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## **Using Cleanup**

Cleanup will free up disk space by deleting unwanted files from disks. All files on all drives specified will be deleted. Cleanup can be used to delete any files, but is most useful for keeping the disk free of files such as .bak files which are created by many programs.

Cleanup is designed so that it can be sized as a small window which shows all pertinent information so that you can run file cleanups without having to maximize the window.

This program has been fully tested. However, it is a file deletion utility and the author is not responsible for any loss or damage as a result of using this program.

## Confirm Delete

If **Confirm Delete** is checked, the number of files, file names, and number of bytes will be displayed on the screen before deleting. Above the file list, the Confirm and Cancel Buttons will be displayed. Click on **confirm** to delete the displayed files or **cancel** to abort the delete.

To exclude files from the cleanup, simply doubleclick on the file name before selecting confirm. You will be asked to verify that you want the file excluded. If you click Yes, the file will be removed from the cleanup list and will not be deleted.

If you select any other action but confirm or exclude, the file deletion will be canceled.

If you are not certain which files will be selected by the file specification you set, **always** set the confirm option on!

Cleanup can also be used as a file search utility when using the confirm option. Enter the file specification for the files you want to find. After the files names are displayed, select **cancel** and no files will be deleted.

## **Include Read Only**

If this option is checked, files that are marked for read only access will be included in the cleanup. Otherwise, these files are ignored.

## **Include Hidden**

If this option is checked, hidden files will be included in the cleanup. Otherwise, these files are ignored.

## **Include Extensions**

If this option is checked, directories which have extensions in their name will be included in the cleanup. If you do not have any directories with extensions or do not care if they are included in the cleanup, you should leave this option unchecked. Cleanups will then be faster.

## File Specification

Enter the names of the files to delete. The wildcards characters \* and ? are permitted.

If the confirm option is off and you enter a file extension which would result in the deletion of all files, all executable files, or all com files, a warning message will be displayed and you will have the chance to abort the cleanup. The warning message is **not** given if the confirm option is on or for **any other file specification**.

## **Drives**

...allows you to select which drives to include in the cleanup. Click on the drive name to select/deselect a drive.

## Save Defaults

You can save the cleanup options so that the same files and drives are cleaned up each time you run cleanup. When you select **Save Defaults**, the following entries are made in the cleanup.ini file:

```
filespec=(file specification)
drive=(drive letters)
confirm=(1=yes, 0=no)
readonly=(1=yes, 0=no)
hidden=(1=yes, 0=no)
```

**Cleanup** automatically loads the default values when it starts. For this reason, you should be careful not to save any defaults which may result in the accidental deletion of files. For example, don't save a filespec such as **\*.exe** with confirm off. Instead, save a common file type that you would want cleaned up, such as **\*.bak**.

The drive designations are saved by the program with the colon and space. For example:

```
drive=c: d: e:
```

However, if you edit cleanup.ini directly, you can omit the colons and spaces. These are used mainly for easier reading of the summary in the caption. So,

```
drive=cde
```

will work the same as the example above.

As you change options while running cleanup, you can always restore the saved defaults by clicking on the Restore Defaults button.

## **Restore Defaults**

**Restore Defaults** will restore the cleanup options previously saved using the Save Defaults option.

## Go

Clicking on the Go button starts the file cleanup. *If the confirm option is not checked, the specified files are immediately deleted.* If the confirm option is checked, the files will be listed first and the buttons Confirm and Cancel will be displayed.

A summary of the cleanup options is always displayed in the window caption so that you can see at a glance which files will be deleted.

## Confirm/Cancel

When the Confirm Delete button is checked, files are displayed before being deleted. Above the file list, the buttons **Confirm** and **Cancel** will be displayed. Click on **confirm** to delete the displayed files or **cancel** to abort the delete.

To exclude files from the cleanup, simply doubleclick on the file name before selecting confirm. You will be asked to verify that you want the file excluded. If you click Yes, the file will be removed from the cleanup list and will not be deleted.

If you select any other action instead of confirm, the file deletion will be canceled. If the "Confirm Delete" option is not checked, the files are immediately deleted and the cleanup cannot be cancelled.

## **Exclude Files**

To exclude files from the cleanup, the Confirm Delete Option must be checked. When the file list is displayed, simply doubleclick on the file name. You will be asked to verify that you want the file excluded. If you click Yes, the file will be removed from the cleanup list and will not be deleted.