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Space Hound (including Help for Space Hound Pro)

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There are five primary display and reporting functions.

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Program Operation

Space Hound is quite easy to use. Most operations are begun by either selecting items from the pull down menu bar or using a mouse or other pointing device to select operations from the buttons on the tool bar.

You will notice that the images on the tool bar buttons change as you enter and leave various parts of the program. Only buttons for operations which are currently available are visible. See <u>Buttons</u>



At the bottom of the screen is an image of a pointing finger. This points to an area where status messages and other helpful information will appear. When you move the mouse over various screen elements, the status bar will tell you what the element is.

Occasionally, <u>processes</u> will display their completion status as well.

Create directory map 27 44 27 12,614,912

Please return to the <u>Contents</u> screen for specific instructions on use of the <u>programs</u> three primary display and reporting functions.

Also See Keyboard Operations

Registration Information



Space Hound

See Ordering Information

Features and benefits of Registered Version:

- Elimination of all references to registration and other "nag" screens.
- Additional updates, corrections and bug fixes implemented after the release of the shareware version.
- You will also be alerted to new releases when available.

Order Form

Ver 1.64

Note: Select "File-Print Topic" from the menu bar to **print** this form.

You can order $\mbox{\bf Space Hound Pro}$ by mail with payment by check , money order or Visa/MasterCard.

Space Hound Pro

Name:	
Company:	
Street:	
Street:	
City:	
State: ZIP:	
Country:	
Telephone Number:	
Credit Card Type: Visa MasterCard Credit Card Number: Expiration Date:	
Signature:	
(Unless otherwise requested we ship	a 3.5" HD disk)
Space Hound PRO	37.95
Oklahoma residents add 8.375% sales tax	
Shipping/Handling - US or Canada Shipping/Handling - Outside of US/Canada	Free
Shipping, handring outside of 50, sanda	
Total in US Funds drawn on a US Bank	
Make checks payable to: Fineware Systems	
Mail to:	
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P.O. Box 75776	
Oklahoma City, Ok. 73147	
By the way, where did you initially hear about Space Hou (If CompuServe	



Similar to the Windows File Manager in appearance, its main purpose is to provide a convenient method of evaluating disk storage usage within the directory plus the combined storage of all nested levels below.

For example: Your WINDOWS directory will contain a directory called SYSTEM and perhaps a directory called <u>MSAPPS</u>. The directory map entry for WINDOWS would include the storage usage within the WINDOWS directory alone and to the right, a figure representing the combined storage of items in the WINDOWS directory plus the WINDOWS\SYSTEM and WINDOWS\MSAPPS directories.

Two separate reports are available from this display. The **File Report** will show the files within the highlighted directory. The **Map Report** shows the directory structure itself. The appearance of each report is based on the appearance of the display when the report is requested. If you expand a directory tree level within the display, the **Map Report** will reflect the expansion and show the sub directories beneath. If the files are sorted by size, the **File Report** will be printed in the same order.

Additional Topics

See <u>Creating a Directory Map</u>

See <u>Directory Map Display</u>

See File List Display

See Saving a Directory Map

See Printing the Directory Map Reports



File Extension Display

An organizational tool which allows you to group all files which share the same file extension. See <u>List of common File Extensions</u>. The Extension Report may be printed either as a complete report (all extensions) or it may be printed with only the files of a single extension. Sorting sequence in the report is controlled by selecting it for the display first.

Additional Topics

See File Extension Display

See Creating an Extension Display

See Saving an Extension Display

See Printing an Extension Display



Allows for searches over one or more physical disk volumes for duplicated files. You may search for <u>exact duplicates</u> or only matching file names (See <u>Comparing Files</u>). Files with the same name may have different contents. An additional option (content only) is available when you wish to search for exact duplicates.

The Duplicate Files Report may be printed either as a complete report (all selected files) or it may be printed with only the files under a specific filename.

Additional Topics

See **Duplicate Files Display**

See Creating a Duplicate Files Display

See Saving a Duplicate Files Display

See Printing a Duplicate Files Display

Ancillary Functions

Launching Files and Documents

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Deletion Report

Miscellaneous Options

Setting Colors

Comparing Files Closing Active Windows

Default Disk Drives

Display Fonts

Printing

Printer Fonts

Printer Setup

Storage within the directory

This column represents the storage usage within the directory named on the left.

Nested Storage
This column represents the combined storage usage of the directory and all <u>nested sub directories</u> below. If the column entry is blank, then the nested total is the same as the directory total.

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Microsoft is a registered trademark and Windows and Visual Basic are trademarks of Microsoft Corporation.

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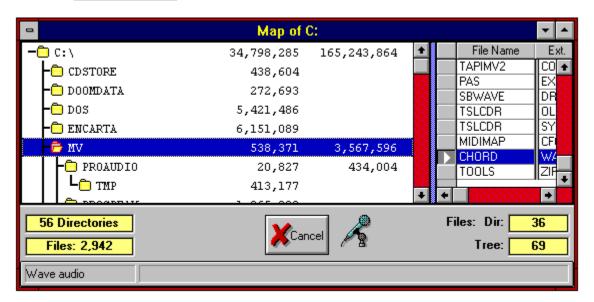
Any product names or file names used in this help file are for illustrative purposes only. Use of these product names does not imply endorsement of the product by <u>Fineware Systems</u>, or endorsement of Fineware Systems by the product vendor.

Directory Map Display

Point to the areas on the screen with the mouse to see a description of each area.

Hint: Use the slider control which separates the left and right halves of the display to size the window panes relative to each other. To use the slider, place the mouse over the slider until you see the mouse pointer change to an arrow which points both left and right at the same time. Hold down the left mouse button and the slider control turns red. You many then shift the control left or right as desired. Release the left mouse button to set the window panes to their current width.

Also see File List Display for an expanded look at the file listing side of the display.



Status Bar Element: Comment Section

Program status and information is displayed here.

Status Bar Element: Resources

This indicates the remaining resources available within Windows. When resources are short, applications may fail and issue "Out of Memory" messages. The background color turns **YELLOW** when resources are short and **RED** when they are becoming critical. You should always unload unnecessary <u>programs</u> when resources become scarce.

The boxes represent remaining resources in GDI, USER, & SYSTEM.

Status Bar Element: Memory

This number represents the amount of remaining memory. It is based upon the amount of total physical memory plus the size of the swap file less memory used by currently loaded applications.

Note: Some applications may fail to release memory when they are terminated. This is especially true if an application is abnormally terminated.

Miscellaneous Buttons

Tool bar buttons \underline{launch} various functions within the program. Only buttons for functions currently available to you are visible. During longer $\underline{processes}$, the buttons are disabled to allow the original process to complete without interruption.

Pointing Finger

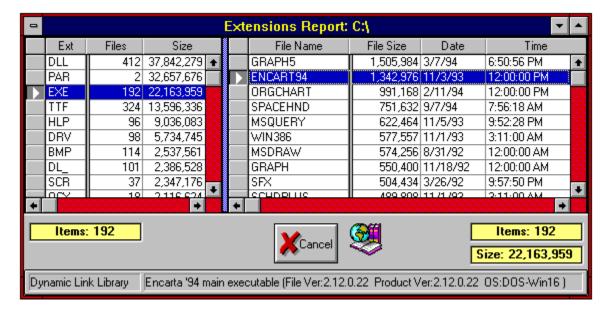
Program author's favorite method of pointing out important information. Used in virtually all of his applications

File Extension Display

Point to the areas on the screen with the mouse to see a description of each area.

You may also sort the results of the search as desired. Sorting is performed by selecting the column desired and pressing one of the <u>sort operation buttons</u> on the tool bar.

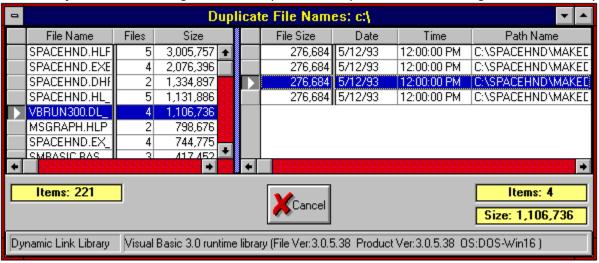
If you sort the files by $\underline{\text{size}}$, descending, then the report will be printed with the largest file at the top.



Duplicate Files Display

Point to the areas on the screen with the mouse and click once to see a description of each area.

You may also sort the results of the search as desired. Sorting is performed by selecting the column desired and pressing one of the <u>sort operation buttons</u> on the tool bar. If you sort the files by <u>size</u>, <u>descending</u>, then the report will be printed with the largest file at the top.



Cancel Closes the display without further processing.

Hint: You may also use the **ESC** key for the same function.

Directory Tree

These are the directories on the currently mapped drive. You may use the mouse to drill down within the directory structure by double clicking on any directory that has sub directories nested below it.

You can usually tell if a directory has <u>nested sub directories</u> by looking at the columns to the right of the directory name. The first column contains a total of the <u>disk file storage</u> used within the directory and the second column indicates the sum of the storage used within the directory plus all of it's nested sub directories. If this column is blank, then there are no files with a size greater than zero residing in nested sub directories below the current directory.





Use the tool bar buttons to set minimum and maximum expansion settings. Example: If the current default starting depth is set to 2 levels, pressing the button which points to the right would show all level 3 directories which are not already visible. See Selecting Standard Depth.

Slider Control

Used to change the size of the split between the directory map and the files within the highlighted directory.

Position the mouse over the control, hold down the left mouse button and the slider will turn red. Move the mouse to the right or left until the window displays the information the way you want it.



NOTE: You may alter the split from vertical to horizontal by depressing the tool bar button provided. This is an image of the button.

File List Display

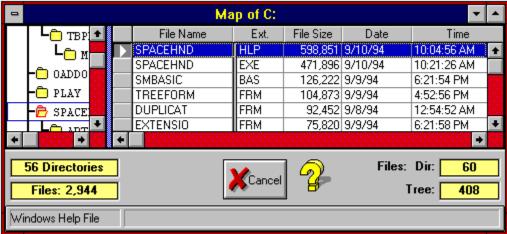
Point to the areas on the screen with the mouse to see a description of each area.

You may also sort the results of the search as desired. Sorting is performed by selecting the column desired and pressing one of the <u>sort operation buttons</u> on the tool bar.

If you sort the list by <u>file size</u>, <u>descending</u>, then the report will be printed with the largest file at the top.

Hint: Use the slider control which separates the left and right halves of the display to size the window panes relative to each other. To use the slider, place the mouse over the slider until you see the mouse pointer change to an arrow which points both left and right at the same time. Hold down the left mouse button and the slider control turns red. You many then shift the control left or right as desired. Release the left mouse button to set the window panes to their current width.

Also see <u>Directory Map Display</u> for an expanded look at the Directory side of the display.



Files Within Highlighted Directory

All files stored within the highlighted directory are listed. You may sort this list on file name, file extension, file date, and file size.

Note: Space Hound Pro Feature: You may use the right mouse button to <u>launch</u> the highlighted <u>programs</u> and documents. Refer to help on associating files in the Windows' File Manager.

Credits

Programming and System Design:

Al Meadows

Fineware Systems

Development Language

Visual Basic Pro v. 3.0 for Windows

Visual Basic is a product of Microsoft Corporation

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Add-on Products and libraries

Microhelp, Inc. Sheridan Software Systems Desaware

Help File

VB helpWriter: Fred Bunn/Teletech Systems

See Acknowledgments

Creating a Directory Map



Tool bar Method: Press the Display Directory Map Button

Menu bar Method: Select Reports|Directory Map Display...



Select the starting directory by selecting the desired disk drive, then selecting the starting point within the directory to begin the map. Press the OK button (or ENTER key) to begin the process. Note: You may create up to 9 directory maps at a time. See <u>Saving a Directory Map</u>.

Starting Directory: Drive Icons

You may select the disk volume by clicking once on these images.

Starting Directory: Directory Tree

You may select the starting point within the directory structure by clicking once on a directory. Double clicking will expand the directory tree to show sub directories nested below if any. Hint: Use the <u>plus key</u> (shift =) to expand the tree using the keyboard only.

Starting Directory: Selected Directory

This display tells you the currently selected starting directory. Press the OK Button to proceed or use the directory tree list to change to another directory location.

OK

Accepts the display and continues processing.

Hint: You may also use the ENTER key for the same function.

Introduction

See <u>How to use</u> Space Hound Help

Space Hound is a professionally designed and developed multipurpose Windows utility program. The overall mission of the program is to "sniff out" wasted space on your hard disk that is duplicated, obsolete, or simply forgotten. The freely distributable shareware version has this as its primary goal. The "Pro" version adds additional functionality for dealing with what is found.

Five primary displays guide you in identifying files which are duplicated, obsolete, and even files which may have been forgotten. **Space Hound** provides the tools to assist you in determining which files fall into these categories.

In addition to helping you "sniff out" wasted and nonproductive disk space, the program provides excellent reporting capabilities to aid you in managing your data.

Note: This help file is used for all three versions of **Space Hound** which includes:

- the unregistered and freely distributable version of **Space Hound**
- the registered version of **Space Hound** See <u>Features List for</u> **Space Hound Pro**
- Space Hound Pro for Novell Networks
 Contact Fineware for details.

 Note: This product is not yet available.

Space Hound Pro and **Space Hound Pro for Novell Networks** only features will always be clearly identified throughout this help file.

Features:

File List: Similar to the Windows File Manager's File Search result in appearance, its goal is to provide a full system search and display without the limitations imposed by the Windows File Manager.

<u>File List Features</u>

Directory Map: Similar to the Windows File Manager in appearance, its main purpose is to provide a convenient method of evaluating disk storage usage within the directory plus the combined storage of all nested levels below.

Directory Map Features

Extensions Display: An organizational tool which allows you to group all files which share the same file extension name.

Extension Display Features

Duplicates Display: Allows for searches over one or more physical disk volumes for duplicate files. You may search for <u>exact duplicates</u> or only matching file names.

Duplicates Display Features

From these basic displays, you have a number of additional functions available from each display. Features common to all Displays

HotSpot Icon

Example of a HOT spot. In this example, the icon images are purely ornamental.

HotSpot Label

Example of a HOT spot. In this example, there is text within a label which identifies the name of the current program.

Extension Name

Alphabetical list of all unique file name extensions contained within the search parameters . In this example, there are 118 unique items within the list. Highlighting or selecting an extension using the mouse or keyboard provides a list of all files within the search parameter that use that extension.

Extension Items

This is the number of unique file extensions found within the search parameters .

Extension List: File Names

Files which use the currently highlighted extension. In this example, the highlighted extension name is EXE and the highlighted file name is CALENDAR.

The full <u>8.3 DOS file name</u> is CALENDAR.EXE and is located within the C:\WIN directory. It also contains 59,824 bytes and was created on 03-10-1992 at 3:10 AM.

Extension List: File Size

Size in bytes of the file.

Extension List: Date and Time

Date and time the file was created or last modified.

Extension List: Directory

Directory in which the highlighted file is located.

Extension List: File Count

Number of files found with the highlighted extension.

Extension List: Cumulative Size

The total size of the files found with the highlighted extension.

Note: This number is limited to the items within the list. It is possible that the number of total items which qualify for inclusion within the list exceed the capabilities of the program. In general, the maximum number of entries in the list is approximately 1,400. This is totally depended upon the cumulative size of list item elements such as directory names, file names, file sizes, etc. The number of items could vary if the list is sorted in another sequence.

Directory Tree: Total Directories

Total number of directories found within the $\underline{\text{search parameters}}$. This includes $\underline{\text{nested sub directories}}$ which may be in unexpanded trees.

Directory Tree: Total Files

Total number of files found within the <u>search parameters</u>.

Directory Map: Files within Directory

Total number of files within the highlighted directory.

Directory Map: Files within Tree

Total number of files contained within the currently highlighted directory and all <u>nested sub directories</u>.

Duplicate Files: File Names

Alphabetical list of all files found within the <u>search parameters</u> that have at least one additional instance. This does not mean that the files are identical, simply that they share the same file name.

Hint: You may use the compare feature of **Space Hound** to test any two files for equality at the bit level.

Duplicate Files: File Count

Number of unique file names which were found to have at least one other instance of the same name within the $\underline{\text{search parameters}}$.

Duplicate Files: File Type

Some file types are recognized by **Space Hound**. If the file type can be determined, it will be displayed in this status box area.

Duplicate Files: File Description

Some files contain embedded file descriptions and version information. If possible, **Space Hound** extracts this information and displays it on this status bar.

Duplicate Files: Instances Found

Number of files with the same file name as the highlighted name.

Duplicate Files: Combined Size

Combined size of all files with the same name as the highlighted file.

Duplicate Files: File Size

File size (in bytes) of the file.

Duplicate Files: Date and Time

Date and time the file was created or last modified.

Duplicate Files: Location

Disk and directory location of the file.

Saving a Directory Map

You may save a directory map for later use. See <u>Using Saved Files</u>

Menu bar Method: Select File|Save...



Select the drive and directory desired and press the OK button. The default file name extension for Saved Directory Maps is .MAP. See <u>Printing a Directory Map</u>.

Note: If multiple displays are open, the display which will be saved will be the most recently activated one regardless of which type of display it was. For example: If you have a Directory Map on screen and then create a Duplicate Names display and attempt to save, you will be saving the Duplicate Names. To insure that the correct display is saved, you should click somewhere on the Directory Map display itself to make it the <u>current display</u> before you save it. If multiple Directory Maps are visible, the most recently activated is the current Directory Map and will be the one saved.

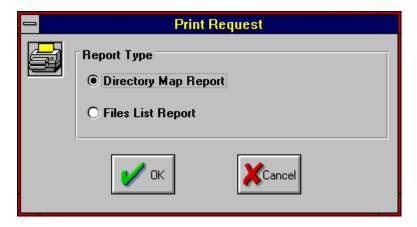
Caution: Saved directory maps may not be 100% reliable. When reloaded, the names of the directories, nested storage totals, and file counts are based upon the view that was in effect when the map was saved. However, the files within the directories represent the current environment.

Printing the Directory Map Reports

You may print the directory map or a listing of the files within a particular directory.

Tool bar Method: Press the Save File Button

Menu bar Method: Select File|Print...





Select this to produce a printed report of the currently selected Directory Map which shows the directory structure in an outline format..

Note: The report will be printed using the same information which is displayed on the screen. If a tree is expanded, it will be expanded within the report.



Select this to produce a printed report of the files contained within the highlighted directory from the currently selected Directory Map.

Note: The report will be printed using the same information which is displayed on the screen. If a files are sorted on date, they will be sorted on the report as well.

Definition of Shareware

Shareware distribution gives users a chance to try software before buying it. If you try a Shareware program and continue using it, you are expected to register. Individual <u>programs</u> differ on details -- some request registration while others require it, some specify a maximum trial period. With registration, you get anything from the simple right to continue using the software to an updated program with printed manual.

Copyright laws apply to both Shareware and commercial software, and the copyright holder retains all rights, with a few specific exceptions as stated below. Shareware authors are accomplished programmers, just like commercial authors, and the programs are of comparable quality. (In both cases, there are good programs and bad ones!) The main difference is in the method of distribution. The author specifically grants the right to copy and distribute the software, either to all and sundry or to a specific group. For example, some authors require written permission before a commercial disk vendor may copy their Shareware.

Shareware is a distribution method, not a type of software. You should find software that suits your needs and pocketbook, whether it's commercial or Shareware. The Shareware system makes fitting your needs easier, because you can try before you buy. And because the overhead is low, prices are low also. Shareware has the ultimate money-back guarantee -- if you don't use the product, you don't pay for it.

(for freely distributable shareware version only) Disclaimer & Agreement

Note: See Registered version Disclaimer & Agreement

Users of **Space Hound** must accept this disclaimer of warranty:

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Space Hound is a "shareware program" and is provided at no charge to the user for evaluation. Feel free to share it with your friends, but please do not give it away altered or as part of another system. The essence of "user-supported" software is to provide personal computer users with quality software without high prices, and yet to provide incentive for programmers to continue to develop new products. If you find this program useful and find that you are using Space Hound and continue to use Space Hound after a reasonable trial period, you must make a registration payment of \$37.95 (plus applicable shipping/handling/sales taxes) to Fineware Systems. The \$37.95 registration fee will license one copy for use on any one computer at any one time. You must treat this software just like a book. An example is that this software may be used by any number of people and may be freely moved from one computer location to another, so long as there is no possibility of it being used at one location while it's being used at another. Just as a book cannot be read by two different persons at the same time. Commercial users of Space Hound must register and pay for their copies of Space Hound within 30 days of first use or their license is withdrawn. Site-License arrangements may be made by contacting Fineware Systems.

Anyone distributing Space Hound for any kind of remuneration must first contact Fineware Systems at the address below for authorization. This authorization will be automatically granted to distributors recognized by the (ASP) as adhering to its guidelines for shareware distributors, and such distributors may begin offering Space Hound immediately (However Fineware Systems must still be advised so that the distributor can be kept up-to-date with the latest version of **Space Hound**.).

You are encouraged to pass a copy of **Space Hound** along to your friends for evaluation. Please encourage them to register their copy if they find that they can use it. Upon registration they will receive a copy of the latest version of **Space Hound**.

> **Fineware Systems** P.O. Box 75776 Oklahoma City, Ok 73147

Technical support via CompuServe CompuServe ID: 70650,2022 (Al Meadows) Prodigy ID: BBTK05A (Al Meadows)

America On line ID: VB AL

Distribution Licensing Agreement

Note: Select "File-Print Topic" from the menu bar to print this form.

Space Hound Distribution Licensing Agreement

Anyone wishing to charge people a fee for giving them a copy of Space Hound must have the written authorization of the author, without which, the distributor is guilty of copyright violation. To receive such authorization, send this completed application, along with a copy of your software library's order form to:

Al Meadows
<u>Fineware Systems</u>
P.O. Box 75776
Oklahoma City, Ok 73147

Include \$7 to cover the cost of processing the application and of sending you the latest version of Space Hound. For distributors already recognized by the Association of Shareware Professionals, this application is not necessary.

Terms of Distribution of Space Hound:

- 1. The fee charged may not exceed \$10, including postage, mailer and any other charges.
- 2. Your library's catalog or listing must state that this program is not free, but is copyrighted software that is provided to allow the user to evaluate it before paying.
- 3. The offering and sale of Space Hound will be stopped at any time the author so requests.
- 4. Copies must be made from the copy of Space Hound sent to you with

this agreement. This is required for control purposes.

5. Problems or compla author for investigation. distribution of the prograr terms of distribution.	In return for a lice	ense to charge a fee fo	r the
Signed,your signature)	date	
AI Me	eadows	date	

Ordering Information

Registration for **Space Hound Pro** is \$37.95. Shipping and handling is **FREE** anywhere in the world! You may either pay by check, money order, or via credit card.



Via e-mail Direct from Fineware.

You may order with Visa, MasterCard, or American Express by including the card number and expiration date and sending e-mail to:

Al Meadows - Fineware Systems

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Note: Internet Email is **not** recommended for credit card orders.



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THE ABOVE NUMBERS ARE FOR ORDERS ONLY. NOT TECHNICAL SUPPORT.



PsL Order Form (Credit Card Orders ONLY)

Any questions about the status of the shipment of the order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc., must be directed to Fineware Systems.

To insure that you get the latest version, PsL will notify us the day of your order and we will ship the product directly to you."

About PsL

<u>PsL</u> is short for "Public (software) Library". PsL has been distributing public domain and shareware software on disks since 1982. PsL has been recommended in every major (PC) computer magazine, many computer books, and many non-computer publications such as NY Times.

PsL offers a shareware registration order taking service primarily for the benefit of shareware authors and their customers. The service began in January 1989 and presently takes orders for many hundreds of shareware authors.

PsL can take orders via our 800#, non-800#, CIS#, and FAX#. Their operators are available from 7:00 a.m. to 7:00 p.m. CST Monday-Friday and normally from 7:00 a.m. to 4:00 p.m. on weekends. They provide the easiest and most direct way to register shareware via CompuServe - via e-mail. FAX and credit cards are the primary means of registration for overseas customers.

Please note that support and usability problems <u>are not to be reported to PsL</u>. They do not have support technicians who are trained about the usage and capabilities of **Space Hound** and simply refer such calls to me anyway "after" charging me a service charge.

Note: Select "File-Print Topic" from the menu bar to print this form.

You can order **Space Hound Pro** by Phone, Mail or FAX with payment by credit card.

PsL Product# 11320

Name:		
Company:		
Street:		
Street:		
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State: ZIP:		
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Telephone Number:		
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Expiration Date:		
Signature:		
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Space Hound PRO	37.95	
Texas residents add 8.25% sales tax		
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Shipping/handing Outside of OS/canada	1166	
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	_	

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By the way, where did you obtain the shareware version of **Space Hound:**

Upgrade Offer

See <u>Upgrading to Latest Version</u> for **Registered Users**

Space Hound Pro offers you the highest capability for evaluating and managing your valuable hard disk space. See <u>Features of Space Hound Pro</u>

Features of Space Hound Pro

A file viewer with support for over 20 file formats including ASCII, HEX, PCX, TIF, GIF, BMP, WMF, ICON, Microsoft Word, WordPerfect, AMI PRO, xBase, Paradox, Lotus, Excel, ZIP, LZH, Quattro Pro, MetaFiles, Q&A, Windows Write, and Microsoft Works. (New viewers are added from time to time and support for newer file formats updated as soon as possible.)

Up to 9 file viewers may be open at a time. This will aid you in further evaluating the data that has been stored on your computer. The viewers may be launched via a button on the toolbar or by double clicking on the file from any of **Space Hound Pro's** program windows that list files.

Enhanced version control information display for files containing version information.

A File and program launcher which utilizes file associations. Launch <u>programs</u> from anywhere within **Space Hound Pro** where files are listed.

Priority handling of support issues. Support is provided freely for all users but support is provided on the basis of first in/first out for **Space Hound Pro** owners.

Other features not yet planned.

Acknowledgments

I wish to thank the people whose contributions have made this application possible either by providing suggestions, assisted in the beta test, or otherwise contributed something which went into this program.

Dan Appleman: His book <u>Visual Basic Programmer's Guide to the Windows API</u> is the definitive work available today for the Visual Basic programmer.

James Archie: For listening to me talk about the app almost every day for months and encouraging me to get it shipped.

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Others worth mentioning as well include Sam Patterson, Bill Locke, William Beem, Jack Presley, Brian Dowd, Joe Modica, Don Malin, Al Brassell, Caven Kelly, Ross Birdsong, Gary Pace, Tim Larason, Leroy J. Patton, Brian Moura, and Hank Ryan.

Most importantly, I wish to acknowledge the consideration and sacrifice of my wife **Carol** and my daughters **Michelle** and **Christine**.

Product Support

Primary Support for Fineware's Utility <u>programs</u> (See <u>Other Fineware Products</u>) is provided within the Windows Utility Forum on CompuServe. The <u>GO WORD</u> for the forum is WINUTIL and the forum is monitored on a daily basis.

The <u>Windows Users Group Network</u> (WUGNET) sponsors the WINUTIL Forum, and the Forum is open to all CompuServe users.

Technical support is available at no charge by sending electronic mail to:

Al Meadows (Fineware Systems)

- 70650,2022 on CompuServe
- 70650.2022@CompuServe.com on Internet
- BBTK05A on Prodigy
- VB AL on America On line

Technical support also available by sending **US Mail** to <u>Fineware Systems</u>, P.O. Box 75776, Oklahoma City, Ok 73147.

Registered users have priority but I will try to answer all questions.

See <u>How to report problems</u>

How to Report Problems

When reporting problems, please include the following information:

- 1) Is the problem reproducible? If so, how?
- 2) Did the problem occur when running Windows in Enhanced or Standard mode? You can determine which mode is active by choosing About in the Program Manager's Help pull-down menu.
- 3) If a dialog box with an error message was displayed, please include the full text of the dialog box, including the text in the title bar.
- 4) A text file called ERRORS.LOG may exist within the <u>application's directory</u>. The contents of this file should be included in the report.
- 5) A description of the hardware used including manufacturer and model. This should include descriptions of all internal components such as hard disk type and size. **Hint**: There should be a utility located either within your DOS or Windows directory called MSD. This is the Microsoft System Diagnostic program. It has an option of creating a report detailing the items on your system. There is also another utility called DrWatson which is located within your Windows directory. It is quite useful to the developer in determining system status when <u>programs</u> fail. To use DrWatson, simply <u>launch</u> it before launching **Space Hound** and it will create a DrWatson.Log file. Submitting both of these reports will help in isolating and fixing problems which you may encounter.
- 6) Include some method (preferably an e-mail address) where Fineware can contact you if we need additional information and to provide updated software when the problem has been resolved.

System Requirements

Space Hound requires Windows 3.1 or later or Windows for Work groups 3.11 or later. I have tried to provide keyboard support for most functions but a mouse or other pointing device is highly recommended.

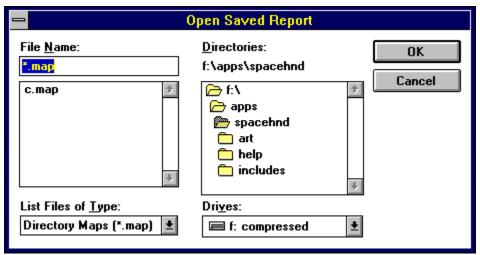
A PC (386 processor or above) with at least 4 MB of RAM (8 MB recommended).

Operations on other operating system environments (such as OS/2) have not been tested. A version which takes advantage of the **WindowsNT** environment and **Windows 95** (aka Chicago) is <u>planned</u>.

Using Saved Files

Frequently, we may wish to create a report and save it for later use either to compare changes within our directory structure over time or to complete an evaluation started earlier.

Menu bar Method: Select File|Open...



Select the drive and directory desired, then select the saved file desired and press the OK button.

Caution: Saved directory maps may not be 100% reliable. When reloaded, the names of the directories, nested storage totals, and file counts are based upon the view that was in effect when the map was saved. However, the files within the directories represent the current environment. Other saved files such as Extension Reports and Duplicate Names may also be incorrect due to changes which have occurred after they were created. In the case of Extension Reports and Duplicate Names Reports, attempting to access a file which is no longer there will simply display and error message telling you that the file cannot be found. This is expected behavior and not an error. See Specifics on Saved Files



This display is used to give a quick glimpse into the physical characteristics of your disk drives.





Deleting Files

Deleting files is easy with Space Hound. While viewing any of the major displays including the <u>Directory Map</u>, <u>Extensions Display</u>, or <u>Duplicate File Names Display</u>, you may delete files using either the mouse or the delete key.



Tool bar Method: Press the Delete Button delete are highlighted.

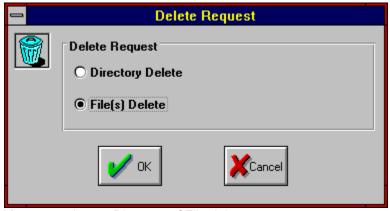
while the file(s) you wish to

Keyboard Method: Press the Delete Key while the file(s) you wish to delete are highlighted.

Highlight the file(s) you wish to delete using the mouse. You may select multiple files by holding down the Control Key (Ctrl) selected the desired files using the mouse and the left mouse button. You may select a range of files by selecting the first in the range, and then selecting the bottom of the range with the mouse and the left mouse button while holding down the shift key. You may also select multiple files in a range by holding down the left mouse button and dragging across the desired files.

Note: Unless the feature is disabled (see <u>Miscellaneous Options</u>), you will be queried about confirming the delete before it occurs.

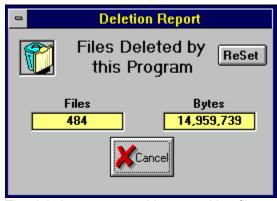
Note: You may delete an entire directory structure while the Directory Map is the current active display. Please be cautious using this option.



You many choose Directory of File deletes.



Deletion Report

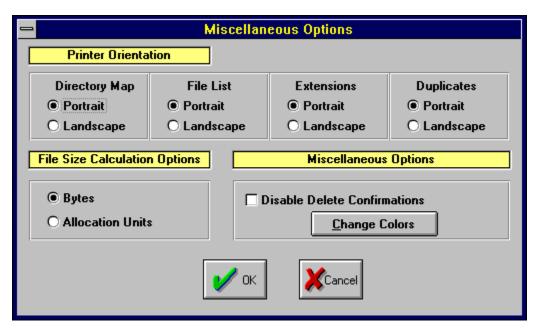


The deletion report provides you with a file and byte count of all files deleted by this program.



Miscellaneous Options

You may set your own personal preferences for program operations. These include the ability to set the colors used within the application, the <u>orientation</u> of printed reports, and other miscellaneous items. See <u>Setting Colors</u>





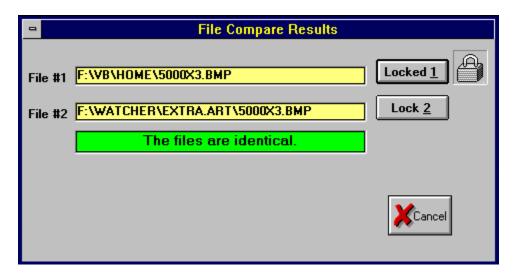
Comparing Files

One of the techniques available for locating duplicate files on your computer is a search based strictly upon file names. This is very useful in determining that you have multiple versions of the same file.

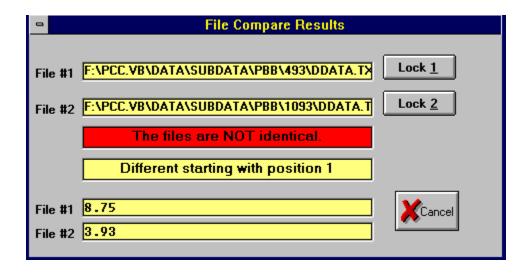
Using this technique, the Duplicate Files Display will show you when you have files which share the same name even when those files are on separate disk volumes. However, it won't tell you if the files are identical. When viewing the duplicate files report, you can look at the size of each file and if different, then you know the files are not identical. You can look at the date but different dates do not guarantee that the files are the same. It possible that you may have files which are identical but have different file names.

Space Hound allows you to compare any two files which have the same file size regardless of how they are named. To compare files, you must run one or more of the displays. The most logical tool to use when hunting for <u>exact duplicates</u> is the Duplicate Names Display. If the Duplicate File Names Display showed two instances of a file called ABC.TXT then you can compare the files by marking both of them, and selecting the Tool bar button pictured above. This would fill both the File#1slot and the File#2 slot. While the Compare Files Window is displayed, subsequent file selections will fill the File#1 slot unless you lock the slot.

Your are not limited to choosing files from the Duplicate Files Display. For example, you could run a Directory Map of your Drive C and an Extensions Report on Drive D. Select one of the files you wish to compare and select the Compare Files Button pictured above. The selected file will be placed in the box labeled File #1. Once you have selected File#1, lock it and select another file for the File#2 slot. You may lock either slot #1 or slot#2 but not both at the same time. In the example screen below, File #1 was locked so that the second file could be selected.



If the files are not identical but do have the same size, then the display will include the ascii characters at the initial point the files differ and the position where the difference begins.





Depress this to immediately close all open displays within the program.

Creating a File Extension Report



Tool bar Method: Press the Extension Display Button

Menu bar Method: Select Reports Extensions Display...



Select starting directory by selecting the desired disk drive, then selecting the starting point within the directory to begin the search. Press the OK button (or ENTER key) to begin the process. Note: You may create up to 9 Extension Displays at a time. See <u>Saving an Extension Display</u>.

Save Dialog Title

This is the title for the Save Dialog Windows for a Directory Map. Save Dialogs for Extension Reports and Duplicate File Names Reports are similar.

Save File Name

Enter the name you wish to use for the saved file.

Note: Each Display Report has it's own standard naming convention for the saved file's filename extension.

Directory Maps will be assigned the extension .MAP Extension Reports will be assigned the extension .EXT Duplicate File Names Report will be assigned .DUP

It is not necessary to provide this extension yourself, it will be done automatically. If you do provide an file extension yourself, it will override the normal default. **Hint**: If you use other names for the extensions, you will have to specifically look for them in the File Open Dialog (See <u>Using Saved Files</u>).

Current Directory

This is the currently selected directory. If you save now, this is where the file will be placed.

Existing Files

This would show the names of existing files of the currently selected type. In this example, we would see files with the extension .MAP if any existed. To see files within the currently selected save directory with the extension of .DUP (Duplicate Names Save File), then use the "Save File as Type" combo box and select Extension Reports.

Hint: Double Clicking on an existing file name will place the file name within "File Name" text box and allow you to save the current report on top of a previous one. **Note:** The previous report would be destroyed.

Save as File Type

The file type will be selected automatically for you depending upon which type of Display report your attempting to save. You may manually change it to one of the other types if desired but this is not recommended.

Select Save Directory

Use this directory control to select the directory desired to save the report. By default, all save attempts will default to the application's directory.

Select Save Drive

Use this drive control to select the disk drive desired to save the report. By default, all save attempts will default to the $\underline{application's\ disk}$.

Save Dialog Command Buttons

Select OK to save the report, select cancel to abort the save operation.

Files within Highlighted Directory

These are the files which are stored in the currently highlighted directory.

File Size

Size of the file in bytes.

File Date & Time

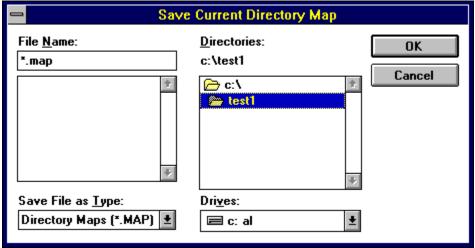
Date and Time the file was last modified or originally created.

Saving an Extension Display

You may save a Extension Display for later use. See Using Saved Files

Tool bar Method: Press the Save File Button

Menu bar Method: Select File|Save...



Select the drive and directory desired and press the OK button. The default file name extension for Saved Extension Reports is .EXT. See Printing an Extension Display.

Note: If multiple displays are open, the display which will be saved will be the most recently activated one regardless of which type of display it was. For example: If you have a Directory Map on screen and then create a Duplicate Names display and attempt to save, you will be saving the Duplicate Names. To insure that the correct display is saved, you should click somewhere on the Directory Map display itself to make it the <u>current display</u> before you save it. If multiple Extension Displays are visible, the most recently activated is the current Extension Display and will be the one saved.

Caution: Saved Extension Reports may not be 100% reliable. When reloaded, the names of the directories, files, file sizes, file dates, and file counts are based upon the view that was in effect when the Extension Report was saved. If a file is no longer there, you will receive an error message if you try to manipulate or examine it.

Printing the Extension Display

You may print the Extension Display as a complete report covering all extensions or only a single selected extension.

Tool bar Method: Press the Save File Button

Menu bar Method: Select File|Print...



Save File Name Desired

Enter the name of the previously saved file you wish to load.

Note: Each Display Report has it's own standard naming convention for the saved file's filename extension.

Directory Maps will be assigned the extension .MAP Extension Reports will be assigned the extension .EXT Duplicate File Names Report will be assigned .DUP

It is not necessary to provide this extension yourself, it will be done automatically. If you do provide an file extension yourself, it will override the normal default. Hint: If you use other names for the extensions, you will have to specifically look for them in the File Open Dialog (See Using Saved Files).

List of Existing Saved Files

This would show the names of existing files of the currently selected type. In this example, we would see files with the extension .MAP if any existed. To see files within the currently selected save directory with the extension of .DUP (Duplicate Names Save File), use the "Save File as Type" combo box and select Extension Reports.

Hint: Double Clicking on an existing file name will place the file name within "File Name" text box. At this point, you would be ready to load the file.

List as File Type

The file type defaults to .MAP. You may select the other defaults (.EXT and .DUP) as well as displaying all file types using wild cards (*.*) by using this control.

Select Load Directory

Use this directory control to select the directory desired to load previously saved reports. By default, all save attempts will default to the <u>application's directory</u>.

Select Load Drive

Use this drive control to select the disk drive desired to load previously saved reports. By default, all load attempts will default to the <u>application's disk</u>.

Load File Dialog Command Buttons

Select OK to load the report, select cancel to abort the load operation.

Specifics on Saved Files

In general, saved files are provided as a "extra" that you can use as you desire. Maintenance to your storage media through Space Hound should always be done with a current report if possible.

Map Reports will show the directory structure as it existed at the time of the reports creation. The size of the storage used within the directory and the tree are also based upon the conditions which existed when the report was generated.

The right hand side of the report shows the files which "currently" exist within the highlighted directory. This side of the report is always up to date when initially displayed as you highlight different directories on the directory map side of the display. Deleting files will update the directory storage and nested storage totals. If additional files have been added to the directory since the original report was produced, it's possible that the storage totals may go negative. It's also possible that files have been removed and the storage totals indicate usage not currently true.

Extension Reports, Duplicate Files, and File List will continue to show the same results as when they were first generated. Attempts to evaluate files which have been deleted or moved by clicking on them may result in an error message that states that the files cannot be found. The file dates, times, and sizes are also based upon their status when the report was created.

List of Common File Extensions

This is only a short list of the more common file extensions. In many cases, it's not necessary for a file to be correctly named. If a .WAV file is labeled as a .TXT file, it can still be loaded and played using the Media Player which ships with Windows.

.386	Virtual	device	driver
.000	viituai	acvice	ULIVE

.ASM Assembly language source code

.BAT Batch file

.BAS Basic language source code

.BMP Bitmap format graphic
.C C language source code
.CAL Windows calendar file
.COM Executable program
.CRD Windows card file

.DIZ Shareware ID file
.DLL Dynamic Link Library

.DOC Document File

.DOT Microsoft Word template

.DRV Driver

.EXE Executable program
.FNT Windows font file
.FON Windows font file
.GIF Graphic image format

.H Header file used with C programming

.HLP Help file .ICO Icon file

.INI Initialization file

.MAK C or Visual Basic Make File
.MDB Microsoft Access database file

.ME Commonly used for text files as in "Read.Me"

.MID Midi sound files

.PIF Program information files
.RLE RunLength encoded graphic

.SHG Bitmaps editied by the Microsoft SHED utility to provide hot spots

.SYS System file

.TXT ASCII format text file .WAV Windows Sound file .WRI Window's Write format

.XLM Excel Macro
.XLS Excel spreadsheet

.ZIP Zipped (compressed file) created by PkZip



Extension Report: Print Full Report

Select this to produce a printed report of the currently selected Extensions Display which includes all file name extension variations found. The report will include all files which use this extension. Please note: Depending upon your configuration and the number of files found within the <u>search parameters</u>, this could be a rather long report.

Note: The report will be printed using the same sorting sequence used for the display. If the files are listed in descending order by date (latest at the top), then the report will be printed in the same order.



Extension Report: One Extension Only

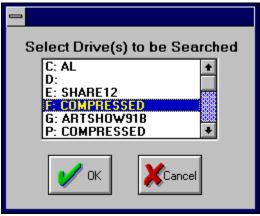
Select this to produce a printed report of the only the currently highlighted extension within the current Extensions Display.

Note: The report will be printed using the same sorting sequence used for the display. If the files are listed in descending order by date (latest at the top), then the report will be printed in the same order.

Creating a Duplicate Files Display

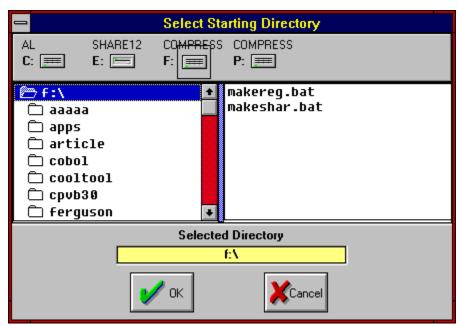
Tool bar Method: Press the Duplicates Button

Menu bar Method: Select Reports|Duplicate Files Display...



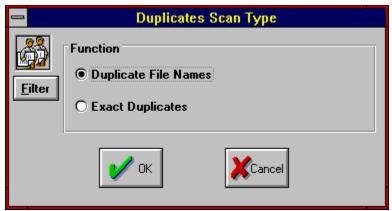
Select the disk drive(s) that you wish to search. Note: If you selected more than one volume, then the entire volume is searched for each selected drive. If you select only a single disk drive, you may confine your search based on a starting directory. Hint: If all of your disk volumes are not showing up in this list, you need to select Default Disk Drives from the pull-down menu (File|Default Disk Drives...).

To select multiple volumes, hold the Control Key (Ctrl) down while using the mouse to click on each desired volume. You may also use the Shift key to select a range. To select a range, highlight the first entry in the list, press the Shift key and use the mouse to select the last entry in the list desired. Another method for selecting items from the list when they are in consecutive order is to drag the mouse across the volume names while holding down the left mouse button.



Select starting directory by selecting the desired disk drive, then selecting the starting point within the directory to begin the map. Press the OK button (or ENTER key) to begin the process. Note: You may

create up to 9 Duplicate Files displays at a time. See Saving a Duplicate Files Display.



Select scan option. Hint: Searching for Duplicate File Names is somewhat faster than running an <u>exact duplicates</u> search. Searching on Content Only can take quite a long time on a large system. You should consider carefully which type of report you really want. It might be worth your time to experiment with these procedure so that you understand how long a given process is likely to take. Milestones are often noted on the status bar at the bottom of the screen. Limiting the <u>search parameters</u> to exact duplicates eliminates the ability to detect multiple versions of the same file. Hint: You can use the Duplicate Files Filter to select only files which match one or more file masking patterns.

Saving Duplicate Files Display

You may save a Duplicate Files Display for later use. See <u>Using Saved Files</u>

Menu bar Method: Select File|Save...



Select the drive and directory desired and press the OK button. The default file name extension for Saved Duplicate Reports is .DUP. See <u>Printing a Duplicate Files Display</u>.

Note: If multiple displays are open, the display which will be saved will be the most recently activated one regardless of which type of display it was. **For example**: If you have a Directory Map on screen and then create a Duplicate Files display and attempt to save, you will be saving the Duplicate Files. To insure that the correct display is saved, you should click somewhere on the Directory Map display itself to make it the current display before you save it. If multiple Duplicate Files Displays are visible, the most recently activated is the current Duplicates Display and will be the one saved.

Caution: Saved Duplicate Files Reports may not be 100% reliable. When reloaded, the names of the directories, files, file sizes, file dates, and file counts are based upon the view that was in effect when the Duplicate Files Report was saved. If a file is no longer there, you will receive a noncritical error message if you try to manipulate or examine it.

Printing a Duplicate Files Display

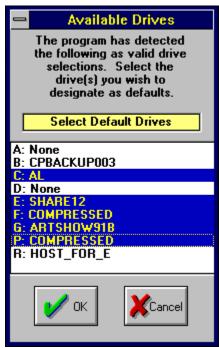
You may print the Duplicate Files Display as a complete report covering all duplicate files or only a single selected file.

Tool bar Method: Press the Save File Button

Menu bar Method: Select File|Print...



Default Disk Drives



You may include or exclude specific disk volumes from being searched for a Duplicate Files Display. This can be very handy in network environments where Disk Mapping is used to create <u>search paths</u> and user volumes. It is also likely that you would wish to exclude diskette drives and RAM Drives.

Drives Found on Your Computer

This is a list of all disk devices which can be found by the program. It is not necessary to have a drive loaded (such as a floppy drive or CD-ROM drive) to detect the device. For performance reasons, you should exclude diskette drives and CD-ROM drives unless you specifically wish to include them in searches.

You should also be careful when selecting network volumes. Search times against large network volumes can be quite time consuming. You should also exclude volumes which are only <u>search paths</u> on the network and not really separate disk volumes.

Ram drives should also be excluded.

Current Default Drives

These are your current default disk drives. You may pick one or more volumes from this list. To select multiple volumes, use the mouse to select each volume desired while holding down the Control Key (Ctrl). You may select a range of files by selecting the first in the series, pressing the Shift Key, the selecting the last in the series while the Shift key is down. Another method for selecting multiple volumes is to drag across them with the mouse while holding down the left mouse button.



Duplicate Files: Print Full Report

Select this to produce a printed report of the currently selected Duplicate Files Display which includes all duplicate files found. The report will include all files which had at least two instances found based upon the <u>search parameters</u> used. **Please note**: Depending upon your configuration and the number of files found within the search parameters, this could be a rather <u>long</u> report.

Note: The report will be printed using the same sorting sequence used for the display. If the files are listed in descending order by date (e.g. latest at the top), then the report will be printed in the same order.



Duplicate Names: One File Name Only

Select this to produce a printed report of the only the currently highlighted duplicated file within the current Duplicate Files Display.

Note: The report will be printed using the same sorting sequence used for the display. If the files are listed in descending order by date (e.g. latest at the top), then the report will be printed in the same order.

Sectors

A hard disk is divided up into a series of concentric rings known as tracks. Each ring is broken up into manageable chucks called sectors, separated by small gaps. A sector begins with a unique pattern that enables the disk controller determine where something starts.

Clusters

A cluster is a unit of storage comprised of one or more sectors. Files always begin on a cluster boundary. For this reason, very small files can take up much more room than you think. In this example, a sector is equal to 512 bytes and a cluster is equal to 8 sectors totally 4096 bytes. If a file contained 766 bytes (typical for an icon file), it would only take two 512 byte sectors to store the file but actually disk usage would be 4096 bytes.

Some disk compression schemes allow files to begin on sector boundaries instead of cluster boundaries. For this reason, it is not impractical to devote some portion of your hard disk as a compressed volume if you have lots of small files to maintain.

Hint: If you want to see how much storage is used within a directory beyond the physical size of each file, use the allocation units option (see <u>Miscellaneous Options</u>) to measure actual usage.

Total sectors and clusters on volume

This is the total number of sectors and clusters found on the currently selected disk volume.

Free Space

This is the amount of disk space remaining on the selected disk drive. If the volume is compressed using a utility such as DoubleSpaced or Stacker, then the number is an estimate based roughly on a 2:1 ratio.

Total Space on Volume

Total amount of storage space on the selected disk.

Note: This figure is somewhat exaggerated because of how files are stored. If a file contained 766 bytes (typical for an icon file), it would only take two 512 byte sectors to store the file but actual disk usage would be 4096 bytes. This is because the volume allocates 8 sectors to each cluster and a file always begins on a cluster boundary. On larger volumes, the cluster size can be as high as 32,768 bytes.

If the volume is compressed using DoubleSpace or Stacker, the total amount of storage is an estimate based upon current usage and estimated remaining available storage.

Available Disk Drives

You may select which volume to examine by selecting it with this control.

Note: The drives displayed here are dependent upon the drives specified as Default Disk Drives. CD-ROM drives and network drives cannot be examined with this feature but may be used with other portions of the program.



Select this option to delete the highlighted directory and all nested directories below. Please use caution because this is a very powerful feature.



Select this option to delete the highlighted file(s) within the currently highlighted directory.

Files Deleted

Count of files deleted by the program.

Bytes Deleted

Total number of bytes deleted by the program to date.

Reset Count

This allows you to reset the count of files and bytes deleted back to zero.

Depth

Select the desired depth to display within a Directory Map when initially loaded.

Orientation: Directory Map

Set printer <u>orientation</u> for Directory Maps.

Orientation: File List

Set printer <u>orientation</u> for File List Report.

Orientation: Extensions Report

Set printer <u>orientation</u> for Extensions Report.

Orientation: Duplicate Files Report

Set printer <u>orientation</u> for Duplicate Files Report.

Storage Calculations

Allocation units are the basis for how data is stored on a hard disk. Unless the drive is compressed using DoubleSpace or Stacker, the allocation unit is the minimum unit allocated when a file is stored. For example: a single 766 byte icon file placed on a disk where the allocation unit is 4096 uses 4096 bytes of storage. The Directory Map has the capability of displaying storage usage based upon actual physical file size or allocation unit totals.

Delete Confirmations

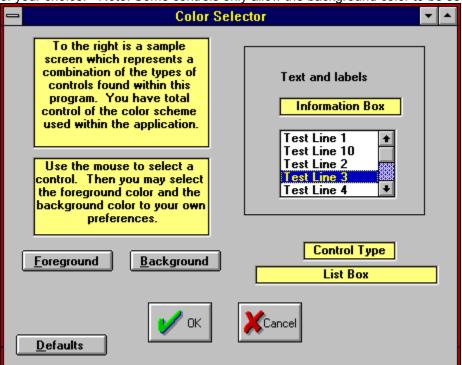
You may disable delete confirmations if desired. Check here to disable confirmations. The default during installation is to show confirmations.

Change Colors

Press this button to set custom colors based on user preferences.

Setting Colors

You can set application colors by first selecting the desired interface element in the box containing the sample controls. Once a control has been selected, you may select background and foreground colors of your choice. Note: Some controls only allow the background color to be set.



Text and Labels

To set the text and label colors, click here, then select foreground. Select the color desired from the colors chart and select OK. **Note**: Background cannot be set for this screen element.

Information Box

To set the Information Box colors, click here and then select foreground. A color chart will be displayed which allows you to select the color desired. Select Background to set the background color.

Listbox colors

To set the Listbox colors, click here and then select foreground. A color chart will be displayed which allows you to select the color desired. Select Background to set the background color. Note: This also sets the colors for the Directory Map display.

Screen Element

This displays the currently selected screen element. Use the Mouse to click within the box above to select the screen element you wish to change.

Foreground Button

This allows you to select the foreground color of the currently selected screen element.

Background Button

This allows you to select the background color of the currently selected screen element.

Default Colors

This allows you to set the foreground and background color of all screen elements back to system defaults.

Color Selection Instructions

Use the instructions displayed here to set the colors to your own preference.

File#1 slot is locked

This means that Slot #1 is locked and that selecting another file will place the file in slot #2.

File Slot#1

This is the slot filed when you select a file to be compared. Unless you lock the slot, you can't compare it to anything else. Exception: If you mark 2 files within the same display before launching the File Comparison Tool, then slot #2 is automatically filled with the second file.

File Slot#2

You must lock File Slot#1 before you can select files into this slot.

Compare Results

This area will tell you if the files are identical or not. If they are the same size, it will tell you at what point within the files they are different.

Lock Slot Button

Locking one slot automatically unlocks the other slot.

File Differences

The ascii characters located at the point within the files where they differ.

Sort: Select Field

Select the field that you wish to sort on and press the OK button. Note: If a selection is not available for the currently selected display, it will be disabled.

Sort: Select Order

Select the order desired.

Saving Files

See Saving a Directory Map See Saving an Extensions Report See Saving a Duplicate File Names Report

Print

You must have one of the primary displays loaded in order to print.

Tool bar Method: Press the Save File Button

Menu bar Method: Select File|Print...

Before printing begins, you will see a dialog box which lists the available reports. Select the report you wish to see.

See Printing the Directory Map Reports See Printing the Extensions Display See Printing a Duplicate File Names Display

Display and Directory Map Fonts

Menu bar Method: Select File|Display Font...

Menu bar Method: Select File|Directory Map Font...

You may assign any **screen font** you have to the listbox displays. If you don't select one, MS SANS SERIF will be used.

You may assign any **fixed width font** you have to the Directory Map display. If you don't select one, the current Windows default will be used.

Printer Font

Menu bar Method: Select File|Printer Font...

You may assign any font you have to the reports. If you don't select one, the current Windows default will be used. Note: Column positioning is fixed and use of certain oversized font sizes can cause overlapping.

Printer Setup

You may select from any of your available printers. Note: Printer <u>orientation</u> is controlled by settings within the program (see Miscellaneous Options) and not by the Printer setup Dialog Box.

Buttons



Create a Files List Display



Create a Directory Map Display



Create an Extensions Report



Create a Duplicate Files Name Display



Set Miscellaneous Options



Disk Information



Sort selected column in ascending order



Sort selected column in descending order



Move/Copy Files



Display Activity Log



Reduce Maximum number of levels displayed on a Directory Map



Increase Maximum number of levels displayed on a Directory Map



Delete



Split a Directory Map differently



Compare Files



Close all windows belonging to **Space Hound**



Print the <u>current display</u>



Terminates Space Hound

Windows User Group Network

Note: Shareware Pick of the Week

Fineware Systems has chosen The Windows Utility forum (GO WINUTIL) on CompuServe as the home base for our product. We will visit the the forum every day and will be available for any questions you might have about **Space Hound**. In addition, this is the forum where the absolute latest version of **Space Hound** can be obtained.

THE WINDOWS USER GROUP NETWORK

The Windows User Group Network is the premier international organization for Windows professionals. WUGNET's role is to communicate windows-based technologies and applications to an international audience through the WUGNET forum on CompuServe, conferences, trade shows, publications, trade books, and various membership interactions. WUGNET offers its members a number of technical support tools and support resources designed to save them time and solve quickly problems.

THE WINDOWS USER FORUM ON FORUM ON COMPUSERVE

Windows professionals, from corporate professionals to consultants, communicate in the fastest growing independent technical user forum on CompuServe - The Windows Users Forum (GO WUGNET or GO WINUSER). Members of the organization are also provided with access to a private library containing advance reports on trade shows, technical notes, and product appnotes and reviews. WUGNET maintains an active private beta testing program where members can sign up on line and test new versions of innovative products. WUGNET works with shareware authors in helping to promote high quality and innovative shareware. THE WUGNET shareware of the week program, makes available to and informs forum members about the hottest applications to be found on CompuServe. WUGNET has a long history of working very closely with shareware authors and considers them an integral part of the WUGNET community.

ORIGINS OF THE WINDOWS USERS GROUP NETWORK

Founded in 1988, as an independent organization, WUGNET has positioned itself as an industry wide technical resource, rather than as an organization committed to any single vendor or groups of vendors. For five years, the Windows User Group Network has dedicated their efforts to communicating trends and developments, and solutions about the Windows environment on an international level. As a result of the technological changes experienced in the last few years, WUGNET has evolved into an organization which aggressively promotes the interfacing of existing technologies with new state of the art technologies to create intelligent solutions to today's business problems.

Scan Type: Duplicate Names

Select this option to create a display which includes all files with more than one instance of the same file name within the <u>search parameters</u>. Files can have different sizes, file date, and time.

Scan Type: Exact Duplicates

Select this option to create a display which includes all files with more than one instance of the same file name that are also exact matches on file content within the search parameters. Files can have different file date, and time and still qualify as duplicates.

Note: Selecting Exact Duplicates allows you to select a search based on content only (e.g. fileXYZ.txt and FileABC.txt would be found as duplicates if the content of each file was the same as the other file).

Ordering On line

You may order using CompuServe's Software Registration Service: enter **GO SWREG** at the **! prompt** and follow the menus.

Space Hound Pro's registration id is **2594**. The indicated price will be **\$37.95** which includes FREE shipping and handling. <u>Touch Me!</u>

Note: Ordering On line via CompuServe is an exceptionally easy way for those users who live outside the United States to pay for Shareware. Shipping is FREE anywhere in the World!

Copyright Notice

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Registered Version Disclaimer and License Agreement

Users of the registered version of **Space Hound Pro** must accept this disclaimer of warranty:

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Launching Files and Documents

You may <u>launch programs</u> as well as documents which have been <u>associated</u> with programs from any list which contains files. This includes the file list to the right of the Directory Map, Extensions, and the Duplicate File Names Display.

You should refer to the Windows File Manager's HELP file for documentation on file associations.

How To launch a file or document.

Method 1:

- Highlight the file desired
- Press the Right Mouse Button while the mouse pointer is within the file list borders

Method 2:

•Double Click the application's icon when it appears to the right of the CANCEL Button.



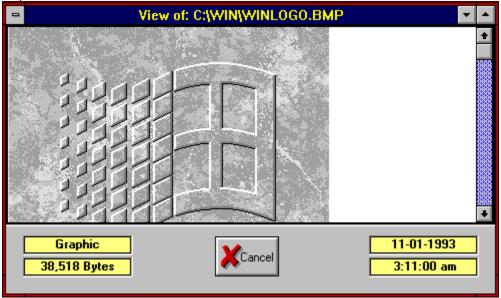
You may view any file on your computer with **Space Hound Pro's** versatile file viewer.

How to view files:

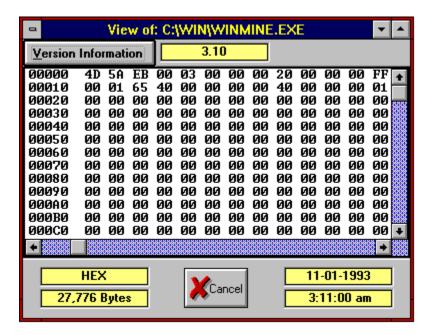
- Highlight the file(s) you wish to view within any of the displays which feature file list. This includes the Directory Map, Extensions, and Duplicate File Names Displays. You may highlight multiple files.
- Press the File Viewer button (Pictured above).

Note: You may launch a single file viewer by simply double clicking on the file entry within the list box.

This is a sample Viewer screen. The document being viewed is one of the bitmapped image files which ships with Windows.

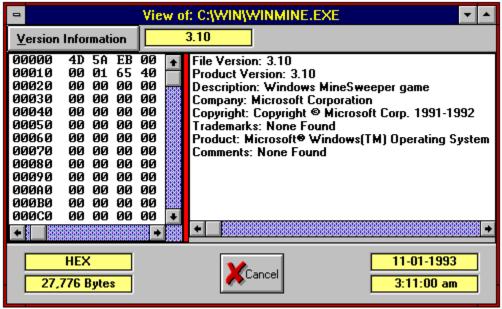


Some files contain embedded information which identifies the internal version number of the file. In general, this is used with newer .EXE and .DLL files. Normally, these files can only be viewed in Hexadecimal format. A button appears above the hex listing when version information is available.



This is the same viewer shown above after the Version Information button has been pressed.

Hint: Use the slider control which separates the left and right halves of the display to size the window panes relative to each other. To use the slider, place the mouse over the slider until you see the mouse pointer change to an arrow which points both left and right at the same time. Hold down the left mouse button and the slider control turns red. You many then shift the control left or right as desired. Release the left mouse button to set the window panes to their current width.





This area displayed the contents of the selected file. The format used will depend upon the type of file displayed. If the file is not one of the types recognized by the program, the file will be displayed in Hexadecimal format. Executable <u>programs</u> and dynamic link libraries are always displayed in Hex.

Viewer Type

This describes the type of file viewer in use.

Viewed File Size

Number of bytes within the file being viewed.

Viewed File Date and Time

DOS file date and time of the viewed file.

Version Info Button

Press this button to reveal additional file version information. Note: This button is only visible when the file contains version information.

Internal File Version Number

This is the version number stored within the file. It is usefull for determining which instance of a file is the latest without having to rely on the DOS date & time stamp.

Version Information Display

This is the version information display window. In order to allow installation <u>programs</u> to detect the files needed, vendors have begun including version information within each file where updates may occur over time. Some applications verify that the existing versions of files on your hard disk are recent enough support various features and functions. Normally, installing a later version of a file will not break existing applications.

Version Information Slider

Used to change the size of the split between the file viewers and the version information stored within the file.

Position the mouse over the control, hold down the left mouse button and the slider will turn red. Move the mouse to the right or left until the window display the information the way you want it.

Keyboard

Tab Moves to the next command button, list box, text box, check box, or group of option buttons.

Shift+Tab buttons.

Moves to previous list box, text box, check box, command button, or group of option

Arrow keys Move down file list or within group of option/command buttons.

Space bar Chooses active command button or turns active check box on or off.

F1 Displays context sensitive help.

F10 Activates menu bar.

Alt+F4 Closes Space Hound.

Ctrl+F Displays initial dialog for creating a Files List Display.

Ctrl+M Displays initial dialog for creating a Directory Map Display.

Ctrl+D Displays initial dialog for creating a Duplicate Files Display.

Ctrl+E Displays initial dialog for creating an Extensions Display.

Ctrl+P Displays dialog for printing the current active display.

Ctrl+O Displays the Miscellaneous Options Dialog.

Shift+F4 Cascade open windows.

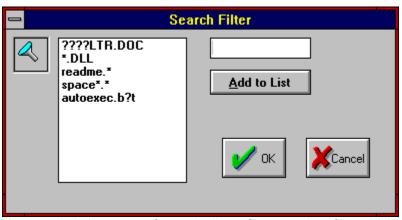
Shift+F5 Tile open Windows.

Delete Delete highlighted files.

Enter Chooses active command button.

Esc Cancels command and closes dialog box.

Duplicate Files Filter



You may limit the scope of your duplicate files search to files which equal specific file names or file name masks using wild cards. You may add as many file names or mask as you desire. Examples of some how mask characters are used as wild cards appears in the illustration.

A wild card is a character that represents any character or group of characters that might match the same position in other filenames. The question mark (?) wild card can be used to represent any single character and the asterisk (*) wild card can be used to represent more than one character. For example *.EXE represents all files that end with the .EXE extension.

Filter Button

You may use this button to bring up the Duplicate Files Filter. This will allow you to select only files which match a certain criteria. For example: *.EXE would limit the search to files ending with the extension EXE.

Search List

List of file names or file name <u>masks</u> which are to be used in the search.

Add to List

Press this button to add the contents of the text input box to the search list. Hint: If the text box contains information, pressing the ENTER Key will perform the same function.

Text Input Box
Place the file name of mask desired here and press the Add To List button with the mouse or use the ENTER key.

Oakley Data Services Ordering Info

ver 1.64

Note: Select "File-Print Topic" from the menu bar to print this form.

You can order **Space Hound** or **Space Hound Pro** by Phone, Mail, E-mail or Fax with payment by credit card.

Oakley Data Services, 3 Oakley Close, Sandbach, Cheshire CW11 9RQ, England.

Call +44 (0)270 759739 Fax +44 (0)270 765272 CIS: 74774,1347

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Site License

(ver 1.64)

You can order a site license for **Space Hound Pro** by mail with payment by check or money order.

Site licenses must be obtained directly through Fineware Systems.

A Site License entitles you to make copies of an original diskette up to the limits of your site license and distribute them within your organization. You may not distribute copies outside of your company.

Space Hound Pro

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Note: If you wish Fineware to provide individual installation diskettes, please add \$1.50 per unit ordered.

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y the way, where d	id you initially hear	about Space Ho	und:	

Directory Map Features

- Directory Map may be started at any level, not just root.
- Storage totals at each directory plus <u>nested sub directories</u>.
- File counts for each directory plus nested sub directories in the printed report.
- Sizable split between Directory Map and File Listing with choice of display <u>orientation</u>.
- Displays can be saved and later reloaded for further evaluation and action.

Great for finding forgotten and buried files!

Duplicates Display Features

- Three distinct duplicate file search functions:
- 1. Search for duplicate names. This is useful for finding files which have the same name but are different in size such as a DLL at version 1.0 and a DLL at version 1.1 might be.
- 2. Search for duplicate names that are identical. This is probably the best search to run first because it limits the number of duplicate files to those which are truly identical to other files.
- 3. Search for duplicate files. This variation ignores the file name and searches using CRC checking to identify duplicates based on content only.
- Collects all duplicates in a single pass
- Printed report including all duplicates found or on single duplicate name only.
- Storage totals and file counts displayed by duplicate name.
- Each search allows for the use of a filter which can limit the search to a set of specific file names or wild card patterns (Example: *.txt or Memo????.*).

This is probably the best duplicate file finder available today!

Extensions Display Features

- Collects all extension types in a single pass.Printed report including all extensions or a single extension only.

• Storage totals and file counts by extension.

Great for managing lots of documents and exploring!

Features Common to all Displays

- Up to nine windows of each type of the displays can be loaded at one time.
- Hard copy reports of complete or just partial information if desired.
- Screen and hard copy listings sorted in a number of ways.
- File type identification on supported formats displayed on the status bar.
- Files can be compared at the bit-level to test for duplicates.
- Version and file identification information is extracted and displayed on the status bar when a file is clicked on.
- Resource utilization (USER, GDI, & SYSTEM) is displayed on the application's status bar as well as remaining available Windows memory.
- Icon extraction for each file linked to File Manager associations. Either the icon for the application itself or the icon for the application <u>associated</u> with the file is displayed at the bottom of each display window.
- Files may be deleted from the hard disk from any display (Note: Deletion statistics are tracked so that you may see the total space recovered by the program over time).
- Files may be copied or moved from any of the major displays.

How to use Space Hound Help

This help file has been designed using screen images taken from the program. Its goal is to be the primary method for providing assistance and understanding about the operations and features of Space Hound. Use the mouse to move over the sample image below. You will see that the mouse cursor changes into a pointing finger. When you see this occur over an image, you may click on the image to display additional information. Note that some images have multiple areas which can be examined. In the example below, three areas are HOT and will display information when activated by clicking on them with the mouse.



Starting Directory Files

The files for the current highlighted directory are provided as an aide for determining the correct starting point. You may not view, move, <u>launch</u>, copy, or any other function with them.

Starting Directory Slider Control

Used to change the size of the split between the directory side and the files within the highlighted directory.

Position the mouse over the control, hold down the left mouse button and the slider will turn red. Move the mouse to the right or left until the window displays the information the way you want it.

Thanks for looking at Space Hound

I wish to thank you for evaluating my product. It is only through continued registrations that professional shareware authors can continue to produce software of this quality.

Al Meadows Program Author Fineware Systems

Upgrading to Latest Version

Space Hound and **Space Hound Pro** will be continually upgraded to add features and correct programming errors as they are detected. In addition, changes to the underlying operating systems may make some features of the program redundant while creating new capabilities that can be enhanced by the program.

The policy of Fineware Systems on upgrades to registered users is as follows:

If you are already a registered user of **Space Hound Pro**, you may be able to update your existing registered version to the latest edition by simply downloading the most recent version while retaining the program's registered features. As program errors and bugs are detected and resolved, Fineware will make available additional releases on the main commercial services such as CompuServe, America Online, and Prodigy.

If your <u>registered version</u> is **1.57** or later (See the About Box within the program), then you can update your existing copy to the new version as long as the version number on the new release is **1.99** or less.

Note: See Caution

To update an existing installation, simply replace all existing files with any which are included within the zipped file.

If your registered version is 1.56 or earlier, you must obtain a small file from Fineware Systems first.

To obtain this file, you will need to contact Fineware Systems. Note: Your registration must be on file. If you obtained the registered version of **Space Hound Pro** from Fineware Systems or one of our agents by placing an order, then you are probably registered. If you have any doubt about your registration, simply photocopy your software license and forward it to Fineware Systems.

If you can receive files via **CompuServe** or **America Online**, then there will be no additional expense. Simply contact us with your e-mail address and we will send you the file and instructions on how to install it. If you do not have access to these two commercial online services, then we must provide you with diskettes via regular US Mail.

There is a \$5.00 Shipping/Handling charge for this service. You will receive a complete set of install disks for the latest release. Once your version is **1.57** or later, you will not need to contact us again for updates until after version **2.xx** has been released.

Site license holders should contact Fineware Systems for a price quote.

Shareware Pick of the Week

Space Hound was named Shareware Pick of the Week during July, 1994 by the Windows User Group Network.

Associated Icon

lcon contained within the file itself or the icon of the application program which has been $\underline{associated}$ with the highlighted file.

Hint: Double_Clicking on this icon in **Space Hound Pro** will <u>launch</u> the application.

File List Features

- File List may be started at any level or may be processed on multiple full volumes.
 Use selection filters to report based on multiple file mask patterns. (i.e. *.VBX & *.DLL)
- Report can be saved and later reloaded for further evaluation and action.

Great for reviewing all of your files by size or date!

Sort Operation Buttons



Ascending Sequence



Descending Sequence

Sort by Column

You may sort the display in either ascending or descending sequence by selecting the desired column and pressing the sort operation buttons.

Extension List File Count

Total number of files returned by the search for each extension within the list.

Extension List File Size Total

Total sizes in bytes of the files with a given file extension.

Extension Report Slider Control

Use the slider control to adjust the viewing window between the list of extensions and the list of files with the highlighted extension.

Count of Duplicate Files

Number of duplicate files found with this file name.

Size of Duplicate Files

Combined size of all duplicate files found with a specific name.

Duplicate Files Slider Control

Use the slider control to adjust the viewing window between the list of duplicated files and the list of files found belonging to the highlighted file name.



Similar to the Windows File Manager's File Search result in appearance, its goal is to provide a full system search and display without the limitations imposed by the Windows File Manager.

You may use this tool to process against multiple volumes.

Additional Topics

See <u>Creating a Files List Display</u> See <u>Files List</u>

See Saving a Files List

See Printing the Files List

Creating a Files List Display

Tool bar Method: Press the Files List Button

Menu bar Method: Select Reports|File List Display...



Select the disk drive(s) that you wish to search. **Note:** If you selected more than one volume, then the entire volume is searched for each selected drive. If you select only a single disk drive, you may confine your search based on a starting directory. **Hint:** If all of your disk volumes are not showing up in this list, you need to select <u>Default Disk Drives</u> from the pull-down menu (File|Default Disk Drives...).

To select <u>multiple</u> volumes, hold the Control Key (Ctrl) down while using the mouse to click on each desired volume. You may also use the Shift key to select a range. To select a range, highlight the first entry in the list, press the Shift key and use the mouse to select the last entry in the list desired. Another method for selecting items from the list when they are in consecutive order is to drag the mouse across the volume names while holding down the left mouse button.



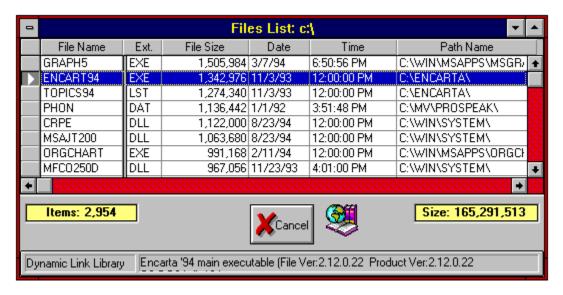
Select starting directory by selecting the desired disk drive, then selecting the starting point within the directory to begin the map. Press the OK button (or ENTER key) to begin the process. **Note**: You may create up to 9 Files List displays at a time. See <u>Saving a Files List Display</u>.

Files List

Point to the areas on the screen with the mouse to see a description of each area.

You may also sort the results of the search as desired. Sorting is performed by selecting a column and pressing one of the <u>sort operation buttons</u> on the toolbar.

If you sort the list by file size, descending, then the report will be printed with the largest file at the top.



Saving a Files List

You may save a Files List Display for later use. See <u>Using Saved Files</u>

Menu bar Method: Select File|Save...



Select the drive and directory desired and press the OK button. The default file name extension for Saved Duplicate Reports is .FIL. See <u>Printing a Files List Display</u>.

Note: If multiple displays are open, the display which will be saved will be the most recently activated one regardless of which type of display it was. **For example**: If you have a Directory Map on screen and then create a Duplicate Files display and attempt to save, you will be saving the Duplicate Files. To insure that the correct display is saved, you should click somewhere on the Directory Map display itself to make it the current display before you save it. If multiple Files List Displays are visible, the most recently activated is the current Files List Display and will be the one saved.

Caution: Saved Files List Reports may not be 100% reliable. When reloaded, the names of the directories, files, file sizes, file dates, and file counts are based upon the view that was in effect when the Duplicate Files Report was saved. If a file is no longer there, you will receive a noncritical error message if you try to manipulate or examine it.

Printing the Files List

Tool bar Method: Press the Save File Button

Menu bar Method: Select File|Print...



Files List: File Names

Names of the files found by the search.

Files List: File Sizes

Size in bytes of each individual file.

Files List: Date and Time

Date and time created or last modified for each file within the list.

Files List: Path Name

Disk volume and directory that contains each file.

Files List: List Count

Total number of items within the list.

Files List: Combined Size

Total size of all files within the list.

File Type

Some file types are recognized by Space Hound. If the file type can be determined, it will be displayed in this status box area.

File Description

Some files contain embedded file descriptions and version information. If possible, Space Hound extracts this information and displays it on this status bar.



Provided as an aide in managing your hard disk. <u>Only operations performed by Space Hound are recorded.</u>

The Activity Log records the name of the file or directory when a delete request is processed by Space Hound. In addition to deletes, file moves and copies are also recorded.

Selecting the Trash Can Icon

deletes the existing activity log and begins a new log.

Additional Topics

See <u>Creating an Activity Report Display</u> See <u>Printing the Activity Report</u>

Creating an Activity Report

Tool bar Method: Press the Files List Button

Menu bar Method: Select Reports|Activity Log...

Printing the Activity Report

Tool bar Method:

Press the Save File Button

Menu bar Method: Select File|Print...



Caution

Most of the files required by **Space Hound Pro** are to be found within the downloads which will be available on commercial on line systems and Bulletin Board Systems. A notable exception to this is the file viewer component of **Space Hound Pro**. Fineware cannot guarantee that a future version of **Space Hound Pro** will work with your existing viewers. If this situation arises, you will need to obtain a diskette containing the new viewer files from Fineware.

Prior to the release of version 1.63, a version of **Space Hound** was sold that excluded some of the Pro features. Users of the registered version of **Space Hound** 1.62 or lower will need to contact <u>Fineware Systems</u>. As a courtesy, Fineware will allow existing customers of the "**standard**" version of **Space Hound** to upgrade at a very low cost. How much will depend upon the access you have to online services. The cost could be ZERO! Contact Fineware for details.

CopyCats Order Form

Netherlands and Belgium (ver 1.64)

Note: Select "File-Print Topic" from the menu bar to print this form.

You can order **Space Hound Pro** by Phone, fax, mail, or E-mail.

CopyCats

Postbus 1088 1700 BB Heerhugowaard The Netherlands

Phone/Fax +31 (0) 2207 45993 **Note**:after 10/10/95: +31.72.5745993 Compuserve 100121,1562

Methods of payment (circle one):

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Purchase orders from governmental and educational institutions and from major corporations are routinely accepted.

Space Hound Pro

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(unless otherwise	e requested we ship a 3.5'	' HD disk)
The following prices include sl	hipping and BTW (VAT). Pr	ices are subject to change.
Space Hound PRO	84,95 / 161	.0 BF
	Total in Dfl o	r BF:
(Belgian businesses: p	lease state EC VAT n	number and deduct 17.5% BTW from total)
By the way, where did you init	ially hear about Space Ho u	und:
And where did you obtain you	r copy of Space Hound :	

Other Fineware Products

Peeper:

File Viewer and Version Info Extraction Utility. View over 21 file formats including ASCII, HEX, PCX, TIF, GIF, BMP, WMF, ICON, MS Word, WordPerfect, AMI PRO, xBase, Paradox, Lotus, XL, ZIP, LZH, Quattro Pro, MetaFiles, Q&A, Windows Write, and Microsoft Works. Extract Version, Identification info from Windows DLLs, EXEs, and other Windows file types. Results can be printed for a single file or all files in the directory.

Peeper's file viewers are the same ones which ship with **Space Hound Pro**. However, the focus of the application is much different than **Space Hound's**. **Space Hound's** primary goal is to put files in a list for various reasons (such as files which have duplicates) and viewing is secondary feature to allow you to take a quick look at the file if necessary. With **Peeper**, viewing is the primary function and the application is built for speed.

SWReg Online via CompuServe is available as well as ordering directly through Fineware. The registration price is \$22.95 plus \$2.00 shipping/handling (\$4 outside the USA).

Exporting

You may export the contents of the Files List Display, Extensions Display, or the Duplicates Display.

The export is in the form of comma delimited ascii and is suitable for importing into products such as Microsoft Excel or Microsoft Access.





8.3 DOS file name

application's directory application's disk associated

<u>C</u>

current display

disk file storage

exact duplicates

Fineware Systems

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search parameter search parameters search paths sniff out

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processes

An event which takes over the operation of the program. The mouse pointer will turn into the hourglass image during this period and the menu items and toolbar buttons will not function. You may continue to use other Windows applications while a process is underway. An example of a process is the creaton of a directory map. The time to completion depends upon the number of directories, the level of nesting used within the directory structure, and the number of files being processed.

unregistered version

This product has been released as shareware in order that you may evaluate the program free of charge. Your licence begins on the day the program is initially run and concludes after 30 days. If you decide not to register, you must cease using the program after the 30 days has elapsed.

Fineware Systems P.O. Box 75776 Oklahoma City, Ok 73147

Technical support via Commercial Online Services: CompuServe ID: 70650,2022 (Al Meadows)

Prodigy ID: BBTK05A (Al Meadows) America Online ID: VB AL (Al Meadows)

sniff out

Basis for the program's title.

Hope you enjoy using the application.

Al Meadows Programmer and Systems Analyist Fineware Systems

HOT

Hot Spot: Area within a graphic image that when clicked, displayed information about the image or about that part of an image.

nested sub directories

A directory is not a fixed amount of disk storage nor does it physically begin and end on any hardware based boundary. A directory can contain files. A directory can also contain other directories. The term nested sub directories refers to the set of directories within a particular parent directory. Nesting directories can greatly simplify management of your hard disk by allowing distinct categories of data. An example might be to create a directory into which all of your spreadsheet documents would be placed. Please refer to your Windows documentation or the Windows Program Manager HELP file for instructions on creating new directories.

disk file storageThis total is based upon a user selected option within the program. The numbers will represent a total based on bytes or allocation units.

search parametersSelected limits which qualify the drive(s) and/or starting directory to be used in producing the reports and displays.

8.3 DOS file name

DOS naming convention. A file name can consist of a name (from 1 to 8 characters) a period and an extension (from 0 to 3 characters).

search parameterSelected limits which qualify the drive(s) and/or starting directory to be used in producing the reports and displays.

Note: Consider Space Hound Pro

Contains a powerful file viewer with support for over 20 file formats including ASCII, HEX, PCX, TIF, GIF, BMP, WMF, ICON, Microsoft Word, WordPerfect, AMI PRO, xBase, Paradox, Lotus, Excel, ZIP, LZH, Quattro Pro, MetaFiles, Q&A, Windows Write, and Microsoft Works. (New viewers are added from time to time and support for newer file formats updated as soon as possible.)

Also may include additional features not yet defined.

PsL

Public (software) Library

P.O. Box 35705 Houston, TX 77235-5705

MSAPPS

MSAPPS is frequently used to store components from various Microsoft applications which can be shared between multiple Microsoft applications such as Microsoft Word and Microsoft Excel.

application's directoryDirectory where Space Hound's executable module (SPACEHND.EXE) is located.

application's diskDisk where Space Hound's executable module (SPACEHND.EXE) is located.

Ram drives

A drive created from memory. Please refer to your DOS or Windows manuals for information on creating and using Ram Drives.

search pathsSubset of a network volume which begins at a specific directory level. Contact your network administrator for help on identifying search path volumes.

orientation

Portrait or landscape. Portrait is the normal setting for letters, landscape is more often used for reports.

current displayThis refers to the most recently activated primary display such as a Map Display, and Extensions Display, or a Duplicate File Names Display.

exact duplicatesExactly the same content, shares the same name but may have a different file date and time.

launch

This mean run or execute.

programsIn general, files with the extension following extensions: .EXE

- .BAT
- .COM .PIF

are considered programs and may be launched by Space Hound Pro.

associated

Windows establishes file associations with certain types of file extensions. .TXT files are normally aassociated with the NOTEPAD.EXE applet which is shipped with Windows. Other applications will also register the file extension names commonly used by the application.

masks

Allows wildcard matching on file names.

GO WORD

A GO word allows you to transfer from one location to another while online with CompuServe. It is used by typing GO xxxxxx (the go word) at any "!" Prompt.