

REGISTRATION

DiskTrak for Windows is a shareware program. This means that you can evaluate it for your own use and distribute it to others (for their evaluation) at no charge. But, if you decide to use DiskTrak for Windows on a regular basis, you are obligated to register it with the program author. The registration fee for DiskTrak for Windows is \$37.50 (US).

To register, complete the form REGISTER.TXT and send it with a check for \$37.50 (or your Visa or Mastercard information) to

**Peninsula Software
28510 Blythewood Drive
Palos Verdes CA 90274**

In return you will receive a 720K 3 1/2" diskette containing the latest version of DiskTrak for Windows that has been registered specifically to you.

Registered copies of the program do not have the Registration Motivator dialog box and contain the registered user's name in the "About" screen. Otherwise, registered versions of the program are identical to the shareware version.

Thank you for supporting DiskTrak for Windows and the shareware concept.

WINDOWS FOCUS

The Windows focus identifies which item will receive input or will be used to make a selection. For instance, to display the files for a particular disk listed in the Disk Name Window, you must select the disk name. Doing this is a two step process:

- (1) causing the disk list window to "get the focus"
- (2) selecting the desired list entry (in this case, disk name.)

You change the focus of Windows objects by using the Tab key to move it (the focus) from one object to the next, or by single clicking it (the object you want to have the focus) with your mouse. Double clicking does two things: changes the focus and makes a selection from the item that now has the focus.

Using shortcut keys with DiskTrak for Windows requires knowing which screen object has the focus because there are some situations where the same shortcut key is used for different functions. For instance, the Del (Delete) key will invoke the Delete Disk function if the Disk Name Window has the focus, but will invoke the Delete File function if the file list window has the focus.

SHORTCUT KEYS

Most Windows applications allow you to invoke program functions by selecting them from menus. DiskTrak for Windows provides this standard capability, but also provides an alternate method called "Shortcut Keys". Shortcut keys allow you to invoke selected DiskTrak for Windows functions by simply pressing a single key combination; you do not have to select any menu items at all. As a result, you can make selections more quickly and can avoid switching between the keyboard and the mouse.

Using shortcut keys is optional; all of the functions in DiskTrak for Windows can be invoked using standard Windows menu techniques alone.

Using shortcut keys requires knowing two things:

- (1) which program item currently has the Windows focus
- (2) the correct key combination to initiate the desired function.

The following table lists all of the DiskTrak for Windows functions that can be invoked by shortcut keys, the focus item required, and the key combination to use.

Function	Focus Item	Shortcut Key Combination
Add/Update Disks	Disk List	Ins (Insert)
Add/Edit Comments	File List	Ins (Insert)
Delete Disks	Disk List	Del (Delete)
Delete Files	File List	Del (Delete)
Restore Files	File List	Ctrl + R
Label Disks	Disk List	Ctrl + L
Sort Disknames by Name	Disk List	Ctrl + N
Sort Disknames by Free Space	Disk List	Ctrl + F
Report to Screen	Disk List	Ctrl + S
Report to File	Disk List	Ctrl + I
Report to Print	Disk List	Ctrl + P

Each DiskTrak for Windows menu item that can be invoked by a shortcut key shows, on its menu "pull down", the shortcut key combination in parentheses to the right of the function name

The shortcut key is not always the same as the menu item "selection letter" that is underlined in the menu function name. You can also use the menu selection letter key to select a menu function once its menu is in view.

Making Multiple Selections

Depending on what you have selected, DiskTrak for Windows can act on one, some, or all of the items displayed in the Disk Name Window or File Name Window. The following paragraphs describe how to do this:

To select multiple disks from the Disk Name Window or File Name Window hold down the **Ctrl** key while you select (click) the individual items on which you want DiskTrak for Windows to act. You can select a range of items by first selecting one, scrolling (if necessary) to the other, and holding down the **Shift** key while you select it. This causes Windows to automatically select all items in the specified range. Finally, you can select all of the items currently displayed in the Disk Name Window or File Name Window, including those that are scrolled above or below the visible portion of the window, by first selecting any one item and then pressing **Ctrl - /** (Control - slash).

Note that even if you have selected multiple disks in the Disk Name Window, you must select Act on Selected Disks also, otherwise DiskTrak for Windows will act on all of the disks in the database.

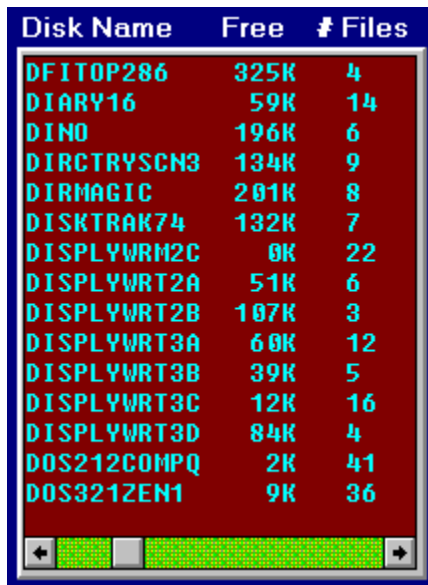
Invoking Triple Size windows

The process of making multiple selections from the Disk Name Window or File Name Window can be made more efficient by making these windows triple size. A triple size window displays three times more items than does a normal size window, and thus enables you to make multiple selections more easily .

You can toggle the Disk Name Window or File Name Window between normal and triple size by simply clicking anywhere in the window with the right mouse button. Use the same selection techniques for either normal or triple size windows the only difference is the size of the window and the number of columns displayed.

Note that doubleclicking an item in the Disk Name Window, if it is triple size, also causes the window to return to normal size. (This is to ensure the files for the selected disk are visible in the File Name Window.)

Disk Name Window



Disk Name	Free	# Files
DFITOP286	325K	4
DIARY16	59K	14
DINO	196K	6
DIRCTRYSCN3	134K	9
DIRMAGIC	201K	8
DISKTRAK74	132K	7
DISPLYWRM2C	0K	22
DISPLYWRT2A	51K	6
DISPLYWRT2B	107K	3
DISPLYWRT3A	60K	12
DISPLYWRT3B	39K	5
DISPLYWRT3C	12K	16
DISPLYWRT3D	84K	4
DOS212COMPQ	2K	41
DOS321ZEN1	9K	36

The Disk Name Window contains three columns of data: the diskette name of each disk in the current database, the amount of free space it has, and the number of files on the diskette.

Free space is displayed as xxxK, where K = 1000 bytes, or as xxxM, where M= 1,000,000 bytes.

Due to a program limitation, if the selected diskette (or disk) has more than 32 MB free, the free space will show as ?K.

To cause the filenames for a particular disk to appear in the File Name Window, if using the keyboard first select the desired disk by using the arrow keys and PgUp/PgDn keys and then press the Enter key. If using a mouse or other pointing device, simply double click the desired disk name.

You can make the Disk Name Window triple its size by clicking anywhere in it with the right mouse button. See Invoking Triple Size Windows for further information.

File Name Window

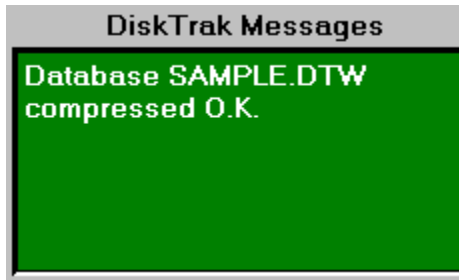


The File Name Window shows all of the files for the disk that is currently selected in the Disk Name Window. File names for which you have added comments have the characters "<C>" after their names. (See the Action Add/Edit Comments section for how to create comments.)

You can scroll through the file names using the mouse or the Up/Down, PgUp/ PgDn, and Home/End keys. Selecting a file name causes its date and time stamp data to appear in the Date/Time Window, and its diskette directory name to appear in the Directory Window. If the file has a comment, it is displayed in the Comment window.

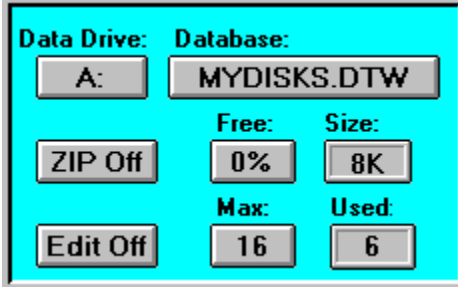
You can make the File Name Window triple its size by clicking anywhere in it with the right mouse button. See Invoking Triple Size Windows for further information.

MESSAGE WINDOW



DiskTrak uses its Message window to display messages about its current operation or status. Initially, this window is blank; DiskTrak displays messages in it as program events occur.

BUTTON BOX



The button box contains eight items, six of which are push buttons which, when selected by the mouse or pointing device, invoke program functions. The other two items are text buttons that display program information but are not selectable. The text buttons are the items labeled "Size:" and "Used:"; these display, respectively, the size of the current database and the number of diskettes you have entered into the database.

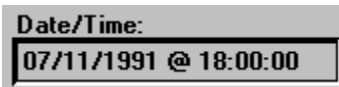
The remaining items are dualfunction buttons; they all display current program information, but also invoke program functions when selected (clicked). Each function is also selectable via a main menu "pulldown", all of which are described under the **Button Box Contents** Help topic.

COMMENT WINDOW



The Comment window is where DiskTrak displays the comment text for a file that is selected in the File Name Window (assuming that file has a comment.) If you select the Add/Edit Comment function, this window is where you enter/edit comment text.

DATE/TIME WINDOW



The Date/Time window displays the date and time stamp of the file currently selected in the File List window. This window will be blank for files in databases converted from an earlier version of DiskTrak for Windows, and for files whose names are extracted from archive files.

DIRECTORY WINDOW



The Directory window displays the diskette directory containing the file currently selected in the File List window. For diskettes having all files in their root directories, this will be the "\ " character only. No directory data is available for files converted from earlier versions of DiskTrak for Windows, or for files whose names are extracted from archive files.

Data Drive:

Displays the current diskette drive DiskTrak for Windows will use. When clicked, changes the drive to the next one (left button click) or previous one (right button click.) This function is also available by selecting the Configuration menu item.

Database:

Displays the current database name. When clicked, invokes the Open Database function. This function is also available by selecting "Open a Database" under the File menu item.

ZIP:

Displays the current status of the ZIP extract function. When clicked, changes (toggles) the ZIP function between off and on. This function is also available by selecting the Configuration menu item.

Size:

Displays the size of the current database in K, where 1K = 1024 bytes.

Free:

Displays the percentage of free space in the current database. When clicked, invokes the database compress function which is also available by selecting "Compress Database" under the Utilities menu item.

Edit:

Displays the current status of the Comment Text edit function. When clicked, changes (toggles) the Comment Add/Edit function between off and on. This function is also available by selecting Add/Edit Comments under the Action menu item (or by using its shortcut key.)

Max:

Displays the maximum size (number of disks) the current database can hold. When clicked, invokes the Expand Database function which is also available by selecting "Expand Database" under the Utilities menu item.

Used:

Displays the number of diskettes currently entered in the database.

Open a Database

Displays a dialog window allowing you to select the drive and directory from which to select DiskTrak for Windows databases. The data base filename pattern is set to *.DTW and cannot be changed.

This function can also be invoked by selecting the Database: button in the main menu Button Box.

After DiskTrak for Windows opens the selected database, it fills in the Disk Name Window and updates the Button Box Window. To see the names of the files on any particular diskette, simply select the diskette's name and DiskTrak for Windows will fill the File Name Window with the names of the files it contains.

DOS Shell

Selecting this option causes DiskTrak for Windows to start a separate DOS window. From the DOS window you can copy files, initialize disks, invoke other programs, etc. You can switch between your DiskTrak and DOS windows as often as you like. Enter the command **exit** (in the DOS window) when you have finished with your DOS functions.

Note: when in the DOS window, do not move, rename, or otherwise disturb the DiskTrak for Windows database or configuration file. Changes made to these files while in the DOS window would be unknown to DiskTrak for Windows, and unpredictable (probably bad) results would occur when DiskTrak for Windows resumes.

Exit

Selecting this option ends DiskTrak for Windows and returns you to the Windows Program Manager. As the closing screen indicates, if you use DiskTrak for Windows on a regular basis you are obligated to send the registration fee to Peninsula Software.

Add/Update Disk(s)

Shortcut key: Ins (Insert)

Selecting this option allows you to enter diskettes into the DiskTrak for Windows database. The diskettes you enter can be either new diskettes, i. e., ones not currently in the database, or a reentering (called a refresh) of a diskette currently in the database. After selecting this option DiskTrak for Windows will ask you to insert the diskette into the Data Disk Drive and press Enter when ready. DiskTrak for Windows will then attempt to read the diskette's internal label (sometimes called the volume ID.)

If there is no internal label, DiskTrak for Windows will ask you to enter one. This label will be used by DiskTrak for Windows to identify the diskette in its database and will also be automatically written onto the diskette. (See the Label Disk section below for details on the labeling process.) DiskTrak for Windows will then check to see if the diskette is already contained in the database. If not, DiskTrak for Windows will read all the filenames on the disk (including hidden and system files and files in directories and/or subdirectories, if any) and enter them into the database. It also stores the amount of free space on the disk in the database.

If you specified the ZIP option to be enabled, DiskTrak for Windows will extract all filenames from inside archive files of type ZIP, PAK, ARC, LZH, or ZOO.

If the diskette is already in the DiskTrak for Windows database you will be asked if you want to proceed and refresh the database information. Normally you will want to do this, because (presumably) you have added or deleted files from the diskette, and you want its current status reflected in the DiskTrak for Windows database. However, if you have inadvertently created two different diskettes with the same name, you can abort the Add/Update function at this time, relabel the diskette, and proceed again.

DiskTrak for Windows will process only normally formatted DOS diskettes. DiskTrak for Windows will reject an unformatted diskette, or a diskette with a nonstandard format, such as those created by some hard disk backup programs.

Hint: you can invoke the Add/Update function by simply pressing the Ins (Insert) key any time the Disk Name Window has the current Windows focus. Doing this is quicker than selecting the Add/Update function from the Action menu item.

Add/Edit Comments

Shortcut key: Ins (Insert)

This menu option is a toggle that successively enables and disables the ability to add or edit filename comments. When this option is enabled there is a check mark next to the Add/Edit Comments text in the menu and the Edit button will display as a depressed, yellowhighlighted (lit up) button with its caption changed from **Off** to **On**. When the function is disabled the check is removed and the Edit button returns to **Off** status.

This function can also be invoked by selecting the Edit button in the main menu Button Box.

When Add/Edit Comments is enabled the text editing cursor will automatically appear in the Comment window after selecting one or more files in the File Name Window. You can then proceed to enter and/or edit comment text. Use the Return key to tell DiskTrak for Windows you have finished your edit. When you press Return, the text in the comment window will be assigned to the currently selected file name(s). You can then proceed to select another file (or group of files) from the File Name Window for comment editing.

You can delete an existing comment by removing all of its text.

DiskTrak for Windows starts with this function disabled, but you can enable and disable it whenever you like.

Report to Screen

Shortcut key: Ctrl + S

DiskTrak for Windows can produce any of five types of reports (see the Configuration Report Type option for details) summarizing its database contents. The Report to Screen option will report the contents of the current database to the screen. All of the report types except type 3 use a single window dialog box. Report Type 3 (filenames and comments) uses a two window dialog box: the first displays the filenames and the first few words of the comment. Selecting a filename with a comment in this window causes the entire comment text to be displayed in the lower (second) window. To see all the text of a very long comment, use the scroll bars on the right of the comment text window.

Select the **Close** button at the bottom of the DiskTrak Screen Report window to close it and return to the main menu window.

Note: due to a Windows limitation, it may not be possible for the Report to Screen option to display all of the data in the current database. In this event, DiskTrak for Windows will display as much as it can, and also issue a message indicating you should use the Report to File or Report to Print option to obtain the entire database contents.

Report to File

Shortcut key: Ctrl + I

This option directs the selected report to a disk file named <name>.RPT (where <name> is the name of the current DiskTrak for Windows database) that is created in the default directory.

The format of the report file is described in the [Report Type](#) topic.

Report to File creates no printer or screen output but allows you to store the report output on disk and view it with some text viewing program, and then decide if you want to print it by copying the file <name>.RPT to a printer.

Report to Print

Shortcut key: Ctrl + P

This option causes DiskTrak for Windows to send its report directly to your printer. When you make this selection, DiskTrak for Windows directs its report output to the currently selected printer device (as specified by Windows Setup).

Restore Files

Shortcut key: Ctrl + R

This option allows you to select one or more files from the DiskTrak for Windows database and have them copied from their diskette to a hard disk directory you specify.

Before selecting this function you should first select the file(s) you want to restore from the File Name Window. Then, when you select the Restore Files option, DiskTrak for Windows will display a dialog window titled **Restore from Floppy to Hard Disk**. This window identifies the name of the file (or number of files) you have selected for restoring, the name of the diskette containing the file(s), status of the restore operation, and a dropdown drive list box and a directory list box that allow you to select the disk and directory to which to restore the selected file. Finally, there is a text box that displays the path (disk and directory) you have selected for the restore operation, and two command buttons: Restore and Close.

Use the drive and directory list boxes to select the restore path (remember to doubleclick on the desired directory to select it.) After selecting the desired disk and directory, select the **Restore** button. DiskTrak for Windows will then ask if you really want to proceed with the restore operation. Selecting **OK** will allow the restore to proceed; selecting **Cancel** returns you to the **Restore From Floppy To Hard Disk** window. Selecting the **Close** button on the **Restore From Floppy To Hard Disk Window** will close this window and return you to the main menu window.

Before initiating the restore function you should put the required diskette into the Data Disk drive.

If you select **OK** and initiate the restore function, DiskTrak for Windows will attempt to copy the selected file(s) from the diskette you have put in the Data Disk Drive to the selected path (drive and directory.) Status of the restore operation will be reflected in the Status of Restore text box and in the main menu message window.

If DiskTrak for Windows is unable to locate the selected file, the message "Can't open source or target files. Wrong disk?" appears in the status window. You can then insert a different diskette (if you inadvertently inserted the wrong one), select another file for restoring, or select the **Cancel** button, which closes the **Restore from Floppy to Hard Disk** window and returns you to the main menu window.

You can continue to alternate between selecting files from the main menu window and restoring them using the **Restore From Floppy To Hard Disk** window as many times as you like. It is not necessary to close the **Restore From Floppy To Hard Disk** window before selecting another set of files or disk from the main menu window.

Delete Disks

Shortcut key: Del (Delete)

This option allows you to delete one or more diskettes from the current database. You would want to do this if, for instance, you decided to reuse a diskette for a different purpose and had given it a new internal label and a new set of files.

If you keep the same internal diskette name (volume label) and merely replace all the files on it there is no need to delete the diskette name from the current database. Instead, simply use the Add/Update function described above to refresh the database with the diskette's current status.

Selecting this option displays a warning message telling you that you have enabled "Delete Disks" mode. You can select **OK** or **Cancel**. If **OK** is selected, DiskTrak for Windows places a check mark next to the Delete Disks menu text and displays a message telling you that you are in Delete Disks mode. From then on, each time you select a disk from the disk list window, DiskTrak for Windows will ask you if you want to delete it from the database. Selecting the **Yes** button will delete it from the data base; selecting **No** will not.

Return to nonDelete Disks mode by reselecting the Delete Disks function; it toggles the Delete Disks mode on and off.

Hint: you can invoke the Delete Disks function by simply pressing the Del (Delete) key any time the disk list window has the current Windows focus. Doing this is quicker than selecting the Delete Disks function from the Action menu item.

Delete Files

Shortcut key: Del (Delete)

This option allows you to physically delete one or more files from your diskettes.

WARNING: THE SELECTED FILES WILL ACTUALLY BE DELETED FROM YOUR DISKETTES, NOT SIMPLY REMOVED FROM THE DISKTRAK DATABASE.

This option was included to make it easy to "clean up" your diskettes; you can easily delete unwanted and/or duplicate files using this option. (You can also delete files you really want to keep if you are not careful!)

Selecting this option displays a warning message telling you that you have enabled "Delete Files" mode. You can select **OK** or **Cancel**. If **OK** is selected, DiskTrak for Windows places a check mark next to the Delete Files menu text and displays a message telling you that you are in Delete Files mode. From then on, each time you select one or more files from the File Name Window, DiskTrak for Windows will ask you if you want to delete the selected file(s). Selecting **Yes** will cause the program to check that the required diskette is in the data disk drive (if not, you will be asked to insert it), delete the specified file(s) from it, and then automatically update the DiskTrak data base. Selecting **No** will not delete the file(s) and return you to the main menu window.

Return to nonDelete Files mode by reselecting the Delete Files function it toggles the Delete Disks mode on and off.

There two major reasons why DiskTrak for Windows may not be able to actually delete a selected file:

(1) the file may actually not be on the diskette (it was deleted by some other program after the diskette was added to the DiskTrak for Windows database)

(2) the file was found on a write protected disk and consequently could not be deleted.

Label Disks

Shortcut key: Ctrl + L

This option lets you label (or relabel) a diskette from within DiskTrak for Windows, thus eliminating the need to shell to DOS and use the DOS LABEL command. When you select this option DiskTrak for Windows will ask you to put a diskette in the data disk drive. It will then attempt to read the internal label from the disk. If there is no label DiskTrak for Windows will ask you to enter one. If there already is a label on the disk, DiskTrak for Windows displays a message showing the current label and asks you if you want to relabel the disk. If so, enter the new label. When you have finished labeling disks simply select the **Cancel** button to return to the main menu screen.

DiskTrak for Windows checks the label you enter for valid characters and will reject one that is invalid. DiskTrak for Windows displays an error message in this case. The entered label is also checked to see if it duplicates the label of a disk in the current database. If so, you are queried whether or not you want to use it or enter a new one. (Suggestion use a different label to avoid duplicate diskette names.)

Hint: you can invoke the Label Disks function by simply pressing "Ctrl - L" any time the disk list window has the current Windows focus. Doing this is quicker than selecting the Label Disks function from the Action menu item.

Act on All Disks/Act on Selected Disks

You will find it is often convenient to limit database searches and/or report output to only a selected set of disks in the current database. DiskTrak for Windows supports this by allowing you to specify either **Act on All Disks** or **Act on Selected Disks**.

Only one of these two menu options can be selected at a time; a check mark precedes the one that is currently selected. These options determine which disks DiskTrak for Windows will act on for Search functions and for Report functions. **Act on All Disks**, which is the default selection, causes DiskTrak for Windows to act on all of the disks in the current database. **Act on Selected Disks** causes DiskTrak for Windows to act only on those disks you have selected (highlighted) in the Disk Name Window.

The **Act on...** selection is not saved in DiskTrak for Windows' configuration file. Each time DiskTrak for Windows starts, **Act on All Disks** is automatically selected. You can switch between the two as often and whenever you like.

SEARCH

The search functions are the primary reason DiskTrak for Windows was written.

These functions allow you to search for a particular disk volume, file name, or file comment. In addition, DiskTrak for Windows can identify all duplicate files in its database.

The disk, file, and comment search functions allow you to enter a search argument (called the search text) consisting of a complete or partial disk name, file name, or comment, and have DiskTrak for Windows search either all disks in the database, or only those that you have selected from the [Disk Name Window](#).

DiskTrak's search functions employ literal searches based on the exact set of characters you enter. DiskTrak does not need or use the DOS wildcard characters * and ?

The special DOS wildcard characters * and ? are not recognized as wildcards, and should not be used in the search string.

In all cases, DiskTrak for Windows converts the search text you enter into uppercase letters, and also converts the text being searched (disk name, file name, or comment) into uppercase letters. The net result of this is that search text is case-insensitive, so you can enter your search text in either upper, lower, or mixed case.

For example, to find the disk(s) holding all files whose name contains the characters **SHELL**, simply enter the characters **shell** as the search text. This has the same effect as *shell*.*

Each of the text search functions works similarly: selecting any one results in the display of a dialog box requesting entry of the search text. After you enter the search text and select the OK button, DiskTrak for Windows searches for all matches. While searching it displays a message telling you how many names are being searched and what the search text is.

The function that searches for duplicate file names requires no input; when selected it immediately searches either the entire database or the disks you have selected for all duplicate file names.

When the search is finished, DiskTrak for Windows updates the [Disk Name Window](#) to show only those disks who match the search text (if you requested a disk name search), or that contain files with names or comments matching the search text (in the case of a disk name or comment search, respectively), or that contain files with names duplicated on other disks. Selecting one of the disk names in the disk list window will display, in the [File Name Window](#), only those files who match the search text, or only those files that have names the same as others. In other words, following a search, DiskTrak for Windows displays only the information matching the search criteria.

Note: After you have examined the results of your search you will want to return to "normal mode" and enable DiskTrak for Windows to display the entire database

contents. Use the Cancel Search Results selection to do this.

Filename

DiskTrak for Windows will display a dialog box asking you to enter the search text, and will then proceed to search the current database for all disks containing files whose names contain the search text. If you have selected Act on All Disks DiskTrak for Windows will search the entire contents of the current database (all disks); if you have selected Act on Selected Disks, DiskTrak for Windows will search **only** those disks that you have selected.

When the search is complete DiskTrak for Windows will display in the Disk Name Window those disk names (and **only** these disk names) that have filenames containing the search text.

Comment

DiskTrak for Windows will display a dialog box asking you to enter the search text, and will then proceed to search the current database for all disks containing files whose comment contains the search text. If you have selected Act on All Disks DiskTrak for Windows will search the entire contents of the current database (all disks); if you have selected Act on Selected Disks, DiskTrak for Windows will search **only** those disks that you have selected.

When the search is complete DiskTrak for Windows will display in the Disk Name Window those disk names (and **only** these disk names) that have files with comments containing the search text.

Diskname

DiskTrak for Windows will display a dialog box asking you to enter the search text. The current database will then be searched for all disks whose names contain the search text.

When the search is complete DiskTrak for Windows will display these disk names (and only these disk names) in the Disk Name Window.

This function searches the entire database, regardless of whether Act on All Disks or Act on Selected Disks is selected.

Duplicate Files

When you select this function DiskTrak for Windows reads the file names from disks in the current database, sorts them alphabetically, and then searches the names for duplicates. If you have selected Act on All Disks DiskTrak for Windows reads the filenames from all of the disks in the current database; if you have selected Act on Selected Disks, DiskTrak for Windows reads the filenames from only those disks that you have selected.

When the search operation is complete, DiskTrak for Windows shows in the Disk Name Window only the disk names that contain duplicate files. Selecting one of these disk names will display in the File Name Window the file names from that disk that were also found on other disks.

Cancel Search Results

This option cancels search mode, which displays in the Disk Name Window and File Name Window only those items matching the search text, and restores normal mode which allows all disk and file names to be displayed.

You should be sure to select this option after reviewing the results of your search operation so that DiskTrak for Windows can display all of the information in the data base, and not just that matches the search text.

Compress Data

Selecting this option causes DiskTrak for Windows to remove all of the unused space from the current database. To do this, DiskTrak for Windows creates a new database for itself, copies all of the current database information to it, deletes the old one, and renames the new one to the same name as the old. When this operation finishes there will be 0% free space in the DiskTrak for Windows database.

This function can also be invoked by selecting the Free: button in the main menu Button Box.

Note: in order for this function to work there must be sufficient free space on the disk with the default directory to accommodate a second file equal in size to the current DiskTrak for Windows database.

Expand Data

Select this option if you have to add more disks to your database than it was originally specified to hold.

After choosing this option DiskTrak for Windows will ask you for the number of diskettes in the expanded database. You should enter the new TOTAL number of diskettes desired, NOT the increase (delta) over the current number.

After entering this new total, DiskTrak for Windows will create a database capable of holding the specified number of disks, and will then copy all of the data in your current database to the newly expanded one. When this is complete, DiskTrak for Windows will delete your current database and rename the new one to your old current database name. The new, expanded database will also be compressed, i. e., it will have 0% free space.

This function can also be invoked by selecting the Max: button in the main menu Button Box.

Make a Database

Use this option to create your own DiskTrak for Windows database(s). You can have any number of databases, but only one can be in use at a time. Multiple databases may be desired, for instance, if there are several people using your computer and each has his/her own set of diskettes. Or, you may have so many diskettes that you want to logically segregate them into groups.

To create a DiskTrak for Windows database, select this option and specify the name of the database and the number of diskettes you want it to hold. When specifying the database name, enter only the 1 to 8 character primary extension. (Because all DiskTrak for Windows databases must have a name of the form <name>.DTW, DiskTrak for Windows will automatically add the extension .DTW to the name you enter.) When specifying the number of diskettes the database should hold, enter a reasonable number. You can always increase it later by using the Expand function described above.

After specifying the database name and number of diskettes it is to hold, select the **OK** button to cause DiskTrak for Windows to create the database. Select the **Cancel** button to cancel this function and return to the main program window with no action.

The database created by this option will (obviously) be empty. Add diskettes to it by first selecting the new database by using the File Open a Database function, and then invoking the Action Add/Update Disk option.

Note: since there is no way to reduce the size of a DiskTrak for Windows database you should avoid specifying a total number of disks significantly larger than you are likely to need. You can always expand your database later.

Sort Disknames by Name

Shortcut key: Ctrl + N

In general, DiskTrak for Windows displays diskettes entered into its database in the order in which they are entered. The Sort Disknames by Name option lets you change the order of the display to alphabetical. New diskettes will continue to be added in the order entered, and will not be listed in alphabetical order unless you resort the entire list of names using this option.

Sort Disknames by Free Space

Shortcut key: Ctrl + F

This option is similar to the above one, except the list of disks is sorted by available free space. The disk with the least free space is listed first. Disks with unknown free space (showing "?K") are listed last; these are disks with greater than 32MB of free space or those from a database that was copied from a DOS DISKTRAK.EXE <name>.DT7 database that have not yet been entered into the current database by this version of DiskTrak for Windows.

Show Free Space

This option shows you the amount of free space on a diskette. After selecting this option DiskTrak for Windows will ask you to insert a diskette into the Data Disk Drive. After doing so, select the **OK** button and DiskTrak for Windows will read the label of the diskette, determine its total free space (in K bytes, where K = 1000) and display a message containing this information. DiskTrak for Windows will then repeat this process until you select the **Cancel** button to return to the main menu.

CONFIGURATION

Selecting this menu item displays a dialog window that allows you to view, change, and save DiskTrak for Windows' configuration items. The following topics describe the selectable items in the Configuration dialog window.

OK

Retains the currently set configuration items, closes the Configuration window, and returns you to DiskTrak for Windows' main program window. If you changed any of the configuration items they will be in effect for your current session only; you must select the Save button to make them permanent.

Save

This button creates (if it does not already exist) or updates (if it does exist) a file in the default directory called DISKTRKW.CFG and writes into it all of the current DiskTrak for Windows configuration parameters. These parameters include the current color specifications, the DiskTrak for Windows database name, the diskette drive to use when reading diskettes, the number of lines per report page, the desired report type, and the ZIP status (enabled or disabled).

You should use this function to retain any new or changed program settings from one session to the next.

Data Disk Drive

This option allows you to specify the diskette drive DiskTrak for Windows will use for reading diskettes. The default diskette drive is A:, but you can change it to any drive letter A: through P:. DiskTrak for Windows will reject a drive letter that is not a character in the range A through P. You can enter either an upper or lower case letter (no colon).

You can also change the data disk drive by selecting the Data Drive: button in the main menu Button Box. Selecting this button with the left mouse button increases the drive letter by one; selecting with the right button decreases it by one.

ZIP Extract

This option lets you specify whether or not DiskTrak for Windows is to extract the names of files stored inside an archive file of type ZIP, ARC, PAK, LZH, or ZOO. The default is NOT to do this. If you select this option the ZIP button will display as a depressed, yellow highlighted (lit up) button, and its caption will change from **No** to **Yes**. DiskTrak for Windows will then add to its database, in addition to the base ZIP, ARC, PAK, LZH, or ZOO archive file name, all of the file names contained inside each one.

Note that if you enable this function and then add to the DiskTrak for Windows database one or more disks containing numerous archive files, the size of your database will get very large very quickly.

To turn the ZIP option off, simply reselect it; it is an on/off toggle.

This function can also be invoked by selecting the ZIP: button in the main menu Button Box.

The ZIP status is saved in the DiskTrak for Windows DISKTRKW.CFG file, so if you want it always enabled, enable it and then select the Save button.

Sort Filenames by Extension

This option lets you specify whether the screen, file, and print reports produced by DiskTrak for Windows list filenames sorted by their 1-3 character extension. If this option is set to **Yes** then DiskTrak for Windows will sort all filenames by their extension first, and then by their name (first 1-8 characters preceding the . separator.) If this option is set to **No** the sort is by the entire filename, extension included.

You can retain the setting of this option in the DISKTRKW.CFG configuration file (make it permanent) by selecting the Save button.

Print Lines/Page

This option lets you specify the number of lines DiskTrak for Windows will place on its output reports. These reports can be sent either directly to your printer or to a disk file: see the [Report to File](#) and [Report to Print](#) topics for details.

Because of the title and page number lines DiskTrak for Windows prints on each report page, the number of lines per page must be at least 7.

The Print Lines/Page option has no effect on reports directed to the screen.

You can retain the number you specify in the DISKTRKW.CFG configuration file (make it permanent) by selecting the [Save](#) button.

Report Type

DiskTrak for Windows can create five types of reports that summarize the information in its database:

Type 1 lists all files in the database, the file's date and the diskette name each file is on, sorted by filename.

Type 2 contains the same information as Type 1, but sorts it by diskette volume name.

Type 3 lists every filename and its comment (if present); this report is sorted by filename.

Type 4 lists each disk and its free space, sorted by disk name.

Type 5 is like Type 4, except the sort is by amount of free space.

Specify the desired Report Type by selecting the appropriate button. The selected button will appear depressed and have a yellow (lit up) background color. You can permanently retain the selected report type by selecting the Save button.

Colors

This command button lets you set the window and dialog box colors for DiskTrak for Windows. When you select this button, DiskTrak for Windows temporarily hides the Configuration dialog window and displays the color control window. This window contains a set of color controls, a sample color area, a model of the DiskTrak for Windows main screen, a series of radio buttons allowing you to select the window element(s) for which you want to set the colors, and two command buttons that let you apply the new colors and return to the Configuration dialog window. To set colors, use the following steps:

(1) Use the **Select Screen Element...** radio buttons to select the screen element you want to alter. Note that the selected item's name is reflected in the **Now setting colors for** text window.

(2) Use the **Foreground/Background** radio buttons to specify whether you are about to set the foreground (text) color or background color.

Suggestion: set the background color first, then the foreground color.

(3) Use the three color bars to set the amounts of Red, Green, and Blue, respectively. These color bars have a range of 0 (no color) to 255 (maximum color). You can key in the amount of color (between 0 and 255) by selecting the text boxes immediately below each color bar. As you set the amount of each color, the color of the small window immediately to the right of the color bars will change to reflect the current setting of the three color bars.

Note: a quirk in Windows requires that text be displayed using solid background colors only. This means that if you use the color bars to create a dithered background color, Windows will use its closest matching solid background color when displaying text. You will see the effect of this in the window to the right of the color bars as you select various values for Red, Blue, and Green. If you want to stick to solid colors, try using combinations of the values 0, 127, 192, or 255 for the Red, Blue, and Green color bars.

(4) When you have established the desired color, select the OK button. This will apply the color to the previously selected screen element. The appropriate color in the "model" window in the upper right corner will change to reflect the new color scheme. This action also simultaneously changes the colors of the real screen elements.

(5) Repeat steps (1) (4) until all the screen elements are colored the way you want them.

(6) Select the Close button to close the color setting window and return to the Configuration dialog window.

Note: your new color scheme will only be in effect for your current session and will **not** be retained permanently **unless** you perform a Configuration Save function by selecting the Configuration menu's Save button.

Help

Shortcut Key: F1 (Function Key 1)

Invokes the Windows Help engine with DiskTrak's Help file active.

About

If you are using a nonregistered copy of DiskTrak for Windows, selecting this option displays the Registration Motivator dialog box that requires you to enter the word "register". After doing so, a message window is displayed giving some information about the program and how to contact the program author.

If you are using a registered version of the program, the Registration Motivator dialog box does not appear, and the message window displays the name of the person to whom the program is registered, along with the other program related information.

System Requirements, Compatibility, and Limitations

DiskTrak for Windows is a standard Windows application and should operate on any computer system capable of running Windows. Because it is a Windows application, DiskTrak for Windows is subject to any and all of the limitations in Windows. One of these is the Windows requirement that the total amount of data displayed in a list box must be 64K bytes (characters) or less in size. This limit presents a problem to DiskTrak for Windows because it uses list boxes for the Disk Name Window, File Name Window , and Screen Report Window.

Some users use DiskTrak for Windows to catalog large capacity hard and/or removable disks, as well as CD-ROMs. Others have very large diskette collections with literally tens of thousands of filenames. In these cases DiskTrak for Windows may not be able to show in the File Name Window all the filenames for a selected disk, or display a screen report containing the entire data base contents. DiskTrak for Windows issues an explanatory message in these instances, and then proceeds to display as much data as it can. In all cases, however, a complete report can be printed or directed to a disk file for subsequent online viewing.

Beginning with Version 2.10 of DiskTrak for Windows, a mouse or other pointing device is required to select several of the onscreen push buttons that invoke key program functions. These push buttons cannot be selected with the keyboard. For users without a pointing device the push button functions remain accessible via menu bar pulldowns that are keyboard selectable.

Disclaimer

No guarantee is made, expressed, or implied, pertaining to the use, misuse, or any problems caused by this program. Should this program prove defective, the purchaser or evaluator assumes the risk of paying the entire cost of all necessary servicing, repair, or correction, and any incidental or consequential damages. In no event will Peninsula Software and/or the program author be liable for any damages whatsoever arising out of the use or the inability to use this program.



DiskTrak Help Index



General Information Topics

[Registration](#)

[Windows Focus](#)

[Shortcut Keys](#)

[Making Multiple Selections](#)

[Invoking Triple Size Windows](#)

[Disclaimer](#)

Main Program Window Items

There are seven sub-windows in DiskTrak's main program display. The following topics will show you an image of each followed by a short description.

[Disk Name Window](#)

[File Name Window](#)

[Message Window](#)

[Button Box](#)

[Comment Window](#)

[Date/Time Window](#)

[Directory Window](#)

Button Box Contents

DiskTrak's [Button Box](#) is similar to the "button bar" found on other applications, but it also provides information about the current status of the program. The following topics explain each item in the [Button Box](#).

[Data Drive](#)

[Database:](#)

[ZIP:](#)

[Free:](#)

[Size:](#)

[Edit:](#)

[Max:](#)

[Used:](#)

Main Menu Options

[File](#) [Action](#) [Search](#) [Utilities](#) [Configuration](#) [Help](#)

The following Help topics list DiskTrak's main menu options as they appear from left to right. Under each option is a description of the various functions available and

explanation of how each one works.

FILE

Open a Database

DOS Shell

Exit

ACTION

Add/Update Disk(s)

Add/Edit Comments

Report to Screen

Report to File

Report to Print

Restore Files

Delete Disks

Delete Files

Label Disks

Act on All Disks

Act on Selected Disks

SEARCH

Filename

Comment

Diskname

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UTILITIES

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About

System Requirements, Compatibility, and Limitations

Registration Motivator

A dialog box requiring you to enter the word **register** before you can continue using DiskTrak.

The purpose of the Registration Motivator is to encourage regular users of DiskTrak for Windows to register their shareware copy, but to not interfere excessively with those performing an evaluation of the program.

Registered versions of DiskTrak for Windows do not display the Registration Motivator dialog box.

Focus

The attribute an element in a window has that causes it to receive input or to be used to make a selection.

Push Button

A selectable item in a window which, when selected by either the pointing device (mouse) or keyboard, causes a program function to occur.

Quirk

A characteristic of a program that causes it to function in an unexpected and/or undesirable way. Quirks are sometimes called **features** (by programmers) and **bugs** (by users).

Dithered

A technique used by Windows to approximate a color by using a pattern of its basic 16 colors.

Refresh

The act of invoking the Add/Update function for a diskette that is already in the database so that the database reflects the current contents of the diskette.

