

## CleanUp For Windows Index



The Index lists all Help topics available for CleanUp For Windows. Use the scroll bar to see the topics not currently visible in the Help window. To learn how to use Help, press F1 or choose Using Help from the Help menu.

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## Overview

CleanUp For Windows allows you to scan one or more disks to identify and remove unnecessary files. CleanUp will identify files with the same name in any directory and display them in the main window. You can also display a graph of the space used by your largest directories. Alternatively you can choose to view all files on the disks, zero length files, or backup files (\*.BAK). In any view, you can Tag and Untag files for deletion using any or all of the following criteria:

- All Files
- Smaller File of each duplicate group
- Older File of each duplicate group
- Backup Files (\*.BAK)
- Temporary Files (\*.\$\$\$)
- All files with a specified extension
- All files with zero size
- All files with a specified size
- All files in a given directory

You can also Tag and Untag files or groups of files with the keyboard or mouse.

## Procedures

CleanUp for Windows is normally used to remove duplicate, redundant, and other unnecessary files from a disk. To do so, use the Scan Menu to scan the drive(s). If two or more files are found with the same name (from different directories or from different drives,) they will be displayed in the window. Use the View Menu to choose different sets of files to be displayed. Tag the files to be deleted using the Tag Menu and/or the mouse or keyboard. (See Tagging Files and UntaggingFiles). Then choose Delete from the MainMenu.

## Main Menu

The following selections are available from the main menu:

<u>Scan</u>	Scans another disk drive or exits CleanUp
<u>Tag</u>	Tags files for deletion
<u>Untag</u>	Untags files for deletion
<u>View</u>	Selects files to be displayed (Duplicates, All, Zero Length or Backup), a <u>graph</u> of your largest directories, or sets viewing preferences
<u>Delete</u>	Deletes all Tagged files
About	Displays the About CleanUp for Windows message
Help	Starts the Windows Help program

## **Scan Menu**

Each drive on your system will appear in the popup menu displayed when the Scan Menu is selected. To select a drive to be scanned, click on the drive letter or press the key corresponding to the drive letter.

Selecting one of the drives will cause CleanUp to add all of the files on that drive to its list and note any duplicates. As the drive is scanned, a dialog box will display the progress. Each drive can be scanned only once.

In addition to the drive letters, the Scan Menu has an eXit command.

## Tag Menu

The following selections are available from the Tag Menu:

All	Tags All Files
Smaller	Tags the Smaller Files of each duplicate group
Older	Tags the Older Files of each duplicate group
Backup	Tags Backup Files (*.BAK)
Temp	Tags Temporary Files (*.\$\$\$)
Extension	Displays a dialog box into which you can enter a three letter file extension. All files with that extension will be tagged.
0 Length	Tags All files with zero size
Length n	Displays a dialog box into which you can enter a file size. All files with that size will be tagged.
Directory	Displays a dialog box into which you can enter a drive and directory name. All files in that directory will be tagged.

For the Smaller and Older selections, if there are more than two files with the same name, then all but the Largest and Newest will be Tagged.

## Untag Menu

The following selections are available from the Untag Menu:

All	Untags All Files
Smaller	Untags the Smaller Files of each duplicate group
Older	Untags the Older Files of each duplicate group
Backup	Untags Backup Files (*.BAK)
Temp	Untags Temporary Files (*.\$\$\$)
Extension	Displays a dialog box into which you can enter a three letter file extension. All files with that extension will be untagged.
0 Length	Untags All files with zero size
Length n	Displays a dialog box into which you can enter a file size. All files with that size will be untagged.
Directory	Displays a dialog box into which you can enter a drive and directory name. All files in that directory will be untagged.

For the Smaller and Older selections, if there are more than two files with the same name, then all but the Largest and Newest will be Untagged.

## View Menu

The following selections are available from the View Menu:

All	All files will be displayed in the window.
Duplicates	Only files which have the same name as at least one other file will be displayed in the window.
Backup	Only files which have a suffix of .BAK (*.BAK) will be displayed in the window.
0 Length	Only files which have a length of 0 will be displayed in the window.
Graph	Displays a <u>graph</u> of your largest directories.
Preferences	Allows you to select the type of the graph (pie chart, vertical or horizontal bars, or three dimensional vertical bars). The number of directories to be displayed can also be set.

By default, only duplicate files are displayed. For each file, CleanUp will show the name, extension, size, date and time stamp, and drive and directory information. If the file is a duplicate an asterisk will appear to the left of the file name. Files which have been tagged are displayed in reverse colors.

## **Delete Command**

Selecting the Delete Command will start the process of deleting the tagged files. (Tagged files are displayed in reverse colors - if no files have been tagged, a dialog box will note that). Before deleting the files, a dialog box with the number of files and total size to be released will be displayed to confirm the deletion. As the deletion process proceeds, a dialog box will display the progress.

If a file has been modified since the disk was scanned, the file will not be deleted.

## Graphs

Selecting the Graph option from the view menu will display a graph of the largest directories found on all of the disks which have been scanned. Four types of graphs are available:

Pie Chart	Each directory appears as a "slice" of a "pie". The pie represents the space used by all of the directories shown; the size of each slice is proportional to the space used by that directory.
3 D Vertical Bars	Each directory is shown as a three dimensional bar.
Vertical Bars	Each directory is shown as a three dimensional bar.
Horizontal Bars	Each directory is shown as a three dimensional bar.

For all the bar graphs, each bar is scaled to be proportional to the size of the largest directory.

The type of the graph and the number of directories shown in the graph can be set from the Preferences selection in the View menu.

## Button Bar



The Button Bar displayed above allows quick access to several options normally accessed through the menus.



Begins a scan of drive C;



Begins scans of all hard drives on your system



Tags all files with the extension .BAK



Tags all files with an extension you specify



Tags all files with zero length



Tags all files in a specific directory



Deletes tagged files



Toggles extended selection mode



Displays a graph of your largest directories



Starts the Windows Help program

## **CUA Mode**

CleanUp for Windows complies with the standard Common User Architecture (CUA) Windows keyboard handling. Tagging multiple files is usually much easier in the extended selection mode (the default). In this mode, you can tag or untag a file simply by pressing the space bar or clicking on it with the mouse, and your other selections will not be affected. You can change between extended selection and standard modes at any time by clicking on the CUA button or pressing SHIFT + F8.

## Keys

Use the following keys in CleanUp For Windows:

Key(s)	Function
Ctrl+Slash (/)	Tags all files.
Ctrl+Backslash (\)	Untags all files.

The following navigational keys move the selection cursor:

Up Arrow	Up one line.
Down Arrow	Down one line.
PgUp	Up one window.
PgDn	Down one window.
Home	First file in the first window.
End	Last file in the last window.
Letter key	Next file whose name begins with the specified letter.

When CUA Mode is selected, moving the selection cursor will Tag the file at the new position and Untag all other files.

Related Topics:

[Tagging Files](#)

[Untagging Files](#)

## Tagging Files

To Tag

A Single File

Do this:

Hold down Ctrl and click the file. Or use the navigational keys to move to the file and press Space. If you are not in extended selection mode, click the CUA button on the button bar or press SHIFT + F8 before using the navigational keys or any previously tagged files will be untagged.

A Group of Files

Hold down Ctrl and click the first (or last) file in the group. While holding the mouse button down, move the mouse to the last (or first) file in the group. Or use the navigational keys to move to the first (or last) file in the group, press Space. While holding Shift, use the navigational keys to move to the last (or first) file in the group. If you are not in extended selection mode, click the CUA button on the button bar or press SHIFT + F8 before using the navigational keys or any previously tagged files will be untagged.

All Files

Choose Tag All from the Tag Menu.

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Related Topics:  
Untagging Files

## Untagging Files

To Untag

A Single File

Do this:

Hold down Ctrl and click the file. Or use the navigational keys to move to the file and press Space. If you are not in extended selection mode, click the CUA button on the button bar or press SHIFT + F8 before using the navigational keys or any previously tagged files will be untagged.

A Group of Files

Hold down Ctrl and click the first (or last) file in the group. While holding the mouse button down, move the mouse to the last (or first) file in the group. Or use the navigational keys to move to the first (or last) file in the group and press Space. While holding Shift, use the navigational keys to move to the last (or first) file in the group. If you are not in extended selection mode, click the CUA button on the button bar or press SHIFT + F8 before using the navigational keys or any previously tagged files will be untagged.

All Files

Choose Untag All from the Untag Menu.

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Related Topics:  
Tagging Files

## Navigational Keys

The following navigational keys move the selection cursor:

Up Arrow	Up one line.
Down Arrow	Down one line.
PgUp	Up one window.
PgDn	Down one window.
Home	First file in the first window.
End	Last file in the last window.
Letter key	Next file whose name begins with the specified letter.