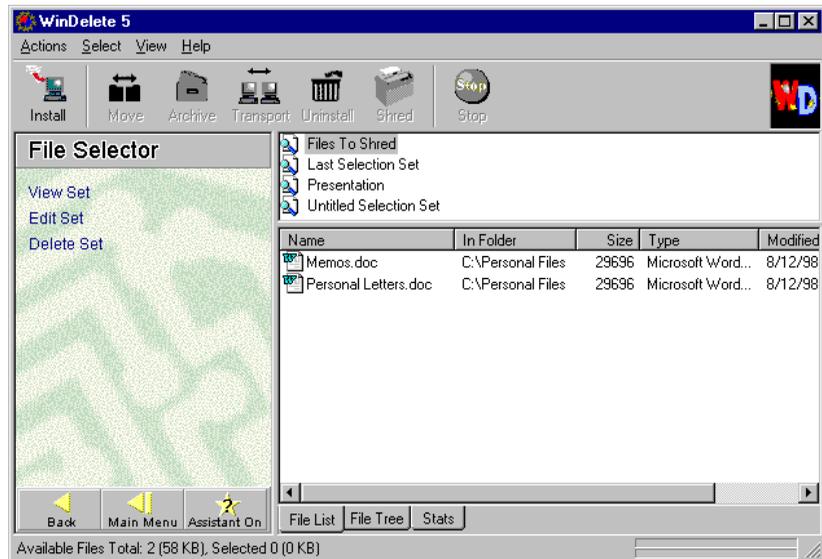


Files Remaining in the Selection Set



Giving the Selection Set a New Name

11. Select all of the files in the lower frame by pressing <Ctrl> + <A>.
12. On the Speedbar, click [Shred]. The Backup Name dialog appears. You don't need to create a compressed backup or an undo buffer if you are shredding for security reasons. Therefore, when you are shredding, the default setting for the Make A



Files in a Selection Set

- Compressed Backup Called and Add To Undo Buffer boxes is unchecked.
13. Click [Shred].
14. When the Result message appears telling you the shred is complete, click [OK]. The files have disappeared from the lower frame and the message "No Related Files Were Found" appears in their place.
15. Select the empty Selection Set in the upper frame.
16. Click [Delete] in the Navigator Panel. The set will disappear from the upper frame.

Lesson 10: Protecting Files Using The Safety Net

The Safety Net Mode

The Safety Net is a safe place that you can keep important files and applications. WinDelete will not delete items from the Safety Net under any circumstances.

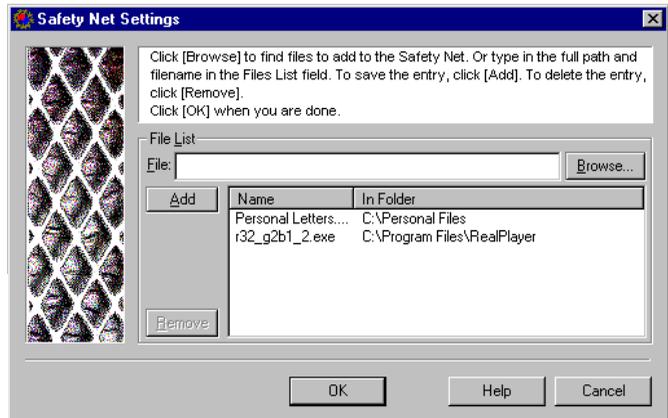
In this lesson, we will protect some files by placing them in the Safety Net.

To place items in the Safety Net:

1. From the main Program Screen, select the Safety Net mode.
2. Select the Customize Safety Net submodule. The Safety Net Settings dialog appears.

3. Click [Browse].
4. Navigate through the files on your computer to find a file that you want to protect.
5. Select the file and click [Open]. This adds the file to the Safety Net.

 **NOTE:** If you know the name and path of a file, you can type it in the File field and click [Add].



The Safety Net Settings Dialog

6. Repeat steps 4 and 5 for any other files.
7. Remove one of the items by selecting it and clicking [Remove].
8. Click [OK]. The item that you added to the Safety Net appears in the right panel. A warning sign flashes over the file's icon to show that it is a sensitive file. This file cannot be deleted, shredded, moved, transported, or archived unless you remove it from the Safety Net.

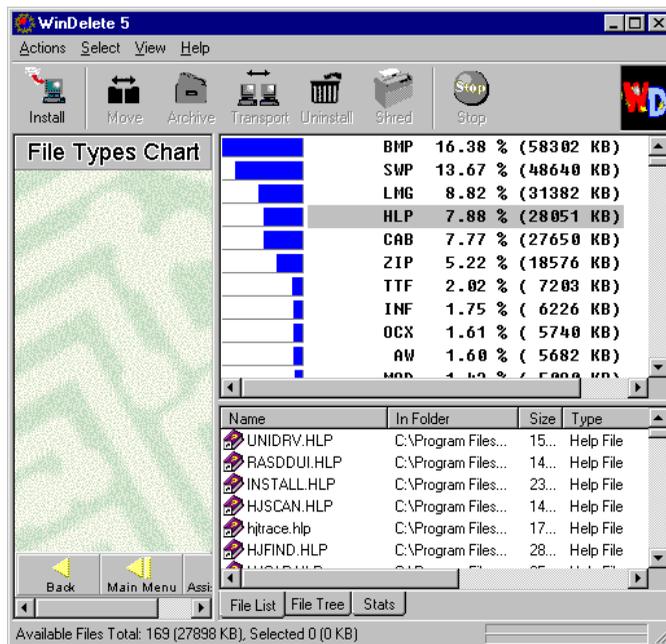
Lesson 11: Identifying Disk Space Use By File Type

The File Types Chart Mode

The File Types Chart mode gives you an easy, pictorial way to identify which types of files take up the most room on your computer.

To view the types of files on your computer:

1. From the main Program Screen, select the File Types Chart mode. The File Types Chart Options dialog appears.
2. Select the drives to be scanned and specify which types of files should be excluded from the chart. By default, executable files, read-only files, and files with hidden attributes are excluded.
3. Click [View]. The File Types Chart appears in the upper frame of the right panel. The bars show the percentage of disk space each file type takes up. The percentage is repeated in text and the amount is shown in KB.
4. If you would like to view the files of a particular type, double-click that row in the upper frame. The files appear in the lower frame.



The File Types Chart

Lesson 12: Making A Self-Extracting Zip Archive In Windows Explorer

Self-Extracting Archives

A self-extracting zip file is a program file that contains one or more compressed (archived) files. When you execute the program, it uncompresses the files and places them on your hard drive. If you have some large files you would like to send to another user, a self-extracting archive is an easy option.

Using WinDelete from Windows Explorer

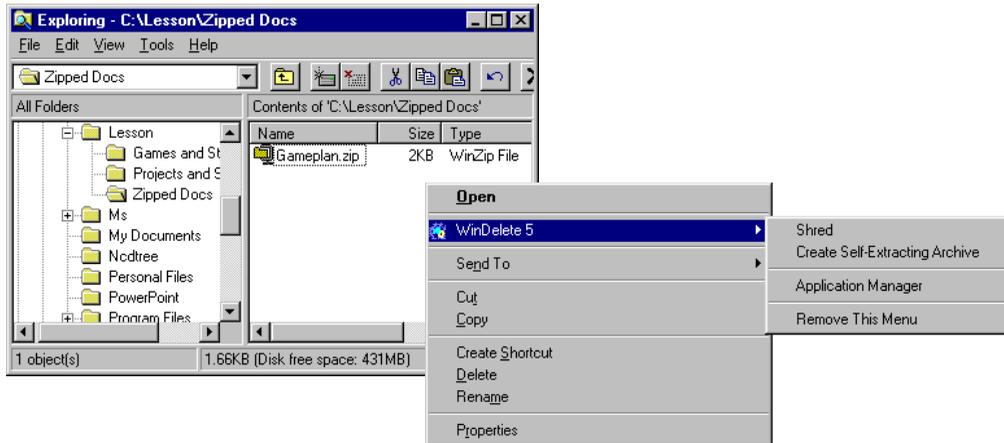
Several of WinDelete's functions are accessible by right-clicking on files while you are in Windows Explorer. In this lesson, we will create a self-extracting archive from Explorer.



SEE ALSO: Please see "WinDelete Functions In Windows Explorer" on page 5-2 for more information on using WinDelete from Windows Explorer.

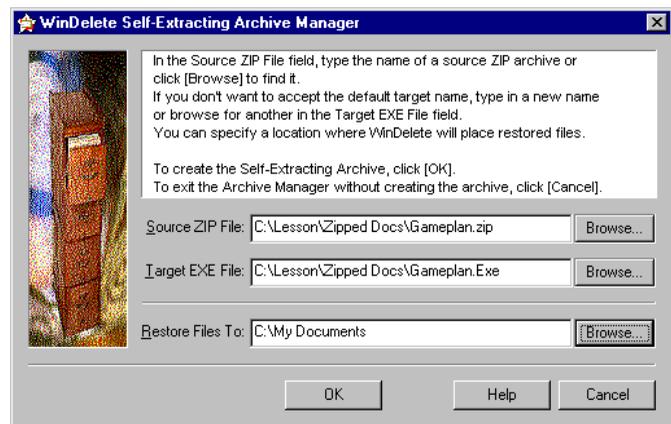
To create a self-extracting archive:

1. From Windows Explorer, start at your computer's hard drive, and browse to the location of a compressed file with a Zip file extension. For this lesson, we will work with a Zip file that contains a Word document called gameplan.doc.



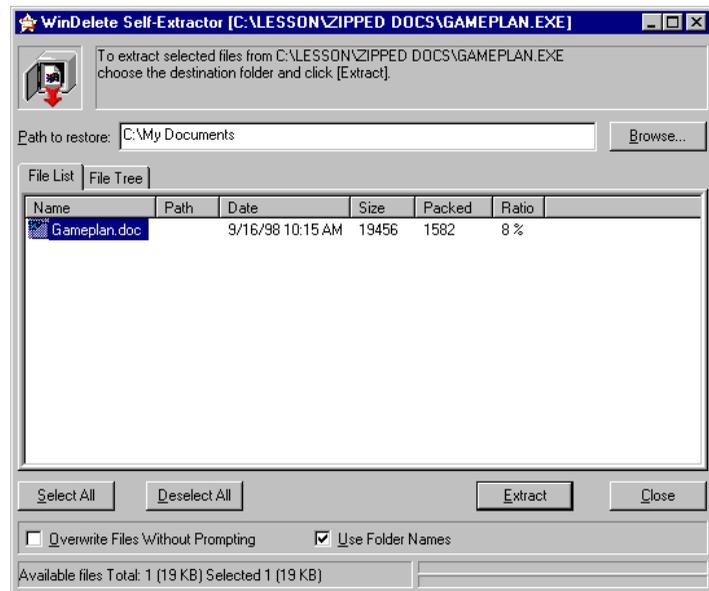
A Zip File in Windows Explorer and the WinDelete Local Menu

2. Right-click on the Zip file that you want to turn into a self-extracting archive. A local menu appears.
3. Select WinDelete 5 from the local menu.
4. Select Create Self-Extracting Archive.
5. The Self-Extracting Archive Manager appears. WinDelete shows you the Zip file that you just selected in the Source ZIP File field and the name of the self-extracting archive file in the Target EXE File field. The default name of the self-extracting archive is the same as the source file, with an EXE extension. When the archive is extracted, the contents will be placed in the folder specified in the Restore Files To field.



The WinDelete Self-Extracting Archive Manager

6. Click [Browse] in the Restore Files To field.
7. Identify a folder where you would like to place the contents of the archive when you extract it.
8. Click [OK].
9. When WinDelete asks if you want to test the archive now, click [Yes]. The Path to restore field contains the name of the folder that you selected in the last step. When you extract the self-extracting archive, the contents will be placed in this folder.
10. Click [Extract].
11. Click [OK].
12. Close the Self-Extracting Archive Test dialog. The contents of the original zip archive have been placed in the folder you chose in the restore path.



Testing a Self-Extracting Archive

Lesson 13: Using WinDelete's CleanUp Wizard

WinDelete's CleanUp Wizard can guide you through the process of removing many of the types of files described in the lessons above. You can search for:

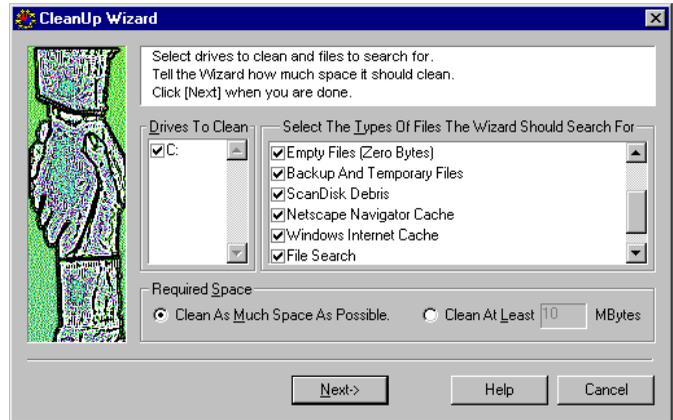
- Duplicate Files (as in the Duplicate Finder mode)
- Debris (except for unused files and orphan DLLs) (as in the Debris Finder mode)
- Your browser's Internet cache (for Microsoft Internet Explorer or Netscape Navigator)
- File Searches that you have created (in the File Search And Select mode)

You can delete or archive the above files with the CleanUp Wizard. You can also specify the amount of disk space (on a specific hard disk on your system) that you want the Wizard to clean up.

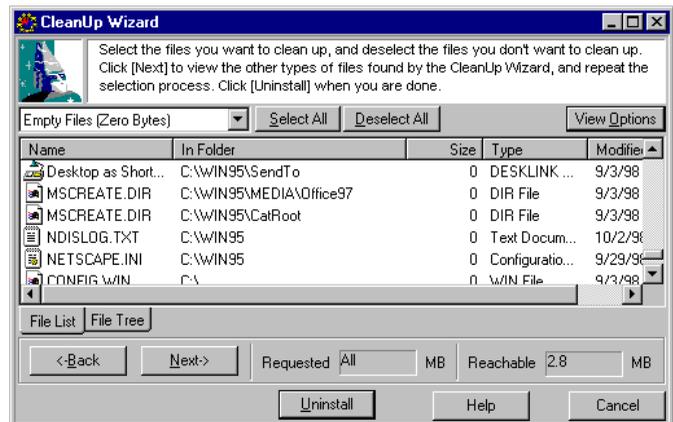
To use the CleanUp Wizard:

1. Select CleanUp Wizard from the Main Menu.
2. In the CleanUp Wizard, do the following:

- Check the letter of the hard disk or disks you want to clean up
- Select or deselect the types of files you want cleaned up (check the box for the particular type of file)
- Indicate the required space (whether you want the Wizard to clean up as much space as possible on the disk or disks or a specific amount of disk space that you enter).

**First Dialog of the CleanUp Wizard**

3. Click [Next]. Further dialogs will appear, depending on the types of files you specified for cleanup in the first dialog:
 - If you checked Duplicate Files, a dialog asking you how to search for duplicates will appear.
 - If you selected File Search, another dialog will appear for you to specify which Searches the Wizard should use
4. Click [Next]. The CleanUp Wizard searches for and finds files for cleanup based on the types of files you have chosen.
5. The Wizard displays the first type of files you told it to search for. Select or deselect the files for cleanup. You can select or deselect all of the files shown using the buttons, or you can use <Ctrl> + click to select or deselect specific files. The dialog above is an example of what you would see if you had checked the box for Backup And Temporary Files in the first dialog of the Wizard.

**Backup And Temporary Files Found by the CleanUp Wizard**

6. Click [Next] or the lookup arrow (next to the box that displays the type for the files currently shown) to view the other types of files found by CleanUp Wizard. For each type of files found, select or deselect the ones you wish to uninstall.
For example, if you had clicked Duplicate Files and Invalid Shortcuts in the initial CleanUp Wizard dialog, you would need to first view the files that CleanUp Wizard found for both of these file types in order to select which ones you wish to uninstall. The Requested field shows how much space you requested for clean up (All=maximum) and the Reachable field shows how much space would be cleared on your drive if you selected all of the files that the Wizard found.
7. Once you have selected the files that you wish to remove, click [Uninstall].

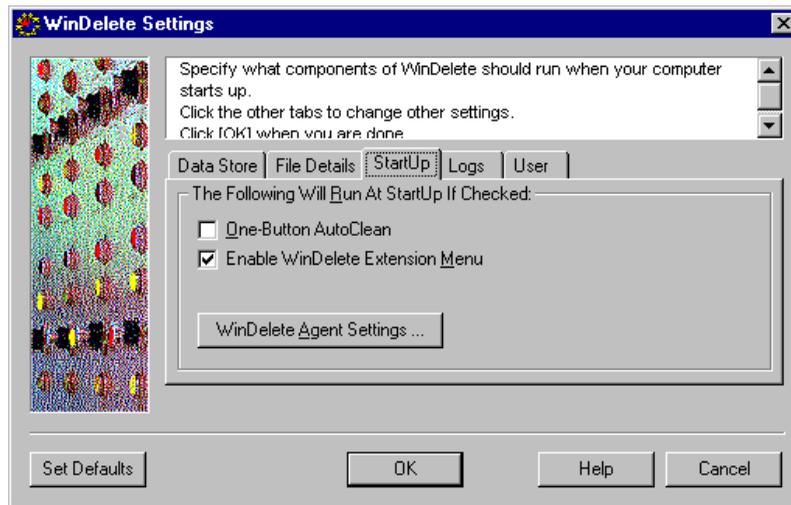
4

Customizing WinDelete

There are several areas in WinDelete that you can configure to suit your needs as you use the program.

Options/Settings

When you select the Options/Settings mode from the Navigator Panel, the WinDelete Settings dialog appears. Click on one of the five tabs to change the default settings:



WinDelete Settings Dialog

Data Store Tab

Under the Data Store tab, you can change the locations of WinDelete's Archives and Undo Buffer:

Archive	The folder where WinDelete Archives are saved.
Undo Buffer	The folder where WinDelete Archives are saved.
Undo Buffer Size	The maximum size of the WinDelete Undo Buffer.

File Details Tab

This tab allows you to specify how much information is displayed for the files that WinDelete finds. The information is shown in the fields of the lower frame (the Name and In Folder fields always appear by default).

File Size	File Size in KB	Default=On
File Usage Count	The number of times the file was used. (Usage is only counted while the WinDelete Agent is running.)	Default=Off
File Format	The type of file (e.g. Text, Shortcut, Bitmap Image).	Default=On
Last Access Time	The date when the file was last accessed.	Default=Off
Modification Time	The time and date the file was last changed.	Default=On
Creation Time	The time and date the file was created.	Default=Off

StartUp Tab

When you start or reboot your computer, WinDelete will run the following functions, if they are checked:

One-Button AutoClean	WinDelete will delete backup and temporary files, remove items in your Internet cache, and empty the Recycle Bin.
Enable WinDelete Extension Menu	A WinDelete 5 submenu will appear in the local menu when you right-click on items in Windows Explorer. From this submenu, you can perform various WinDelete actions on the selected files and open WinDelete in Application Manager mode. For more information about functions available from this submenu, please see “WinDelete Functions In Windows Explorer” on page 5-2.

The [WinDelete Agent Settings] button is a link to the Agent settings. For more information about these settings, please see “Customizing The WinDelete Agent” on page 4-3.

Logs Tab

Under this tab, you can change the locations for WinDelete’s logs:

Installation Logs	Records of installations monitored by the WinDelete Agent.
Internet Download Logs	Records of Internet downloads monitored by the WinDelete Agent.
Reports Logs	Results of all actions performed with WinDelete, whether completed or cancelled. You can enter a number to tell WinDelete how many reports to maintain for historical reporting.

User Tab

Under this tab, the WinDelete Basic and WinDelete Advanced radio buttons allow you to change your user level.



SEE ALSO: For information about user levels, please see “What Type Of User Are You?” on page 2-3.

Customizing The WinDelete Agent

By selecting the Customize WinDelete Agent submode from the Navigator Panel, you can change the default settings for the WinDelete Agent. The WinDelete Agent monitors the state of the operating system throughout the use of your computer. The default settings for the WinDelete Agent ensure that it:

- Starts at system startup
- Monitors any installation of software on your system
- Monitors any Internet downloads that you perform



SEE ALSO: You can also change settings for the agent by clicking on the WinDelete Agent icon in the taskbar and selecting Settings. The WinDelete Agent icon appears on the taskbar only when the Agent is active. Please see “The Taskbar Icon” on page 4-5.



TIP: The WinDelete Agent will only recognize standard installation programs such as Setup.exe or Install.exe. To monitor installation programs that have less common names you can change the settings of the WinDelete Agent. However, IMSI recommends using the WinDelete install function to install programs that have installation files with nonstandard names.

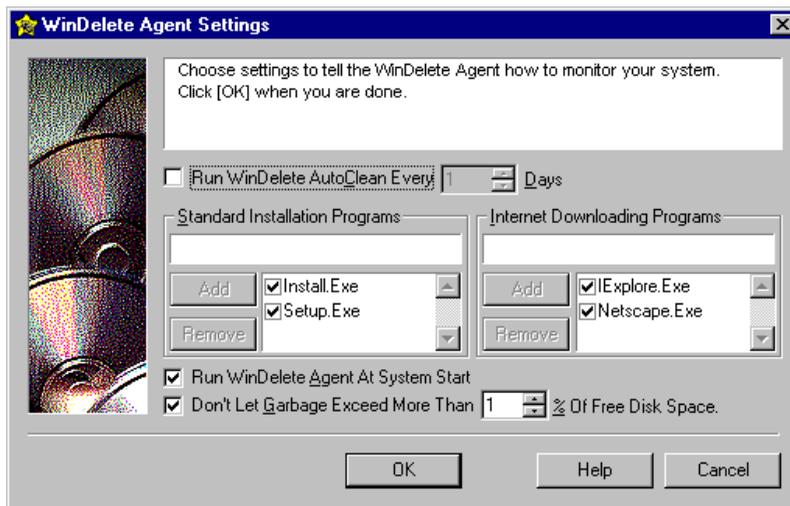
The WinDelete Agent helps WinDelete perform its various functions as efficiently as possible because it continually monitors what happens on your system as you use it.



WARNING: IMSI recommends that users not change the WinDelete Agent default settings; it is preferable to have the WinDelete Agent set to run at system startup. It is also extremely helpful to WinDelete to have the WinDelete Agent set to monitor your software installations and your Internet downloads. When the Agent is running, WinDelete can detect which files are shared between applications; this information will make uninstalling, moving, transporting, and shredding applications with WinDelete more efficient.

The WinDelete Agent will prompt you for a name for any file that you download from the Internet, unless you change the default setting for the Internet Downloading Programs option, which is not recommended. WinDelete Agent will also prompt you for a log name for any software program that you install on you system.

The following dialog box appears, regardless of which way you access the WinDelete Agent:



WinDelete Agent Settings dialog box

To change any of the default settings for WinDelete Agent, respond to the above dialog:

1. Specify whether you want the One-Button AutoClean to run automatically, and how often. (The default is every day.) If you do not want to schedule the AutoClean, clear the checkbox.
2. Add or remove the standard Installation Programs that WinDelete Agent monitors. (The default Installation Programs are `install.exe` and `setup.exe`.) You can turn these choices off without removing them by clearing the checkboxes.
3. Add or remove the Internet Downloading Programs that WinDelete Agent monitors. (The default Internet Downloading Programs are `iexplore.exe` and `netscape.exe`.) You can turn these choices off without removing them by clearing the checkboxes.
4. Indicate whether you want WinDelete Agent to run at system startup. (The default is for WinDelete Agent to run at system startup, which is recommended for the most efficient use of WinDelete.)
5. Indicate how much debris (garbage) should be allowed to accumulate on your hard drive before WinDelete prompts you to run One-Button AutoClean.

The Taskbar Icon

If you have chosen to run the WinDelete Agent at system start, the WinDelete Agent icon  will appear in the Windows taskbar. Clicking on this icon brings up a local menu with the following choices:

Inst...Monitor	You can select Inst...Monitor to bring up the Currently Monitored Processes dialog while you are performing an installation or Internet download. From here, you can stop the Agent from monitoring the process, or you can shut off the Agent.
Settings	Allows you to change settings for the WinDelete Agent. See "Customizing The WinDelete Agent" on page 4-3.
Terminate	Shuts off the WinDelete Agent.

5

Quick Reference Guide

The information in this chapter will help you use WinDelete more quickly and efficiently.

Local Menus

Once you have become familiar with WinDelete, you can give yourself quicker access to the program's actions and functions by right-clicking to bring up local menus. You will see that it is often not necessary to click on the program menus or even the speedbar. For instance, you could select all of the items in the lower frame, then shred them, all by using the local menu that appears when you right-click one of the files, as shown in the figure below:

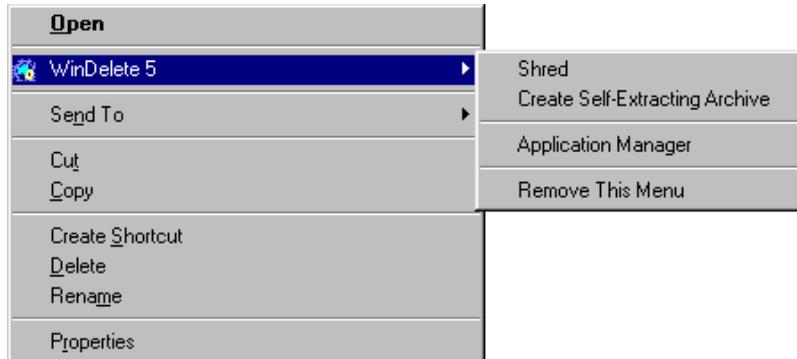


Local Menus

WinDelete Functions In Windows Explorer

Some of WinDelete's most commonly used functions are at your fingertips when you are using Windows Explorer. In order for these functions to be active, you must select the Enable WinDelete Extension Menu box under the StartUp tab in WinDelete Settings (see "StartUp Tab" on page 4-2).

While you are using Windows Explorer and you right-click on an item, a local menu appears, with a WinDelete 5 submenu. Selecting WinDelete 5 brings up the WinDelete Extension Menu:



WinDelete Extension Menu In Windows Explorer

The Extension Menu allows you to shred the file(s) you have selected, create a self-extracting archive from a ZIP file, or launch WinDelete in the Application Manager mode.

If you no longer want WinDelete functions to be available for the local menu in Windows Explorer, select Remove This Menu.

WinDelete Hotkeys

The following table lists keyboard controls for common actions and functions in WinDelete.

Function	Hotkeys
Context-Sensitive Help	<F1>
Select All	<Ctrl> + <A>
Deselect All	<Ctrl> + <D>
Click the Selected Button (when a raised button appears in a dialog) Open a file (when you have selected a file in WinDelete's right panel)	<Enter>
File Search And Select	<Alt> + <F>
Save (can be used while creating a new Search or Selection Set)	<Ctrl> + <S>
Shred	<Shift> + <S>
Transport	<Shift> + <T>
Move	<Shift> + <M>
Archive	<Shift> + <A>
Remove/Uninstall	<Delete>
Delete (create archive and undo buffer)	<Shift> + <->
Delete (without creating an archive or undo buffer)	<Shift> + <Delete>
Undo	<Ctrl> + <Z>
Cancel	<Esc>
Assistant On/Off	<Ctrl> + <?>
Return to previous menu	<Backspace>
Return to Navigator	<Ctrl> + <Backspace>
Return to Main Menu	<Ctrl> + <Home>
Exit Program	<Alt> + <F4>

Appendix A

Support Services

Technical Support Check List

To receive the fastest response to your technical questions, please complete the following check list before you call or send e-mail:

- You may already have the information you are looking for. Before calling, check your documentation thoroughly. Let the technician know what you've tried.
- Be in front of the computer, with the computer on if you are calling on the phone.
- Record the exact sequence of events that created the problem. Make sure that you can reproduce the problem by following the same series of steps.
- Have the name and version number of the application. To get the exact version number, select Help|About WinDelete.
- Know the type of computer and Windows version you are using.
- Record the exact wording of any error messages.
- Be sure to give your name and return address or fax number if you want a reply via fax or e-mail.

Support Contact Information

Free technical support is available via the IMSI Web site, e-mail, fax, or regular mail.

Web:	http://www.imsisoft.com click on [Support] http://www.imsisoft.com/windelete/support.html
E-mail:	windelsupport@imsisupport.com
Fax:	(505) 232-8559
Mailing Address:	IMSI P.O. Box 3496 Albuquerque, NM 87110-3496, USA

Telephone support is also available on a pay basis.

In the United States, Technical Support hours are 8 a.m.-6 p.m. Mountain Time, Monday through Friday, excluding holidays.

Tel: (900) 454-IMSI (4674)

Priority E-mail Support

Priority Support is available for a fee of \$9.95 per e-mail incident, and will guarantee you an answer to your query within one business day. Please include the following information in your message:

- Name
- Phone Number
- E-mail Address
- Type of Computer
- Operating System
- Type of Credit Card
- Credit Card Number
- Credit Card Expiration Date
- Product Name
- Product Version

Priority e-mail Address: prioritysupport@imsisupport.com

Other IMSI Customer Service Options

IMSI also offers sales support and customer service via the phone and Internet. Customer Support hours are 6 a.m.-5 p.m. Pacific Time, Monday through Friday, excluding holidays.

Sales/Customer Service: (800) 833-8082

Please call for pricing,
product information or
replacement disks.

Online Store <http://www.imsisoft.com>

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