QuickHelp



How do I...?

Optimize a disk	Optimize your drives to improve readwrite performance.
View drive statistics	View the selected drive's statistics, including size, type, level of fragmentation, and more.
View the disk map	View the contents of a desired block on your disk.



√ Expand

Getting Started

- QuickHelp
- Menu Commands
- Mouse and Keyboard Operations
 Contacting Technical Support and Customer Service

- **Using Speed Disk**
- Looking At Your Disk
- Configuring Speed Disk



√ Expand

Getting Started

- QuickHelp
- Menu Commands
- Mouse and Keyboard Operations
 Contacting Technical Support and Customer Service

- **Using Speed Disk**
- Looking At Your Disk
- Configuring Speed Disk



√ Expand

Getting Started

|--|

- Menu Commands
- Mouse and Keyboard Operations
 Contacting Technical Support and Customer Service

Using	Speed Disk
 _	

- Optimizing a Disk
- Running Speed Disk in the Background Speed Disk Command-Line Summary
- **Looking At Your Disk**
- **Configuring Speed Disk**

Speed Dis Getting Started **Speed Disk Help Contents**

- QuickHelp
- **+** Menu Commands
- Mouse and Keyboard Operations
- Contacting Technical Support and Customer Service

- **Using Speed Disk Looking At Your Disk +** Viewing the Disk Map + Viewing Disk Statistics **±**
- Viewing Unmovable Files
 Viewing the File Fragmentation Report
- **+ Configuring Speed Disk**

Speed Dis Getting Started QuickHelp Menu Comm **Speed Disk Help Contents**

- Menu Commands
 Mouse and Keyboard Operations
- Contacting Technical Support and Customer Service

Procedures

<u>+</u>	Using Speed Disk
<u>+</u>	Looking At Your Disk
<u>₽</u>	Configuring Speed Disk
<u>+</u>	Changing the Display of the Disk Map
<u> </u>	Choosing an Optimization Method
<u>+</u>	Clearing Unused Space for Security
<u>+</u>	Customizing Legend Colors
<u> </u>	Playing Background Music
<u>+</u>	Setting Background Preferences
<u>+</u>	Setting the Sort Order
<u> </u>	Specifying Directories to Be Placed First
<u>+</u>	Specifying Files to Be Placed First
<u>+</u>	Specifying Unmovable Files
<u> </u>	Starting Speed Disk with Windows
<u>+</u>	Verifying Disk Writes While Optimizing

Collapse

Getting Started

- QuickHelp
- Menu Commands
- Mouse and Keyboard Operations
- Contacting Technical Support and Customer Service

- Using Speed Disk
- Optimizing a Disk
- Running Speed Disk in the Background
- Speed Disk Command-Line Summary
- **Looking At Your Disk**
- Viewing the Disk Map
- Viewing Disk Statistics
- Viewing Unmovable Files
- Viewing the File Fragmentation Report
- Configuring Speed Disk
- Changing the Display of the Disk Map
- Choosing an Optimization Method
- Clearing Unused Space for Security
- Customizing Legend Colors
- Playing Background Music
- Setting Background Preferences
- Setting the Sort Order
- Specifying Directories to Be Placed First
- Specifying Files to Be Placed First
- Specifying Unmovable Files
- Starting Speed Disk with Windows
- Verifying Disk Writes While Optimizing



Mouse and Keyboard Operations

To help you navigate, Speed Disk supports many mouse and keyboard operations. Some of the most helpful include:

Double-click

on Close dialog box or window, or exit Speed Disk.

Select available settings.

Select available settings.

Move the cursor one character to the right.

Move the cursor one character to the left.

Spacebar Toggle options between enabled and disabled, or press a command button.

Alt+■ Activate the prompt button to open a drop-down list or combination box.

Tab Move forward through a dialog box.

Shift+Tab Move backward through a dialog box.

Alt+Tab Make the next application window active.

Alt+Tab,... Cycle through applications while pressing tab. Release Alt when you reach the desired

application.

Alt+Spacebar Activate the Control menu.

Alt+F4 Exit Speed Disk.

Speed Disk Menu Commands <u>+</u>

ightharpoons	Options menu
<u>+</u>	<u>Preferences</u>
⊕	Exit

Information menu

Disk statistics
Show Unmovable Files
Fragmentation Report

Preferences command (Options menu)

 $\underline{\text{See Also}} \\ \text{Use this command to set options for how Speed Disk should perform.}$

Changing the Display of the Disk Map
Choosing an Optimization Method
Clearing Unused Space for Security
Playing Background Music
Setting Background Preferences
Setting the Sort Order
Specifying Directories to Be Placed First
Specifying Files to Be Placed First
Specifying Unmovable Files
Starting Speed Disk with Windows

Verifying Disk Writes While Optimizing

Exit command (Options menu)

Use this command to exit Speed Disk.

Disk statistics command (Information menu)

See Also

Use this command to view information about the selected drive, including disk size and level of file fragmentation.

Viewing Disk Statistics

Show Unmovable files command (Information menu)

See Also

Use this command to view the files on the disk that cannot be moved.

Viewing Unmovable Files

Fragmentation Report command (Information menu)

See Also

Use this command to view the degree of fragmentation of the files on the disk.

Viewing the File Fragmentation Report

Optimizing a Disk

See Also Dialog Box Settings

You must choose a drive to be optimized.

To optimize your disks:

- 1 Select a drive or drives to optimize in the drives list box.
- 2 Click Optimize.
 - Speed Disk scans the first selected drive and displays the disk map. If you selected more than one drive, Speed Disk will use the saved Optimization Method for each drive.
 - If you selected only one drive, Speed Disk will display the <u>Recommendation dialog box</u> which will let you override the default optimization method.
- 3 Click Start
 - The optimization process completes when Speed Disk displays the <u>Complete dialog box</u>. You can select another drive to optimize, configure options, or exit Speed Disk.

NOTE: If Speed Disk encounters a disk error (reading, writing, or verifying) while optimizing your disk, optimization stops and the error is displayed. You are given the option to cancel the optimization process or continue by running Norton Disk Doctor and then returning to Speed Disk to continue optimizing the selected drive.

Choosing an Optimization Method
Running Speed Disk in the Background
Verifying Disk Writes While Optimizing

Speed Disk window
Recommendation dialog box
Complete dialog box

Running Speed Disk in the Background

See Also Panel Settings

After you select a drive you can have Speed Disk optimize it while running in the <u>background</u>. If you want to launch Speed Disk in the background every time that you run Windows, see <u>Starting Speed Disk with Windows</u>.

To run Speed Disk in the Background:

- 1 Select a drive or drives to optimize in the drives list box.
- 2 Click Background. Speed Disk minimizes and when it detects a pause in <u>foreground</u> activity it begins scanning the selected drive using both the configuration options set for that drive and any global options. If you write to the disk, Speed Disk will restart.

NOTE: If Hide When Iconized is checked in the Background dialog box, Speed Disk's icon will not appear on the desktop. To restore Speed Disk, hold down the ALT key and press Tab until you see Speed Disk.

<u>Setting Background Preferences</u> <u>Starting Speed Disk with Windows</u> Speed Disk window
Background dialog box

Choosing an Optimization Method

See Also Panel Settings

Speed Disk automatically determines the best optimization method for each disk. You can, however, select a different optimization method if you choose. If you are going to run Speed Disk in the background you can select and save the optimization method for each drive that you want to optimize.

NOTE: The Save command button saves the current settings for all Options. These settings will be used as the defaults the next time you start Speed Disk. If you want to change the configuration for this session only, do not click Save.

To choose an optimization method:

- 1 Choose Preferences... from the Options menu. Optimization Method is selected in the Options list box.
- 2 Click the Drive command button if you haven't selected a drive or want to specify an optimization method for a different drive. Select a drive and click OK.
 - The name of the selected drive appears in the title bar and Speed Disk scans the selected drive.
- 3 Select the desired optimization method. Click *Dialog Box Settings* at the top of this help window for details on each method.
 - If you want Speed Disk to select the optimization method, select Default.
- 4 Select another panel to configure from the Options list box or click OK.

Clearing Unused Space for Security
Optimizing a Disk
Verifying Disk Writes While Optimizing

Viewing Disk Statistics

See Also Dialog Box Settings

You can easily view information about a selected drive before you optimize it. Information such as disk size, fragmentation, and number of directories can help you determine whether or not you want to optimize the disk.

To view disk statistics:

- 1 Select the drive in the drives list box.
- 2 Click Configure.
 - Speed Disk scans the selected drive and displays the disk map.
- 3 Choose Disk Statistics... from the Information menu.
 - The Statistics for dialog box appears.

Optimizing a Disk Viewing Unmovable Files

Viewing Unmovable Files

See Also Dialog Box Settings

Some files are identified as unmovable and are displayed as unmovable blocks on the Speed Disk disk map. Nothing is wrong with these filesprograms and operating systems (like DOS and Windows) simply rely on them to be in the same physical location in order to work properly.

Speed Disk automatically determines which files cannot be moved when it scans a disk prior to optimization. You can easily view a list of the files that are unmovable.

To view unmovable files:

- 1 Select the drive in the drives list box.
- 2 Click Configure.
 - Speed Disk scans the selected drive and displays the disk map.
- 3 Choose Show Unmovable Files... from the Information menu. The <u>Unmovable Files dialog box</u> appears.

Optimizing a Disk
Viewing Disk Statistics
Viewing the Disk Map
Viewing the File Fragmentation Report

Viewing the File Fragmentation Report

See Also Dialog Box Settings

Speed Disk reports the percentage of the disk that contains unfragmented files, but you may want to see which files are fragmented before you decide to optimize your disk.

To view the report:

- 1 Select the drive in the drives list box.
- 2 Click Configure.
 - Speed Disk scans the selected drive and displays the disk map.
- 3 Choose Fragmentation Report from the Information menu. The File Fragmentation Report dialog box appears.

TIP: If a highly fragmented file is Unmovable because it's attributes are read-only, system, you may want to change the attributes, optimize the disk and then restore the attributes. You should only perform this procedure if you are sure that the file is not copy-protected.

Similarly, if your compressed drive files are fragmented you can dismount the compressed drive manually (using a utility created for such purposes by the compression software manufacturer), run Speed Disk, and then remount the drive.

Optimizing a Disk
Viewing Disk Statistics
Viewing the Disk Map

Viewing the Disk Map

See Also

Speed Disk displays the contents of a selected disk in the form of a disk map. You can use the map to discover what files occupy any block on the selected disk. Each block represents a number of <u>clusters</u> on your disk; the block-to-cluster ratio (listed in the upper-right corner of the Block Detail group box) varies depending upon the size of your disk and your screen resolution.

To view the files for a particular block:

Click any block on the disk map.
 The contents of that block are displayed in the Block Detail list box. This list box displays the cluster location, filename within the cluster, and cluster status (optimized, fragmented, or unmovable).

To view the blocks for a particular file:

Click the filename in the Block Detail list box.
 The blocks containing clusters for that file are highlighted in the disk map.

<u>Viewing Unmovable Files</u>
<u>Customizing Legend Colors</u>
<u>Changing the Display of the Disk Map</u>

Changing the Display of the Disk Map

See Also Panel Settings

Speed Disk displays the disk map in one of two views. Either as blocks (the default) or as bars. You can easily change the display between these two views.

To change the display of the disk map:

- 1 Choose Preferences... from the Options menu.
- 2 Select Animation And Music in the Options list box.
- 3 Click the desired Drive Map option button.
- 4 Click OK.

The disk map display changes.

<u>Customizing Legend Colors</u> <u>Viewing the Disk Map</u>

Playing Background Music

See Also Panel Settings

You can configure Speed Disk to play a sound file while it optimizes a disk. The sound file can be either in WAVE (.WAV) or MIDI (.MID) formats.

NOTE: A sound card must be installed on your computer for you to be able to play WAVE and MIDI files.

To set a sound for Speed Disk to play when it finishes optimizing:

- 1 Choose Preferences... from the Options menu.
- 2 Select Animation And Music in the Options list box.
- 3 Check the Play Background Music check box. Checking this box lets you enter text in the text box.
- 4 Enter the filename of the WAVE or MIDI file to play in the text box.
 - Click the button at the end of the Sound File text box to select the sound file from the Choose Sound File dialog box.
- 5 Click Test to hear the selected sound file.
- 6 Click OK

Optimizing a Disk

Animation And Music panel
Choose Sound File dialog box

Customizing Legend Colors

See Also

The disk map Legend uses various colors to indicate block usage. These colors can be changed to any color combination. The new color selections are automatically saved for future Speed Disk sessions.

To change the color of a legend item:

- 1 In the Legend box of the disk map, double-click the colored block that you want to change. The Color dialog box appears.
- 2 Select or create the new color. For more information about Color settings, refer to the *Microsoft Windows User's Guide*.
- 3 Click OK.

<u>Changing the Display of the Disk Map</u> <u>Viewing the Disk Map</u>

Clearing Unused Space for Security

See Also Panel Settings

Speed Disk includes an option to clear (wipe) all unused space on your disk while optimizing. Generally, unused space on your disk contains information about files that have been deleted. Clearing the unused space eliminates the chance that you'll recover a file you intentionally deleted.

NOTE: Speed Disk takes considerably longer to optimize a disk when this feature is enabled.

To clear unused space:

- 1 Choose Preferences... from the Options menu.
- 2 Select Security in the Options list box.
- 3 Check Wipe Free Space.
- 4 Click OK.

Optimizing a Disk Verifying Disk Writes While Optimizing

Verifying Disk Writes While Optimizing

See Also Panel Settings

During optimization, Speed Disk quickly reads data from one location and writes it to another. Although Speed Disk is very accurate when rewriting data, the Verify Write option gives you extra peace of mind in knowing that your data is being optimized safely.

NOTE: Speed Disk takes considerably longer to optimize a disk when this feature is enabled.

To enable read-after-write verification:

- 1 Choose Preferences... from the Options menu.
- 2 Select Security in the Options list box.
- 3 Check Verify Writes.
- 4 Click OK.

Choosing an Optimization Method
Optimizing a Disk
Clearing Unused Space for Security

Setting Background Preferences

See Also Panel Settings

You can set up defaults for how Speed Disk operates while running in the background.

NOTE: The Save command button saves the current settings for all Options. These settings will be used as the defaults the next time you start Speed Disk. If you want to change the configuration for this session only, do not click Save.

To set background preferences:

- 1 Choose Preferences... from the Options menu.
- 2 Select Background in the Options list box.
- 3 Click the Drive command button if you haven't selected a drive or want to specify background options for a different drive. Select a drive and click OK.
 - The name of the selected drive appears in the title bar and Speed Disk scans the selected drive.
- 4 Select the desired options. See the Background panel for details.
- 5 Click OK.

Running Speed Disk in the Background

Setting the Sort Order

See Also Panel Settings

You can change the order in which directory information is written to disk. This may provide some performance benefits when viewing directories that contain a large number of files. This does not change the physical placement of files on the disk. If you want to physically move the files, use the Full With File Reorder optimization method.

NOTE: The Save command button saves the current settings for all Options. These settings will be used as the defaults the next time you start Speed Disk. If you want to change the configuration for this session only, do not click Save.

To change the sort order:

- 1 Choose Preferences... from the Options menu.
- 2 Select Sort Order in the Options list box.
- 3 Click the Drive command button if you haven't selected a drive or want to specify the sort order for a different drive. Select a drive and click OK.
 - The name of the selected drive appears in the title bar and Speed Disk scans the selected drive.
- 4 Select the desired Sort Criterion option.
- **5** Select the desired Sort Order option.
- 6 Click OK.

<u>Choosing an Optimization Method</u> <u>Optimizing a Disk</u>

Specifying Directories to Be Placed First

See Also Panel Settings

You can specify up to 15 directories to be placed at the beginning of the disk during optimization. To have Speed Disk use the Directories To Place First options, you must optimize the disk using either the Full with Dirs First or Full with File Reorder optimization methods.

NOTE: The Save command button saves the current settings for all Options. These settings will be used as the defaults the next time you start Speed Disk. If you want to change the configuration for this session only, do not click Save.

To create a list of directories to placed first:

- 1 Choose Preferences... from the Options menu.
- 2 Select Directories To Place First in the Options list box.
- 3 Click the Drive command button if you haven't selected a drive or want to specify directories for a different drive. Select a drive and click OK.
 - The name of the selected drive appears in the title bar and Speed Disk scans the selected drive.
- 4 Click Add.
- **5** Select a directory from the Directory list box and click OK.
- 6 Click OK.

To modify the list of directories:

- 1 Select a directory in the Directories to Place First list box.
- 2 Click Up to move the directory towards the top of the list box or click Down to move the directory towards the bottom of the list box.

Or.

- Click Delete to remove the directory from the list.
- 3 Click OK.

Specifying the Files to Place First

See Also Panel Settings

You can specify up to 10 entries to place files at the beginning of the disk during optimization. You can either enter a filename or a file specification. You can use the *and ? wildcards. In order to use the Files To Place First options, you must optimize the disk using either the Full with Dirs First or Full with File Reorder methods.

NOTE: The Save command button saves the current settings for all Options. These settings will be used as the defaults the next time you start Speed Disk. If you want to change the configuration for this session only, do not click Save.

To create a list of files to be placed first:

- 1 Choose Preferences... from the Options menu.
- 2 Select Files To Place First in the Options list box.
- 3 Click the Drive command button if you haven't selected a drive or want to specify files for a different drive. Select a drive and click OK.
 - The name of the selected drive appears in the title bar and Speed Disk scans the selected drive.
- **4** Enter a file specification in the File Specification text box and click Add. Or.
 - Click the button at the end of the File Specification text box to select a file from the Choose File dialog box.
- 5 Click OK.

To modify the list of files:

- 1 Select a file or file specification in the File Specification list box.
- 2 Click Up to move the file towards the top of the list box or click Down to move the file towards the bottom of the list box.

Or.

- Click Delete to remove the file from the list.
- 3 Click OK.

Specifying Unmovable Files

See Also Panel Settings

You can specify up to 10 entries that make files unmoveable during optimization. This is important if you are using copy-protected files that rely on their disk placement. You can either enter a filename or a file specification. You can use the *and ? wildcards.

NOTE: The Save command button saves the current settings for all Options. These settings will be used as the defaults the next time you start Speed Disk. If you want to change the configuration for this session only, do not click Save.

To create a list of unmovable files:

- 1 Choose Preferences... from the Options menu.
- 2 Select Unmovable Files in the Options list box.
- 3 Click the Drive command button if you haven't selected a drive or want to specify unmovable files for a different drive. Select a drive and click OK.
 - The name of the selected drive appears in the title bar and Speed Disk scans the selected drive.
- 4 Enter a file specification in the File Specification text box and click Add.
 - Click the button at the end of the File Specification text box to select a file from the Choose File dialog box.
- 5 Click OK.

To modify the list of files:

- 1 Select a file or file specification in the File Specification list box.
- 2 Click Up to move the file towards the top of the list box or click Down to move the file towards the bottom of the list box.

Or.

Click Delete to remove the file from the list.

3 Click OK.

Speed Disk Command-Line Summary

See Also

Speed Disk includes a number of command-line options for automating tasks. These options are useful when you launch Speed Disk using the Program Manager or Norton Desktop File menu Run command. Simply add the following command-line switches to the Speed Disk executable filename as follows:

SDW [drive:] [method] [options] [order]

[drive:] Drive letter of disk to be optimized

[method] Select one of the following optimization methods:

/F Full Optimization /FD Full with Dirs First /FF Full with File Reorder /U Unfragment Files Only /Q Unfragment Free Space

[options] Add any or all of the following:

/W Enables Wipe free space option /V Enables Verify writes option

[/Sorder] Sort files in the specified ascending order:

/SD Date and time /SE Extension /SN Name /SS Size

Add a minus (-) sign to use descending order

Examples:

SDW C: /Q

Launches Speed Disk and defragments free space only on drive C:.

SDW D: /F /W

Launches Speed Disk, fully optimizes the disk, and wipes free space on drive D:.

SDW C: /FF /S-S

Launches Speed Disk, optimizes the disk and defragments free space, and sorts the files in descending order by size on drive C:.

Choosing an Optimization Method

Optimizing a Disk

Viewing Disk Statistics

Viewing Unmovable Files

Playing Background Music

Customizing Legend Colors

Changing the Display of the Disk Map

Viewing the Disk Map

Clearing Unused Space for Security

Verifying Disk Writes While Optimizing

Starting Speed Disk with Windows

See Also Panel Settings

You can have Speed Disk run automatically in the background every time you start Windows.

To launch Speed Disk with Windows:

- 1 Choose Preferences... from the Options menu.
- 2 Select Startup Options in the Options list box.
- 3 Select the drives that you want Speed Disk to optimize in the Default Drives list box.
- 4 Check the Load With Windows check box.
- **5** Select a port if desired. Speed Disk will monitor activity on that port and will pause when it detects activity.
- 6 Click OK.

The next time you start Windows, Speed Disk will be launched automatically.

Running Speed Disk in the Background Setting Background Preferences

Choose Directory dialog box
Use this dialog box to select a directory to place first.

To select a directory:

Double-click the directory name.

Or,

- Select a directory from the Directory list box.
 Click OK.

Choose Drive dialog boxUse this dialog box to select a drive to optimize.

To select a drive:

- Select a drive from the drive list box.
 Click OK.

+ **Error Messages**

The following are error messages that can appear in Speed Disk for Windows:

No DOS Memory
Unsupported Windows version
Wait

No DOS Memory
A setting in the SYMCFG.INI file is causing a problem.
In the SYMKRNL section of the file, make sure that UseDosAlloc=0.

Unsupported Windows version Speed Disk does not support Windows 3.0.

Wait

If you want to run Speed Disk in the foreground, you must wait until Norton Disk Doctor has finished diagnosing this drive.

To run Speed Disk in the background:

Click Background.

Speed Disk will wait for Disk Doctor to finish, then it will begin optimizing the disk.

No DOS Memory

Unsupported Windows version

Speed Disk window

Use this window to optimize your drives. The following sets of command buttons will appear based on what you are doing with Speed Disk.

Drives list box
Optimize command button
Background command button
Configure command button
Exit command button

Start command button
Background command button
Quiet/Play command button
Cancel command button

Start command button
Background command button
Drive command button
Exit command button

Drives list box

Select a drive or drives to optimize. You can select more than one hard drive to optimize, but if you want to configure more than one drive you must do so from the Options menu. You can only select one floppy drive at a time.

Optimize command buttonScans the drive selected in the drives list box. If more than one drive is selected, Speed Disk optimizes the drives. If one drive is selected Speed Disk displays the Recommendation dialog box.

Start command buttonBegins optimizing the selected drive.

Background command buttonMinimizes Speed Disk.and begins optimizing.

Configure command buttonScans the selected drive and displays the Disk Map. You can then configure the options for that drive by choosing Preferences... from the Options menu.

Quiet/Play command buttonTurns the Background Music off and on.

Cancel command buttonStops optimizing the selected drive.

Exit command button

Quits Speed Disk.

Recommendation dialog box

This dialog box appears after Speed Disk scans your disk. It reports the amount of fragmentation on the disk and recommends the best optimization method for the disk.

Fragmentation Report and Recommendation static text

Full Optimization option button

Full with Dirs First option button

Full with File Reorder option button

<u>Unfragment Files Only option button</u>

<u>Unfragment Free Space option button</u>

Optimize command button

Configure command button

Fragmentation Report and Recommendation static text
Reports the selected drive's level of fragmentation. It also includes Speed Disk's recommended method of optimization.

Optimize command button Click to optimize the selected drives.

Complete dialog box
This dialog box appears after Speed Disk completes optimization of a disk. It lets you optimize another disk, configure Speed Disk, or exit Speed Disk.

Another Drive command button

Configure command button Exit command button

Another Drive command buttonClick to scan another drive for fragmentation. The <u>Choose Drive dialog box</u> appears.

Configure command buttonClick to select Speed Disk options, view disk statistics, or view the disk map.

Exit command button

Click to exit Speed Disk.

Optimization Method panel (Preferences... dialog box)
Use this panel to select a disk optimization method for each drive. If no optimization method is saved for a drive, Speed Disk suggests a method.

Full Optimization option button

Full With Dirs First option button

Full With File Reorder option button

Unfragment Files Only option button

<u>Unfragment Free Space option button</u>

Default option button

Drive command button

Save command button

Full Optimization option button

Select to optimize files and directories and defragment free space. Directories To Place First and Files To Place First options have no effect when using the Full Optimization method.

Directory entries of the files are arranged within directories according to the order specified in the <u>Sort Order panel</u>.

Full With Dirs First option button

Select to optimize files, defragment free space and move directories to the front of the disk using the information in the <u>Directories To Place First panel</u>. All other directories are placed next. If files are listed in the <u>Files to Place First panel</u> they are placed immediately after the directories.

Directory entries of the files are arranged within directories according to the order specified in the <u>Sort</u> <u>Order panel</u>.

Full With File Reorder option button

Select to optimize files, defragment free space and move directories to the front of the disk using the information in the <u>Directories To Place First panel</u>. All other directories are placed next. If files are listed in the <u>Files to Place First panel</u> they are placed immediately after the directories. Files are physically moved on the disk in the same order as they appear in the <u>Directory Tree</u>.

Directory entries of the files are arranged within directories according to the order specified in the <u>Sort</u> <u>Order panel</u>.

Unfragment Files Only option button
Select to attempt to defragment as many files as possible, without consolidating unused disk space.
Some large files may not be defragmented at all.

Directory entries of the files are arranged within directories according to the order specified in the <u>Sort</u> Order panel.

Unfragment Free Space option button

Select to move data forward on the disk to fill in the free space, without defragmenting files. This is quick, but may not result in significant speed improvements. Use this method if you want new files written at the end of the disk where they will not be fragmented.

Directory entries of the files are arranged within directories according to the order specified in the <u>Sort Order panel</u>.

Default Optimization option buttonSelect to use the optimization method recommended by Speed Disk.

Drive command button

Displays the Choose Drive dialog box, which lets you select a drive to configure.

Save command button

Saves the option settings for the selected drive .

Sort Order panel (Preferences... dialog box)

Use this panel to select a method of sorting directories and files that makes them easier to read and locate. The Sort Order changes only the directory entries of the files, not the physical arrangement of the files on the disk.

Sort Criterion group box

Unsorted option button

Name option button

Type option button

Date option button

Size option button

Sort Order group box

Ascending option button

Descending option button

Drive command button

Save command button

Unsorted option buttonSelect to display directories and files in the order in which DOS displays them.

Name option button Select to display files sorted within directories by <u>name</u>.

Type option button Select to display files sorted within directories by $\underline{\text{type}}$.

Date option button Select to display files sorted within directories by <u>date</u>.

Size option button Select to display files sorted within directories by $\underline{\text{size}}.$

Ascending option buttonSelect to display the files in the selected sort criteria in ascending order.

Descending option buttonSelect to display the files in the selected sort criteria in descending order.

Directories To Place First panel (Preferences... dialog box)

Use this panel to specify the order in which directories should be moved to the front of the disk during optimization. This feature works only when you use the Full With Dirs First or Full With File Reorder optimization methods.

Directories To Place First list box
Add command button
Delete command button
Up command button
Down command button

<u>Drive command button</u> <u>Save command button</u>

Directories to place first list boxDisplays the names of the directories that are selected to be moved.

Add command buttonAdds a directory to the Directories To Place First list box using the Choose Directory dialog box.

Delete command buttonRemoves the name of the selected directory from the Directories To Place First list box.

Up command buttonMoves the name of the selected directory towards the top of the Directories To Place First list box.

Down command button

Moves the name of the selected directory towards the bottom of the Directories To Place First list box.

Choose Directory dialog box (Preferences... dialog box)
Use this dialog box to locate a directory on the selected drive.

<u>Directory list box</u>

Directory list boxSelect a directory. This list box displays the selected drive's directory structure.

Files to Place First panel (Preferences... dialog box)
Use this panel to specify the order in which files should be moved to the front of the disk during optimization.

File Specification text box File Specification list box Add command button Delete command button Up command button Down command button

Drive command button Save command button

File Specification text box

Enter a filename or file specification to be added to the File Specification list box. You can use the * and ? wildcards. If you're not sure of the name or path of the file, use the Choose file dialog box by clicking the

button to the right of the text box.

File Specification list boxDisplays the names of the files or file specifications that are to be moved to the beginning of the disk during optimization.

Add command button

Adds the filename or file specification entered in the File Specification text box to the File Specification list box.

Delete command buttonRemoves the selected filename or file specification from the File Specification list box.

Up command buttonMoves the selected filename or file specification towards the top of the File Specification list box.

Down command button

Moves the selected filename or file specification towards the bottom of the File Specification list box

Unmovable Files panel (Preferences... dialog box)

Use this panel to select the files that Speed Disk cannot move. By default, Speed Disk considers all files with both hidden and system attributes to be unmovable. You may want to add files, such as those used by copy-protection schemes that require a specific disk location.

File Specification text box
File Specification list box
Add command button
Delete command button
Up command button
Down command button

<u>Drive command button</u> <u>Save command button</u>

File Specification list boxDisplays the names of the files or file specifications that are not to be moved during optimization.

Security panel (Preferences... dialog box)
Use this panel to control how Speed Disk performs security-related tasks. Global Options affect all drives.
Optimization Options group box
Verify Writes check box
Wipe Free Space check box

Verify Writes check boxCheck to have Speed Disk verify that the information it moves during optimization is rewritten correctly to the disk.

Wipe Free Space check boxCheck to have Speed Disk write zeros in all unused clusters of the disk during optimization. This prevents data from being read from space freed during optimization

Background panel (Preferences... dialog box)

Use this panel to control how Speed Disk works while running in the background. Global Options affect all drives.

Options group box

Enable Backgrounding check box
Hide When Iconized check box
Show Status In Icon Caption check box
Begin After n Idle Minutes spin button

Enable Backgrounding check box

Check this check box to allow Speed Disk to be run in the background. Uncheck this check box if you want Speed Disk to use all of the computer's processing time while it is optimizing. This will allow Speed Disk to run faster, but you will not be able to run any other program while Speed Disk is optimizing.

Hide When Iconized check box

Select to hide the Speed Disk icon while Speed Disk is $\underline{\text{minimized}}$.

Show Status In Icon Caption check box Select to display the Speed Disk status information under the minimized Speed Disk icon.

Begin After *n* **Idle Minutes spin button**Select or enter the number of minutes that you want Speed Disk to wait for mouse or keyboard input to stop before it begins optimizing the disk in the background.

Animation and Music panel (Preferences... dialog box)

Use this panel to select the type of drive map display and specify a WAVE or MIDI sound file to play while Speed Disk optimizes a disk. Global Options affect all drives.

Drive Map group box

Block option button
Bar option button

Background Music group box

Play Background Music check box File text box Test command button

Block option buttonSelect to display the disk map as blocks.

Bar option button Select to display the disk map as bars.

File text box

Enter the filename (including the path) of the sound file you want Speed Disk to play while optimizing. Check the <u>Play Background Music check box</u> to enter a filename in this box. If you don't know the path, use the <u>Choose Sound File dialog box</u> by clicking the button to the right of the text box.

Play Background Music check box Check to play the selected sound file.

Test command button

Click to hear the selected sound file.

Choose Sound File dialog box
Use this dialog box to search your drives and directories for a particular WAVE or MIDI file.
File Name drop-down combination box Files list box **Directories list box** Drives drop-down list box List Files Of Type drop-down list box

File Name drop-down combination boxEnter the name of the file you want to use or click the prompt button to display a drop-down list of previously selected files.

Files list box

Select a file from the current directory.

Directories list box

Select a directory. This list box displays the current drive's directory structure, from the root directory to the current directory represented by an open folder.

Drives drop-down list box

Select a drive from the list of available drives.

List Files of Type drop-down list boxSelect a predefined file type. The files matching the file type are displayed in the <u>Files list box</u>.

Startup Options panel (Preferences... dialog box)
Use this panel to select the startup related options for Speed Disk. Global Options affect all drives.

Default Drives group box

Default Drives list box

Startup Options group box Load With Windows check box

Watch For Activity On check boxes

Default Drives list boxSelect the drives that Speed Disk will select automatically upon startup.

Load With Windows check box

Check to automatically full obeen bisk in the background (millimized) when yilldows is start	Check to automatically run Speed Disk in the background (minimized) wl	hen Windows is starte
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Watch For Activity On check boxes

Select the ports that you want Speed Disk to monitor. Normally, Speed Disk will ignore activity coming from a modem, fax board or printer attached to COM1:, COM2:, LPT1:, or LPT2:. If you select the port to which your device is attached, Speed Disk will monitor that port for activity. If a transmission is detected, Speed Disk will pause and allow the transmission to come through.

Statistics for Drive dialog box

Use this dialog box to view information about the selected disk.

Disk Summary group box

Disk Size static text

Percent Of Disk Used static text

Percent Of Unfragmented Files static text

Number Of Directories static text

Number Of Files static text

Cluster Summary group box

Movable File Clusters static text

Unmovable File Clusters static text

Directory Clusters static text

Bad Clusters static text

Unused Clusters static text

Total Clusters static text

Disk Size static text

Displays the size of the selected drive.

Percent Of Disk Used static text
Displays a percentage of disk space used on the selected drive.

Percent Of Unfragmented Files static text
Displays the percentage of unfragmented files on the selected drive.

Number Of Directories static text

Displays the number of directories on the selected drive.

Number Of Files static textDisplays the number of files on the selected drive.

Movable File Clusters static textDisplays the number of <u>clusters</u> containing files that can be moved on the selected drive.

Unmovable Files Clusters static text
Displays the number of <u>clusters</u> containing files that cannot be moved on the selected drive.

Directory Clusters static textDisplays the number of <u>clusters</u> containing directory information.

Bad Clusters static text

Displays the number of <u>clusters</u> that have been marked unusable.

Unused Cluster static text

Displays the amount of unused <u>clusters</u> on the selected drive.

Total Cluster static text

Displays the total number of <u>clusters</u> on the selected drive.

Unmovable Files dialog box
Use this dialog box to view the files Speed Disk has determined cannot be moved.
Unmovable Files list box: The files listed in this list box cannot be moved while Windows is running. Some programs require that they find certain files at specific locations on the disk in order to function properly.

File Fragmentation Report dialog box

Use this dialog box to view detailed information about the fragmentation of your disk.

Directory Tree list box: Select a directory to view.

File Information list box: Displays the fragmentation level, the number of fragments, and the number of clusters occupied by each file in the selected directory. 100% indicates a completely unfragmented file. 90% is moderately fragmented. 89% or less is highly fragmented.

Preferences command (Options menu)

Exit command (Options menu)

Disk statistics command (Information menu)

Show Unmovable files command (Information menu)

Fragmentation Report command (Information menu)



Contacting Technical Support and Customer Service

To quickly find technical support or customer service information, click on one of the following:

Customer Service, U.S. and Canada

Technical Support, U.S. and Canada

Symantec BBS and Other Online Services

Fax Retrieval System

Customer Service and Technical Support, International

Customer Service (United States and Canada only)

Symantec Corp. (800) 441-7234 voice 175 W. Broadway (503) 334-7474 fax

Eugene, OR 97401 Hours: 7:00 A.M. to 5:00 P.M. Pacific Time

Monday through Friday

Technical Support (United States and Canada only)

Symantec Corp. (503) 465-8440 for Norton Utilities.

175 W. Broadway Hours: 7:00 A.M. to 4:00 P.M. Pacific Time

Eugene, OR 97401 Monday through Friday

Symantec BBS and Other Online Services

300-, 1200-, and

2400-baud modems (503) 484-6699 (24 hrs.) 9600-baud modems (503) 484-6669 (24 hrs.)

Settings for the Symantec BBS are:

8 data bits, 1 stop bit; no parity

Other Online Services

Symantec maintains public forums on both CompuServe and America Online, where you can exchange information and ideas with Symantec representatives and with other users of Symantec products.

To access the Norton Utilities Forum on CompuServe:

Type GO SYMUTIL at any ! prompt.

To access The Norton Utilities Forum on America Online:

Choose Keyword... from the Go To menu, type SYMANTEC and click OK.

Fax Retrieval System (United States and Canada only)

Symantec's Fax Retrieval System provides instant access to general product information, technical notes and virus definitions through a 24 hour automated attendant. To access this service, simply have your fax number ready and dial (800) 554-4403 from any fax machine or touch-tone phone.

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