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Welcome to CleanSweep

Welcome to CleanSweep 95, the premier Windows cleanup program!

Note: CleanSweep runs on Windows 95, Windows 3.1, Windows for Workgroups 3.11, and Windows NT 3.51 servers or workstations.   This help file describes the use of CleanSweep in Windows 95 and notes any differences that apply to the other platforms.

To get the most out of Windows, you need to manage your hard disk space.   Today's programs are larger than ever and it is likely that at some point you will run out of disk space and find it necessary to delete unnecessary or infrequently used programs and files.

Windows programs have long had a tendency to scatter their contents across multiple directories, making it difficult to purge your computer of all the program's components.   Windows 95 itself takes up even more space.   Your PC probably contains many redundant, obsolete, and unused files and programs you no longer use.   Now is the time to clean up your hard disk.

CleanSweep is more than just an uninstall program.   It is a multipurpose utility for minimizing hard disk clutter and reclaiming disk space.   CleanSweep can remove unneeded DOS programs and Windows 16- and 32-bit programs and system components.   You can also use it to delete unneeded duplicate files.   If you have recently upgraded to Windows 95, CleanSweep safely cleans up all remnants of Windows 3.1. The resulting increase in available disk space will greatly improve your computer's performance and free up disk space so you can install new programs.

Related Topics:

Obtaining Late-Breaking Information

Obtaining Late-Breaking Information

CleanSweep's READ ME file contains any late-breaking information that did not make it into this Help file.

To view the READ ME file in Windows 95:

1   Click the Windows **Start** button, and then point to **Programs**.

   The Programs menu appears.

2   Point to the **Quarterdeck CleanSweep 95** folder.

3   Click **READ ME**.

   WordPad opens and displays the READ ME file.

To view the READ ME file in Windows 3.1, 3.11, and NT:

•   Double-click the **README** icon in the CleanSweep program group.

   NotePad opens and displays the READ ME file.

Uninstalling Instructions

This topic gives a quick explanation of how to uninstall a complete program from your hard drive. New users should read <u>Running the Uninstall Wizard</u> before using this quick start.

To uninstall a program:

1 **Start CleanSweep.**

In Windows 95, click the **Quarterdeck CleanSweep 95** icon on the desktop, or click the **Start** button, point to **Programs**, and then click the **Quarterdeck CleanSweep 95** icon.

In Windows 3.1, 3.11, and NT, open the Quarterdeck CleanSweep program group by double-clicking its program group icon.   Start CleanSweep by double-clicking the **Quarterdeck CleanSweep 95** icon.

CleanSweep appears.

Windows 95 users: You can drag and drop a program onto a CleanSweep shortcut icon to start CleanSweep, then skip ahead to step 4.

2 **Start the Uninstall Wizard**.

Click the **Uninstall Wizard** (Alt+U) icon in the Program tab.

The Uninstall Wizard dialog box appears.   The Wizard will guide you through the uninstall process.

3 **Select the Program to Uninstall.**

Double-click a folder or program group to open it.   Click the program you want to uninstall.   If you cannot find the program in a folder, click the **Find** (Alt+F) button. Click **Next** (Alt+F) when you have selected the program to uninstall.   If you monitored the installation of the program you want to uninstall, use the icon located in the "Programs Monitored by Install Monitor" folder/program group.

4 **Select Safety Precautions.**

Click **Next** (Alt+N) to create a backup.   Click **Next** (Alt+N) again if the folder shown is where you want your backup copy of the program to go.   To select another folder or directory, click in the text box and type another path, or click the **...** button (the Browse button) and select a destination.

Click **View** if you want to take a closer look at what will be uninstalled.

Click **Next** (Alt+N) to accept the confirmation settings and proceed with the uninstallation.

5 **Start Uninstalling.**

Click **Finish** (Alt+F) .   The Wizard uninstalls the program and asks if you would like to view a summary.   Click **Summary** if you would like to view the summary, print the

summary, or save the summary to a file.

6   **Uninstall Complete!**

Click **OK**.

Archiving Instructions

If you are unsure about uninstalling a program because you think there is a chance you might need it in the future, you can *archive* it.   The Archive Wizard creates a backup of a program in a compressed format for future retrieval and creates an archive icon for the program.   The original files and configuration information are deleted from your computer.   When you need the program, simply click its archive icon and CleanSweep restores it.

This topic explains how to archive a complete program from your hard drive.   New users should read Running the Archive Wizard before using this quick start.

To archive a program:

1   **Start CleanSweep.**

In Windows 95, click **Quarterdeck CleanSweep 95** icon on the desktop, or click the **Start** button, point to **Programs**, and then click the **Quarterdeck CleanSweep 95** icon.

In Windows 3.1, 3.11, and NT, open the Quarterdeck CleanSweep program group by double-clicking its program group icon.   Start CleanSweep by double-clicking the **Quarterdeck CleanSweep 95** icon.

CleanSweep appears.

2   **Start the Archive Wizard.**

Click the **Archive Wizard** (Alt+A) icon in the Program tab.   The Archive Wizard dialog box appears.   The Wizard will guide you through the archive process.

3   **Select the Program to Archive.**

Double-click a folder or program group to open it.   Click the program you want to archive.   If you cannot find the program in a folder, click the **Find** (Alt+F) button. Click **Next** (Alt+N) when you have selected the program to archive.   If you monitored the installation of the program you want to archive, use the icon located in the "Programs Monitored by Install Monitor" folder/program group.

4   **Select an Archive Destination.**

Click **Next** (Alt+N) again if the folder or directory shown is where you want to store the backup copy of the program. To select another folder or directory, click in the text box and type another path, or click the **...** button (the Browse button) and select a destination.

5   **Start Archiving.**

Click **Finish** (Alt+F) .   The Wizard archives the program and asks if you would like to view a summary.   Click **Summary** if you would like to view a summary, print the summary, or save the summary to a file.

6   **Archive Complete!**

Click **OK**. CleanSweep archives the program and adds the words "CleanSweep

Archive" to the original icon description to indicate that the program is archived. To restore the program, simply click the icon.

Overview

In the following Help topics you will learn:

- How CleanSweep's main window is organized.

- What the CleanSweep monitors do.

- How to use this online Help system.

The CleanSweep Monitors (Windows 3.1x and 95 only)

Note: CleanSweep's Install Monitor, Usage Monitor and file viewers were not available for NT users at publication time.   Please check the READ ME file for more information.

When you elect to use the Install Monitor and Usage Monitor, Windows 95 will automatically display two symbols on the taskbar.   In Windows 3.1x, two tasks will be added to the task list and two minimized icons will appear on the desktop.

These symbols (or tasks) represent CleanSweep's Usage Monitor and Install Monitor.   These monitors run in the background to keep track of edits to existing configuration files, installation information about any new programs you add to your computer, and how often you use files.   All this happens behind the scenes and normally you do not have to be concerned with the monitors.

More Info: For more information about the monitors, including how to prevent them from loading at Windows startup, see Configuring the Usage Monitor (Windows 3.1x and 95 only) and Configuring the Install Monitor (Windows 3.1x and 95 only).   Also see Tracking a Program Installation for information on how the Install Monitor works.

The Main Window at a Glance

The first window you see when you start CleanSweep is the main window.   You can use this window to access any CleanSweep program function.

The main window contains five tabs: Program, Cleanup, Restore, View and Options.   When you click one of these tabs, CleanSweep displays a new list of options.

Related Topics:

The Program tab

The Cleanup tab

The Restore tab

The View tab

The Options tab

The Program tab

The Program tab on the CleanSweep main window contains five *Wizards* −helper programs that guide you step-by-step though a particular process:

Uninstall Wizard−deletes programs.   Uninstall deletes not only the program's individual components (files), but also any external references to the file, such as program icons or entries in system configuration files (such as the Registry or SYSTEM.INI).   The Wizard is smart enough to leave program components that are used by other programs intact.

Archive Wizard−uninstalls programs but saves copies of the program's files and configuration information in a compressed format that takes up much less disk space than the original files. This gives you the best of both worlds, because you can free needed space on your hard disk and still retrieve the program whenever you want.   The Archive Wizard creates a an archive icon you can click if you can click if you ever want to restore the program.

Backup Wizard−creates a single, compressed backup file of a program for use as a reserve in the event that you ever need to restore the program. Backing up leaves all of the original files and configuration information in place.

Move Wizard−moves a program to another drive or folder/directory.

Transport Wizard−transports a program file to a disk or other storage medium.   Use this Wizard to transport data to your laptop, home computer, or other computers.

To start any Wizard, simply click its icon.   In general, the Wizards will guide you through the process by asking you a question.   When you have answered the question, click Next (Alt+N) . When you are done, click Finish (Alt+F) .

The Cleanup tab

The Cleanup tab on the CleanSweep main window contains "Finders" that locate specific types of files: the Duplicate File Finder, the Redundant DLL Finder, the Unused File Type Finder, the Low File Usage Finder, and the Orphan Finder.

After you locate unneeded files with a Finder, you can delete, archive, back them up, move, or transport them.

For information on using the Cleanup tab options, see <u>Finding Unneeded Files</u>.

The Restore tab

The Restore tab on the CleanSweep main window contains the Restore Wizard, which restores to their original states the files you have backed up, archived, or transported.

For information on restoring files, see <u>Restoring</u>.

The View tab

The View tab on the CleanSweep main window contains options for three reports that summarize your CleanSweep activities.

Master Log report−keeps track of all of the actions performed, so you can always look up any file or activity.   It will also tell you where a backup was stored and how many bytes of disk space were freed.

Savings report−details the amount of space freed, the amount of spaced used by backups and the total overall savings. All totals are in kilobytes (KB).

Folder Usage report−details folder/directory information.

For information on these reports, see Reports.

The Options tab

The Options tab on the CleanSweep main window contains the Configure CleanSweep icon, which you can use to customize CleanSweep to suit your personal preferences.

For more information, see <u>Customizing CleanSweep</u>.

Getting Help

CleanSweep's online Help system provides a quick and easy way to get answers to your questions.

To access Help:

- Click the **Help** (Alt+H) button, or press **F1**.

  CleanSweep's Help window opens.

The Help window contains the following tabs:

- The Contents tab opens a window that lists the major topics available in the Help system.

- The Index tab opens the search window, used to look up topics using keywords or by scrolling through a list of topics.

- The Find tab opens a search window that you can use to search for specific words and phrases in Help topics, instead of searching by category.

Related Topics:

Jump to another topic

Jump to another topic

On many Help screens, you will see words and phrases that appear in green with a solid underline.   These are jump terms that provide cross-references to other topics.   When you point to one, the cursor takes the shape of a pointing finger.   If you click a jump term, a Help window on that topic appears.   After you read the jump term's Help window, you can return to the original Help window by pressing the Back button.

You will also see words and phrases with dotted underlines.   These terms provide more information about the word or phrase underlined.   Click the word or phrase to display more information.

Exit CleanSweep

To exit CleanSweep:

- Click the **Exit** (Alt+X) button.

Where To Find Common CleanSweep Tasks

Now that you are familiar with CleanSweep's main window, what you read next depends on what you want to do.

To Learn More About	See the Topic
Uninstalling a program	Running the Uninstall Wizard
Archiving a program	Running the Archive Wizard
Backing Up or Transporting a program to another computer	Running the Backup or Transport Wizard
Moving a program to another drive or directory	Running the Move Wizard
Restoring a program to its original state	Running the Restore Wizard
Finding specific type of files so you can delete, move, back up or transport them.	Selecting a Finder
CleanSweep Reports	Viewing the Master Log and Viewing the Savings Report
Customizing CleanSweep	Configuring the Usage Monitor (Windows 3.1x and 95 only), Configuring the Install Monitor (Windows 3.1x and 95 only), and Changing Backup and Restore Options.

Overview

In the following Help topics you will learn:

- How to delete a program and its related components to save space on your computer's hard disk, even if the program is used on a network.

- How to view a summary report of what was uninstalled.

Removing programs you no longer need is the fastest way to reclaim a lot of disk space. CleanSweep can remove a single program or all of the programs in a folder or program group. CleanSweep removes program files and all of the components associated with them. The more software you remove, the more disk space you will free and the better your computer will run.

The basic steps to uninstalling a program are:

1   Run the Uninstall Wizard

2   Select the program or folder/group to uninstall

3   Take optional safety precautions. You can back up the program and have the Wizard verify each file deletion before it happens.

4   Review your selection

5   Uninstall the program or folder/group

The following Help topics describe these steps in detail.

Running the Uninstall Wizard

To run the Uninstall Wizard:

- Click the **Uninstall Wizard** icon (Alt+U) in the CleanSweep Program tab.

  In Windows 95, the Uninstall Wizard displays a program tree that contains the following expandable folders:

  - a folder containing the programs on the Windows 95 Start menu

  - a Desktop folder that contains any desktop shortcut icons

  - a folder containing any programs that have been monitored by CleanSweep's Install Monitor. (If you have not yet monitored any program installations, the folder is empty and the folder's description is "No programs monitored by Install Monitor.")

  You can expand these folders and select their subfolders or a program folder. The plus and minus buttons expand and collapse the branches of the folder tree.

  In Windows 3.1, 3.11, and Windows NT, the Uninstall Wizard displays the Windows program groups in alphabetical order. In Windows 3.1x, it also includes a program group that contains a list of programs previously monitored by the Install Monitor. (If you have not yet monitored any program installations, the program group is titled "No programs monitored by Install Monitor.")

The Wizard will guide you through the uninstallation process.

To find other folders or programs on your hard drive:

- Click the **Find** button (Alt+F), and then skip ahead to <u>Finding Files</u>.

Finding and Selecting a Folder or Program

The methods you can use to find and select a program are:

- Select a program from a folder or group.

- Select all of the programs contained in a folder or group.

- Browse or search for a program and then select it.

Related Topics:

Opening and Closing a Folder/Group

Selecting From a Folder or Program Group

Selecting a Folder or Program Group

Where is That File?

Finding Files

Opening and Closing a Folder/Group

In Windows 95, the folders in the Uninstall Wizard's main window are expandable/collapsible. The plus sign to the left of a folder indicates that it contains subfolders. The subfolders contain program items or other subfolders. When you expand a subfolder you can collapse it; that is, close it so only the "parent" folder appears.

To display a folder's contents in Windows 95:

- Click the plus sign.

  The folder expands and its subfolders appear. The plus sign changes to a minus sign.

To close a folder in Windows 95:

- Click the minus sign.

  The folders disappear. The minus sign changes to a plus sign.

In Window 3.1, 3.11, and NT, the program groups in the main window are expandable/collapsible. The program groups contain program items.

To display the items in a Windows 3.1x or NT program group:

- Double-click the program group.

  The program items appear.

To close a Windows 3.1x or NT program group:

- Double-click the program group.

  The program items disappear.

Note: If you cannot locate a file in a folder or program group, see <u>Where is That File?</u>

Selecting From a Folder or Program Group

Use this method to select a program in a folder or group from the Uninstall Wizard's main window.

To select a program from a folder:

    1   Double-click the folder or group that contains the program.

    2   Select the program by clicking it.

    3   Click the **Next** button (Alt+N) .

CleanSweep analyzes your hard drive to determine whether the program uses any other components. CleanSweep then asks if you want to back up the file(s). See <u>Taking Safety Precautions</u>.

During its analysis, CleanSweep may determine that you have selected a file or a group of files that you should not uninstall. If so, a dialog box will warn you not to uninstall the program and explain the reason why. You should follow the Wizard's recommendations unless you are absolutely sure that the file can be safely uninstalled.

After the warning, CleanSweep continues with the uninstall process. The files that CleanSweep believes should not be uninstalled are color coded in yellow or red. Later, CleanSweep will display a list of files to be uninstalled, and will give you a chance to remove from the list any files marked in yellow (see <u>Reviewing your Selection</u>), CleanSweep will not remove any files marked in red. When you add a file or component to the list (see <u>Examining the List in More Detail</u>), CleanSweep displays its safety level as blue, indicating that CleanSweep has not given its own safety level to the file.

Selecting a Folder or Program Group

Use this method to select the entire contents of a folder or program group from the Uninstall Wizard's main window.

To select the entire folder or program group:

     1   Click the folder or group.

           The folder or group is selected.

     2   Click the **Next** button (Alt+N) .

CleanSweep analyzes your hard drive to determine whether the program uses any other components. CleanSweep then asks if you want to back up the file(s). See <u>Taking Safety Precautions</u>.

During its analysis, CleanSweep may determine that you have selected a file or a group of files that you should not uninstall. If so, a dialog box will warn you not to uninstall the program and explain the reason why. You should follow the Wizard's recommendations unless you are absolutely sure that the file can be safely uninstalled.

After the warning, CleanSweep continues with the uninstall process. The files that CleanSweep believes should not be uninstalled are color coded in yellow or red. Later, CleanSweep will display a list of files to be uninstalled, and will give you a chance to remove from the list any files marked in yellow (see <u>Reviewing your Selection</u>), CleanSweep will not remove any files marked in red. When you add a file or component to the list (see <u>Examining the List in More Detail</u>), CleanSweep displays its safety level as blue, indicating that CleanSweep has not given its own safety level to the file.

Where is That File?

If you cannot find a program in a folder or program group, it might be that it is a DOS program or an "orphaned file."   In Windows 95, an orphaned file is a Windows program that is not on the Start menu or one of its submenus. An orphaned file could also be a Windows program that is not associated with or attached to a Windows shell.

Although CleanSweep does not display DOS programs in its tree, you can still search for and delete them. To select a DOS program or an orphaned file, click the Find button (Alt+F) on the Wizard's main window, and then use the Browse button or Search button. Browse lets you locate programs by navigating through your folders/program groups and making selections with the mouse or by selecting files by name or by wildcard. Search scans your local hard drives for all program files.   See Finding Files.

The Cleanup tab provides the best ways to find specific types of files− for example, duplicate or temporary files. See Finding Unneeded Files for more information on finding specific file types.

Finding Files

The methods described in this Help topic locate individual files, rather than entire programs or program folders/groups. These methods can help if you wish to find a program but cannot remember where it is stored or it you want to find orphaned or DOS programs using the Uninstall Wizard.

You may also use the Cleanup tab to search for specific file types, such as duplicate, unused, or orphaned files. For more information, see Finding Unneeded Files.

Related Topics:

Browsing For a Program

Searching for a Program

Browsing For a Program

Use this method to select any single file from a folder/group or directory.

To browse for a program:

1   Click the **Find** button (Alt+F) on the Uninstall Wizard's main window.

2   Click the **Browse** button (Alt+B) .

   The Browse for a Program dialog box appears. The default folder is that of the selected program or folder/group.   The main window in this dialog displays a scrollable list of files and folders, arranged alphabetically by name−folders or directories first, and then the files.

Windows 95 users: The following procedures describe how to browse for a program in Windows 95.

1   To move up a level in the "folder tree," press the **Up One Level** button on the toolbar.

   To look in a folder above the current one, or to look on another drive, click the **Look in** list box (Alt+I). To look in a folder or subdirectory, double-click the folder in the main window below the Look in box.

   To see more details about the files and folders in the main window, click the **Details** button on the toolbar.

2   Select a file or type a filename in the File name entry field.

   In Windows 95, a filename can be more than eight characters, and may contain periods, commas, hyphens, exclamation points, and spaces. If you do not know the entire filename, you can use the asterisk (*) or question mark (?) as wildcard characters. The dialog box only displays program files by default. To display all file types, click the Files of type list box, and then select All Files (*.*).

3   Click the **Open** button (Alt+O).

   The Wizard does a quick analysis of the file, then asks if you want to back it up. (See Taking Safety Precautions).

WIN 3.1x and NT: The following procedures describe how to browse for a file in Windows 3.1, Windows for Workgroups 3.11, and Windows NT.

To change drives:

•   Click the drop-down button in the Drives drop-down list box (Alt+V), and then make another selection.

To change directories:

•   Double-click the directory name in the Directories list box (Alt+D).

To select a file:

1   Click the filename.

2   Click the **OK** button.

The Wizard does a quick analysis of the file, then asks if you want to back it up. (See Taking Safety Precautions.)

Searching for a Program

Use this method to locate a single file from a list of specific program types, including all programs, DOS Programs, Windows Programs, or DLLs.

To search for a program:

1   Click the **Find** button (Alt+F) on the Uninstall Wizard's main window.

2   Click the **Search** button (Alt+S) .

    The Search for a Program dialog box appears.

3   The Wizard searches all local hard drives by default. To specify another drive to search, click the **Drives To Search:** box (Alt+D), select one or more drives from the dialog box, then click **OK**.

4   The Wizard searches for all types of programs (COM, EXE, BAT, and PIF) by default. To narrow the search, click the drop-down button in the Files of Type list box (Alt+T) then choose Windows Programs, DOS Programs, or Dynamic Link Libraries.

5   Use the scroll bar to move up and down the file list, and then click the filename to select it. You may only select one program at a time.

    The bottom of the dialog box displays the program's icon, what type of program it is, and the file's size in bytes.

6   After you have selected a file, click **OK**.

    The Wizard does a quick analysis of the file, then asks if you want to back it up.

Taking Safety Precautions

After you have selected an item to uninstall, CleanSweep provides two optional safety precautions: backup and confirmation of each file deletion.

Related Topics:

Backing Up the Files

Confirming File Deletion

Backing Up the Files

After you have selected an item to uninstall and before CleanSweep deletes anything, it asks if you want to create a compressed backup copy. The default is yes. We recommend that you make a backup unless you are sure that you want to permanently delete the selected items from your computer.

To back up the items you uninstall:

1   Click the **Next** button (Alt+N) .

A dialog box shows the name of the default backup folder.   In Windows 95 and NT, the backup folder is:

C:\PROGRAM FILES\CLEANSWEEP\BACKUP

In Windows 3.1 and 3.11, the default backup directory is
C:\CLNSWEEP\BACKUP

You can choose a different backup folder or directory by editing the displayed name or by clicking the **...** button (the Browse button) and browsing for a different backup folder or directory.

Note: When you select a new backup folder or directory, CleanSweep uses it one time only and does not save the change for the next uninstallation. To change the default backup folder or directory permanently, use the Options tab, as described in <u>Changing the Default Backup Folder.</u>

2   Click the **Next** button (Alt+N) to store the backup in the currently selected folder or directory.

Confirming File Deletion

After you have selected an item to uninstall, CleanSweep asks whether you want to confirm the deletion of each file. During confirmation, you can view a text, graphic, or document file before it is deleted to verify that you want to delete it.

To uninstall without confirming each file:

- Click the **Next** button (Alt+N) .

Note: You can turn the confirmation option off. See Customizing CleanSweep.

To confirm each deletion:

1   Click the **Yes** button (Alt+Y) .

2   Click the **Next** button (Alt+N) .

Reviewing your Selection

After you have selected an item to uninstall and selected safety precautions, CleanSweep displays a summary of what it is about to do. The summary notes which file or files will be uninstalled and the number of bytes of disk space that will be freed.

Press the View button on this screen to display a description and the safety level of each file that CleanSweep believes is associated with your choice. You may be able to view some files to be sure you want to uninstall them.

If you are sure you want to uninstall all the files listed, see Uninstalling.

Related Topics:

Examining the List in More Detail

Examining the List in More Detail

After you have selected an item to uninstall and selected safety precautions, CleanSweep displays a summary of what it is about to do.

To examine the list closely:

- Click the **View** button (Alt+V) .

  The Select the Components to Uninstall dialog box displays the title of the folder or program group (if any), and the filenames and related components to be uninstalled. The files and components are grouped by their "parent" program. By default, CleanSweep will present for deletion all files with a green safety level−all files that CleanSweep is sure can be uninstalled safely. Files with a yellow safety level are also candidates for uninstalling, but CleanSweep will not uninstall them unless you specifically select them. When you add a file or component to the list (see below), CleanSweep displays its safety level as blue, indicating that CleanSweep has not given its own safety level to the file.

  The Wizard uses Windows file viewers to let you take a quick peek at a file without having to launch the application that created it. After you have verified the file's contents, you can better decide whether you wish to uninstall it. This adds another layer of safety to the uninstalling process.

To view the file:

1 Select the file you want to view.

  If the selected file is an executable program, the Run button becomes active. You can use the Run button to launch the program if you want to see what it does.

  If the selected file is an executable program, Dynamic Link Library (DLL) file, or a Visual Basic extension (VBX) file, the Link button is active. You can use the Link button if you want to display a description of any DLL files the program uses, or any programs that depend upon that file.

2 Click the **View** or **Run** button (Alt+V) or (Alt+R) .

  The file appears (or the program launches if you clicked Run).

Windows 95 users: If the file does not display properly, you may have to install the Windows 95 Quick View file viewers from the Windows 95 CD-ROM. For installation instructions, see your Windows 95 documentation, or see <u>A Note on Viewers</u>.

To see a file description without launching the file:

- Select the filename in the list.

  The bottom of the dialog box describes what type of file it is and recommends the best way to handle it.

  If there are any files you do not want to uninstall, you should clear their check boxes.

To prevent a file from being deleted:

- Clear the file's check box by clicking on it.

You may want to uninstall files that do not appear on the list.

To add a file to the list:

1 Click the **Add** button (Alt+A) .

The Add Component dialog box appears.

2 Type a filename in the file entry area, then click **OK**.

You may specify a filename, or you may choose to remove sections from the WIN.INI file. The WIN.INI file contains sections that are often shared between programs from the same vendor, so only select a section if you are absolutely sure it is not used by another program.

You can also change or print the list so you can cancel the uninstallation and verify each file on your own, or, you might keep the printout as a record of what you uninstalled.

To print the list:

1 Click the **Print List** button (Alt+P) .

The Print List dialog box gives you the choice of sending the list to the printer or saving it to a file.

2 Choose a destination for the list and then click **OK**.

Uninstalling

After you have selected an item to uninstall, selected safety precautions, and reviewed the summary information, you are ready to uninstall.

To uninstall the program:

1   Click the **Finish** button (Alt+F) .

       That's all there is to it.   CleanSweep uninstalls the program.

If you made a backup copy of the program, you can restore it using the Restore Wizard. See Running the Restore Wizard.

       If you want to see more details on what CleanSweep did, you can view a summary, as described in Viewing a Summary.

2   When you have finished viewing the summary, click the **OK** button.

Viewing a Summary

When the uninstallation is complete, a dialog box reports the action as completed, and asks if you want to see a summary.

To see a summary:

- Click the **Summary** button.

    An in-depth report appears. The text window contains a detailed description of the actions performed, including the following:

    Date and time that the uninstallation was performed

    Object that was uninstalled

    Backup destination, if any

    Title of the folder or directory, if applicable

    Title of the program and the complete pathname for each program in the folder or group

    Description of the program

    Number of bytes deleted.

Note: *The number of bytes deleted might be slightly larger than the approximate estimate (listed just before you click the Finish button) due to "slack space." Each file is stored in clusters of a certain size, depending on the hard disk's partition size. The last cluster of a file takes a full cluster, whether it uses all of the space or not. For example, if your hard disk partition contained 4096-byte clusters, uninstalling a 4097-byte file would free 8192 bytes of disk space.*

To print the report:

- Click the **Print** button (Alt+P).

    The report is printed.

To save the report in a file:

1   Click the **Save** button (Alt+S) .

    The Save Summary dialog box appears.

2   Type a filename for the report, then click **Save** (Alt+S). (Click **OK** if you are using Windows 3.1, 3.11, or Windows NT.)

    In Windows 95 and NT, CleanSweep uses
    C:\PROGRAM FILES\CLEANSWEEP\SAVEREP.TXT

    as the default report filename.

In Windows 3.1 and 3.11, CleanSweep uses

C:\CLNSWEEP\SAVEREP.TXT

as the default report filename.

To change the report filename permanently, use the Options tab as described in Changing the Default Report File.

To close the report:

- Click the **Close** button (Alt+C) .

The report closes.

MORE INFO: The summary report describes one activity at a time.   For a report on all CleanSweep activity, you can view the Master Log report, as described in Viewing the Master Log.

Uninstalling on a Network

Suppose you are a network administrator and you want to uninstall a program on a network drive because the program is no longer used at your company. CleanSweep can uninstall a program from the network drive and remove the program's files and components from all workstations on the network.

To remove a program's components from workstations, you tell CleanSweep to create a Network Decoy. The *Network Decoy* is a copy of CleanSweep that acts as a substitute for a network program that has been uninstalled. When a user tries to run the program from a workstation on the network, they will instead run the Network Decoy, which uninstalls all components of the program from their workstation's hard disk.

IMPORTANT: Do not delete a program from a network drive unless you are authorized to do so.

When you create a network decoy, you can enter a custom message that the user will see when he or she tries to run the program.   For example, you could enter a message like this:

> *This program is no longer used at this site.   It has been removed from the network drive, and its related files will now be removed from your computer to free more disk space. Please continue with the uninstall process.*

By displaying a message, you let users know what is happening and make them feel more comfortable with the uninstall process.

NOTE: The network decoy feature will not run if a copy of CleanSweep is already running.

To uninstall a program from a network drive:

1   Click the **Uninstall Wizard icon** on the Program tab (Alt+U) .

2   Use the Browse or Search method to select the program you want to uninstall from the network drive.   See <u>Browsing For a Program</u> or <u>Searching for a Program</u>.

 The Select the Components to Uninstall dialog box appears.

3   Make sure that each component you want to uninstall is marked with a check. To select a component, select its check box.   To deselect a component, clear the check box.

4   Click the **Select this line to create a Network Decoy** check box.

5   Click **OK**.

 A dialog box asks you to enter a custom message.

6   Type message to the network users, informing them that the program has been deleted. It is a good idea to enter a message that will make it clear that the program has been deleted from the network drive and will be deleted from their hard drive to free valuable hard drive space.

7   When you are done typing the message, click **OK**.

A dialog box asks you to specify a Network Decoy type. The type you select depends on whether CleanSweep is installed on the network drive in a location accessible by users over the network.

If CleanSweep is accessible by all the users who run the program you are uninstalling, select Single Copy. When the user attempts to access the program, a Network Decoy file will be installed on their computer. This file, along with the network copy of CleanSweep, will be sufficient to uninstall the program's files on the workstations.

If CleanSweep is not accessible to all the users who run the program, select Multiple Copy. When the user attempts to access the program, those CleanSweep files which are necessary to uninstall the program will be installed on their computer.

8   Select **Single Copy** or **Multiple Copy**, whichever is appropriate, then select **OK** and continue uninstalling.

Once the program has been deleted from the network drive, a copy of CleanSweep will be installed in its place on the network drive. Any user who attempts to run the program will instead run a copy of CleanSweep that will uninstall all traces of the original program from his or her hard drive.

Overview

In the following Help topics you will learn how to:

- Archive a program and its related components to save space on your computer's hard disk.

- View a summary report of what was archived.

You can free hard disk space easily and safely by archiving programs that you need only occasionally. CleanSweep can remove a single program or all of the programs in a folder or program group. Program files and all of the components associated with them are stored in a compressed format for future retrieval. The compressed archive takes only a fraction of the disk space of the original program. Later, you can easily restore the archived program with a click of the mouse.

The basic steps to archiving a program are:

1. Run the Archive Wizard

2. Select the program or folder/group to archive

3. Select a destination folder/directory

4. Review your selection

5. Archive the program or folder/group.

The following Help topics describe these steps in detail.

Running the Archive Wizard

To run the Archive Wizard:

- Click the **Archive Wizard** icon (Alt+A) in the CleanSweep Program tab.

    In Windows 95, the Archive Wizard displays a program tree that contains the following expandable folders:

    - a folder containing the programs on the Windows 95 Start menu

    - a Desktop folder that contains any desktop shortcut icons

    - a folder containing any programs that have been monitored by CleanSweep's Install Monitor. (If you have not yet monitored any program installations, the folder is empty and the folder's description is "No programs monitored by Install Monitor.")

    You can expand these folders and select their subfolders or a program folder. The plus and minus buttons expand and collapse the branches of the folder tree.

    In Windows 3.1, 3.11, and NT, the Archive Wizard displays the Windows program groups in alphabetical order.

    In Windows 3.1x, the program tree also includes a program group that contains a list of programs previously monitored by the Install Monitor. (If you have not yet monitored any program installations, the program group is titled "No programs monitored by the Install Monitor.")

The Wizard will guide you through the archiving process.

To find other folders or programs on your hard drive:

- Click the **Find** button (Alt+F) , and then skip ahead to <u>Finding Files</u>.

Finding and Selecting a Folder or Program

The methods you can use to find and select a program are:

- Select a program from a folder or group.

- Select all of the programs contained in a folder or group.

- Browse or search for a program and then select it.

Related Topics:

Opening and Closing a Folder/Group

Selecting From a Folder or Program Group

Selecting a Folder or Program Group

Finding Files

Opening and Closing a Folder/Group

In Windows 95, the folders in the Archive Wizard's main window are expandable/collapsible. The plus sign to the left of a folder indicates that it contains subfolders. The subfolders contain program items or other subfolders. When you expand a subfolder you can collapse it; that is, close it so only the "parent" folder appears.

To display a folder's contents in Windows 95:

- Click the plus sign.

   The folder expands and its subfolders appear. The plus sign changes to a minus sign.

To close a folder in Windows 95:

- Click the minus sign.

   The subfolders disappear. The minus sign changes to a plus sign.

In Windows 3.1, 3.11, and NT, the program groups in the main window are expandable/collapsible.   The program groups contain program items.

To view a program group's subdirectories, double-click the program group and its subdirectories appear. The subdirectories contain program items.

To close the program group, double-click it again.

Note: If you cannot locate a file in a folder or program group, see Where is That File?

Selecting From a Folder or Program Group

Use this method to select a program in a folder or group from the Archive Wizard's main window.

To select a program from a folder:

1   Double-click the folder/group that contains the program.

2   Select the program by clicking it.

3   Click the **Next** button (Alt+N), or double-click the selected file.

CleanSweep analyzes your hard drive to determine whether the program uses any other components. CleanSweep then asks for an archive destination. See <u>Selecting an Archive Destination</u>.

During its analysis, CleanSweep may determine that you have selected a file or a group of files that you should not archive. If so, a dialog box will warn you not to uninstall the program and explain the reason why. You should follow the Wizard's recommendations unless you are absolutely sure that the file can be safely archived.

After the warning, CleanSweep continues with the archive process. The files that CleanSweep believes should not be archived are color coded in yellow or red. Later, CleanSweep will display a list of files to be archived, and will give you a chance to remove from the list any files marked in yellow (see <u>Reviewing your Selection</u>), CleanSweep will not remove any files marked in red. When you add a file or component to the list (see <u>Examining the list in more detail</u>), CleanSweep displays its safety level as blue, indicating that CleanSweep has not given its own safety level to the file.

Selecting a Folder or Program Group

Use this method to select the entire contents of a folder or program group from the Archive Wizard's main window.

To select the entire folder or program group:

- Click the folder or group.

    The folder or group is selected.

    3   Click the **Next** button (Alt+N), or double-click the selected file.

CleanSweep analyzes your hard drive to determine whether the program uses any other components. CleanSweep then asks for an archive destination. See <u>Selecting an Archive Destination</u>.

During its analysis, CleanSweep may determine that you have selected a file or a group of files that you should not archive. If so, a dialog box will warn you not to archive the program and explain the reason why. You should follow the Wizard's recommendations unless you are absolutely sure that the file can be safely archived.

After the warning, CleanSweep continues with the archive process. The files that CleanSweep believes should not be archived are color coded in yellow or red. Later, CleanSweep will display a list of files to be archived, and will give you a chance to remove from the list any files marked in yellow (see <u>Reviewing your Selection</u>), CleanSweep will not remove any files marked in red. When you add a file or component to the list (see <u>Examining the list in more detail</u>), CleanSweep displays its safety level as blue, indicating that CleanSweep has not given its own safety level to the file.

Finding Files

The methods described in this Help topic locate individual files, rather than entire programs or program folders/groups. These methods can help if you wish to find a program but cannot remember where it is stored or if you want to find orphaned or DOS programs using the Archive Wizard.

You may also use the Cleanup tab to search for specific file types, such as duplicate, unused, or orphaned files. For more information, see Finding Unneeded Files.

Related Topics:

Browsing For a Program

Searching for a Program

Browsing For a Program

Use this method to select any single file from a folder/group or directory.

To browse for a program:

> 1 Click the **Find** Button (Alt+F) on the Archive Wizard's main window.
>
> 2 Click the **Browse** button (Alt+B) .
>
> The Browse for a Program dialog box appears. The main window in this dialog displays a scrollable list of files and folders, arranged alphabetically by name−folders or directories first, and then the files.

Windows 95 users: The following procedure describes how to browse for a program in Windows 95.

> 1 To move up a level in the "folder tree," press the **Up One Level** button on the toolbar.
>
> To look in a folder above the current one, or to look on another drive, click the **Look in** list box (Alt+I). To look in a folder or subdirectory, double-click the folder in the main window below the Look in box.
>
> To see more details about the files and folders in the main window, click the **Details** button on the toolbar.
>
> 2 Select a file or type a filename in the File name entry field.
>
> In Windows 95, a filename can be more than eight characters, and may contain periods, commas, hyphens, exclamation points, and spaces. If you do not know the entire filename, you can use the asterisk (*) or question mark (?) as wildcard characters. The dialog box only displays program files by default. To display all file types, click the Files of type list box, and then select All Files (*.*).
>
> 3 Click the **Open** button (Alt+O) .
>
> The Wizard does a quick analysis of the file, then asks for archive destination.   See Selecting an Archive Destination.

Windows 3.1, 3.11, and NT users: The following procedures describe how to browse for and select a file in Windows 3.1, 3.11, and Windows NT.

To change drives:

> • Click the drop-down button in the Drives drop-down list box (Alt+V), and then make another selection.

To change directories:

> • Double-click the directory name in the Directories list box (Alt+D).

To select a file:

1   Click the filename.

2   Click the **OK** button.

The Wizard does a quick analysis of the file, then asks for an archive destination. See <u>Selecting an Archive Destination</u>.

Searching for a Program

Use this method to locate a single file from a list of specific program types, including all programs, DOS Programs, Windows Programs, or DLLs.

To search for a program:

1   Click the **Find** button (Alt+F) on the Archive Wizard's main window.

2   Click the **Search** button (Alt+S) .

The Search for a Program dialog box appears.

3   The Wizard searches all local hard drives by default. To specify another drive to search, click the **Drives To Search:** box, select one or more drives from the dialog box, then click **OK**.

4   The Wizard searches for all types of programs (COM, EXE, BAT, and PIF) by default. To narrow the search, click the drop-down button in the Files of Type list box then choose Windows Programs, DOS Programs, or Dynamic Link Libraries.

5   Use the scroll bar to move up and down the file list, and then click the filename to select it. You may only select one program at a time.

The bottom of the dialog box displays the program's icon, what type of program it is, and the file's size in bytes.

6   After you have selected a file, click **OK**.

The Wizard does a quick analysis of the file, then prompts you for a destination folder for the archive. See Selecting an Archive Destination.

Selecting an Archive Destination

After you have selected an item to archive, the Wizard asks where you want to store the archive.

To select an archive folder/directory:

1 Click the **Next** button (Alt+N) .

A dialog box shows the name of the default backup folder/directory.

In Windows 95 and NT, the default folder is:

C:\PROGRAM FILES\CLEANSWEEP\BACKUP

In Windows 3.1 and 3.11, the default backup directory is

C:\CLNSWEEP\BACKUP

You can choose a different backup folder or directory by editing the displayed name or by clicking the **...** button (the Browse button) and browsing for a different backup folder or directory.

Note: When you select a new backup folder or directory, CleanSweep uses it one time only and does not save the change for the next archive. To change the default backup folder or directory permanently, use the Options tab, as described in Changing the Default Backup Folder.

2 Click the **Next** button (Alt+N) to store the archive in the currently selected destination.

Reviewing your Selection

After you have selected an item to archive and an archive destination, the Archive Wizard displays a summary of what it is about to do. The summary notes which file or files will be archived and the number of bytes of disk space that will be freed.

The View button on this screen displays a description and the safety level of each file that CleanSweep believes is associated with your choice. You may be able to view some files to be sure you want to archive them. You can also change or print the list of displayed files before you continue.

If you are sure you want to archive all the files listed, continue with Archiving.

Related Topics:

Examining the list in more detail

Examining the list in more detail

After you have selected an item to archive and selected an archive destination, the Wizard displays a summary of what it is about to do.

To examine the list closely:

- Click the **View** button (Alt+V) .

  The Select the Components to Archive dialog box displays the title of the folder or program group (if any), and the filenames and related components to be archived. The files and components are grouped by their "parent" program. By default, CleanSweep will preselect for deletion all files with a green safety level–all files that CleanSweep is sure can be archived safely. Files with a yellow safety level are also candidates for archiving, but CleanSweep will not archive them unless you specifically select them. When you add a file or component to the list (see below), CleanSweep displays its safety level as blue, indicating that CleanSweep has not given its own safety level to the file.

The Wizard uses Windows file viewers to let you take a quick peek at a file without having to launch the application that created it. After you have verified the file's contents, you can better decide whether you wish to archive it. This adds another layer of safety to the archiving process.

To view the file:

1. Select the file you want to view.

   If the selected file is an executable program, the Run button becomes active. You can use the Run button to launch the program if you want to see what it does.

   If the selected file is an executable program, Dynamic Link Library (DLL) file, or a Visual Basic extension (VBX) file, the Link button is active. You can use the Link button to display a description of any DLL the file uses, or any programs that depend upon that file.

2. Click the **View** (Alt+V) or **Run** (Alt+R) button.

   The file appears (or the program launches if you clicked Run).

Windows 95 users: If the file does not display properly, you may have to install the Windows 95 Quick View file viewers from the Windows 95 CD-ROM.   For installation instructions, see your Windows 95 documentation or see <u>A Note on Viewers</u>.

To see a file description without launching the file:

- Select the filename in the list.

  The bottom of the dialog box describes what type of file it is and recommends the best way to handle it.

If there are any files you do not want to archive, you should clear their check boxes.

To prevent a file from being archived:

- Clear the file's check box by clicking it.

You may want to archive files that do not appear on the list.

To add a file to the list:

1 Click the **Add** (Alt+A) button.

The Add Component dialog box appears.

2 Type a filename in the file entry area, then click **OK**.

You may specify a filename, or you may choose to remove sections from the WIN.INI file. The WIN.INI file contains sections that are often shared between programs from the same vendor, so only select a section if you are absolutely sure it is not used by another program.

You might want to print the list so you can cancel the archive and verify each file on your own, or, you might keep the printout as a record of what you archived.

To print the list:

1 Click the **Print List** (Alt+P) button.

The Print List dialog box gives you the choice of sending the list to the printer or saving it to a file.

2 Choose a destination for the list and then click **OK**.

Archiving

After you have selected an item to archive, selected an archive destination, and reviewed the summary information, you are ready to archive.

To archive the program:

1 Click the **Finish** (Alt+F) button.

That's all there is to it. CleanSweep creates an archive of the program, and adds "CleanSweep archive" to the program's icon in the folder or program group.

To restore the program in Windows 95, just double-click its archive shortcut.

Note: If CleanSweep is running, close it before clicking the archive shortcut.

To restore the program in Windows 3.1, 3.11, or Windows NT, just double-click its archive icon.

If you want to see more details on what CleanSweep did, you can view a summary, as described in <u>Viewing a Summary</u>.

2 When you have finished viewing the summary, click the **OK** button.

Viewing a Summary

When the archive is complete, a dialog box reports the action as completed, and asks if you want to see a summary.

To see a summary:

- Click the **Summary** button.

  An in-depth report appears. The text window contains a detailed description of the actions performed, including the following:

  - Date and time that the archive was performed

  - Object that was archived

  - Archive destination

  - Title of the folder or directory, if applicable

  - Title of the program and the complete pathname for each program in the folder or group

  - Description of the program

  - Number of bytes archived.

Note: The number of bytes archived might be slightly larger than the approximate estimate (listed just before you click the Finish button) due to "slack space." Each file is stored in clusters of a certain size, depending on the hard disk's partition size. The last cluster of a file takes a full cluster, whether it uses the all of the space or not. For example, if your hard disk partition contained 4096-byte clusters, archiving a 4097-byte file would free 8192 bytes of disk space.

To print the report:

- Click the **Print** (Alt+P) button.

  The report is printed.

To save the report in a file:

1. Click the **Save** (Alt+S) button.

   The Save Summary dialog box appears.

2. Type a filename for the report, then click **Close** (Alt+C).

   Windows 95 and NT use
   C:\PROGRAM FILES\CLEANSWEEP\SAVEREP.TXT
   as the default report filename.

   Windows 3.1 and 3.11 use C:\CLNSWEEP\SAVEREP.TXT
   as the default report filename.

To change the report filename permanently, use the Options tab as described in Changing the Default Report File.

To close the report:

- Click the **Close** button (Alt+C).

The report closes.

MORE INFO: The summary report describes only the activity that has just been performed. For a report on all of CleanSweep's activity, take a look at the Master Log report, as described in Viewing the Master Log.

Overview

In this topic you will learn how to:

- "Package" a program and all of its associated components into one file. Once you create the file, you can use it as a backup copy or transport it to another computer, such as your laptop.

- View a summary report of what was packaged.

The packaged program file takes only a fraction of the disk space of the original program. The original program remains intact. To restore the packaged program, simply run the Restore Wizard, which is much easier than reinstalling and reconfiguring.

Related Topics:

Which Wizard Should I Use?

Which Wizard Should I Use?

If you want to	Use
Make a backup copy of a program for insurance against loss of data.	The Backup Wizard
Save a copy of an older program version.	The Backup Wizard
Transport a program from your desktop computer to another computer, such as your laptop.	The Transport Wizard

The basic steps to packaging a program are:

1. Run the Backup or Transport Wizard

2. Select the program or folder/group to package

3. Select a destination

4. Review your selection

5. Package the program or folder/group

The following Help topics describe these steps in detail.

Running the Backup or Transport Wizard

To run the Backup or Transport Wizard:

· Click the **Backup** (Alt+B)or **Transport Wizard** (Alt+T) icon in the CleanSweep Program tab.

In Windows 95, the Wizard displays a program tree that contains the following expandable folders:

- a folder containing the programs on the Windows 95 Start menu

- a Desktop folder that contains any desktop shortcut icons

- a folder containing any programs that have been monitored by CleanSweep's Install Monitor. (If you have not yet monitored any program installations, the folder is empty and the folder's description is "No programs monitored by Install Monitor.")

You can expand these folders and select their subfolders or a program folder. The plus and minus buttons expand and collapse the branches of the folder tree.

In Windows 3.1, 3.11, and NT, the Wizard displays the Windows program groups in alphabetical order.

In Windows 3.1x, the program tree also includes a program group that contains a list of programs previously monitored by the Install Monitor. (If you have not yet monitored any program installations, the program group is titled "No programs monitored by the Install Monitor.")

The Wizard will guide you through the packaging process.

To find other folders or programs on your hard drive:

- Click the **Find** button, and then skip ahead to Finding Files.

Finding and Selecting a Folder or Program

The methods you can use to find and select a program are:

• Select a program from a folder or group.

• Select all of the programs contained in a folder or group.

• Browse or search for a program and then select it.

In Windows 95, the folders in the Wizard's main window are expandable/collapsible. The plus sign to the left of a folder indicates that it contains subfolders. The subfolders contain program items or other subfolders. When you expand a subfolder you can collapse it; that is, close it so only the "parent" folder appears.

To display a folder's contents in Windows 95:

> • Click the plus sign.
>
> The folder expands and its subfolders appear. The plus sign changes to a minus sign.

To close a folder in Windows 95:

> • Click the minus sign.
>
> The subfolders disappear. The minus sign changes to a plus sign.

In Windows 3.1, 3.11, and NT, the program groups in the main window are expandable/collapsible.   The program groups contain program items.

To view a program group's subdirectories, double-click the program group and its subdirectories appear. The subdirectories contain program items.

To close the program group, double-click it again.

Note: If you cannot locate a file in a folder or program group, see Where is That File?

Related Topics:

Selecting From a Folder or Program Group

Selecting a Folder or Program Group

Finding Files

Selecting From a Folder or Program Group

Use this method to select a program in a folder or group from the Wizard's main window.

To select a program from a folder:

1 Double-click the folder/group that contains the program.

2 Select the program by clicking it.

3 Click the **Next** button (Alt+N), or double-click the selected file.

CleanSweep analyzes your hard drive to determine whether the program uses any other components. CleanSweep then asks for a destination; see <u>Selecting a Destination</u>.

Selecting a Folder or Program Group

Use this method to select the entire contents of a folder or program group from the Wizard's main window.

To select the entire folder or program group:

- Click the folder or group.

    The folder or group is selected.

3   Click the **Next** button (Alt+N), or double-click the selected file.

    CleanSweep analyzes your hard drive to determine whether the program uses any other components. CleanSweep then asks for a destination; see <u>Selecting a Destination</u>.

Finding Files

The methods described in this section locate individual files, rather than entire programs or program folders/groups. These methods can help if you wish to find a program, but cannot remember where it is stored or if you want to find orphaned or DOS programs using the Backup or Transport Wizards.

You may also use the Cleanup tab to search for specific file types, such as duplicate, unused, or orphaned files. For more information, see Finding Unneeded Files.

Related Topics:

Browsing For a Program

Searching for a Program

Browsing For a Program

Use this method to select any single file from a folder/group or directory.

To browse for a program:

1   Click the **Find** button (Alt+F).

2   Click the **Browse** button (Alt+B).

The Browse for a Program dialog box appears. The main window in this dialog displays a scrollable list of files and folders, arranged alphabetically by name−folders or directories first, and then the files.

Windows 95 users: The following procedures describe how to browse for a program in Windows 95.

1   To move up a level in the "folder tree," click the **Up One Level** button on the toolbar.

To look in a folder/group above the current one, or to look on another drive, click the **Look in** list box (Alt+I). To look in a folder within the current folder, double click the folder in the main window below the Look in box.

To see more details about the files and folders in the main window, click the **Details** button on the toolbar.

2   Select a file or type a filename in the File name entry field.

In Windows 95, a filename can be more than eight characters, and may contain periods, commas, hyphens, exclamation points, and spaces. If you do not know the entire filename, you can use the asterisk (*) or question mark (?) as wildcard characters. The dialog box displays only program files by default. To display all file types, click the Files of type list box, and then select **All Files (*.*)**.

3   Click the **Open** button (Alt+O).

The Wizard does a quick analysis of the file, then asks for a destination. See Selecting a Destination.

Windows 3.1, 3.11, and NT users: The following procedures describe how to browse for and select a program in Windows 3.1, 3.11 and NT.

To change drives:

•   Click the drop-down button in the Drives drop-down list box (Alt+V), and then make another selection.

To change directories:

•   Double-click the directory name in the Directories list box (Alt+D).

To select a file:

1   Click the filename.

2   Click the **OK** button.

The Wizard does a quick analysis of the file, then asks for a destination. See Selecting a Destination.

Searching for a Program

Use this method to locate a single file from a list of specific program types, including all programs, DOS Programs, Windows Programs, or DLLs.

To search for a program:

1   Click the **Find** button (Alt+F) on the Wizard's main window.

2   Click the **Search** button (Alt+S) .

    The Search for a Program dialog box appears.

3   The Wizard searches all local hard drives by default. To specify another drive to search, click the **Drives To Search:** box (Alt+D), select one or more drives from the dialog box, then click **OK**.

4   The Wizard searches for all types of programs (COM, EXE, BAT, and PIF) by default. To narrow the search, click the drop-down button in the Files of Type list box (Alt+T) then choose Windows Programs, DOS Programs, or Dynamic Link Libraries.

5   Use the scroll bar to move up and down the file list, and then click the filename to select it. You may only select one program at a time.

    The bottom of the dialog box displays the program's icon, what type of program it is, and the file's size in bytes.

6   After you have selected a file, click **OK**.

    The Wizard does a quick analysis of the file, then asks for a destination.   See Selecting a Destination.

Selecting a Destination

After you have selected an item to package, CleanSweep asks where you want to store the package.

To select a destination:

1 Click the **Next** button (Alt+N).

A dialog box shows the name of the default destination.

In Windows 95 and NT, the default folder in the Backup Wizard is

C:\PROGRAM FILES\CLEANSWEEP\BACKUP

In Windows 3.1 and 3.11, the default directory in the Backup Wizard is

C:\CLNSWEEP\BACKUP

The Transport Wizard defaults to the first "removable" drive on your computer, typically drive A:. This destination is the intermediate location, used to transport the file from one computer to another.

You can choose a different destination by editing the displayed folder/directory name or drive, or by clicking the **…** button (the Browse button) to browse for a different destination.

2 Click the **Next** button (Alt+N) to store the package in the currently selected destination.

When you select a new backup folder or directory, CleanSweep uses it one time only and does not save the change for the next package. To change the default backup folder or directory permanently, use the Options tab, as described in <u>Changing the Default Backup Folder</u>.

Reviewing your Selection

After you have selected an item to package and selected safety precautions, the Wizard displays a summary of what it is about to do. The summary notes which file or files will be packaged and the number of bytes of disk space that will be packaged.

The View button on this screen displays a description and the safety level of each file that CleanSweep believes is associated with your choice. You may be able to view some files to be sure you want to package them. You can also change or print the list of displayed files before you continue.

If you are sure you want to package all the files listed, continue with Packaging.

Related Topics:

Examining the List in More Detail

Examining the List in More Detail

After you have selected an item to package and selected safety precautions, CleanSweep displays a summary of what it is about to do.

To examine the list closely:

- Click the **View** button (Alt+V).

  The Select the Components dialog box displays the title of the folder or group (if any), and the filenames and related components to be packaged. The files and components are grouped by their "parent" program.

  The Wizard uses Windows file viewers to let you take a quick peek at a file without having to launch the application that created it. After you have verified the file's contents, you can better decide whether you wish to package it.

To view the file:

1   Select the file you want to view.

    If the selected file is an executable program, the Run button becomes active. You can use the Run button to launch the program if you want to see what it does.

    If the selected file is an executable program, Dynamic Link Library (DLL) file, or a Visual Basic extension (VBX) file, the Link button is active. You can use the Link button to display a description of any DLL the file uses, or any programs that depend upon that file.

2   Click the **View** or **Run** button (Alt+V) or (Alt+R).

    The file appears (or the program launches if you clicked Run).

Windows 95 users: If the file does not display properly, you may have to install the Windows 95 Quick View file viewers from the Windows 95 CD-ROM. For installation instructions, see your Windows 95 documentation or A Note on Viewers.

To see a file description without launching the file:

- Select the filename in the list.

  The bottom of the dialog box describes what type of file it is and recommends the best way to handle it.

  If there are any files you do not want to package, you should clear their check boxes.

To prevent a file from being packaged:

- Clear the check box by clicking on it.

To add a file to the list:

1   Click the **Add** button (Alt+A).

The Add Component dialog box appears.

2   Type a filename in the file entry area, then click **OK**.

You might want to print the list so you can cancel the process and verify each file on your own, or, you might keep the printout as a record of what you packaged.

To print the list:

1   Click the **Print List** button (Alt+P).

The Print List dialog box gives you the choice of sending the list to the printer or saving it to a file.

2   Choose a destination for the list and then click **OK**.

Packaging

After you have selected an item to package, selected safety precautions, and reviewed the summary information, you are ready to package.

To package the program:

1   Click the **Finish** button (Alt+F).

That's all there is to it. CleanSweep creates a compressed file.

If you want to see more details on what CleanSweep did, you can view a summary, as described in <u>Viewing a Summary</u>.

2   When you have finished viewing the summary, click the **OK** button.

Viewing a Summary

When the package is complete, a dialog box reports the action as completed, and asks if you want to see a summary.

To see a summary:

- Click the **Summary** button.

  An in-depth report appears. The text window contains a detailed description of the actions performed, including the following:

  - Date and time that the action was performed

  - Object that was packaged

  - Package destination

  - Title of the folder or program group, if applicable

  - Title of the program and the complete pathname for each program in the folder or group

  - Description of the program

  - Number of bytes packaged.

To print the report:

- Click the **Print** button (Alt+P).

  The report is printed.

To save the report in a file:

1 Click the **Save** button (Alt+S).

  The Save Summary dialog box appears.

2 Type a filename for the report, then click **Close** (Alt+C).   (Click **OK** if you are using Windows 3.1 or Windows NT.)

  Windows 95 and NT use
  C:\PROGRAM FILES\CLEANSWEEP\SAVEREP.TXT

  as the default report filename.

  Windows 3.1 and 3.11 uss C:\CLNSWEEP\SAVEREP.TXT
  as the default report filename.

  To change the report filename permanently, use the Options tab as described in <u>Changing the Default Report File</u>.

To close the report:

- Click the **Close** button (Alt+C).

    The report closes.

MORE INFO: The summary report describes only the activity that has just been performed. For a report on all of CleanSweep's activity, take a look at the Master Log report, as described in Viewing the Master Log.

Overview

In this topic you will learn how to:

- Move a program and all of its associated components to another directory on your computer.

- Move a program and all of its associated components from your computer to a network, or vice versa.

- View a summary report of what was moved.

You can use the Move Wizard to relocate programs quickly and easily without reinstalling and reconfiguring.   When you move a program, all its related files are relocated to appropriate locations and all Windows settings are updated to reflect the new location.

The basic steps to moving a program are:

1. Run the Move Wizard

2. Select the program or folder/group to move

3. Select a destination

4. Review your selection

5. Move the program or folder/group.

The following Help topics describe these steps in detail.

Running the Move Wizard

To run the Move Wizard:

- Click the **Move Wizard** icon (Alt+M) in the CleanSweep Program tab.

  In Windows 95, the Wizard displays a program tree that contains the following expandable folders:

  - a folder containing the programs on the Windows 95 Start menu

  - a Desktop folder that contains any desktop shortcut icons

  - a folder containing any programs that have been monitored by CleanSweep's Install Monitor. (If you have not yet monitored any program installations, the folder is empty and the folder's description is "No programs monitored by Install Monitor.")

  You can expand these folders and select their subfolders or a program within a folder. The plus and minus buttons expand and collapse the branches of the folder tree.

  In Windows 3.1, 3.11, and NT, the Move Wizard displays the Windows program groups in alphabetical order.

  In Windows 3.1x, the program tree also includes a program group that contains a list of programs previously monitored by the Install Monitor. (If you have not yet monitored any program installations, the program group is titled "No programs monitored by the Install Monitor.")

The Wizard will guide you through the moving process.

To find other folders or programs on your hard drive:

- Click the **Find** button (Alt+F) , and then skip ahead to <u>Finding Files</u>.

Finding and Selecting a Folder or Program

The methods you can use to find and select a program are:

- Select a program from a folder or group.

- Select all of the programs contained in a folder or group.

- Browse or search for a program and then select it.

Related Topics:

Opening and Closing a Folder/Group

Selecting From a Folder or Program Group

Selecting a Folder or Program Group

Finding Files

Opening and Closing a Folder/Group

In Windows 95, the folders in the Move Wizard's main window are expandable/collapsible. The plus sign to the left of a folder indicates that it contains subfolders. The subfolders contain program items or other subfolders. When you expand a subfolder you can collapse it; that is, close it so only the "parent" folder appears.

To display a folder's contents in Windows 95:

- Click the plus sign.

   The folder expands and its subfolders appear. The plus sign changes to a minus sign.

To close a folder in Windows 95:

- Click the minus sign.

   The subfolders disappear. The minus sign changes to a plus sign.

In Windows 3.1, 3.11, and NT, the program groups in the main window are expandable/collapsible.   The program groups contain program items.

To view a program group's subdirectories, double-click the program group and its subdirectories appear. The subdirectories contain program items.

To close the program group, double-click it again.

Note: If you cannot locate a file in a folder or program group, see Where is That File?

Selecting From a Folder or Program Group

Use this method to select a program in a folder or group from the Move Wizard's main window.

To select a program from a folder:

1   Double-click the folder/group that contains the program.

2   Select the program by clicking it.

3   Click the **Next** button (Alt+N), or double-click the selected file.

CleanSweep analyzes your hard drive to determine whether the program uses any other components. CleanSweep then asks for a destination; see Selecting a Destination.

Selecting a Folder or Program Group

Use this method to select the entire contents of a folder or program group from the Move Wizard's main window.

To select the entire folder or program group:

1   Click the folder or group.

The folder or group is selected.

2   Click the **Next** button (Alt+N), or double-click the selected file.

CleanSweep analyzes your hard drive to determine whether the program uses any other components. CleanSweep then asks for a destination; see <u>Selecting a Destination</u>.

Finding Files

The methods described in this section locate individual files, rather than entire programs or program folders/groups. These methods can help if you wish to find a program, but cannot remember where it is stored or if you want to find orphaned or DOS programs using the Move wizard.

You may also use the Cleanup tab to search for specific file types, such as duplicate, unused, or orphaned files. For more information, see Finding Unneeded Files.

Related Topics:

Browsing For a Program

Searching for a Program

Browsing For a Program

Use this method to select any single file from a folder/group or directory.

To browse for a program:

1   Click the **Find** button (Alt+F).

2   Click the **Browse** button (Alt+B).

The Browse for a Program dialog box appears. The main window in this dialog displays a scrollable list of files and folders, arranged alphabetically by name−folders or directories first, and then the files.

Windows 95 users: The following procedures describe how to browse for and select a program in Windows 95.

1   To move up a level in the "folder tree," click the **Up One Level** button on the toolbar.

To look in a folder/group above the current one, or to look on another drive, click the **Look in** list box (Alt+I). To look in a folder within the current folder, double click the folder in the main window below the Look in box.

To see more details about the files and folders in the main window, click the **Details** button on the toolbar.

2   Select a file or type a filename in the File name entry field.

In Windows 95, a filename can be more than eight characters, and may contain periods, commas, hyphens, exclamation points, and spaces. If you do not know the entire filename, you can use the asterisk (*) or question mark (?) as wildcard characters. The dialog box displays only program files by default. To display all file types, click the Files of type list box, and then select **All Files (*.*)**.

3   Click the **Open** button (Alt+O).

The Wizard does a quick analysis of the file, then asks for a destination. See Selecting a Destination.

Windows 3.1, 3.11, and NT users: The following procedures describe how to browse for a file in Windows 3.1, 3.11, and Windows NT.

To change drives:

•   Click the drop-down button in the Drives drop-down list box (Alt+V) and then make another selection.

To change directories:

•   Double-click the directory name in the Directories list box (Alt+D).

To select a file:

1   Click the filename.

2   Click the **OK** button.

The Wizard does a quick analysis of the file, then asks for a destination. See Selecting a Destination.

Searching for a Program

Use this method to locate a single file from a list of specific program types, including all programs, DOS Programs, Windows Programs, or DLLs.

To search for a program:

1   Click the **Find** button (Alt+F) on the Move Wizard's main window.

2   Click the **Search** button (Alt+S) .

The Search for a Program dialog box appears.

3   The Wizard searches all local hard drives by default. To specify another drive to search, click the **Drives To Search:** box (Alt+D), select one or more drives from the dialog box, then click **OK**.

4   The Wizard searches for all types of programs (COM, EXE, BAT, and PIF) by default. To narrow the search, click the drop-down button in the Files of Type list box (Alt+T) then choose Windows Programs, DOS Programs, or Dynamic Link Libraries.

5   Use the scroll bar to move up and down the file list, and then click the filename to select it. You may only select one program at a time.

The bottom of the dialog box displays the program's icon, what type of program it is, and the file's size in bytes.

6   After you have selected a file, click **OK**.

The Wizard does a quick analysis of the file, then asks for a destination.   See Selecting a Destination.

Selecting a Destination

After you have selected an item to move, CleanSweep asks where you want to store it.

To select a destination:

1   Click the **Next** button (Alt+N).

     A dialog box provides an input area for the destination.

     You can type a destination name or choose a different destination by clicking the **…** button (the Browse button) and browsing for a different destination.   The destination can be a floppy or other "removable" drive, a directory or folder on your hard drive, a network drive, or a CD-ROM drive.

2   Click the **Next** button (Alt+N) to move the package to the currently selected destination.

Reviewing your Selection

After you have selected an item to move and a destination, the Move Wizard displays a summary of what it is about to do. The summary notes which file or files will be moved and the number of bytes that will be moved.

The View button on this screen displays a description and the safety level of each file that CleanSweep believes is associated with your choice. You may be able to view some files to be sure you want to move them. You can also change or print the list of displayed files before you continue.

If you are sure you want to move all the files listed, continue with Moving.

Related Topics:

Examining the List in More Detail

Examining the List in More Detail

After you have selected an item to move and a destination, the Move Wizard displays a summary of what it is about to do.

To examine the list closely:

- Click the **View** button (Alt+V).

  The Select the Components dialog box displays the title of the folder or group (if any), and the filenames and related components to be moved. The files and components are grouped by their "parent" program. By default, CleanSweep will preselect for moving all files with a green safety level−all files that CleanSweep is sure can be moved safely.   Files with a yellow safety level are also candidates for moving, but CleanSweep will not move them unless you specifically select them.   When you add a file or component to the list (see below), CleanSweep displays its safety level as blue, indicating that CleanSweep has not given its own safety level to the file.

  The Wizard uses Windows file viewers to let you take a quick peek at a file without having to launch the application that created it. After you have verified the file's contents, you can better decide whether you wish to move it.   This adds another layer of safety to the moving process.

To view the file:

1. Select the file you want to view.

   If the selected file is an executable program, the Run button becomes active. You can use the Run button to launch the program if you want to see what it does.

   If the selected file is an executable program, Dynamic Link Library (DLL) file, or a Visual Basic extension (VBX) file, the Link button is active. You can use the Link button to display a description of any DLL the file uses, or any programs that depend upon that file.

2. Click the **View** or **Run** button (Alt+V) or (Alt+R).

   The file appears (or the program launches if you clicked Run).

Windows 95 users: If the file does not display properly, you may have to install the Windows 95 Quick View file viewers from the Windows 95 CD-ROM. For installation instructions, see your Windows 95 documentation or A Note on Viewers.

To see a file description without launching the file:

- Select the filename in the list.

  The bottom of the dialog box describes what type of file it is and recommends the best way to handle it.

  If there are any files you do not want to move, you should clear their check boxes.

To prevent a file from being moved:

- Clear the check box by clicking on it.

You may want to move some files that are not on the list.

To add a file to the list:

1   Click the **Add** button (Alt+A).

     The Add Component dialog box appears.

2   Type a filename in the file entry area, then click **OK**.

You might want to print the list so you can cancel the process and verify each file on your own, or, you might keep the printout as a record of what you moved.

To print the list:

1   Click the **Print List** button (Alt+P).

     The Print List dialog box gives you the choice of sending the list to the printer or saving it to a file.

2   Choose a destination for the list, then click **OK**.

Moving

When you have selected an item to move and reviewed the summary information, you are ready to move the program.

To move the program:

1   Click the **Finish** button (Alt+F).

That's all there is to it. CleanSweep moves the program.

If you want to see more details on what CleanSweep did, you can view a summary, as described in <u>Viewing a Summary</u>.

2   When you have finished viewing the summary, click the **OK** button.

Viewing a Summary

When the move is complete, a dialog box reports the action as completed, and asks if you want to see a summary.

To see a summary:

- Click the **Summary** button.

  An in-depth report appears. The text window contains a detailed description of the actions performed, including the following:

  - Date and time that the move was performed

  - Object that was moved

  - Destination

  - Title of the folder or program group, if applicable

  - Title of the program and the complete pathname for each program in the folder or group

  - Description of the program

  - Number of bytes moved.

To print the report:

- Click the **Print** button (Alt+P).

  The report is printed.

To save the report in a file:

1. Click the **Save** button (Alt+S).

   The Save Summary dialog box appears.

2. Type a filename for the report, then click **Close** (Alt+C).   (Click **OK** if you are using Windows 3.1 or Windows NT.)

   Windows 95 and NT use
   C:\PROGRAM FILES\CLEANSWEEP\SAVEREP.TXT

   as the default report filename.

   Windows 3.1 and 3.11 use
    C:\CLNSWEEP\SAVEREP.TXT
   as the default report filename.

   To change the report filename permanently, use the Options tab as described in <u>Changing the Default Report File</u>.

To close the report:

- Click the **Close** button (Alt+C).

  The report closes.

MORE INFO: The summary report describes only the activity that has just been performed. For a report on all of CleanSweep's activity, take a look at the Master Log report, as described in Viewing the Master Log.

Overview

In this topic you will learn how to find and clean up:

- Duplicate files.

- Redundant DLL or VBX files.

- Unused or infrequently used files.

- Orphan files (files left behind by applications that have been deleted).

If you have tried to remove programs without using CleanSweep, you probably have a large number of stray files remaining on your hard drive. Even after you have used CleanSweep to remove programs, your hard disk may still contain outdated or unneeded data files. CleanSweep's Finders can help to locate these types of   files for you.

The basic steps for removing unneeded files are:

1   Choose a Finder from the Cleanup tab.

2   Determine which files are no longer needed.

3   Select the unneeded files.

4   Tell CleanSweep what to do with the files you selected.

Selecting a Finder

To select a Finder:

1 Click the **Cleanup** tab.

   The Cleanup tab shows the Finders.

2 Click the icon for the desired Finder.

Finder	What it Does
Duplicate File Finder	Finds duplicate copies of files by name and size, or by criteria that you specify.
Redundant DLL Finder	Finds DLL (Dynamic Linked Library) and VBX (Visual Basic exension) files that exist in more than one location.
Unused File Type Finder	Finds type of files that are typically unused, for example, screen savers, backup files, or fonts.
Low File Usage Finder	Displays files based on the number of times they have been accessed.
Orphan Finder	Finds files related to applications that are no longer installed on your computer. In Windows 95, CleanSweep considers a program an orphan file if it is not on the Start menu. An orphaned file could also be a program that is not associated with or attached to the Windows shell.

Refer to the following topics for instructions on how to use each Finder.

Finding Duplicate Files

Use the Duplicate File Finder to locate and remove files with the same name. Duplicate files may be caused by installations of the same program into different folders or directories, or by copying the contents of a folder or directory from one location to another. You may have edited a file in one folder or directory and saved the updated version to another folder or directory. By removing duplicate files, CleanSweep can free valuable hard disk space and improve performance.

To find duplicate files:

1   Click the **Cleanup** tab.

The Cleanup window appears.

2   Click the **Duplicate File Finder** icon (Alt+D).

IMPORTANT: When you click the Duplicate File Finder icon, CleanSweep scans your computer for duplicate files.   Do not interrupt this scanning process to ensure the most complete duplicate file information.

The Duplicate File Finder window appears.

Related Topics:

Defining the Search Criteria

Selecting the Drive to Search

Selecting the File Type

Selecting Files

Defining the Search Criteria

Before you select duplicate files, you may wish to revise the criteria CleanSweep will use to determine whether files are duplicates.

To define the file search criteria:

 1   Click the **Search For** drop-down button (Alt+E).

The list of search criteria choices appears.

Search Criteria	What it Finds
Files with the same name and size	Finds files with the same name and size. This is the default selection.
Files with the same name, size, date, and time	Finds files with the same name, size, date, and time. This is the most restricted search. When you find duplicate files, review CleanSweep's advice to see which duplicate file had the last access.
Files with the same name only	Files with the same name will be listed, regardless of size, date, or time. This is the least restricted search.

 2   Click the desired search criteria.

Note: Two files with the same name are not necessarily duplicates. If two files have the same size, date, and time, then there is a high probability that they are identical and you can safely delete one of them. If two files have the same name but do not have the same size, date, and time, the newer one is normally more up-to-date, and the older one is the better candidate for removal. There is no guarantee that files with the same name are identical or even related to one another. You can use the View button to view the files and determine which files are duplicates and which are unique.

Selecting the Drive to Search

By default, CleanSweep's Finders will restrict their searches to local hard drives. Use the Drives to Search option to select a floppy or other removable drive, or network drives.

To select the drive to search:

1   Click the **Drives to Search** box (Alt+D).

    The Select Drive dialog box appears.

2   Click the desired drives to search.

3   Click **OK** to confirm your drive selection.

Selecting the File Type

Use the Files of Type option to limit the search for duplicate files in specific categories.

To select the file type:

1   Click the **Files of Type** drop-down button (Alt+T).

    The list of file type choices appears.

File Type	Searches For
All Files	Duplicate file of all types. This is the default selection. It finds the most files, but takes the longest time.
(Add Custom File Type)	Files with specific file extensions. Type the file extension, or a list of extensions, in the Add Custom File Type dialog.
Programs	BAT, COM, EXE, or PIF (Windows Program Information File) files.
Dynamic Link Libraries	DLLs and VBXs

IMPORTANT: Use caution when deleting duplicate BAT, COM, or EXE, DLL, or VBX files. Some programs may require particular versions of these files to run properly. Although CleanSweep will prevent you from deleting files that are essential to the operation of DOS or Windows, you should always make a backup of programs and DLLs.

2   Click the desired file type or choose **Add Custom File Type** to enter a specific file extension.

Selecting Files

The scrollable list shows the names, size, path, date, and time of the duplicate files CleanSweep has found. It also lists the number of times the files have been accessed since CleanSweep's Usage Monitor has been enabled (the default number is 1). Beside each listed file is a yellow box indicating that duplicate files should be deleted with caution. Below the file list is an icon that tells you the kind of file that is currently highlighted. You can select any file from the list and mark it for deletion. You can also have CleanSweep give you more information about the file so you can decide what to do with it.

To select duplicate files:

    1   Click the check box beside the pathname for the selected file.

    2   Scroll through the list and select all of the files you want to delete. To select a file, click anywhere on its line so that a checkmark appears in its check box. While the file is highlighted, you may choose to display more information about it (see the next topic).

    3   To deselect a single file, click anywhere on its line to remove the checkmark. To deselect all files, click the **Deselect All** button (Alt+S).

    4   Choose an action for the selected files by selecting the appropriate button (buttons are selectable only if a file is highlighted in the window).

The following actions are available in the Duplicate File Finder.

Action	What it Does
Clean	Begins the backup and deletion process. Clean provides several options for handling selected files (see <u>Cleaning Up Unneeded Files</u>). This option applies to all selected files and is only available if there are files selected.
Advise	Offers a summary describing the highlighted file in more detail, and advice on what to do with it.
View	Activates a Windows viewer or launches an application for the highlighted file.If the file is in a format unknown to Windows, but contains mostly text, the contents of the file are displayed. For most Windows application and system files, a summary of information from the file's header is displayed. The button is only active if a file is highlighted in the scrolling window.
Links	Activates a dialog that lists files that use this file, or files that this file uses. This button is activated only if a DLL, EXE or VBX file is selected.
Run	Executes the highlighted file. This button is activated only if the selected file is executable (BAT, COM, EXE, or PIF), or is associated by Windows with a specific application.
Deselect All	Deselects all selected files in the scrolling window.

IMPORTANT: It is usually unwise to remove all copies of a duplicated file. You should determine which files are needed and delete only the unneeded files. Always make a backup if you are not certain the file may be safely deleted.

Finding Redundant DLL Files

Use the Redundant DLL Finder to locate and remove duplicate DLL or VBX files. DLL (Dynamic Link Library) and VBX (Visual Basic extension) files can contain program code or other kinds of resources such as icons, bitmaps, controls, and dialogs, and can be used by one or more applications.

Windows programming tools often include copies of useful (and sometimes very large) DLLs that can be distributed as part of the finished application. While the installation routines for some products are intelligent enough to check your system for pre-existing copies of common DLLs, many are not so bright and instead install yet another copy. Therefore, you can have multiple copies of the same file taking up the dwindling space on your hard disk.

To find redundant DLL and VBX files:

1   Click the **Cleanup** tab.

The Cleanup window appears.

2   Click the **Redundant DLL Finder** icon (Alt+R).

The Redundant DLL Finder window appears.

Related Topics:

Selecting the Drives to Search
Selecting DLL or VBX Files

Selecting the Drives to Search

By default, CleanSweep's Finders will restrict their searches to local hard drives. Use the Drives to Search option to select a floppy or other removable drive, or network drives.

To select the drive to search:

1   Click the **Drive to Search** field (Alt+D).

     The Select Drive dialog box appears.

2   Click the desired drive to search.

3   Click **OK** to confirm your drive selection.

Selecting DLL or VBX Files

The scrollable list shows the name, path, version, date, and time of each redundant DLL or VBX file, and the number of times the file has been found. It also lists the number of times the files have been accessed since CleanSweep's Usage Monitor has been enabled (the default is 1). Files are listed alphabetically. Beside each listed file is a box, color-coded to indicate the safety level associated with deleting the file.

A red box signifies that the file is in use or protected and cannot be deleted.

A yellow box appears next to files that have the same name as a file in the \WINDOWS or \WINDOWS\SYSTEM directory, but which are not the same version. Such files should be deleted with caution.

A green box indicates that the file is clearly redundant, and can be removed safely. In the Redundant File Finder, such files are preselected for deletion.

A blue box indicates that CleanSweep has not given its own safety level to the file.   A blue box might also indicate that the file is a newer version than the same named file in the \WINDOWS or WINDOWS\SYSTEM directory.   These files cannot be selected.

To select DLL or VBX files:

   1   Click the check box beside the pathname for the selected file.

   2   Scroll through the list and select all of the files you want to delete. To select a file, click anywhere on its line so that a checkmark appears in its check box. While the file is highlighted, you may choose to display more information about it (see the next topic).

   3   To deselect a single file, click its yellow or green box.

   4   To deselect all files, click the **Deselect All** button (Alt+S).

   5   Choose an action for the selected files by selecting the appropriate button (buttons are selectable only if a file is highlighted in the window).

IMPORTANT: Use caution when deleting redundant DLL or VBX files. Some programs may require particular versions of the DLL or VBX files to run properly. Always make a backup copy of the files you are deleting.

The following actions are available in the Redundant DLL Finder.

Action	What it Does
Clean	Begins the backup and deletion process. Clean provides several options for handling selected files (see Cleaning Up Unneeded Files). This option applies to all selected files and is only available if there are files selected.
Advise	Offers a summary describing the highlighted file in more detail, and advice on what to do with the highlighted file.
View	Activates a Windows viewer or launches an application for the

highlighted file.   If the file is in a format unknown to Windows, but contains mostly text, the contents of the file appears. For most Windows application and system files, a summary of information from the file's header appears. The button is active only if a file is highlighted in the scrolling window.

Links   Activates a dialog that lists files that use this file, or files that this file uses. This button is activated only if a DLL, EXE or VBX file is selected.

Deselect All   Deselects all selected files in the scrolling window.

Finding Unused Files by Type

Many of the files on your system will be of similar types. For example, you may keep spreadsheet files over a period of several years, or you may download files of clipart from a BBS or from the Internet. As you make and move copies of these files on your hard drive, you may find that many files of similar types−denoted by file extensions−are never used and can be deleted safely. Use the Unused File Type feature to select files in categories that CleanSweep already knows, or create your own file categories and add them to CleanSweep's list.

To find unused files:

1   Click the **Cleanup** tab.

The Cleanup window appears.

2   Click the **Unused File Finder** icon (Alt+U).

The Unused File Type Finder window appears.

IMPORTANT: When you click the Unused File Finder icon, CleanSweep scans your computer for unused files. Do not interrupt this scanning process to ensure the most complete unused file information.

Related Topics:

Selecting the File Type

Selecting the Drives to Search

File Information

Selecting the File Type

The scrollable list at the top of the window provides a list from which you can select various categories of files (archive files, display drivers, fonts, etc.). CleanSweep displays the number of files and the total size of the files in each category.   For each file category the number of files and the cumulative size of the files is listed. CleanSweep also uses color to display the safety level of each type of file. In some categories, different files might have different safety levels; for such categories, multiple safety levels will be displayed.

The scrollable list displays individual files of the type selected in the top list.

To select a file type:

- Click the file type you wish to display.

    The unused files appear in the lower list.

Selecting the Drives to Search

By default, CleanSweep's Finders will restrict their searches to local hard drives. Use the Drives to Search option to select a floppy or other removable drive, or network drives.

To select the drives to search:

1   Click the **Drives to Search** field (Alt+D).

The Select Drive dialog box appears.

2   Click the desired drives to search.

3   Click **OK** to confirm your drive selection.

File Information

The lower scrollable list shows the name, size, path, date, and time of each file in the category selected above. It also lists the number of times the files have been accessed since CleanSweep's Usage Monitor has been enabled (the default number is 1). Beside each listed file is a box, color-coded to indicate the safety level associated with deleting the file.

A red box signifies that the file is in use or protected, and may not be deleted.

A yellow box appears next to files that CleanSweep believes may be unsafe to remove. Such files should be deleted with caution.

A green box indicates that the file is clearly redundant, and can be removed safely. Such files are preselected for deletion.

To select unused files:

1   Click the check box beside the pathname for the selected file.

2   Scroll through the list and select all of the files you want to delete. To select a file, click anywhere on its line so that a checkmark appears in its check box. While the file is highlighted, you may choose to display more information about it (see the next topic).

3   To deselect a single file, click its yellow or green box. To deselect all files, click the **Deselect All** button (Alt+S).

4   Choose an action for the selected files by selecting the appropriate button (buttons are selectable only if a file is highlighted in the window).

Action	What it Does
Clean	Begins the backup and deletion process. Clean provides several options for handling selected found files (see <u>Cleaning Up Unneeded Files</u>). This option applies to all selected files and is only available if there are files selected.
Advise	Offers a summary describing the highlighted file in more detail, and advice on what to do with it.
Custom	Provides a dialog for specifying a custom file search string. For example, you could specify *.ASC to search for all files with the .ASC extension, or *.WK1 to find all of your Lotus 2.x spreadsheets. You can specify more than one extension to search for by separating each extension with a space. You can also use the DOS wildcards (* and ?) in the custom file search string. CleanSweep stores this information between sessions. Use this feature to customize CleanSweep's Unused File Type Finder to suit your needs.
View	Activates a viewer for the highlighted file. If the file contains text, the contents of the file are displayed. For most Windows application and system files, a summary of information from the file's header appears. This button can only be selected if a file is highlighted in the scrolling window.
Links	Activates a dialog that lists files that use this file, or files that this file uses. This button is activated only if a DLL or VBX file is selected.

Run	Executes the highlighted file. This button is activated only if the selected file is executable (BAT, COM, EXE, or PIF), or if the file is associated by Windows with a specific program.
Select All	Selects all files in the scrolling window.
Deselect All	Deselects all files in the scrolling window.

Finding Infrequently Used Files

CleanSweep's File Usage Monitor makes a note each time you use a file on your computer, and stores a table of this information for the Low Usage File Finder. Use this feature to list files based on how many times they have been accessed since they were created (or since you installed CleanSweep). Note, however, that the information displayed by the Low Usage File Finder is only accurate if the File Usage Monitor is enabled constantly on your computer.

IMPORTANT: The CleanSweep Usage Monitor must be installed and running for this function to report accurate access information. for more information on the Usage Monitor, including how to have it alert you of unused files, see Configuring the Usage Monitor (Windows 3.1x and 95 only).

To find infrequently used files:

1   Click the **Cleanup** tab.

    The Cleanup window appears.

2   Click the **Low File Usage Finder** icon (Alt+L).

IMPORTANT: When you click the Low File Usage Finder icon, CleanSweep scans your computer for infrequently used files. Do not interrupt this scanning process to ensure the most complete low file usage information.

    The Low File Usage Finder window appears.

Related Topics:

Selecting File Sorting Options

Selecting File Sorting Order

Selecting the Drives to Search

Selecting a File Type

File Information

Selecting File Sorting Options

CleanSweep can display its list of files based on criteria you choose.

To select the file sorting option:

1   Click the **Sort files by** drop-down button (Alt+S).

The file sorting options appear.

Sort Option	What it Does
Size	Sorts files by size.
Access	Sorts files by access count.
Last Access Date	Sorts files by the last time they were accessed (note that this is not necessarily the last time they were changed).
Last Change Date	Sorts files by the last time they were changed.
File Name	Sorts files alphabetically by filename.
Type	Sorts files by type (file extension).
Unsorted	Displays the files in unsorted form.

2   Select the desired sort option or choose **Unsorted** to display the files without sorting them.

Selecting File Sorting Order

The default sort order is ascending order. You can switch to descending order if you wish.

To switch to descending order:

- Click the **Sort Files In** drop-down list (Alt+I), then select **Descending Order**.

Selecting the Drives to Search

By default, CleanSweep's Finders will restrict their searches to local hard drives. Use the Drives to Search option to select a floppy or other removable drive, or a network drive.

To select the drives to search:

1   Click the **Drives to Search** field (Alt+D).

     The Select Drive dialog box appears.

2   Click the desired drives to search.

3   Click **OK** to confirm your drive selection.

Selecting a File Type

Use the Files of Type option to limit the search for duplicate files in specific categories.

To select the file type:

1   Click the **Files of Type** drop-down button (Alt+T).

The list of file type choices appears.

File Type	Searches For
All Files	Infrequently used files of all types. This is the default selection. It finds the most files, but takes the longest time.
(Add Custom File Type)	Files with a specific file extensions. Type the file extension, or a list of extensions, in the Add Custom File Type dialog.
Programs	BAT, COM, EXE, or PIF (Windows Program Information File) files.
Dynamic Link Libraries	DLLs and VBXs.

2   Click the desired file type or choose **Add Custom File Type** to enter a specific file extension.

File Information

The scrollable list shows the duplicate files and their locations, sizes, dates, and times. It also lists the number of times the files have been accessed since CleanSweep's Usage Monitor has been enabled (the default number is 1). Below the file list is an icon that tells you the kind of file that is currently highlighted. You can select any file from the list and mark it for deletion. You can also have CleanSweep give you more information about the file so you can decide what to do with it.

To select infrequently used files:

1   Click the check box beside the pathname for the selected file. Any file, regardless of how frequently it is used, could be important and should be deleted with caution. For this reason, CleanSweep displays the safety level of each file as yellow.

2   Scroll through the list and select all of the files you want to delete. To select a file, click anywhere on its line so that a checkmark appears in its check box. While the file is highlighted, you may choose to display more information about it (see the next topic).

3   To deselect a single file, click anywhere on its line to remove the checkmark. To deselect all files, click the **Deselect All** button.

4   Choose an action for the selected files by selecting the appropriate button (buttons are selectable only if a file is highlighted in the window).

The following actions are available in the Duplicate File Finder.

Action	What it Does
Clean	Begins the backup and deletion process. Clean provides several options for handling selected files (see Cleaning Up Unneeded Files). This option applies to all selected files and is only available if there are files selected.
Advise	Offers a summary describing the highlighted file in more detail, and advice on what to do with the highlighted file.
View	Activates a Windows viewer or launches an application for the highlighted file. If the file is in a format unknown to Windows, but contains mostly text, the contents of the file are displayed. For most Windows application and system files, a summary of information from the file's header appears. The button is only active if a file is highlighted in the scrolling window.
Links	Activates a dialog that lists files that use this file, or files that this file uses. This button is activated only if a DLL or VBX file is selected.
Run	Executes the highlighted file. This button is activated only if the selected file is executable (BAT, COM, EXE, or PIF).
Deselect All	Deselects all selected files in the scrolling window.

Finding Orphaned Files

When you delete an application from your computer without a program like CleanSweep, there is a good chance that your computer will require some tidying up. Use the Orphan Finder to list stray files and file associations in WIN.INI, or files related to applications that are no longer on your computer.

To find orphan files:

1   Click the **Cleanup** tab.

The Cleanup window appears.

2   Click the **Orphan Finder** icon (Alt+O).

The Orphan Finder window appears.

IMPORTANT: Make sure you do not delete files that are required by applications on CD-ROM. False orphans may appear if your computer does not have access to a particular CD-ROM that uses the files at the time you run the Orphan Finder.

Related Topics:

Selecting the Orphan Type

Selecting the Drives to Search

Selecting Orphan Files

Selecting the Orphan Type

The scrollable list at the top of the window gives a list from which you can select various categories of orphan files. CleanSweep displays the number of files and the total size of the files in each category. CleanSweep also uses color to display the safety level of each type of file.

Orphan Type	Definition
Empty Groups	Groups within your Windows shell which no longer contain any icons.
Orphan DLLs	DLLs that may have been left behind when their associated programs were deleted.
Orphan File Associations	In WIN.INI, entries that tell Windows which program to run when a given document file is launched, but for which the program is missing.
Orphan Icons	Icons in your shell which are invalid because the programs to which they refer have been deleted.
Orphan INI Files	INI (initialization) files which are no longer useful because the programs to which they refer have been deleted
Orphan OLE Embeddings	Entries in the OLE (Object Linking and Embedding) database which are no longer valid because they are associated with a program that has been deleted.
Orphan OLE Objects	Entries referrring to OLE in the Registry that are no longer valid because they are associated with a program that has been deleted.
Orphan Programs	Windows programs that are not associated with or attached to the Windows shell. In Windows 95, CleanSweep considers a program an orphan file if it is not on the Start menu or one of its submenus, and does not reside in the same folder as a file that is on the Start menu or one of its submenus
Zero-Byte Files	Files that have a size of 0.

IMPORTANT: Orphan Windows programs may be useful, or may be parts of other programs on your system, even though they don't have icons associated with them in your shell. Note also that some DOS programs may be displayed as Windows programs here; because such programs are stored in the same file format as Windows programs. For these reasons, use care when deleting orphan programs, and always make a backup.

Selecting the Drives to Search

By default, CleanSweep's Finders will restrict their searches to local hard drives. Use the Drives to Search option to select a floppy or other removable drive, or a network drive.

To select the drives to search:

1   Click the **Drives to Search** window (Alt+D).

    The Select Drive dialog box appears.

2   Click the desired drives to search.

3   Click **OK** to confirm your drive selection.

Selecting Orphan Files

The scrollable list shows the name, size, path, date, and time of each orphan file in the category selected above. It also lists the number of times the files have been accessed since CleanSweep's Usage Monitor has been enabled (the default number is 1). Beside each listed file is a box, color-coded to indicate the safety level associated with deleting the file.

A red box signifies that the file is in use or protected, and may not be deleted.

A yellow box appears next to files that CleanSweep believes may be unsafe to remove. Such files should be deleted with caution.

A green box indicates that the file or association is clearly useless, and can be removed safely.

A blue box indicates that CleanSweep has not given its own safety level to the file.

To select orphan files:

1 Click the check box beside the pathname for the selected file.

2 Scroll through the list and select all of the files you want to delete. To select a file, click anywhere on its line so that a checkmark appears in its check box. While the file is highlighted, you may choose to display more information about it (see the next topic).

3 To deselect a single file, click its yellow or green box. To deselect all files, click the **Deselect All** button (Alt+D).

4 Choose an action for the selected files by selecting the appropriate button (buttons are selectable only if a file is highlighted in the window).

Action	What it Does
Clean	Begins the backup and deletion process. Clean provides several options for handling selected files (see Cleaning Up Unneeded Files). This option applies to all selected files and is only available if there are files selected.
Advise	Offers a summary describing the highlighted file in more detail, and advice on what to do with it.
Attach	Activates a dialog for adding the selected executable file (EXE only) to a new folder or program group. CleanSweep can add a program to an existing group or can create a new program group for you.
View	Activates a Windows viewer, if one is available, or launches an application (such as WordPad or NotePad) for the highlighted file. For most Windows application and system files, a summary of information from the file's header appears. The button is only active if a file is highlighted in the scrolling window.
Links	Activates a dialog that lists files that use this file, or files that this file uses. This button is activated only if a DLL or VBX file is selected.
Run	Executes the highlighted file. This button is activated only if the selected file is executable (BAT, COM, EXE, or PIF), or if the file is associated by Windows with a specific program.

Select All   Selects all files in the scrolling window.

Deselect All   Deselects all files in the scrolling window.

MORE INFO: See <u>Cleaning Up Unneeded Files</u> for details on how to use the Clean options.

Cleaning Up Unneeded Files

After you find and select items in a Finder window, you can click the **Clean** button (Alt+C) to start the backup and deletion process. CleanSweep is designed to remove unneeded files and associations safely, and the Clean function has several safeguards built in to keep you from permanently losing any programs, files, or settings that you discover later are important. You can also create archives of your programs without deleting them, and keep a record of any changes that CleanSweep makes to configuration files or system settings.

The five ways to clean up files are to:

- Delete them

- Archive them

- Back them up

- Move them

- Transport them

Related Topics:

Deleting files

Archiving files

Backing up files

Moving files

Transporting files

Deleting files

Choose the **Delete them** selection (Alt+D) to remove files and optionally create a backup copy of them. Delete is the default selection.

IMPORTANT: CleanSweep provides safeguards to prevent the loss of essential programs and files. However, we always recommend that you back up files before deleting them to make sure they can be recovered if you experience problems.

To delete files and make a backup copy:

    1   Click **Clean** (Alt+C) in a Finder window.

    2   Click **Next** (Alt+N).

    3   Select whether or not a backup should be created, then click **Next** (Alt+N).

    4   Click **Next** (Alt+N) to confirm or change the destination for the backup.

        In Windows 95 and NT, the default folder is C:\PROGRAM FILES\CLEANSWEEP\BACKUP.

        In Windows 3.1x, the default backup directory is C:\CLNSWEEP\BACKUP.

        To change the backup folder or send the backup to a floppy disk, or other drive, type the new directory or drive name (for example, A: or C:\BACKUP) in the space provided.

    5   To confirm each deletion, choose **Yes** (Alt+Y). Click **Next** (Alt+N) to delete the files without confirming each deletion.

    6   Click **View** (Alt+V) to look at a list of files to delete. Click **Finish** (Alt+F) to delete the files.

To delete files without making a backup copy:

    1   Click **Clean** (Alt+C) in a Finder window.

    2   Click **Delete them** (Alt+D), then click **Next** (Alt+N).

    3   Choose **No** (Alt+O) to opt not to make a backup. Click **Next** (Alt+N).

    4   A dialog box warns you that creating a backup is always recommended. If you are *sure* you do not want a backup, click **Yes** (Alt+Y).

    5   To confirm each deletion, choose **Yes** (Alt+Y). Click **Next** (Alt+N) to delete the files without confirming each deletion.

    6   Click **View** (Alt+V) to look at a list of files to delete. Click **Finish** (Alt+F) to delete the files.

Archiving files

Choose the **Archive them** selection to compress and back up the selected files. The files are not deleted from their original location. CleanSweep creates an icon for the archived items in your Windows shell so that you may restore the archive easily.

To archive files:

1   Click **Clean** (Alt+C) in a Finder window.

2   Click **Archive them** (Alt+A) and then click **Next** (Alt+N).

3   Type the folder in which you would like to keep the archive file or click Next to accept the default folder.

In Windows 95 and NT, the default folder is
C:\PROGRAM FILES\CLEANSWEEP\BACKUP

In Windows 3.1 and NT, the default backup directory is C:\CLNSWEEP\BACKUP

4   Click **View** (Alt+V) to look at a list of files to be archived. Click **Finish** (Alt+F) to archive the files.

5   CleanSweep will ask if you wish to create an archive icon. If so, CleanSweep will create an icon in the Archives program group in your Windows shell. Clicking on this icon will start CleanSweep, and take you automatically to the Restore Wizard.

Backing up files

Use the **Back them up** selection to back up files without deleting them, and without creating an icon as the Archive option does.

To back up files:

1   Click **Clean** (Alt+C) in a Finder window.

2   Click **Back them up** (Alt+C)**,** then click **Next** (Alt+N).

3   Type the name of the folder or directory in which you would like to keep the backup file or click **Next** (Alt+N) to accept the default folder.

In Windows 95 and NT, the default folder is
C:\PROGRAM FILES\CLEANSWEEP\BACKUP

In Windows 3.1 and 3.11, the default backup directory is
C:\CLNSWEEP\BACKUP

4   Click **View** (Alt+V) to look at a list of files to back up. Click **Finish** (Alt+F) to back up the files.

Moving files

Use the **Move them** selection to move files to another folder (directory and/or drive) on your computer. The files in the original folder or directory will be deleted.

To move files:

1   Click **Clean** (Alt+C) in a Finder window.

2   Click **Move them** (Alt+M), then click **Next** (Alt+N).

3   Type the name of the folder, or click the **…**button (the Browse button) to browse for a destination folder or directory. Click **Next** (Alt+N) to accept the folder you have chosen.

4   Click **View** (Alt+V) to see a list of files that are to be moved. Click **Finish** (Alt+F) to move the files.

5   After the files have been moved, you may click **Summary** to see a report of the action that was just performed, or you may click on **OK** to return to the Cleanup tab.

Transporting files

Use the **Transport them** selection to copy files to another disk—typically a floppy disk—so that you can move it easily to another computer (for example, a laptop).

To transport files:

1   Click **Clean** (Alt+C) in a Finder window.

2   Click **Transport them** (Alt+T), then click **Next** (Alt+N).

3   CleanSweep will display the default transport drive, typically A:. Click on the line displaying the default drive if you wish to select a different drive.Click **Next** (Alt+N) to accept the currently displayed drive

4   If you wish, you may click **View** (Alt+V) to see a list of files that are to be transported. Click **Finish** (Alt+F) to transport the files to the destination drive.

A Note on Viewers (Windows 95 Users)

If you have not installed the Windows 95 QuickView file viewers, CleanSweep may not be able to display your files properly.

Note: The following procedure works if you installed Windows 95 from CD-ROM. If you installed Windows 95 from floppy disks, you need to contact Microsoft.

To install the Windows 95 viewers:

1   Click the Windows 95 **Start** button.

2   Point to **Settings** (Alt+S), and then click **Control Panel** (Alt+C).

3   Double-click **Add/Remove Programs**.

    The Add/Remove Programs Properties dialog box appears.

4   Choose the **Windows Setup** tab.

5   Click **Accessories**, then the **Details** button (Alt+D) below.

6   Scroll down until you see Quick View, then select its check box.

7   Click **OK**, and then follow any instructions.

Overview

In this topic you will learn how to:

- Restore a previously backed up program and its related components.

- View a summary report of what was restored.

The Restore Wizard uses a CleanSweep backup file to restore files to their original state.   You might want to restore files if you uninstalled, archived, or backed up files and later decide that you want them back.   (CleanSweep creates a backup file during an uninstallation only if you specify that it should do so.)   You will also use the Restore Wizard as the final step in moving a program.

The basic steps to restoring a program are:

1. Run the Restore Wizard

2. Select the program or specific files to restore

3. Specify what to do if older files by the same name exist and whether you want   to have the Wizard inform you before it overwrites a file.

4. Review which files will be restored.

5. Restore the program.

The next Help topics describe these steps in detail.

Running the Restore Wizard

To run the Restore Wizard:

1   Click the **Restore** tab in the CleanSweep main window.

The Restore tab appears.

2   Click the **Restore Wizard** icon (Alt+R) in the Restore tab.

The Wizard will guide you through the restoring process.

Selecting a Backup

Once you select the Restore Wizard, you must tell CleanSweep what backup to restore. The methods you can use to find and select a backup are:

- Select the last item that was backed up.   This is the default.

- Select a backup from the default backup folder/directory list.

- Browse for a folder or directory and then select a backup from it.

Related Topics:

Selecting the Last Item that was Backed Up

Selecting From the Default Backup Folder/Directory

Browsing for a Backup

Selecting the Last Item that was Backed Up

The first Restore Wizard screen lists the last item that was backed up, and when it was backed up. This item is selected by default. Backup files usually contain more than one file. You can take a look at what files are contained in the item listed by clicking the Details button.

To restore the last item backed up:

- Click **Next** (Alt+N).

   A dialog asks if you want to restore all of the files, or if you want to select a portion of the backup file.

To restore another backup file:

- Click **No, let me select another item** (Alt+O), then click **Next** (Alt+N).

   The Restore Wizard displays all backup files in the default backup folder or directory.

Selecting From the Default Backup Folder/Directory

When you choose **No, let me select another item** and then click the **Next** button on the first Restore Wizard screen, the Wizard displays all backup files in the default backup folder/directory.

In Windows 95 and NT, the default backup folder is
C:\PROGRAM FILES\CLEANSWEEP

In Windows 3.1 and 3.11, the default CleanSweep backup directory is C:\CLNSWEEP\BACKUP

At this point, you can select a backup from the default folder/directory or browse another directory.

To select a backup from CleanSweep's default backup folder/directory:

- Click the backup you want to restore, then click **Next** (Alt+N).

  You can take a look at what individual files are contained in the backup file by clicking the **Details** button (Alt+D).

  You can either choose to restore all the files, or you can remove files from the list to restore a portion of the program.

Browsing for a Backup

Use this method to select a backup from a folder or directory other than CleanSweep's default backup folder/directory.

To browse for a backup:

- Press **...** (the Browse button), which appears to the right of the displayed backup folder/directory on the first Restore Wizard screen.

    The Browse for CleanSweep Backups dialog box appears.

Windows 95 users: The following procedures describe how to browse for and select a backup file in Windows 95.

To look in another folder or change drives in Windows 95:

1   Click the drop-down button in the "Look in" drop-down list box (Alt+I) and then make another selection.

    The dialog box lists the backup files in alphabetical order. Backup files have the extension BUP, BUD, BUS, BUU, BUB, or BUA.

2   To see more details about the files, click the **Details** button.

    To move up a level in the "folder tree," press the **Up One Level** button.

3   Select a file or type a filename in the File name entry field. If you do not know the entire filename, you can use the asterisk (*) or question mark (?) as wildcard characters.

4   Click **Open** (Alt+O).

5   Click **Next** (Alt+N).

    CleanSweep determines which files are in the backup file and displays a list. You can either choose to restore all the files, or you can remove files from the list to restore a portion of the program.

Windows 3.1x and NT users: The following procedures describe how to browse for and select a backup file in Windows 3.1, 3.11, and NT.

To change drives:

- Click the drop-down button in the Drives drop-down list box (Alt+V) and then make another selection.

To change directories:

- Double-click the directory name in the Directories list box (Alt+D).

    Look through the list of backup files in the File Name list box. By default, the dialog box shows only valid CleanSweep backup files, in alphabetical order. Backup files

have the extension BUP, BUD, BUS, BUU, BUB, or BUA.

Once you selected a folder/directory or drive, you choose the backup file you want to restore.

To select a backup file for restoration:

1 Select a file or type a filename in the File Name entry field.

2 Click **OK**.

To restore the backup file:

- Click **Next** (Alt+N).

  CleanSweep determines which files are in the backup file and displays a list. You can either choose to restore all the files, or you can remove files from the list to restore a portion of the program.

Selecting Files

Backup files usually contain more than one file.   When you select a backup file, CleanSweep determines which individual files it contains and displays a list. You can either choose to restore all the files, or you can remove files from the list to restore a portion of the program.

To restore all files:

- Click **Next** (Alt+N).

The list may contain files you do not want to restore.

To remove a file from the list so it will not be restored:

1   Click **Only the files selected below** (Alt+O).

2   Clear the check box of the file you want to remove by clicking it.

3   Click **Next** (Alt+N).

Taking Safety Precautions

After you have selected a backup file to restore, the Restore Wizard provides two optional safety precautions: overwrite protection and confirmation of each file replacement. By default, the Wizard will replace older files only and confirm when it is about to overwrite a file.

To accept the default safety precautions:

·   Click the **Next** button (Alt+N).

You can make permanent changes to these safety precautions to suit your preferences. See Changing Backup and Restore Options.

Related Topics:

File Replacements

File Replacement Confirmation

File Replacements

If any files being restored already exist in the destination folder/directory, you need to tell CleanSweep what action to take. By default, the Wizard will replace the files only if they are older than the files you are restoring. However, you have two other choices: you can replace all duplicate files, or you can never replace files, just add new ones.

To replace all duplicate files:

- Click the **Replace all files** option button (Alt+A).

To never replace files:

- Click the **Never replace files, only add new files** option button (Alt+R).

File Replacement Confirmation

By default, CleanSweep will confirm the replacement of any files. You may choose not to replace each file.

To restore without confirming each file replacement:

- Click the **No** option button (Alt+O).

Selecting a Restore Location

After you select a backup file to restore, the Restore Wizard asks if you would like to restore the files to their previous location.

To restore the files to their original location:

- Click the **Next** button (Alt+N).

To change the location:

1 Click the **No, let me select the location** button (Alt+O).

2 Click the **Next** button (Alt+N).

3 Type the folder/directory or group to which you wish to restore the program.

4 Click the **Next** button (Alt+N).

CleanSweep displays a summary of what it is about to do.   The summary includes which files will be restored and the number of bytes of disk space that will be freed.

Restoring

After you have selected a backup file to restore and selected a destination for the restored files, CleanSweep displays a summary of what it is about to do.   The summary includes which files will be restored and the number of bytes of disk space that will be freed.   For more information on what will be restored, click the **View** button (Alt+V).

When you have reviewed the summary information and are satisfied that it is correct, you are ready to restore.

To restore the program:

1   Click the **Next** button (Alt+N).

That's all there is to it.   The files are restored.   If you want to see more details about what CleanSweep did, you can view a summary, as described <u>Viewing a Summary</u>.

2   When you have finished viewing the summary, click the **Finish** button(Alt+F).

A dialog box asks if you want to delete the old backup file once the files have been restored. If you will not need the backup, it is a good idea to delete it to free up additional disk space.

To delete the backup file:

- Click **Yes** (Alt+Y).

To save the backup file:

- Click **No** (Alt+N).

Viewing a Summary

When the restoration is complete, a dialog box reports the action as completed, and asks if you want to see a summary of what CleanSweep did.

To see a summary:

- Click the **Summary** button.

   An in-depth report appears.   The text window contains a detailed description of the actions performed, including the:

   Date and time that the restoration was performed

   Object that was restored

   Restore location

   Title of the folder or program group, if applicable

   Title of the program and the complete pathname for each program in the folder or group

   Whether any files were replaced

   Whether all or just some of the files were restored

   Description of the program

   Number of bytes restored.

Note: The number of bytes restored might be slightly larger than the approximate estimate (listed just before you click the Finish button) due to "slack space." Each file is stored in clusters of a certain size, depending on the hard disk's partition size. The last cluster of a file takes a full cluster, whether it uses the space or not. For example, if your hard disk partition contained 4096-byte clusters, restoring a 4097-byte file would restore 8192 bytes of disk space. For more information, see Viewing the Savings Report.

To print the report:

- Click the **Print** button (Alt+P).

   The report prints.

To save the report in a file:

1 Click the **Save** button (Alt+S).

   The Save Summary dialog box appears.

2 Type a filename for the report and then click **Close** (Alt+C). (If you are using Windows 3.1, 3.11, or NT, click **OK**.)

To close the report:

- Click the **Close** button (Alt+C).

   The report closes.

MORE INFO: The summary report describes one activity at a time.   For a report on all CleanSweep activity, take a look at the Master Log report, as described in Viewing the Master Log.

2   When you have finished viewing the summary, click the **Finish** button (Alt+F).

Related Topics:

Deleting a Backup File

Deleting a Backup File

If you no longer need a backup file, it is a good idea to delete it to free up additional disk space.

To delete a backup file:

1. Click the **Restore Wizard icon** in the CleanSweep Restore tab.

2. Select a backup file, as described in <u>Selecting From the Default Backup Folder/Directory</u>.

3. Click the **Delete** button.

   A dialog box asks if you are sure you want to delete the backup file.

4. Click **Yes**.

Overview

In this topic you will learn how to view and print:

- The Master Log report of all CleanSweep activity.

- The Savings report, which gives a general overview of the disk space CleanSweep has freed.

- The Folder Usage report, which shows how much disk space each folder or file uses on your hard drive.

The View tab on the main window offers options for three reports that summarize all CleanSweep activity, including how much disk space was saved as a result of using CleanSweep.

Viewing the Master Log

The Master Log report displays all CleanSweep activity in chronological order.   (If you have not yet utilized any of CleanSweep's powerful features, there will not be any information in the master log.)

To view the Master Log report:

1   Click the **View tab** in CleanSweep's main window.

2   Click the **View Master Log** icon (Alt+M) in CleanSweep's main window.

   The Master Log report is a file composed of all of your previous summary reports. For more information on what the summary reports contain, see "Viewing Summary Information" in the appropriate topic.

After you view the master log, you might want to save it to another file, or clear it, so the next time you look at it you will see all new activity.

To save and clear the master log:

1   Click the **Save** button (Alt+S).

   A dialog displays the CleanSweep folder, with the name SAVEREP.TXT in the File name text box. You may choose to save the Master Log to a different file name or folder. When you are finished, click the **Save** button (Alt+S) and then click **OK**.

2   Click the **Clear** button (Alt+L).

   A dialog box asks if you are sure you want to clear the Master Log.

3   Click **Yes** to clear the log (Alt+Y).

   CleanSweep clears the Master Log and will begin a new version of it.

Viewing the Savings Report

The Savings report displays the amount of disk space freed by the Wizards and the File Finders, the disk space used by backups, and the net disk space savings. When you delete a program or file and back it up, CleanSweep will calculate the space saved as the amount of space taken by the uninstalled components, minus the size of the backup, and will add this to the Savings log.

To view the Savings log report:

1   Click the **View tab** in CleanSweep's main window.

      The View buttons appear.

2   Click the **View Savings** icon (Alt+S).

      The Savings report appears. All totals are in kilobytes (KB).

All totals are in kilobytes (KB). The first portion of the report shows the disk space freed by the Wizards and the Finders, then the total disk space freed.

The second portion of the report shows the disk space used by CleanSweep backup and archive files, and the total amount of disk space used by these files.

The last section of the report displays your total overall savings. The number is derived from the total disk space freed minus the total amount of disk space needed to store archive and backup files.

Note: When you delete the backup, CleanSweep will not add this figure to the savings log. Similarly, if you choose to restore the component, CleanSweep will not subtract the original savings from the savings log.

If you delete a file from a source drive and back it up to a different target drive, the log will reflect the savings on the source, and will not account for size of the backup on the target.   (In many cases, the target will be a floppy drive.)

You may want to clear the savings report after you view it so it will show only new entries.

To clear the Savings report:

1   Click the **Clear** button (Alt+E).

      A dialog box asks if you are sure you want to clear the Savings log.

2   Click **Yes** (Alt+Y) to clear the log.

      CleanSweep resets the values displayed to zero, except for the "Space Used by" section, if backup and archive files still exist.   CleanSweep will begin a fresh log of disk space savings.

3   Click **Close** (Alt+O) to close the report.

Viewing the Folder/Directory Usage Report

The View Folder Usage report shows how much disk space each folder, directory, or file uses on your hard drive.   Use this report to analyze the total space used, free space remaining, and the difference between space allocated and actual space used (slack space) for each folder, directory, or file.

Files allocated under DOS may contain excess slack space.   DOS allocates a minimum amount of disk space for a file regardless of its actual size.   This minimum unit of space on the disk is known as a cluster, and if a file grows in size the additional space is allocated in units of at least one cluster.

For example, if you write a 2K file to a disk with a 4K cluster size, 2K of space (half the alloted space) will be wasted, or slack space. The View Folder Usage report helps you identify files that can be deleted or reallocated to make use of this wasted space. You may be able to reclaim a great deal of hard disk space by deleting a large number of files, even if the files themselves are relatively small.

NOTE: If you are running Stacker 4.0 on your computer, please note that it contains technology that dramatically reduces the amount of slack space on your hard drive.   CleanSweep's calculations may not take Stacker's savings into account.

To view the Folder Usage report:

> 1   Click the **View tab** in CleanSweep's main window.
>
>   The View buttons appear.
>
> 2   Click the **View Folder Usage** icon (Alt+F).
>
>   The View Folder Usage report appears.

The report provides the following information for each hard drive:

Total size	The total space on the drive.
Used space	The space currently used.
Free space	The difference between the total space and the space currently used
Percent used	The space used as a percentage of the total space on the drive.

For more in-depth folder/directory information, click the **Folders** button (Alt+F).

Related Topics:

Folder Information

File Information

Folder Information

To view the folder information report, double-click the drive name or click the **Folders** button (Alt+F) in the View Folder Usage window.   You can also choose **Print** (Alt+P) or **Save** (Alt+S) to print a copy of the report or save it to a file.

The Folder Information report provides the following information for each folder:

File count	Number of files in the folder.
Actual size	Actual space used by the files in the folder
Allocated size	Total space allocated for the files in the folder
Percent used	The percentage of files in the folder that have actually been used.

File Information

To view the file information report for all files in a particular folder, double-click the folder or click the **Files** button (Alt+F) in the View Folder Usage window.   You can also choose **Print** (Alt+P) or **Save** (Alt+S) to print a copy of the report or save it to a file.

The File Information report provides the following information for each file:

File count	The number of files contained in the folder.
Actual size	Actual space used by the file.
Allocated size	Total space allocated for the file.
Percent used	The difference between the allocated size and the actual size for the file (slack space).

Overview

In this topic you will learn how to:

- Control the Usage Monitor, including how and when the monitor will alert you to unused or infrequently used files.

- Control the Install Monitor, including what the monitor will recognize as an installation program and how to view installation log reports.

- Control safety precautions in the Backup and Restore Wizards and whether you want to be alerted if you have old backup files on your computer.

- Change the default report filename.

You can use the Configure CleanSweep option on the Options tab to change the way CleanSweep operates to suit your preferences.

The basic steps for customizing CleanSweep are:

1. Choose the **Options** tab from the CleanSweep main window.

2. Click the **Configure CleanSweep** icon (Alt+C).

3. Choose the Usage Monitor, Install Monitor, Backup/Restore, or View tab.

4. Confirm or change the desired options.

Configuring the Usage Monitor (Windows 3.1x and 95 only)

CleanSweep's Usage Monitor runs in the background and makes a note each time you use a file on your computer. The Unused and Low Usage File Finders use this information to determine which files may no longer be needed.

The Usage Monitor is active by default; it starts automatically as part of the Windows startup process and remains active as long as Windows is running. The monitor uses approximately 1K of RAM, and its companion file CSHOOK.VXD uses about 8K of RAM.

In Windows 95, an icon appears at the bottom of your desktop to indicate that the monitor is running. In Windows 3.1x, the Usage Monitor appears on the task list when the monitor is running and a minimized icon appears on the desktop.

To configure the Usage Monitor, first select the Usage Monitor tab.

To select the Usage Monitor tab:

> 1   Click the **Options** tab.
>
> The Options screen appears.
>
> 2   Click the **Configure CleanSweep** icon (Alt+C).
>
> The Usage Monitor tab appears.

The following sections tell you how to confirm or change the Usage Monitor options.

Related Topics:

Turning the Usage Monitor Off

Setting Usage Monitor Alert Options

Turning the Usage Monitor Off

The Usage Monitor must be running to track and report accurate information on how often files are used. You can turn the Usage Monitor off if you do not want to track file usage or if you want to save memory.

Windows automatically loads the Usage Monitor when it starts, whether or not you start CleanSweep.   You can prevent the Usage Monitor from loading when Windows starts.

To turn the usage monitor off:

1   Click **Turn Usage Monitor off** (Alt+F). To prevent the Usage Monitor from loading at startup, click the **Load Usage Monitor at Startup** check box to clear it.

2   Click **Apply** (Alt+A) to turn the Usage Monitor off without exiting the Usage Monitor tab.

Or

Click **OK** to turn the Usage Monitor off and exit the Usage Monitor tab.

In Windows 95, the Usage Monitor shuts down and the taskbar icon disappears from the desktop.   In Windows 3.1x, the Usage Monitor disappears from the task list and the minimized icon disappears from the desktop.

Setting Usage Monitor Alert Options

Use the Alert dialog box to control:

- The number of days a file may remain unused before the Usage Monitor alerts you.

- How often the Usage Monitor checks for unused files.

- What sound the Usage Monitor will use to alert you of unused files.

To set any of the Usage Monitor alert options:

1   Click the **Alert** button (Alt+E).

     The Alert dialog box appears.

2   To define how often you will be alerted, click the box next to **Alert if any file is unused for more than XX days.** The default is 30 days. To change the number of days, type a new number over the old.

3   To check for unused files every time the Usage Monitor starts, click **Each time usage monitor starts**.

     Or

     Click **Every 30 days** to check for unused files at a every 30 days. To change the number of days, type a new number over the old.

4   To define the alert sound, click the **If unused files are found, alert with the sound:** checkbox.   Type a sound filename, for example BELL.WAV, or click the **...** button (the Browse button) to search for another file.

5   Click **OK**.

Windows 95: The File Usage Monitor in the lower right corner of the desktop will also flash if you have checked the **Alert if any file is unused for more than xx days** option.

Configuring the Install Monitor (Windows 3.1x and 95 only)

The Install Monitor runs in the background to keep track of all files added and any changes made to existing configuration files when you install a program on your computer. CleanSweep uses this information later if you want to uninstall a program and its related files to ensure safe and thorough uninstallations. The Install Monitor is also very helpful to CleanSweep's move function. In particular, CleanSweep requires the assistance of the Install Monitor to modify correctly the location of files listed in the Windows 95 Registry.

The Install Monitor is active by default; it starts automatically   as part of the Windows startup process and remains active as long as Windows is running.   The monitor uses approximately 1K of RAM, and its companion file CSHOOK.VXD uses about 8K of RAM.

In Windows 95, an icon appears at the bottom of your desktop to indicate that the monitor is running. In Windows 3.1 and 3.11, the Install Monitor appears on the Windows task list when it is active and a minimized icon appears on the desktop.

To configure the Install Monitor, first select the Install Monitor tab.

To select the Install Monitor tab:

1   Click the **Options** tab.

2   Click the **Configure CleanSweep** icon (Alt+C).

3   Click the **Install Monitor** tab.

The following Help topics tell you how to confirm or change the Install Monitor options.

Related Topics:

Turning the Install Monitor Off

Adding or Deleting Install Program Names

Tracking a Program Installation

Viewing or Deleting Install Monitor Logs

Turning the Install Monitor Off

The Install Monitor must be running to track and report accurate information about any files that are installed on your computer. You can turn it off if you do not want to track install information or to save memory. You can also prevent it from loading when Windows starts.

To turn the Install Monitor off:

1   Click the **Options** tab.

2   Click the **Configure CleanSweep** icon (Alt+C).

3   Click the **Install Monitor** tab.

4   Click **Turn Install Monitor off** (Alt+F). To prevent the monitor from loading when Windows starts, click the **Load Install Monitor at Startup** check box to clear it.

5   Click **Apply** (Alt+A) to turn the Install Monitor off without exiting the Install Monitor tab.

    Or

    Click **OK** to turn the Install Monitor off and exit the Install Monitor tab.

    In Windows 95, the Install Monitor shuts down and the taskbar icon disappears. In Windows 3.1 and 3.11, the Install Monitor task disappears from the task list and the minimized icon disappers from the desktop.

Adding or Deleting Install Program Names

The Install Monitor recognizes that you are installing a program when you type any of the program names listed in the Program Names list box. For example, when you installed CleanSweep, you typed A:\SETUP.   CleanSweep recognizes the SETUP command as initiating an installation program and begins monitoring the process. You can add or delete names of install programs.

To add install program names:

1   Click the **Options** tab.

2   Click the **Configure CleanSweep** icon (Alt+C).

3   Click the **Install Monitor** tab.

5   Click the **Names** button (Alt+N).

     The Install Program Names dialog box appears.

6   Click **Add** (Alt+A).

     The Add Install Name dialog box appears.

7   Enter the install program name.

8   Click **OK** to add the install program name.

To delete install program names:

1   Click the **Names** button (Alt+N).

     The Install Program Names dialog box appears.

2   Select the install program name to delete.

3   Click **Delete** (Alt+D).

     A dialog box asks if you want to delete the install program name.

4   Click **OK**.

Tracking a Program Installation

When the Install Monitor is running in the background and you begin installing a new application on your computer, the Install Monitor "wakes up" and asks if you would like to monitor the installation. We suggest that you track the installation to ensure a safe, thorough uninstallation if the need ever arises.

To track a program installation:

1   Start installing a new application.

A dialog box asks if you would like to monitor the installation.

2   Click **Yes** (Alt+Y).

The Install Monitor tracks the program's installation, including any changes to existing configuration files, and adds this information to the "Programs Monitored by Uninstall" folder/program group which is included in folder/program group tree in each Wizard.

NOTE: Some setup programs are used both to install and to uninstall. If you are uninstalling a program, you should refrain from monitoring it by clicking No.

When the installation is complete, a dialog box asks you to enter a description for the just completed installation. This description will appear in the "Programs Monitored by Install Monitor" folder/program group.

2   You may type a new description or click **OK** to accept the suggested name.

You might want to link and log this installation to a previously installed program. For example, you might install a database program and later install a program to produce specialized reports from that database. To add this installation to a previous installation log, click **Append** (Alt+A).

Note: CleanSweep's Install Monitor may have difficulty logging the installation of the Microsoft Plus Pack and other system-level software that reboots the computer before the installation process is complete. If a newly installed program suggests that you restart Windows right away, please select the restart Windows later or equivalent option. By restarting Windows later, the Install Monitor can save the new installation information in a file with the extension .CIF. This file will not be saved if you restart Windows during the installation process.

A dialog informs you the record of the installation is complete.

3   Click **OK**.

Viewing or Deleting Install Monitor Logs

Use the Install Monitor Logs dialog box to view a summary of Install Monitor activity or delete Install Monitor logs. You view or delete a log.

To view Install Monitor logs:

1 Click the **Options** tab.

2 Click the **Configure CleanSweep** icon (Alt+C).

3 Click the **Install Monitor** tab.

4 Click the **Logs** button (Alt+L).

   The Install Monitor Logs dialog box appears.

5 Select an existing log to view.

6 Click **Summary** (Alt+S).

   The Summary of Install Monitor Log dialog box appears.

7 Click **Print** (Alt+P) to print the log, **Save** (Alt+S) to specify a file for saving a copy of the log, or **Close** (Alt+O) to finish viewing the log summary.

Changing Backup and Restore Options

Use the Backup and Restore options to control where backup files are stored, what you want the Restore Wizard to do when it finds files with the same name, and whether you want to be alerted if a backup file is older than a certain number of days.

To change the Backup/Restore options, first select the Backup/Restore tab.

To select the Backup/Restore tab:

1   Click the **Options** tab.

2   Click the **Configure CleanSweep** icon (Alt+C).

3   Click the **Backup/Restore** tab.

The following sections explain how to confirm or change the options on the Backup/Restore tab.

Related Topics:

Changing the Default Backup Folder

Turning Off Uninstall Wizard File Confirmation

Turning Off Restore Wizard Options

Receiving a Reminder to Remove Old Backup Files

Changing the Default Backup Folder

Windows 95 and NT uses the default backup folder
C:\PROGRAM FILES\CLEANSWEEP\BACKUP

Windows 3.1 and 3.11 uses the default backup folder
C:\CLNSWEEP\BACKUP

To enter a new default backup folder:

1   Click the **Options** tab.

2   Click the **Configure CleanSweep** icon (Alt+C).

3   Click the **Backup/Restore** tab.

4   Enter the new folder name in the Default Backup Folder box.

5   Click **Apply** (Alt+A) to change the default backup folder without closing the Backup/Restore tab.

    Or

    Click **OK** to change the default backup folder and exit the Backup/Restore tab.

If you want to search for an existing folder or directory to use as the default backup destination, follow this procedure.

To search for a default backup destination:

1   Click the **Options** tab.

2   Click the **Configure CleanSweep** icon (Alt+C).

3   Click the **Backup/Restore** tab.

4   Click the **...** button (theBrowse button) beside the default destination name.

    The **Browse for Default Backup Directory** dialog box appears.

5   Select the default backup destination.

6   Click **Apply** (Alt+A) to change the default backup folder without closing the Backup/Restore tab.

    Or

    Click **OK** to change the default backup destination and exit the Backup/Restore tab.

Turning Off Uninstall Wizard File Confirmation

The Uninstall Wizard gives you the option of confirming each file before it is removed.   This is usually unnecessary, and is not recommended.

To turn the confirmation option off:

1   Click the **Options** tab.

2   Click the **Configure CleanSweep** icon (Alt+C).

3   Click the **Backup/Restore** tab.

4   Clear the box: **In uninstall Wizard, ask if confirmation is wanted**.

   The checkmark disappears.

5   Click **Apply** (Alt+A) to turn the confirmation option off without closing the Backup/Restore tab.

   Or

   Click **OK** to turn the confirmation option off and exit the Backup/Restore tab.

Turning Off Restore Wizard Options

The Restore Wizard gives you the following options when restoring files that already exist:

- Replace older files only

- Replace all files

- Never replace files, only add files.

Restore also gives you the option of confirming each file before it is replaced.   If you do not want to be prompted for these options, you can turn them off.

To turn the restore options off:

1   Click the **Options** tab.

2   Click the **Configure CleanSweep** icon (Alt+C).

3   Click the **Backup/Restore** tab.

4   Click the box **In Restore Wizard, ask what action to take if file already exists**.

The checkmark disappears.

5   Click **Apply** (Alt+A) to turn the restore options off without closing the Backup/Restore tab.

Or

Click **OK** to turn the restore options off and exit the Backup/Restore tab.

Receiving a Reminder to Remove Old Backup Files

CleanSweep can remind you when a backup file is older than a specified number of days.   The default is 90 days.

To turn the backup reminder option off:

1   Click the **Options** tab.

2   Click the **Configure CleanSweep** icon (Alt+C).

3   Click the **Backup/Restore** tab.

4   Clear the box: **Remind me if any backups created while uninstalling are older than 90 days**.

The checkmark disappears.

5   Click **Apply** (Alt+A) to turn the backup reminder option off without closing the Backup/Restore tab.

Or

Click **OK** to turn the backup reminder option off and exit the Backup/Restore tab.

To change the backup reminder time:

1   Type a new number over the old in: **Remind me if any backups created while uninstalling are older than 90 days**.

2   Click **Apply** to change the backup reminder time without closing the Backup/Restore tab

Or

Click **OK** to change the backup reminder time and exit the Backup/Restore tab.

Changing the Default Report File

Windows 95 and NT use
 C:\PROGRAM FILES\CLEANSWEEP\SAVEREP.TXT

and

Windows 3.1 and 3.11 use
C:\CLNSWEEP\SAVEREP.TXT

as the default report filename when you save a summary report.

To change the default report filename, first select the View tab.

To select the View tab:

    1   Click the **Options** tab.

    2   Click the **Configure CleanSweep** icon (Alt+C).

    3   Click the **View** tab.

To rename the default report filename:

    1   Type the new filename in the **Default Report File** box.

    2   Click **Apply** (Alt+A) to change the default report file without closing the View tab.

        Or

        Click **OK** to change the default report file and exit the View tab.

To store summary reports in an existing file:

    1   Click the **...** button (the Browse button) beside the default report file.

        The Browse for Default Report File dialog appears.

    2   Select the default report file and click **Open** (Alt+O).

    3   Click **Apply** (Alt+A) to accept the default report file without closing the View tab.

        Or

        Click **OK** to accept the default report file and exit the View tab.