File Manager Trial Disk

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Welcome

Thank you for your interest in Central Point's PC Tools for Windows Version 2. PC Tools for Windows makes using Windows faster, simpler, and more fun, while it protects your data.

PC Tools for Windows provides an award-winning suite of utilities for Microsoft Windows. This trial disk includes File Manager, a Windows-based file manager providing enhanced functionality and increased flexibility in managing information.

This document is divided into four main sections:

1. Description of File Manager features

2. Overview of PC Tools for Windows applications

3. What's new in PC Tools for Windows Version 2

4. Uninstalling the File Manager trial disk

For best results, please view this file in the maximized window.

Getting Help

File Manager provides extensive online help. Use the help system to supplement the information in this document.

Choose	To Do This
Content	View the table of contents for the application you are using. To view help for a particular topic, click the word or phrase.
Search for Help On	Search for help on a specific topic. Type a topic in the text box and press Enter or choose **Show Topics**. A list of possible help topics appears. To view help for a particular topic, select the topic you want and choose **Go To**.
How to Use Help	Learn more about using the Microsoft Windows help system. To view help for a particular topic, click the word or phrase.
About File Manager	View information about File Manager. The screen that appears displays the copyright date, name of the user that the product is licensed to, and the serial number.

Context-Sensitive Help

To see help for the topic you are working on, press F1 at any time.

A screen appears with help for that topic. In all dialog boxes, you can choose the **Help** button, which provides help specifically for that dialog box. Throughout the help system, you can click any word with a solid underline to go directly to a help screen for that topic, or you can click a word or phrase with a dotted underline to see pop-up help for that topic or glossary item.

Technical Support for Trial Disk

If you experience problems with the File Manager Trial Disk, contact Central Point Technical Support in one of the following ways:

- Central Point Bulletin Board Support (BBS):

  (503) 690-6650 Up to 2400 baud
  (503) 690-4777 Up to 14,400 baud

- America Online Keyword:CENTRAL

- CompuServe GO CENTRAL

- Letter: Central Point
          15220 NW Greenbrier Pkwy
          Beaverton, OR 97006
          ATTN: Technical Support, Dept. 130

NOTE   Telephone support is <u>not</u> available for the trial disk.

Operational Notes

Do not simultaneously run File Manager from the Trial Disk and the
        File Manager from PC Tools for Windows Version 1.

If you are located outside the U.S. or Canada, uninstall the File Manager Trial disk before attempting to install any international version of PC Tools for Windows. Refer to the procedure at the end of this document for information on uninstalling the File Manager Trial Disk.

Registering the Trial Disk

Please take a moment to fill out and send in the registration tear-off panel. Or, you can register online after you install the File Manager trial disk.

If you have already registed online and want to repeat the online registration process, change the "Identity" value back to 0 (zero), under the [Register] section in the pipedemo.ini file before you attempt to reuse the online service.

<u>Section 1. Description of File Manager Features</u>

File Manager is one of the applications you'll receive when you purchase Central Point's PC Tools for Windows.

File Manager helps you organize and maintain the drives, directories, and files on your system. You can use File Manager to manage large numbers of files, even if they are located in various directories and on multiple drives.

PC Tools File Manager operates similarly to the Windows File Manager by listing the contents of local or network drives in a hierarchical format. You can perform management functions on selected directories or files. However, PC Tools File Manager includes additional features that make it easier to use and provide enhanced functionality and increased flexibility in manipulating information.

Here are a few of the things you can do with File Manager:

■ **Perform basic management operations on drives, directories, and files**. For

example, you can copy, move, rename, and delete directories and files, and you can

format and label disks. You can also perform advanced management functions like

synchronizing the contents of directories and scanning for viruses.

■ **Manage network drives**. You can connect to, disconnect from, and map network

drives.

■ **Access Windows for Workgroups features**. If you are using Windows for

Workgroups, you can share drives and directories with others on your network.

■ **View files, including compressed files** (limited set provided with the File Manager Trial Disk). You can view the contents of selected files as they would appear if you opened them in the application they were written in. In addition, you can view the contents of files and directories that have been compressed with an archiving utility while they are still in compressed format.

■ **Compress and expand files instantly**. You can compress files automatically by dragging them to a compression file displayed in File Manager's directory tree. When you select a compression file from the tree, File Manager displays its contents in the file list so that you can view, delete, or rename individual compressed files.

You also can run or edit individual compressed files. Copying or moving a

compressed file expands the resulting file simultaneously.

■ **Drag and drop to and from File Manager**. You can drag drives, directories, and

files out of File Manager to other applications, or to File Manager from other

applications. You can also drag to dialog boxes and file accessories in the

same
instance or multiple instances of File Manager.

■ **Protect files by encryption and overwriting**. You can secure files and
directories
that contain sensitive information by scrambling the information, and by
overwriting
them when you delete them so they cannot be recovered with any undelete
application.

■ **Scan for viruses** (this feature is not available with the File Manager Trial
Disk). If   you are using Windows for Workgroups, you can share drives and
directories with   others on your network.

■ **Send mail and attached files**. You can send electronic mail messages with
Microsoft Mail 3.0, Windows for Workgroups, or VIM (Vendor Independent
Mail) and
automatically attach files from the file list.

■ **Search for files**. You can use SmartFind to locate files quickly and easily,
and
select from two methods for finding files in many dialog boxes. You can also
search
for files that contain specific text.

■ **Rename files and drives with inline editing**. You can rename files,
directories,
and drive labels by typing the new name directly over the old one in the File
Manager window.

■ **View and change network file attributes**. You can display and modify file
attributes for files that you have access rights to on network drives.

■ **Print the directory tree, file list, or files**. You can print the contents of the
tree or
file list exactly as it appears on your screen. You can also print individual
files.

■ **Perform many file-management functions in a variety of ways**. You can
choose
the   most convenient way to perform most file-management functions from
several
alternatives: a menu command, mouse, shortcut key, command line, or file
accessory.

Using the Directory Tree and File List

File Manager initially displays a directory tree on the left side of the window and a file list
on the right. The directory tree lists the contents of the drive selected in the drive ribbon,
and the file list displays the contents of the directory selected in the directory tree.

File Manager's directory tree is a graphic representation of the way information is organized on the selected drive. The root directory appears at the top of the directory tree, and files and subdirectories are listed underneath. As you make changes to the directories and files displayed, File Manager updates the tree and file list instantly to reflect these changes.

For ease of use, File Manager lets you configure the appearance of the directory tree and file list. For example, you can:

■   Display or hide the directory tree or file list.

■   Expand or collapse branches in the directory tree.

■   Display files in the file list with large or small icons that indicate what application they
         are associated with.

■   Display or hide compressed or hidden files.

■   Display specific information about files.

■   Change the order in which files are displayed.

■   Display only certain types of files.

■   Display information in a particular font, style, and point size.

■   Indicate whether directories have subdirectories.

Using Drag-and-Drop

File Manager lets you drag drives, directories, and files from the drive ribbon, directory tree, and file list to dialog boxes, other locations in File Manager, or other applications. You can also drag files from other applications to File Manager.

The following table explains how to perform basic drag-and-drop functions in File Manager.

To Do This Drag and Drop

———

Move directories or files to another original to the new location on the same drive	The directory or files from the location.
Copy directories or files to another original to the new location on the same drive	The directory or files from the location while holding down **Ctrl**.
Move directories or files to another original to the instance of **Shift** or in the Shift or Alt.	The directory or files from the new drive location (in a separate File Manager) while holding down **Alt**. *or* The directory or files to a drive icon drive ribbon while holding down

directory on

(They are moved to the current

that drive.)

Copy directories or files to another
original to
drive   the new drive location (in a separate
                     instance of File Manager).

The directory or files from the

in the

the current

or
The directory or files to a drive icon

drive ribbon. (They are copied to

directory on that drive.)

Compress files   The files on a compression file in the

dialog

directory tree or to the Compress

box.

Expand compressed files
to a new

The files out of a compression file

location.

Copy a disk   A floppy drive icon in the drive ribbon on

same type.

another floppy drive icon of the

Enter a drive letter in a text box in
another File
a regular dialog box

An icon from the drive ribbon in

Manager window to the text box.

Enter a directory or file name in a
in the
text box in a file accessory dialog box
window

The names from the tree or file list

same text or another File Manager

to the text box.

Enter a directory or file name in a
in
text box in a regular dialog box
text

The names from the tree or file list

another File Manager window to the

box.

Enter a directory or file name in a
in the
box in a file accessory dialog box
window to

The names from the tree or file list

same or another File Manager

the text box.

Enter a file name on the File Manager
in the
command line   same or another File Manager window to

The names from the tree or file list

the command line.

Open File Viewer and load the file
while you
you are viewing in File Manager

The viewer pane to the desktop

hold down **Ctrl**.

Tips and Shortcuts

You can use File Manager's many shortcuts to perform functions quickly and easily.

To Do This   Do This

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Tips for working in the File Manager window:

To Do This	Do This
Change the display mode without mode, deselecting the selected files **Shift** while **List**	In Entire Drive or Search Results select files and then hold down choosing **Tree** and **File List** or **File Only** from the View menu.
Close File Manager	Press **Alt-F4**.
Display a pop-up menu of commands related to the part of the window the mouse pointer is positioned on	Press the right mouse button.
Display the corresponding number of the levels in the tree directory tree.	Click a numbered icon at the top of
Display the files in an entire directory hold **Shift** branch in the order they occur on the disk the View	Select a directory, then press and while choosing **Entire Drive** from menu (long).
Exit from the search results display and return to the previous display mode	Press **Esc**.
Move up one directory level in the tree **Backspace**.	Select a directory, then press
Open a new File Manager window, drive displaying the contents of a particular drive	Double-click that drive's icon in the ribbon.
Rename the selected drive, directory, press or file by typing the new name over the old	Press **F2**, type the new name, then **Enter**.
Save the current settings for this session choosing **Close** without exiting from File Manager	Press and hold **Shift** while from the Control menu.
Scroll to the far left or right side of the tree **Ctrl- End** or file list to move right.	Press **Ctrl-Home** to move left or
Select multiple files in the file list without option pressing Ctrl in the Advanced Settings dialog box.	Select the **Multiple Select File List**
Sort the contents of the file list on a header in particular detail the file list.	Click the corresponding column
Sort the contents of the file list in reverse header in order the file list.	Press **Ctrl** while clicking a column
Unsort the contents of the file list header.	Click in a blank area of the column
Use the Speed Filter feature to change the files	Press **F3**, type the specifications for

the types of files displayed in the file list **Enter**.

you want to display, then press

Use the Speed Search feature to find the
a particular directory or file name typing

Click in a directory tree or file list in

main window dialog box, then begin

the name you want to find.

Use the Speed Select feature to or a
select files that meet certain criteria **F4**, type

want to

Click in a file list in the main window

Find or Browse dialog box. Press

the specifications for the files you

select, then press **Enter**.

Tips for working with drives:

Display the Select Drive dialog box drive

Double-click in the blank area of the ribbon.

Drag drives to default dialog boxes ribbon of a

box in

Drag drive icons from the drive

File Manager window to a dialog

another File Manager window.

Drag drives to file accessory dialog boxes ribbon of a

box in the

window.

Drag drive icons from the drive

File Manager window to a dialog

same or another File Manager

Select a new drive Press and hold **Ctrl** while you press the

drive letter (for example, **Ctrl-C**).

Select a drive and display its contents icon in
fully expanded   the drive ribbon.

Press **Shift** while clicking the drive's

Tips for working with directories and files:

Automatically expand a compressed file executable file
and launch it or data file associated with an application.

Double-click a compressed

Compress files and place them in a

compression file set

Drag files from the file list to the

compression file set.

Copy selected directories or files to the tree or
the Clipboard   file list, then press **Ctlr-Ins**. When the items

Ins or

boxes or

Clipboard

Select the directories or files from

are on the Clipboard, press **Shift-**

Ctrl-V to paste them into dialog

other applications that support

paste.

Deselect all items in a file window or a
except the current one

Activate the file list in the main

list dialog box, then press \.

To	Do this
Display a file accessory dialog box choosing a the File	Press and hold **Shift** while command that is available as a file accessory from the toolbar or from or Disk menu.
Display an empty mail message in double- Microsoft Mail 3.0 or VIM icon. (Vendor Independent Mail) with selected Mail 3.0, files attached Windows for Workgroups, or VIM to use this file accessory.	Select files from the file list, then click the Send Mail file accessory **NOTE** You must have Microsoft
Display the Delete dialog box then	Select directories or files to delete, press **Del**.
Display the Properties dialog box press	Select directories or files, then **Alt-Enter**.
Drag directories and files to default a File dialog boxes Manager window to a dialog box in another	Drag directory and file names from File Manager window.
Drag directories and files to files a File accessory dialog boxes the window.	Drag directory and file names from Manager window to a dialog box in same or another File Manager
Open File Viewer and load the file viewer you are viewing in File Manager	Hold down **Ctrl** while you drag the pane to the desktop.
Select all items in a file list window or a	Activate the file list in the main dialog box, then press **/**.
Update directory contents by copying Tools the latest versions of files from synchronize, one directory to another or between two directories	Choose **Sync Directories** from the menu, select the directories to then choose **OK**.

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Finding Directories and Files

File Manager has several features that help you locate the files you want to work with quickly and easily. This section describes how to locate directories and files using the SmartFind command, the Speed Search box, and the Browse and Find buttons. It also tells you how to use location sets and file type sets with these features.

Viewing Files

You can view a file's contents to make sure it's the file you want to work with. File Manager lets you display a file as it would appear in the application that created it,

without running the application. For example, when you choose to view an Write file, File Viewer automatically selects the proper viewer and displays the file approximately as it would appear in Write itself. (However, you must open the file in its native application if you want to change or print the file.)

Opening a File to View

1.   Choose **Viewer Pane** from the toolbar or Options menu. You can also click the

        Viewer icon at the bottom of the file list vertical scroll bar.

        A horizontal bar divides the file pane into two sections. The lower section is the

        viewer pane.

2.   Select a file from the file list.

        The contents of that file appear in the viewer pane. (If you select a very large file to   view and then change your mind before all of the file's contents are loaded into the   viewer pane, you can press **Esc** to stop the view operation.)

TIP   Double-click in the viewer pane to enlarge it to the size of the File Manager

        window; double-click again to return it to the original size.

        To view the contents of another file, highlight that file in the file list.

3.   When you are ready to close the viewer pane, choose **Viewer Pane** from the toolbar

        or Options menu. Or, click the Viewer icon at the bottom of the file list vertical scroll

        bar.

Searching for Text in the Viewer

When viewing a text file in text format, you can quickly locate specific text fragments within that file.

1.   Choose **Viewers -> Find Text** from the View menu.

2.   Enter the text you want to find.

3.   Select any search options you want.

4.   Choose **Find Next**.

        File Manager moves to the first occurrence of the search text and highlights it.

        To find the next occurrence of the search text, choose **Find Next** again.

Viewing Different Formats

The File Manager trial disk includes viewers for .TXT, .BMP, and .WRI files.

You can view all files as hex bytes. For example, you can view the information in a Write file as text and as hex bytes. When you view a file from the file list, the formats you can view it in are listed in the Viewers submenu. A check mark appears to the left of the current format, and you can change the current format by selecting a different one.

■   Choose **Viewers** from the View menu, and then choose the format you want from

        the submenu that appears.

        or

Position the mouse pointer over the viewer pane, click the right mouse button, and

choose an available format from the pop-up menu.

Searching with SmartFind

The SmartFind command lets you find files on local or network drives that meet specific criteria. For example, you can locate files with particular names or extensions, or files that contain certain text. On completion, File Manager displays the results of its search so that you can select the files you want to work with. You can then perform file-management functions on selected files.

You might often need to perform tasks on particular files or on groups of similar files, even though the files may be located in various directories and perhaps on different drives. SmartFind makes it easy to locate and work on all the files you need without physically rearranging them on your disk. SmartFind can also "remember" criteria for groups of files so you can easily access them for maintenance that you perform on a routine basis.

Here are the things you can do with SmartFind:

■   **Search by name and by text**. You can find a specific file, or files with similar

        names, no matter what drive they are on, as well as files that contain a
certain word
        or phrase.

■   **Search by date, size, and attributes**. You can find files that were created
within a
        certain range of dates, or that are a certain size, or that have certain file
attributes
        (such as hidden files or read-only files).

■   **Search for and change Novell file information**. On Novell networks, you
can
        search by and modify all Novell file attributes, all additional date ranges, file
owner,
        and last modifier.

■   **Create search groups**. Using location sets and file type sets with
SmartFind, you
        can save the search specifications for files you need to locate on a regular
basis.

■ **Search network drives**. SmartFind shows you the server name, volume name, and current directory for Novell network drives.

■ **Compare and view found files**. SmartFind lists found files so that you can compare their sizes, dates, and attributes (including Novell network attributes). You can also view the contents of a file in its native format to make sure that it's the one you want.

■ **Work with found files**. You can delete, rename, move, copy, print, or change attributes of individual files or groups of files, even if they are located in different directories or on different drives.

Managing the Files You Find

After you find a group of files with SmartFind, you can drag them to a directory in File Manager. You can also view, copy, move, delete, rename, and change attributes for files that you select from the file list. (On a network, you must have the appropriate network rights to perform these tasks.)

Searching with Browse

You can use the Browse feature from many of the dialog boxes that File Manager displays. Browse displays a directory tree and file list from which you can select a drive, directory, and file to insert in the dialog box where you accessed browse. You might want to use this feature when you must enter a long path or when you cannot remember a file's exact location.

Starting Applications from File Manager

File Manager provides several ways to start applications and programs: from the file list, using drag-and-drop, or with menu commands. In addition, you can start an application by opening its executable file or a data file that is associated with the application.

Starting Applications from the File List

You can start executable program files directly from the file list, even if they have been compressed. Executable files have a file extension of .EXE, .COM, or .BAT. You can also start an application by opening an associated data file. For example, you could open a file with the .DOC extension to launch Microsoft Word for Windows. When the application starts, the associated file loads automatically.

Synchronizing Directory Contents

You can make the contents of two directories match by copying files and subdirectories between them. For example, when a directory on your laptop computer contains some of the same files as the corresponding directory on your office computer, you could use this procedure to quickly copy the additional files over, without specifying them individually.

This process only adds files from one directory to another-it does not delete any files.

Comparing Files

You can make a binary comparison of two files and display their differences. For example, you might have two versions of a file with different names and want to know if the files' contents are exactly the same. If there are differences, the results of the comparison show you where and what they are in hexadecimal.

Changing File Attributes

DOS stores additional information about each file to help identify and keep track of it. This information, known as properties, includes the size, attributes, and the date and time it was last modified.

File attributes control the types of things you can do with a file. For example, if a file is read-only, you can read the file, but you cannot write to it. You can display a file's attributes in the file list by using the All Details or Custom Details command from the View menu. In addition, you can change the attributes assigned to a file.

Managing Files with the Command Line

If you prefer to use a command line to manage directories and files, you can display the command line at the bottom of the File Manager window. You can use many standard DOS commands as well as File Manager commands such as ENCRYPT, DECRYPT, and SCAN. You can also run programs from the command line.

Scanning for Viruses

You can scan your system for viruses in memory, the boot sector, or specific files and directories.

Compressing and Expanding Directories and Files

To reduce the size of files so that they occupy less disk space, you can compress them. You might want to compress large files to fit them on a floppy disk or to archive those you use only occasionally. You can expand compressed files to their original size when you want to work with them. When you need to run compressed files, File Manager can expand them for you automatically.

NOTE   File Manager supports files that are compressed using ARC, PAK, and versions of the PKZIP archiving utility that are compatible with Version 1.1 or 2.04. Only Normal compression is supported for PKZIP 2.04. File Manager also supports the -lh5- method for .LZH files.

Viewing Compressed Files

Compressed files remain accessible even when they are compressed. When the Show Compression Files feature is turned on, File Manager displays compression file sets in the directory tree with green icons (or gray in monochrome mode), and displays their contents as separate files in the file list. You can copy, move, rename, and delete these files as if they were ordinary files. When you copy or move an individual compressed file, File Manager expands the resulting file automatically.

Running Compressed Files

You can launch compressed executable files or compressed data files that are associated with applications the same way you launch uncompressed files. File Manager creates an expanded copy of the file in the same directory as the compressed file before running the file. If the file is a Windows-compatible executable file, any DLL files that are implicitly loaded are also expanded.

Securing Data through Encryption

File Manager lets you protect sensitive data on your computer by encrypting files. Encryption mathematically "scrambles" the contents of a file so that it cannot be read until it is decrypted or "unscrambled." File Manager prevents unauthorized decryption by protecting encrypted information with a keyword that you specify.

What Kinds of Files Can File Manager Encrypt?

File Manager can encrypt and decrypt data files, executable program files, and files on standard DOS-compatible networks such as Novell. In addition to making the information in files unreadable, Encrypt places files under password control. This means that you can encrypt an application you want to limit access to, for example, a payroll application-and issue the password (known as a key) to authorized users. Only persons with the key can decrypt the application file and run it.

Undeleting Files

You might find you need to undelete files or directories that you have previously deleted or that were deleted accidentally. The method of delete protection in effect when files or directories are deleted affects how successfully they can be recovered. In File Manager, you can undelete files and directories protected by Delete Sentry, Delete Tracker, DOS, and Novell NetWare 386.

Managing Disk

You can use the commands on the Disk menu to manage floppy disks, network drives, and shared drives.

Displaying Drive Information

You can find information about any hard disk or floppy disk on your system, using the Drive Information command. It tells you information about drive type, size, number of clusters, and so forth.

Accessing Disk Management Applications

File Manager commands let you access PC Tools for Windows DiskFix and Optimizer applications from File Manager. You can also access Central Point Backup from File Manager.

Working with Network and Shared Drives

Windows recognizes any network drives that are connected to your system and displays

them on the File Manager's drive ribbon with network icons. You can also set up new connections that Windows will re-establish in future Windows sessions. In addition, some networks let you browse through all the network drives and set up temporary connections for the current session.

Customizing File Manager

You can customize File Manager to fit your preferences and the requirements of your current tasks. As your needs change, you can modify File Manager's appearance and some of its functionality to accommodate new requirements.

Section 2. Overview of PC Tools for Windows Applications

File Manager is one of the many applications you'll receive when you purchase Central Point's PC Tools for Windows. This section provides an overview of each PC Tools for Windows application.

Build Emergency Disk

PC Tools for Windows Build Emergency Disk allows you to create, update, and configure a bootable emergency floppy disk to start your system in case of a hard disk failure.

Build Emergency Disk copies vital information about your computer system, along with the DOS emergency recovery utilities to a bootable floppy disk in drive A.

If your system configuration changes, such as when you install new device drivers or add another partition, you use Build Emergency Disk to update the disk. Used in conjunction with the DOS restore disk, which you also received as part of your PC Tools for Windows package, you have a complete emergency data recovery solution.

Here are a few of the things you can do with the emergency disk:

■   **Restart your computer if you cannot access your hard disk**. You can restart   your computer with your emergency disk when you can't boot from your hard disk   drive, for example, when the system files, CMOS, or boot sector have been

        damaged.

■   **Repair Microsoft Windows files that have been infected by a virus**. If a virus   damages a critical Windows file, and you cannot access Central Point Anti-Virus for   Windows, you can run Central Point Anti-Virus for DOS from the emergency disk to   repair the damage.

■   **Repair damage to the partition table of your disk**. You can restore damaged hard   disk drive partition table and boot sector information. The message "Invalid Drive   Specification" usually indicates this error when you try to access a hard disk drive.

■   **"Boot clean."** You can start, or boot, your computer, without loading all the   memory-resident programs and device drivers in your CONFIG.SYS or   AUTOEXEC.BAT files. The emergency disk does, however, load the

minimum   device drivers required to use your system. Booting clean also means
you can be   sure you are booting from a disk that is virus-free.

■   **Check the status of your partitions**. You can run FDISK from the
emergency disk   to check partition table
information and repartition your hard disk if necessary.

Central Point Anti-Virus

Central Point Anti-Virus protects your system against more than 2,000 viruses and alerts
you of any suspicious activity that can indicate infection by unidentified viruses.

Here are some of the things you can do with Central Point Anti-Virus:

■   **Detect viruses**. You can be notified each time a virus is found during a scan.

■   **Clean viruses**. Scan and clean viruses automatically without notification.

■   **Use the Virus Analyzer**. Use an expert system to examine files, boot
sectors, and   partition tables to determine if
they contain program instructions that could be a   virus. The
Virus Analyzer increases Central Point Anti-Virus' ability to identify known   and
unknown viruses.

■   **Set scanning options**. Change protection and notification options.

■   **Set verification exceptions**. Add frequently changing files to a list so that
they are   ignored when file integrity is checked.

■   **Access reports**. You can view and print the information stored in the activity
log   and infection report.

■   **Access the virus list**. You can view specific information about the viruses
Central   Point Anti-Virus detects.

Central Point Backup

Central Point Backup provides protection against data loss. If you have ever experienced
data loss, you know the value of keeping your data backed up. You can lose data from
sudden power failures, software problems, new operating systems, mechanical failures,
or user mistakes. An up-to-date backup ensures that you can restore data quickly and
resume working.

Here is what you can do with Central Point Backup:

■   **Back up your data**. You can back up an entire disk, specific files and
directories, or   only those files that have changed since your last backup. You can back
up data to   floppy disks, tape, a hard disk, or a network volume. You can choose to
compress   data so it doesn't use as much space on the media, and encrypt and
password-   protect data for security.

■   **Compare files**. You can compare data on your backup media to your
original hard   disk data to ensure that the data
is restorable, or to find out which files have

changed since a backup.

■ **Restore data from a previous backup**. You can restore your entire backup,
or selected files and directories. You can also restore your data to the PC
you backed up from, or to a different PC.

■ **Back up to a network**. Central Point Backup allows you to back up your
data to a network directory. If you are a network administrator, you can back up
and restore the bindery/trustee rights, and extended file attributes of network data to
a local Small Computer System Interface (SCSI) tape device.

Customizing Menus and Buttons

PC Tools for Windows lets you customize each application to suit your changing needs.
You can place the commands you use most often on the menus and toolbar, or you can
assign shortcut keys to perform these functions. You can also create custom commands
to start the applications you use frequently and place these commands where you can
access them easily.

For example, when performing administrative duties, you might create a toolbar that
contains commands for starting your favorite word-processing, database, and time-
management applications. This would make it easy to write letters to customers, keep
track of company equipment, and schedule appointments for yourself and your co-
workers. For managerial tasks, your toolbar might contain commands for launching
project scheduling and spreadsheet applications that you use frequently. If you are
customizing PC Tools for Windows for others, you can set up each component to be as
unique as each individual user, or standardize the components for everyone in the
department.

You can customize the following components in most PC Tools for Windows applications:

■ **Toolbar**. You can assign the commands you use most frequently to the
command buttons displayed on the toolbar.

■ **Menus**. You can configure the pull-down and some pop-up menus to contain
only the commands you want to use.

■ **Keyboard**. You can define shortcut keys that let you access application
functions with a single keystroke.

■ **Commands**. You can create commands that perform custom tasks or run
other applications, and then assign these commands to the buttons, menus,
and shortcut keys.

You can also save multiple configurations for each component. For example, you can
define several versions of the menus and toolbar in each application. This allows
everyone using PC Tools for Windows applications to maintain a set of configurations that
they can choose from as their needs change.

Desktop

PC Tools for Windows Desktop is an enhanced replacement for Windows Program
Manager, and as such, becomes an extension of your conventional desktop. And just as
a conventional desktop can become cluttered, a computer desktop gets cluttered if you

have many files, applications, and documents open.

Desktop provides a simple solution to a cluttered workspace. It lets you extend your workspace into any number of separate desktops, one for each project you're working on. Multiple desktops allow you to take greater advantage of the Windows multi-tasking environment by reducing screen clutter. They also let you organize your working tasks, making it easier to enhance your productivity.

Desktop makes handling files, applications, and documents easier. But more than that, Desktop provides sophisticated tools that enable you to do your daily work in the most productive way.

There is a hierarchical structure to Desktop organization. First, there are offices. Offices contain any number of desktops. Desktops, in turn, contain items. There are several types of desktop items. For example, items include folders, applications, files, and directories.

With Desktop, you can organize your applications and files into related groups called folders and then launch those applications by double-clicking an icon that represents the application or file.

Here are a few of the things you can do with Desktop:

■   **Extend the Windows desktop**. You can increase the size of your workspace by   creating multiple desktops. Each new desktop that you create can be dedicated to a   separate project or aspect of your work.

■   **Organize your workspace**. You can create file items that are relevant to your day-   to-day tasks and associate them with icons. You can then place these items directly   on a given desktop or group them in folders. You can nest folders and search for   individual desktop items. In addition, you can specify whether a particular item is   password-protected, may be moved, deleted, copied, or its properties changed, and   set up an application to appear in any size window you want.

■   **Get a bird's-eye view of your desktops**. You can get an overview of all of your   desktops with the built-in MultiDesk feature, allowing you to easily switch between   desktops, create new or delete existing desktops, close a selected desktop, as well   as directly manipulate any items on them.

■   **Launch applications easily**. When represented by an icon on the desktop,   applications can be run by double-clicking the icon. In addition, you can place   applications and files in the Quick Launch folder so that they will be available from   the Quick Launch menu or the Control menu in each window.

■   **Drag-and-drop**. You can drag items from the desktop to open application windows   or other items, or drag files to desktops from other applications such as File   Manager, to create new desktop items.

■   **Create items on desktops and in folders automatically**. With AutoSync

Desktops   and AutoSync Folders, you can create items on desktops and in folders
automatically. For example, you
could create an AutoSync Folder called Budget,   which would
locate and create file items for specific Microsoft Excel files.

■   **Create new items using templates**. You can create individual items on a
desktop   or in a folder, using predefined templates that determine what
characteristics the   item will have.

■   **Monitor your system's memory and resources**. CrashGuard monitors
memory   and system resources, allowing you to avoid crashes. CrashGuard also
displays a   clock, calendar, and the name of the current desktop and office.

■   **Restore your workspace automatically**. When you exit from Desktop (or
Windows, when Desktop is the
shell application), it "remembers" which application   windows were
open so that the next time you start Desktop, your workspace is just   the way
you left it.

■   **Share offices over a network**. You can create and configure offices and
then make   them available to multiple users over a network. Putting offices on a network
allows   users to access desktops that are already configured, and share data
files and
applications.

■   **Import group files**. You can select a Program Manager or Norton Desktop
group   file to import. Each item in the selected group file appears as a new file
item in the   newly created folder on the current desktop.

■   **Switch tasks quickly**. You can use the Task Manager to view a list of all the
applications you are currently running and then switch to the one you
want. You can   also see how much memory
each application is using.

■   **Customize**. The many customizing features let you change the appearance
of your   desktops. You can assign colors and fonts to specific desktops to
distinguish   between them quickly, as well as display or hide the menu and toolbar.
In addition,
ou can create or modify commands and then include them on the menus,
toolbar,
and shortcut keys.

■   **Step through the basics of PC Tools for Windows**. You can run the PC Tools for
Windows Tutorial System directly from the Main desktop by double-clicking the
Tutorial icon. The tutorial system is an interactive presentation that makes
learning   about Desktop and File Manager easy and enjoyable.

DiskFix

PC Tools for Windows DiskFix analyzes and repairs most disk problems. As a preventive
maintenance tool, you can schedule regular, unattended DiskFix disk-integrity checks to
detect and prevent potential problems before they occur.

DiskFix for Windows is a powerful tool that you can use to ensure that your system and,

more importantly, your Windows environment is problem-free.

DiskFix performs an extensive analysis of your disk and file system, including the partition tables and logical boot sectors of all hard disks to ensure that DOS is accessing every drive correctly. In addition, DiskFix performs a number of tests to ensure that the FATs are readable, the directory structure is correct, and there are no cross-linked files or lost clusters. You can also schedule DiskFix to perform a routine disk-integrity analysis to keep your computer system in working condition.

PC Tools for Windows includes both DOS and Windows versions of DiskFix to ensure that you have a complete data recovery solution.

DiskFix for DOS operates on the low-level structures of your computer system and can detect and repair problems in the partition table, boot sector, and CMOS information, all of which can prevent you from starting your computer.

Here's what you can do with DiskFix:

■ **Repair problems**. DiskFix corrects errors in the file system such as a corrupted root directory or FAT, cross-linked files, lost cluster chains, and illegal directory entries. DiskFix also restores lost directories with their files intact and ensures correct directory/subdirectory relationships.

■ **Fix DoubleSpace volumes**. Use DiskFix to analyze and repair problems with drives compressed with DoubleSpace.

■ **Find viruses hidden in system areas**. DiskFix detects viruses in boot sectors and alerts you to their presence.

■ **Undo DiskFix repairs**. You can save information about the DiskFix repair and restore your disk to the state it was in before the repair.

■ **Schedule regular disk-integrity checks**. You can schedule DiskFix to run at regular intervals to ensure that your system is problem-free.

Emergency Data Recovery

PC Tools for Windows provides the means for complete data recovery. The emergency disk you create during installation contains critical data recovery applications for DOS and recovery information specific to your system. This disk can help you recover data in the event your hard disk won't operate or if you cannot use the data recovery applications for Windows.

The DOS restore disk contains an install application and Central Point Restore so that you can restore a recent backup set if you cannot access Central Point Backup.

File Accessories

PC Tools for Windows file accessories are data-management functions that you can access directly as single-function applications without going through File Manager. They appear only as icons that open to dialog boxes, which in turn can be minimized to icons and remain open on the desktop for as long as you need them. You can access up to 21 File Manager and Desktop functions as file accessories.

By keeping the file accessories you use frequently on your desktop, the functionality you need remains at your fingertips throughout a windows session. You can preconfigure file accessories so that you don't have to enter required information repeatedly, and you can perform multiple tasks without having to open a dialog box more than once.

You can most effectively use file accessories as drag-and-drop targets for directories and files. For example, you can place the minimized Move File accessory on your desktop, then move files to a different drive or directory by dragging them to the Move File icon.

File Viewers

PC Tools for Windows File Viewer lets you look at the contents of a file without starting the application or even knowing which application created the file. This provides an easy way for you to see which files you want to work with before taking the time to load a large program.

For example, when you choose to view an Excel file, File Viewer automatically selects the proper viewer and displays the file approximately as it would appear in Excel itself. (However, you must open the file in its native application if you want to change or print the file.)

The types of files that you can view include word-processin, spreadsheet, database, graphics, binary (which might contain executable code), and files created by archiving applications.

Here are the things you can do with File Viewer:

■ **Open a viewer pane within other PC Tools for Windows applications**. You can use a part of File Viewer's functionality to perform the following tasks:

    ■ **View deleted files** in File Manager.

    ■ **View files before you copy, rename, delete, or launch them** in File Manager.

    ■ **View files before you back them up** to make sure that they're the right ones in Central Point Backup.

    ■ **View files in the Browse or Open dialog box** in most PC Tools for Windows applications to make sure you're opening the correct file.

■ **Drag and drop the viewer pane from PC Tools for Windows applications**. You can drag the viewer pane from a PC Tools application to your desktop to start the File Viewer program and load the file you were viewing.

■ **View multiple formats easily**. You can change the format you are viewing a file in with a single mouse click.

■ **Use the entire window area to view files**. You can enlarge the viewing area to the size of the view window by double-clicking in the viewing area.

■ **Drag files to File Viewer**. You can drag groups of files from the file list in File Manager to the File Viewer window or active icon to load them into File

Viewer. You can also drag zipped files from the desktop to the File Viewer window or icon.

■ **Select and copy files to the Clipboard**. You can select text or graphics in a viewed file and copy the information for pasting into another application.

Icon Editor

PC Tools for Windows Icon Editor provides the tools you need to create new icons and modify existing ones. You can also configure your own icon libraries for storing and organizing multiple icons. This chapter explains how to create your own icons, modify icons associated with applications, and even customize icons associated with items that appear on your desktops.

In the Windows environment, you work with icons, which are symbolic representations of objects in a computer system. Many applications allow you to customize the icons they provide to fit your own needs. Icon Editor makes it easy to personalize your applications with icons that make sense to you. Icon Editor can also help you manage the inventory of your icons by creating icon libraries.

For example, you might edit some of the icons that come with Desktop and then create a library to store them in. You could then quickly access these customized icons and assign them to represent specific items on your desktops.

Icon Editor allows you to edit 32x32 pixel icons in monochrome, VGA, EGA, Windows 2.x and Windows 3.x format. You can also edit 64x64 pixel icons in Windows 3.x Hi Resolution format.

Here are some of the things you can do with Icon Editor:

■ **Create and color individual icons** using the editor's painting tools and 16-color palette. You can modify icon colors using the Color Palette and 10 tools that Icon Editor provides.

■ **Create icon libraries**. You can organize your icons in library files for easy access. You can then open these library files in Desktop and assign new icons to your desktop items. You can also use these icons on toolbars to represent custom commands.

■ **Import icons into libraries from existing files** (including .ICL,.ICO, .EXE, .GRP, .DLL, and .RSL). You can change the type of icons so that they can be used on different display types.

■ **Export icons to new .ICO files**. You can create single icon files and modify them to suit your needs.

■ **Rearrange and organize icons within icon libraries**. You can open icon library files and modify the order in which the icons appear in the file.

■ **Save icons in executable, or .GRP files**. You can save icons that you create, or those you have modified, in program and group files providing flexibility to change the icons you see when you minimize your programs.

Optimizer

PC Tools for Windows Optimizer improves data-access speed and increases the chance of successful data recovery by defragmenting files on your disk. Optimizer does this by physically rearranging the clusters of fragmented files into contiguous blocks and arranging files on the disk in a specified order. Optimizer defragments local drives only.

Here is what you can do with Optimizer:

■ files **Optimize continuously**. You can set up Optimizer so that it defragments

disk automatically during your compute's idle times. Use this feature to keep your

defragmented.

■ and file **Check for disk errors**. Optimizer checks your disk, looking for disk errors

avoid fragmentation. If it finds disk errors, it warns you right away so that you can

data loss and inconvenience.

■ **Arrange directories and files in a specified order**. Optimizer sorts directories and

files and places them on the disk in an ordering method you specify.

■ **Clear free space**. Optimizer can clear free space so that previous data cannot be

` read from freed clusters.

■ **Schedule frequent Optimizer sessions**. You can schedule Optimizer from Scheduler so that it runs at times you choose.

■ **Skip files that should not be moved**. Optimizer does not move files that are

marked with the System or Hidden attribute. You can specify additional files you do

not want Optimizer to move. Some copy-protection schemes record the physical

location of the application file on the disk, and will not run the application if the file is

moved.

■ **Support DoubleSpace disk compression**. Optimizer supports MS-DOS 6

compressed volume file optimization.

Scheduler

PC Tools for Windows Scheduler can launch any application or open any document at the time and date you specify. You set these events to occur once or regularly. An event is a scheduled launch time for running a program or document, or for displaying a message.

Here's what you can do with Scheduler:

■ **Schedule a program to start**. You can schedule .EXE, .COM, and .BAT files
to be

launched automatically, at a specific date and time. You can also
schedule .PIF files

(Windows program information files) and .RUN files (Central Point
ScriptTools files).

■ **Schedule a document to be opened**. You can schedule a document to be
opened

automatically, together with its application program, at a specific date and
time.

■ **Schedule a message to display**. You can schedule a message to appear
over your

Windows application at a specific date and time to serve as a reminder.

■ **Share event schedules over a network**. Your network administrator can
create

events for you to share with others in your company.

■ **Schedule events within Central Point Anti-Virus, Central Point Backup,**
Central

Point Optimizer, and Central Point DiskFix. For example, you can have

Scheduler launch Central Point Anti-Virus every evening at 6:00 pm and
Central

Point Backup every evening at 8:00 pm.

ScriptTools

ScriptTools is a Windows automation utility that gives you control over almost every
facet of the Windows environment. For those who have never programmed before,
ScriptTools provides a recording feature you can use to generate useful scripts and a
variety of sample scripts you can tailor to fit you needs. For experienced programmers
and batch file writers, ScriptTools provides a powerful scripting language that lets you
access the Windows API, Dynamic Data Exchange (DDE), and other advanced features.

Here are a few examples of what you can do with ScriptTools:

■ **Automate Windows tasks**. ScriptTools can record any sequence of actions
in

Windows. Using the ScriptTools dialog editor, you can quickly create custom
dialog

boxes that perform these actions at the click of a mouse button.

■ **Create your own utilities**. ScriptTools is an excellent tool for developing

personalized utilities and other custom programs. It provides many features
found in

conventional Windows programming languages, but is much easier and
faster to

use.

■   **Create event-driven scripts**. Using the Event editor in ScriptTools, you can
create

                event-driven scripts that respond to such things as keystrokes, mouse clicks,
and the

                appearance of specified windows.

■   **Perform network chores**. ScriptTools provides network functions that allow
your

                scripts to perform many basic network operations such as attaching to
servers,

                logging in, and sending network messages.

■   **Transfer data with DDE**. ScriptTools provide Dynamic Data Exchange
(DDE) that

                allows you to retrieve and pass data to DDE server applications.

■   **Create program demos**. You can create interactive program demos and

                presentations or even produce scripts to automate testing of Windows
applications.

System Consultant

PC Tools for Windows System Consultant tells you what components make up your
computer system, how they are configured, and how they perform. It also provides
specific details about your Windows installation and the way it "sees" your computer's
environment. System Consultant also provides recommendations to improve your
computer's performance.

System Consultant provides useful information about your computer. This information
comes in handy if you need to call for technical assistance or troubleshoot a problem on
your own.

Here's how you can use System Consultant:

■   **Provide recommendations**. You can receive recommendations to improve
your

                computer's performance.

■   **Check hardware configuration**. Use System Consultant to get detailed
information about each of your system's hardware components.

■   **Check memory**. System Consultant reports the amount of memory installed
and

                how it is being used.

■   **Use the .INI-Consultant to view or change AUTOEXEC.BAT,
CONFIG.SYS,**

                WIN.INI, SYSTEM.INI, and WNUSER.INI files. These files determine which

                memory-resident programs to load when you start your computer, what
configuration
                options are in effect, which Windows preferences you have selected, and
how your

hardware is configured.

■ **Check your Windows installation**. You can see how Windows is configured
on

your computer and how it is performing.

■ **Compare the disk, CPU, and network performance of your computer**.
You can

measure the performance of your computer and network against others.

■ **Check network statistics**. System Consultant provides information about
users,

groups, and volumes on networks using Novell NetWare 286 Version 2.10,

NetWare

386 Version 3.11, or later.

■ **Create reports**. You can create and print reports that include specific types
of

system information.

Section 3. What's New in PC Tools for Windows Version 2

PC Tools for Windows Version 2 includes the following new features, as well as many
other enhancements that you'll learn about when you begin using this new version.

New Applications

■ **CrashGuard**, a new Desktop application, helps prevent Windows crashes
and lost   work. It monitors memory, system resources, and disk space, warning
you when any   of the three reaches a critical
level. CrashGuard also features a calendar and a
         clock. You can set alarms for the clock to remind you of meetings,
appointments,
         and tasks.

■ **Central Point Screen Capture** allows you to capture all or part of any
Windows   screen. You can save the captured image in Tagged Image File Format
(TIFF),

CompuServe Graphic Interchange Format (GIF), or any of three bitmap

formats.

You can also copy the captured image directly to the Clipboard.

File Manager

■ **File compression** for PKZip Version 2.x and LHA 5 is now supported.

■ **SmartFind and Undelete** are integrated into File Manager, making finding
and   undeleting files easily accessible while you perform other file
management tasks.

■ **File list column headers** can be moved and resized with a simple drag-and-
drop   operation.

■ **Zooming capability** within file viewers let you zoom as large as 400%, as

small as   25%, or "fit to window."

■   **Clipboard support** within file viewers lets you select all or part of a file being viewed and copy it to the Clipboard.

Desktop

■   **AutoSync Folders and Desktops** let you create and delete items in folders and on   desktops automatically. In other words, you can synchronize folders and desktops   with files of a specific type and in a specific location on your hard disk.

■   **Item and folder templates** make creating customized documents and folders quick   and easy. Customize the default templates or place templates you're currently using   in the Templates folder to make them accessible from the Templates command.

■   **File Companions** give you access to file management commands within PC Tools   for Windows applications, as well as in your other Windows applications.

■   **Selection of multiple items** on your desktops makes moving, copying, and deleting   items faster. You can use a selection rectangle to select several items at once.

Menu and Toolbar Enhancements

■   **Mini icons** in toolbars allow you to display more tools on your screen in any PC   Tools for Windows application.

■   **Toolbar Balloons** describe the function of each icon in toolbars. You can turn the   balloons on or off.

System Consultant

■   **INI-Consultant** explains the entries in .INI files and provides an easy editing capability.

■   **Do It** and **Undo** buttons make using System Consultant's recommendations quick and easy.

File Viewer

You can view files in over 100 WYSIWYG formats, including files compressed in PKZip. Some of the viewers provided in PC Tools for Windows include:

■ Microsoft Word   ■ Quattro Pro
■ Microsoft Excel   ■ Tagged Image File Format (TIFF)
■ CompuServe Graphics Interchange (GIF)   ■ Micrografx Designer (DRW)
■ WordPerfect for Windows/DOS   ■ dBase (DBF)
■ WordStar■ Paradox Database
■ Lotus 1-2-3   ■ Computer Graphics Metafile (CGM)
■ TrueType Fonts   ■ Windows Metafile

And many more!

DiskFix and Optimizer

Both applications now support DoubleSpace volumes.

Central Point Anti-Virus

- **Virus detection** is now capable of detecting more than 2,000 viruses.

- **Virus analyzer** provides generic detection of unknown viruses.

Central Point Backup

- **A redesigned user interface** provides improved ease-of-use and
configurable
menus and toolbar. Backup also includes context-sensitive, pop-up menus.

- **Auto-compare** lets you compare data on your backup media to your original
hard   disk data during or after a backup.

Section 4. Uninstalling the File Manager Trial Disk

You can uninstall the File Manager trial disk at any time.

If you have no other Central Point product(s) installed on your system, to uninstall the File Manager trial disk, delete the following items:

- PROGMAN Group file
- The directory where you installed the File Manager trial disk (including all files in the directory).
- cps2= entry in WIN.INI (delete single entry only under the [cps] section)

If you have other Central Point product(s) installed on your system, to uninstall the File Manager trial disk, delete only the following items:

- PROGMAN Group file

In the base directory where you install the trial disk, delete:
- wnfmdemo.exe file
- order.exe file
- regdemo.exe file

In the \DATA directory, delete:
- pipedemo.ini file
- faxdemo.ctl file
- demoshow.fss file
- order.ctl file
- cramapi.dll file