

# SMARTCAT

RELEASE 1.10

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## Table of Contents

This manual is divided into three sections, a Preface, a User Guide and a Reference section.

The Preface contains information all users should be sure to read. Installation details and a general introduction appear here, as well as hints and tips for organizing your disks to work well with SmartCat's approach.

The User Guide presents a guided tour of SmartCat's features and facilities and covers most of the things a new user will need to know to be comfortable with SmartCat for day-to-day use. The user guide is designed in the form of an exercise you can follow at your PC while actually using SmartCat. Have a blank pre-formatted floppy disk ready (any density will do).

The reference section provides more in-depth explanations of each of SmartCat's menu items and commands, a list of Keyboard shortcuts, and instructions for customizing SmartCat and performing problem determination. Every user should read this section once they are comfortable with the concepts presented in the User Guide.

This is the Shareware version of the manual. The registered version includes screen shots during each step of the guided tour.

### Preface

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### User Guide

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## **Disclaimer**

Welcome to SmartCat. SmartCat is a sophisticated disk cataloging system for Microsoft Windows.

**This software is supplied as is without warranty or representation either express or implied with respect to the program or its documentation including their quality, performance, merchantability, or fitness for a particular purpose.**

**In no event will Oakley Data Services be liable for direct, indirect, special, incidental, or consequential damages arising out of the use of or inability to use the program.**

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## **Installation**

If you received this product on disk there should have been an INSTALL.EXE program on the disk. If you execute that program from either the File Manager or Program Manager it will lead you through the installation process, including de-compressing and copying the required files and creating a Program Manager group for SmartCat.

If you do not have the INSTALL.EXE file you will need to copy the files manually onto your hard drive and create a Program Manager group and Icon for SmartCat. The following is a workable scheme for positioning the required files:-

|              |   |                                   |
|--------------|---|-----------------------------------|
| SMARTCAT.EXE | - | to any directory of your choosing |
| SMARTCAT.WRI | - | to the same directory as above    |
| README.TXT   | - | to the same directory as above    |
| ORDRFORM.TXT | - | to the same directory as above    |
| SMARTCAT.HLP | - | to your Windows Directory         |
| BWCC.DLL     | - | to your Windows Directory         |
| SMCATDOS.PIF | - | to your Windows Directory         |
| SMCATDOS.BAT | - | to your Windows Directory         |
| SMARTCAT.INI | - | to your Windows Directory         |

Instructions for creating a Program Manager Group and Program Icon manually are in your Windows Documentation in the chapter covering the Program Manager in the sections "Creating and Deleting Groups" and "Changing the Contents of Groups".

Please be sure to take the time to read the .TXT files that came on the disk. They contain information that is not always repeated elsewhere. You can use the Notepad program from the Windows Accessories group to view the files.

## **Introduction**

### **Categorising your disks**

Getting the best from SmartCat needs some thought about the best way to organize your collection of floppy disks. Even if you only have a few floppy disks now, it won't be long before your collection grows substantially.

Whilst SmartCat doesn't have any particular limit to the number of disks it will catalog in a single catalog (apart from the amount of memory you have, and the amount of disk space available to store the catalog) it probably isn't sensible to keep all your disks cataloged in one catalog. We would suggest you catalog your disks based on their "category". Some of your disks will have come from Software Manufacturers, such as your DOS and Windows distribution disks, and you are never likely to write new or amended files to them. Others will be disks that have come from Shareware libraries, and again writing to them would be unlikely. Others may have come from magazine cover disks, and would form a logical third category. Then there will be those that you use as working disks, and perhaps others you keep customer data/work on.

We would suggest that you divide your catalogs based on the categories you consider most sensible for your particular way of working. SmartCat supports the merging of catalogs for searching and reporting purposes, so you can always simulate a single catalog if you need to.

### **Labeling your Disks**

SmartCat doesn't print disk labels. We suggest you simply write the volume number that SmartCat allocates the disk when you catalog it onto the original label with a felt tip pen or similar. If you then store your floppies in numerical order within category it will be a simple task to find any one of them. Alternatively, most stationers sell small, nicely printed stick-on labels in ascending numerical sequence which you can stick discreetly over a corner of the original label.

## First Steps

### Be Prepared

If you intend to follow this guide through on your PC, have a blank pre-formatted floppy disk ready (any size will do). We will perform most of SmartCat's functions using your hard disk. Although your major use of SmartCat will probably be to keep track of your collection of floppies, because you are running Windows there are files that are bound to be on your hard disk that will ensure the guided tour is appropriate to you.

### Starting SmartCat

The first thing to do is to start SmartCat, so double-click on the SmartCat Icon, and after any introductory screens SmartCat's main window will appear.

The outer window is known as the "frame window", and inside it (with the caption "New Catalog") is a "child window". SmartCat uses three different sorts of child windows, a *catalog window*, a *disk window* and a *search window*, and we will meet them all as we explore SmartCat's facilities. There can only be one *catalog window*, but there can be many *disk windows* and *search windows*.

As well as being able to minimize the whole SmartCat Application by pressing the down arrow in the top right corner of the *frame window*, because SmartCat is an MDI compliant application, you can also minimize the individual child windows. Try it now by pressing the down arrow at the top right of the *catalog window*. Then return the Icon to a normal window by either double-clicking on it or single clicking and selecting the *Restore* option from the resultant floating Menu.

It is worth making sure you understand how to manage windows in an MDI application, so if you are unsure please read the "Two Kinds of Windows" section of the "Basic Skills" chapter of your Windows Documentation.

As it stands, SmartCat displaying an empty Catalog Window is not very interesting. What we need to do is catalog a disk.

## Cataloging a Disk

Select the *Add Disk* menu item from the *Maintain* drop down menu, and a dialog box will appear.

In the "Drives" list box in the top left hand corner select the hard drive which contains your Windows Directory (probably "C"). Ensure "permit" is selected as the "Unlabelled disks" option, "verbose" is checked for the "reporting mode", all the "archive analysis" boxes are checked, and "preliminary virus scan" is set to "no". Then press the OK button and SmartCat will proceed to read your hard disk and catalog all the files on it.

Each file will be listed in the window at the bottom of the Dialog Box as it is cataloged, as will the content of any archive files on your hard disk. The final message in the window will be "Disk 1 cataloged".

The Dialog Box will not go away however, and you need to press the Cancel button. If you were cataloging floppy disks you could simply insert another floppy and click on OK to catalog a second disk, and keep repeating the process until you reached the end of the pile.

Your display will now be showing a single line in the *catalog window*. From left to right the fields displayed are; the disk number as assigned by SmartCat; the disk's label (or [Unlabelled]) if it has no label; the size of the disk in bytes; the free space in bytes; the date and time of cataloging and the drive used for cataloging. There may be a horizontal scroll bar along the bottom of the *catalog window* to allow you to see anything off to the right (unless of course you are lucky enough to have a large monitor).

## Listing the files on a disk

Now we have a cataloged disk we can start to use SmartCat to find various files and to process them. Let us start with a simple choice, listing all the files on a disk. There are two ways to list all the files on a disk. Either select the disk by clicking on it once in the *catalog window* (it will then highlight) and select the "Volume Contents" menu option from the "View" menu, or more simply double-click on the disk in the *catalog window*. As we only have one cataloged disk, double-click on it and a new *disk window* will appear after a few seconds.

From left to right the fields show; the filename; the file size in bytes; the file date and file time; the drive used to catalog it and the file's path from the root directory of the disk.

As before you can scroll right to see any information out of view, and up and down to see more files.

There is a limit to the number of entries that SmartCat will list (not maintain) of 3,000 in any child window, and it is possible that your hard disk may contain more files than that in which case you will have got a warning message and a partial list. It is unlikely that you would make sense of such a large list anyway, but this is ideal for experimentation.

## Sorting the list

At this point it might be interesting to sort the list of files into different orders. Remember, this is a *Disk Window*, so we need to specify the order we want the *Disk Window* to display in.

Select the "Options Menu", and then the "Disk Sort Order" submenu, and you will be presented with five possible choices for the order you want the files listed. Experiment with the different choices, noting the way the display changes. Each sort may take a few seconds

if the list is extremely large - on floppy disks such sorts are usually instantaneous.

## Statistics

Now make sure the *Disk Window* "has the focus" (has a highlighted title bar, and is at the front - click somewhere on the *Disk Window* if necessary) and select the "Statistics" option from the "View" menu. A display giving statistics about the selected disk will appear.

The "Statistics" option is one that affects the window which has the focus. Try clicking on the *Catalog Window* to give it the focus (its title bar will highlight and it will move to the front) and select the statistics option again. This time a different display will appear, giving statistics about the whole catalog.

## Searching the Catalog

Let's now try finding some files using SmartCat's sophisticated searching facilities. Select The "Search" menu item, and then select the "Simple Search.." option. A dialog box will appear.

Enter W\*.EXE into the dialog and press the OK button. A status dialog with a moving percentage bar will appear and display the progress of the search, at the end of which a new child window, a *Search Window* will appear. The *Search Window* will display all those files that met the "search argument" (W\*.EXE) that you entered. Note the \* in the search argument. The \* is known as a "Wildcard" and means "any sequence of characters from here to the end of this section of the filename". The other possible Wildcard is a ?, which means "any single character in this position". See your Dos documentation for more details about wildcards.

Again, you can sort the list of files in the *Search Window* by using the "Search Sort Order" suboption of the "Options" menu.

## More Complex Searches

If the simple search option doesn't narrow the list down sufficiently, you can undertake a "complex" search which additionally allows you to specify ranges of dates and file sizes. Select the "Complex Search..." option from the "Search" menu, and a different Dialog Box will appear.

Enter \*.\* as the filename pattern, 200000 as the minimum size and 300000 as the maximum size, and press the OK button. A further search window will appear showing those files in the catalog with a size of between 200000 and 300000 bytes.

## Adding Comments to Disks

Let's now go back and add a comment to this disk we have cataloged. Click on the *Catalog Window* to give it the focus. Make sure the one cataloged disk is still selected (i.e. highlighted) and select the "Modify Comment" option from the "Maintain" menu. A dialog box will appear.

Enter a suitable comment (up to 30 characters - the Dialog Box will beep if you try to enter more) and click on the OK button. The comment will be added to the SmartCat database, but you won't be able to see it yet. What you now need to do is select the "Catalog Display Style" option from the "Options Menu" and select the "Disk Comments" choice. The listing will change to display the comment instead of the disk's size, free space etc.

## **Managing Windows**

At this point the display might be starting to get a bit messy. To clear it up, and allow for a little experimentation, select the "Window" menu, then the "Tile" option, and see how the arrangement of the child windows changes. Then try the "Cascade" option, and finally choose the "Minimize all windows" option. Next we are going to experiment with SmartCat's File processing capabilities and we will need a list of files, so double click on the *Simple: W\*.EXE* icon to restore just that child window and use the "cascade" option of the "Window" menu to have it assume a reasonable size.

## **Processing Files**

You should be able to find the "WINHELP.EXE" file somewhere in the list (it is the program that drives the Windows Help facility), so scroll up and down using the scroll bars to the right of the window until it comes into view.

There are two ways to indicate that you wish to process the file. Either single click on it and select "Process File..." from the "Maintain" menu, or double-click on the file. Whichever way you choose a dialog box will appear.

Put the blank floppy (not write protected) you prepared earlier into a floppy drive (probably "A"), and using the list box at the top left, select that drive so that it appears in the "Target Path Specification:-". Then press the "Copy" button and the file will be copied to the floppy, with a progress indicator showing percentage complete.

Double-click again on the WINHELP.EXE file in the *Search Window*, but this time when the Dialog Box appears press the "Run" button, and the Windows Help Program will start.

Of course you would be more likely to use these facilities to copy files **from** floppies to your hard disk. We don't know what is on your floppies, but if you use SmartCat at least **you** will!

For a discussion of what the other buttons do please refer to the reference section. Even if you think they are obvious it is worth reading the reference section, because their actions may change if the file they are dealing with is in an archive, or is itself an archive.

## **Saving the Catalog Data**

Having gone to all this effort you should now save the catalog data, ready for recall whenever required. Apart from anything else, you will need to save it now to enable you to proceed with the tour because our next step will be to merge the example catalog with the catalog you have just created, and SmartCat will not allow you to merge a catalog into one which has been modified and not saved. Select the "Save Catalog As..." option from the "File" menu and the file saving dialog box will appear.

Locate a suitable directory and enter a suitable name for the catalog (TEST.CAT is probably as good as any) and press the OK button and the catalog data will be saved. Then select the "New Catalog" option from the "File" menu, and all the catalog data will be cleared (although you of course have a copy on disk in the "TEST.CAT" file).

Now select the "Open Catalog..." option from the File menu, and using the displayed Dialog Box locate the file you saved and click on O.K. The catalog will then be reloaded.

## Merging Catalogs

SmartCat allows you to maintain separate catalogs for different categories of disks, and merge them together for searching or reporting purposes, and that is what we will do now. Whilst you have only created one catalog, an example catalog was supplied with the product, and we will merge that with your catalog.

Select the "Merge Catalog..." option from the "File" menu and using the resultant dialog box locate the supplied example catalog (it has the name EXAMPLE.CAT and would have been installed in the same directory as the SmartCat program). Then press the OK button and the example catalog will be merged with yours.

The additional disks displayed are in fact a selection of disks supplied on the covers of UK computer magazines. Notice that the disk numbering scheme displayed has now changed, and the original disk has the prefix **A**, whilst the new disks show the prefix **B**.

It is possible to merge up to 25 catalogs in this manner, which would soon leave you confused as to which letter related to which catalog, so there is an option to display a correlation dialog to jog your memory. Select the "Merge File Correlation" option from the "View" Menu and a Dialog Box will appear to correlate prefixes to catalogs.

## Exporting and Printing Data

All that is left now on our tour is to try exporting data to the Windows Clipboard, and to produce some reports.

With the duplicate listing still with the focus, select the "Copy" option from the "Edit" menu. The cursor will turn to an hourglass, and quickly back to an arrow. If you now start the Windows Clipboard Viewer program (usually in the Main Group in Program Manager), you should see the listing on the Clipboard

Because the Clipboard Viewer uses a proportional font by default, the listing may appear "wiggly". If you need to you can select the "OEM Text" option from the "Display" menu **of the Clipboard Viewer** to force it to use a non-proportional font.

You might also like to try pasting this information into another program like Microsoft Write. Start the Write program (usually in the Accessories group in Program Manager) and select the "Paste" option from the "Edit" menu **of the Write program**. The listing will appear in the Write document.

Back at SmartCat, with the duplicates list still with the focus, select the "Print" option from the "File" menu, and a report of the list in the *Search Window* will be sent to the printer. A progress dialog is displayed from which the listing can be cancelled if necessary.

There is also the option to call the printer's "Setup" dialog by selecting the "Setup Printer..." option of the "File" menu. Owners of Laser printers such as the HP Laserjet Series might like to try printing in landscape mode.

Now click on the *Catalog Window* (which now has the caption "Merged Catalog") to bring it to the front with the focus, and try printing again. Notice the difference in the report. This time it is a listing of the Disks in the catalog. Both the Copying to Clipboard and Printing functions use the details from the window which has the focus. They also determine the order they will print/copy the listing from the sort order of the Window with the focus. Try sorting the duplicate

list (a *Search Window*) by filesize and then printing it for an example.

## **Other Facilities**

We haven't explored all of SmartCat's facilities in this short tour, but we hope we have given you enough of a feel for the program to be able to use it effectively for your day to day needs. The reference section contains full details of all SmartCat's commands and facilities, together with further technical details and a more in-depth discussion of some points.

In particular, most users will find a need to understand SmartCat's optional Virus Scanning feature (we strongly recommend that you check "foreign" disks for viruses).

It wasn't possible for us to show how SmartCat lists files in and extracts files from archives, because we couldn't guarantee you would have an archive file. You might like to try searching the catalog you have created for files using search arguments of \*.ZIP, \*.LZH, \*.PAK, \*.ARJ or \*.ARC, and then selecting one and choosing the "Archive Internals" option of the "View" menu. When you get the list of files in an archive try processing the file and pressing the "extract" button. Note that files which are in archives display using a different, usually light-grey color. SmartCat uses the "disabled text" setting from the color option of the Windows Control Panel utility for files in archives.

As you become more confident with SmartCat you will probably want to know how to customise it. Most people wish they could automatically do some process with a file on a floppy disk, like pass it to a particular program for printing in some fancy way, or spellchecking or whatever, and with SmartCat's customisation facilities, now you probably can! Full details of how to customise SmartCat are in the reference section that follows.

## Keyboard Usage

The following keyboard shortcuts are supported:-

|          |   |                        |   |             |
|----------|---|------------------------|---|-------------|
| Edit     | - | Copy to Clipboard      | - | SHIFT + INS |
| Maintain | - | Add Disk               | - | CTRL+A      |
| Maintain | - | Delete Disk            | - | CTRL+D      |
| Maintain | - | Update Disk            | - | CTRL+U      |
| Maintain | - | Renumber Disk          | - | CTRL+R      |
| Maintain | - | Modify Comment         | - | CTRL+C      |
| Maintain | - | Process File           | - | Enter       |
| View     | - | Volume Contents        | - | CTRL+V      |
| View     | - | Archive Internals      | - | CTRL+I      |
| View     | - | Statistics             | - | CTRL+S      |
| View     | - | Merge File Correlation | - | CTRL+M      |
| Search   | - | Simple Search          | - | ALT+S       |
| Search   | - | Complex Search         | - | ALT+C       |

## File Menu Commands

### **New Catalog**

Selecting New Catalog clears the current Catalog. If there are any unsaved changes a prompt is issued to allow the catalog to be saved if required.

### **Open Catalog**

Selecting Open Catalog presents a dialog box from which a catalog stored on disk can be loaded. If a catalog is currently open and there are any unsaved changes a prompt is issued to allow the current catalog to be saved if required.

### **Save Catalog**

Selecting Save Catalog saves the current catalog to disk. The catalog remains open and you can continue to work on it.

### **Save Catalog As**

Selecting Save Catalog As presents a dialog box in which specifications of where the current catalog should be saved can be entered.

### **Merge Catalog**

Selecting Merge Catalog presents a dialog box from which a catalog stored on disk can be specified. That catalog is then merged with the current catalog. There are certain restrictions when the current catalog is the result of one or more merge operations. For a more detailed description of these restrictions refer to the section Merged Catalogs . Note that there is a limit of 24 on the number of consecutive merge operations

### **Printer Setup**

Selecting Printer Setup presents the usual Printer Setup dialog box for the currently selected printer. To change the currently selected printer use the Printers option of the Windows Control Panel.

### **Print**

Selecting Print will cause the details in the currently active window to be sent to the printer. If for example a Disk Window, containing details of the contents of a cataloged disk, was currently the front window then those details would be sent to the printer. The print will be in the same sort order as the data displayed in the window. For details of how to modify the sorting order refer to the options menu command.

### **Exit**

Selecting Exit will terminate the program. If there is any unsaved data a warning will be presented and the option to save the data given.

## **Edit Menu Commands**

### **Copy**

Selecting the Copy command will copy the contents of the current front window to the Windows Clipboard . If, for example, a Disk Window containing details of the contents of a cataloged disk, was currently the front window then those details would be sent to the Clipboard. The data will be placed on the Clipboard in the same sort order as the data displayed in the window. For details of how to modify the sorting order refer to the options menu command.

## Maintain Menu Commands

### Add Disk

Selecting the Add Disk command causes the Add Disk Dialog Box to appear. The dialog box has options for specifying :-

Whether to analyse the internal contents of ZIP,ARC,ARJ,LZH and PAK format archive files. Each archive type is presented as an on-off toggle option, and clicking on it with the mouse will switch its state. We would expect you would usually want to select these options, but there may be times when a corrupt archive may cause problems and it will be necessary to prevent SmartCat from attempting to read it (although if it is defective it may be more sensible to delete it or fix it!).

Whether to permit or query unlabelled disks. If you select query then an attempt to catalog a disk which is unlabelled produces a further dialog box, from which you can select to label the disk, allow it to be cataloged without a label, or cancel the cataloging operation. Choosing to permit unlabelled disks causes the disk to be cataloged as [unlabelled]. Allowing the cataloging of multiple unlabelled disks slightly increases the risk of processing an incorrect file.

The Reporting Mode required. If set to "verbose" each file encountered is reported in the message area at the bottom of the dialog box. If set to "quiet" no files are reported. If set to "auto" files are reported when cataloging disks on drives "a" and "b", but not otherwise. Updating the message area for each file can slow down cataloging a hard drive quite considerably, but can be very useful for problem determination purposes.

If a preliminary Virus Scan is required. If set to "yes" a Virus Scanning program will be called before the disk is cataloged. The choice of virus scanning program is user configurable, and further details can be found in the customization options section.

Clicking on "OK" then causes SmartCat to read the volume label of the disk. If an unlabelled disk is found and the Unlabelled disk query option was selected the option to continue, label the disk, or cancel the process is given. The current catalog is then searched for a disk with a duplicate label, and if one is found the options to continue or cancel are presented. Assuming continue, or no duplicates, the directories on the disk are read and each file found is cataloged. If requested, the contents of Archive files are also cataloged.

When the disk is cataloged the dialog box remains on screen, ready for another disk to be inserted and cataloged. When all disks have been cataloged the "Cancel" button should be selected to end the process.

### Delete Disk

Selecting the Delete Disk command removes from the catalog the disk which is currently selected in the catalog window. A confirmation box is presented giving you a final chance to confirm the action. If the disk is on a removeable drive (i.e. a floppy) and you delete it from the catalog you will be given the option to format the disk. If you elect to do so make sure you put the correct disk in the drive!

### Update Disk

Selecting the Update Disk command displays the same dialog box as in the "Add Disk"

command. Having chosen the required options and pressed the "OK" button, the volume label of the disk in the drive is compared to the catalog record for the disk which is currently selected in the catalog window . Assuming the labels match the disk is then processed as for the "Add Disk" command, and the records for the disk replace those originally in the catalog.

### **Renumber Disk**

Selecting the Renumber Disk allows you to change the catalog number of the disk which is currently selected in the catalog window . A dialog is presented which allows you to enter a new number. Providing the number you select does not already exist it will replace the current volume number. The volume number must lie in the range 1 - 9999.

### **Modify Comment**

Selecting Modify Comment allows you to add, delete or change the disk comment associated with the disk which is currently selected in the catalog window . A dialog is presented which allows you to enter a new comment. If you wish to delete an already existing comment simply delete all the characters by pressing the backspace key when the dialog first appears and then select "OK".

### **Process File**

Selecting the Process File option displays a dialog box which allows you to specify actions to take against the file which is currently selected in the search window or a disk window . For further information see the section processing files . Note that selecting this menu command is equivalent to double-clicking on a file in a search or disk window.

## **View Menu Commands**

### **Volume Contents**

Selecting the Volume Contents command will create a new disk window which will display the contents of the currently selected volume in the catalog window.

### **Archive Internals**

Selecting the Archive Internals command will create a new search window which will display the contents of the currently selected archive file in the disk window or search window which currently has the focus . If the currently selected file is not an archive then the menu option will not be available.

### **Statistics**

Selecting the Statistics command will display a dialog box which will give statistical details of the catalog window or disk window or search window which currently has the focus.

### **Merge File Correlation**

Selecting the Merge File correlation command will display a dialog box which will give a cross-reference of the volume numbering in the catalog window to the catalog files they are associated with. This option is only available after a catalog merge has been undertaken.

## Search Menu Commands

### Simple Search

Selecting the Simple Search command will display a Dialog Box in which you can enter a filename pattern to search the catalog for. The search argument you enter can include the standard DOS wildcards \* and ?. The results of the search will appear in a search window , from where you can process any of the resulting files.

### Complex Search

Selecting the Complex Search command will display a Dialog Box in which you can enter a combination of arguments (one or more) on which to base the search of the catalog. The search arguments are combined on an AND basis, i.e. a file must meet all the specified arguments to be included. Possible arguments include:-

The filename pattern to search the catalog for. The search argument you enter can include the standard DOS wildcards \* and ?.

The minimum file size (in bytes).

The maximum file size (in bytes).

The earliest filedate. The format of date required depends on the setting in the International section of the Windows Control Panel . If you are having trouble entering dates an incorrect setting in Windows is probably the reason. You can change date formats at any time.

The latest filedate.

The results of the search will appear in a search window , from where you can process any of the resulting files.

## Options Menu Commands

### Catalog Sort Order

Selecting the Catalog Sort Order command presents a further sub-menu which allows the specification of the sort order required for the catalog window . If the catalog window currently has the focus then the new sort order will take effect immediately. If another window has the focus, then the new sort order will take effect when the catalog window gains the focus. The specified sort order also affects the order in which entries will be printed or copied to the Windows Clipboard .

Sorting is possible by volume number, volume name, volume freespace or by the date the volumes were cataloged.

### Disk Sort Order

Selecting the Disk Sort Order command presents a further sub-menu which allows the specification of the sort order required for the disk window(s) . If a disk window currently has the focus then the new sort order will take effect immediately. If another window has the focus, then the new sort order will take effect as disk window(s) gain the focus. The specified sort order also affects the order in which entries will be printed or copied to the Windows Clipboard .

Sorting is possible by file name, file extension, file size, file date or directory name.

### Search Sort Order

Selecting the Search Sort Order command presents a further sub-menu which allows the specification of the sort order required for the search window(s) . If a search window currently has the focus then the new sort order will take effect immediately. If another window has the focus, then the new sort order will take effect as search window(s) gain the focus. The specified sort order also affects the order in which entries will be printed or copied to the Windows Clipboard .

Sorting is possible by file name, file extension, file size, file date, disk name, disk number or directory name.

### Catalog Display Style

Selecting the Catalog Display Style command presents a further sub-menu which allows the specification of the display style required for the catalog window . The available options are to display disk comments, or to display data about the disk such as freespace, time and date of cataloging etc. If the catalog window has the focus then the new sort order will take effect immediately. If another window has the focus, then the new sort order will take effect as search window(s) gain the focus.

## **Window Menu Commands**

The Window menu subcommands implement the normal window management commands for MDI windows , with some extensions particularly relevant to SmartCat. For further information about general window management refer to your Windows documentation.

### **Cascade**

Selecting Cascade re-arranges all non-minimized windows in an overlapping fashion.

### **Tile**

Selecting Tile re-arranges all non-minimized windows in a tiled fashion, where all the space in the client window is used, but no windows overlap each other.

### **Tile on Top (Windows 3.1 only).**

Selecting Tile on Top re-arranges all non-minimized windows in a tiled fashion, where all the space in the client window is used, but no windows overlap each other. With Windows 3.1 the windows are arranged with priority given to a horizontal arrangement. With Windows 3.0 the effect is the same as the "Tile" option.

### **Arrange Icons**

Selecting Arrange Icons causes any minimized (iconised) windows to re-arrange themselves neatly at the bottom of the client window.

### **Minimize all Windows**

Selecting Minimize all Windows causes all open windows to assume the minimized (iconised) state.

### **Restore all Windows**

Selecting Restore all Windows causes all minimized windows to assume the normal state.

### **Close all Search Windows**

Selecting Close all Search Windows causes all search windows (minimized, maximized or normal) to close.

### **Close all Disk Windows**

Selecting Close all Disk Windows causes all disk windows (minimized, maximized or normal) to close.

### **Close all Windows except Catalog**

Selecting Close all Windows except Catalog causes all open windows (except the catalog window ) to close. You cannot close the catalog window.

## **Processing Files**

Once you have located the file(s) you are interested in, either in a disk window or a search window you can process the file in a number of ways. Having put the disk in question into the drive (unless the file is on a hard disk) double clicking on the file name will present a dialog box from where you can specify what action you wish to take.

The dialog box that is presented details at the top the name of the file, the number of the disk it is on, the volume label (if it has one), and the default drive in which it expects to find it.

To the right of the dialog box is a list box showing the available drives on your system, and you can select an alternative drive from which to process the file if desired.

To the left of the dialog box is another list box, and just above it the words "Target Path:-". The target path defines where any action which creates a further file or files will place those files. For example, the "Explode" option, which extracts all the files from an archive, will place the resultant files as specified by the "Target Path" specification. You can change the target path specification by use of the list box. The target path you specify is remembered from session to session.

Slightly to the right of the centre of the dialog box are two on/off toggle options. Minimize on Use, if checked, causes SmartCat to shrink to an icon if another program is launched by use of the Run or Process buttons. Confirm Deletes, if checked, issues a warning before any destructive operation is undertaken on any file.

Towards the bottom of the Dialog Box are a group of process-option buttons. The first 9 provide different options, and are enabled and disabled as appropriate for the type of file selected. If the selected file is part of an archive, the text of some of the buttons will change to be preceded by an "X" signifying that the file will first be extracted from its archive to the target path before the action is undertaken.

**Delete** will attempt to delete the file.

**Rename** will attempt to rename the file.

**Copy** will attempt to copy the file to the specified target path.

**Move** will attempt to copy the file to the specified target path, and then delete the original.

**Run** (which is only enabled if the file is executable), will attempt to execute the file.

**Process** (which is only enabled if the file is associated with a particular program (use the File Manager File|Associate option to associate files to programs) - see your Windows documentation) attempts to launch the associated program with this file as its input.

**Extract** attempts to extract this file from the archive it is in to the target path. This option is only enabled if the file is in an archive.

**Explode** attempts to extract all the files from this archive to the target path. This option is only enabled if the file is itself an archive.

**Print** attempts to print the file to the current Windows printer.

The remaining buttons are user-definable. For more information see the customization details section.

## Customisation Details

SmartCat can be customised to suit your needs, and the way you like your system to work. The main areas where you can customise SmartCat are in the way it performs pre-catalog virus scanning, the way it performs extraction from archives, and what effect pressing any of the "User" buttons in the Process File dialog box has. All are customised by modifying the SMARTCAT.INI file which is distributed with the product.

### Pre-Catalog Virus Scanning

In your SMARTCAT.INI file you will find the following line:-

```
ExSCAN=SMCATDOS.BAT SCAN %d /NOMEM
```

The detail after the = sign is the command SmartCat will issue to cause a virus scan of the disk. The %d parameter will be replaced with the drive designation (e.g. a:) for the drive to be used for cataloging. As delivered SmartCat will call the supplied SMCATDOS.BAT file which in turn will call the McAfee Scan program with the memory checking option disabled. Note that the SCAN program is not supplied as part of SmartCat, but is available from all good shareware sources. If required you can modify this command to suit your needs, perhaps by calling an alternative virus scanner.

### Archive Processing

In your SMARTCAT.INI file you will find the following 5 lines:-

```
ExZIP=SMCATDOS.BAT PKUNZIP -O  
ExLZH=SMCATDOS.BAT LHA E /C  
ExARC=SMCATDOS.BAT ARC-E  
ExPAK=SMCATDOS.BAT PAK E  
ExARJ=SMCATDOS.BAT ARJ E
```

Each of these lines represents the beginning of the command that SmartCat will issue to invoke the relevant archive extraction program. SmartCat appends the archive file name and target path name as required. If you wish you can modify these commands to more suit your way of working. For example you may wish to use the "ARC" program to extract "ARC" files rather than the "ARC-E" program which is the default. If so modify the ExARC line to read "ExARC=SMCATDOS.BAT ARC E ". Similarly, the commands above assume the extraction programs can be found somewhere in a directory in your PATH . If this is not the case you may wish to add drive/directory information to these commands. Note that the archive extraction programs are not supplied as part of SmartCat, but all are freely available as shareware from good shareware sources.

### Defining "User Buttons"

In your SMARTCAT.INI file you will find pairs of the following type of lines:-

```
User1Btn=&View  
User1Cmd=Notepad.exe %f
```

The UsernBtn= line defines, for each user button, what will appear on the button face. The & immediately precedes the character which will become the button's "hot-key" (although there aren't many left to choose from, and if you duplicate one that already exists in the dialog box

the original will take precedence). If the file is actually in an archive, SmartCat will automatically add the character X to the start of the button text (and will extract the file first if you push the button!)

The User1Cmd line defines what command will be issued when the button is pressed. In the command the characters %f can be used and SmartCat will insert the name of the file at that point. The characters %t can be used to indicate the target pathname selected in the process file dialog box.

For example, assuming you had a super-wizzo editor called WIZZO, and you wanted to modify user button 3 to call it, you would need something along these lines:-

```
User3Btn=&Wizzo
```

```
User3Cmd=WIZZO %f
```

Note that as delivered the first user button has been set up as &View, and it calls the NOTEPAD program. The second user button has been set to call the McAfee virus scanning program SCAN via the SMCATDOS.BAT interface batch file. All the other user buttons are set up to call the WRITE program.

## Problem Determination

SmartCat has gone through a thorough testing process, but like any complex piece of software there may be the odd bug still lurking. SmartCat also depends to some extent on the integrity of the data (i.e the disks, and the files thereon) that are presented to it to catalog.

If you discover a problem there are some things you can do to help narrow down the cause:-

If the problem occurs while cataloging a disk first determine if the disk is actually readable by the DOS DIR command (or the Windows File Manager). If they can't read it, it is almost certain the Directory Structure is corrupt. If the disk can be read OK by a DIR command and the Windows File Manager, try cataloging the disk again with SmartCat but having turned **OFF** all the archive analysis checkboxes. If SmartCat can now cope with the disk it is almost certain that one of the archive files on the disk is corrupt. A process of elimination, together with careful observation of the message box in the Add Disk Dialog box should enable you to narrow the problem down to a specific file. Once you have determined which file causes the problem try to process it with its native utility and produce a list of the files the archive contains. If this also fails you don't have many choices, either attempt to repair the archive (some archives, like ZIP files, have a matching repair utility (PKZIPFIX)) or try and extract what you can before you scrap it.

If DIR and the Windows File Manager can cope with the disk, and there do not appear to be any corrupt archives, please contact us for advice. We may already have a fix, or we may ask you to send us the offending disk/file for further investigation.

If you have any other problem with SmartCat not related to cataloging disks please let us know and we will do our best to resolve them.