

WinDelete[®] 97
Online Reference Manual

Comprehensive Paperless Documentation from IMSI

WinDelete® 97

Version 4.0

USER GUIDE



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1

WinDelete 97

WinDelete 97 is an uninstall utility that provides you with an easy, reliable way to optimize your personal computer's use of disk space. It allows you to safely remove unwanted Windows and DOS applications from your personal computer. It also helps you to identify and delete duplicate files and other unneeded items from Windows so that it can operate faster and more efficiently. Best of all, WinDelete 97's safe application removal technology and superior user interface help to protect you from accidentally deleting important files.

When you use WinDelete 97 to install a new application on your computer, the WinDelete Agent runs in the background and captures a detailed record of every change made to your system during the installation. When and if you ever uninstall the application, WinDelete 97 uses the installation log to take the application off your system.

In addition to its install and uninstall capabilities, WinDelete 97 helps you to optimize your system's use of disk space. Its features allow you to:

- Create, delete, or restore archives of compressed files or applications
- Move applications and files to a different location on a disk or to a different hard drive on a personal computer
- Transport applications or files to a different personal computer
- View charts of file usage
- Check or edit important system files
- View or print reports summarizing Actions completed during use of WinDelete 97

Quick Reference Table

The following table will give you an overview or summary of WinDelete 97 functions. It also contains cross-references to the parts of this manual where these functions are covered in more detail. To ensure that you fully understand the WinDelete 97 functions, we recommend that you use this table as a reference only. This Quick Reference Table does not include the same level of detail as the instructions in the manual on how to use the WinDelete 97 functions.

HOW TO IDENTIFY UNUSED FILES AND APPLICATIONS:	ITEMS:	USER GUIDE REFERRALS:	HOTKEY	BUTTON
View File Types Used	File Types Chart	Chart Viewer Mode page 3-9	<CTRL>+<V>	
View Files Used Within a Specified Time Period	File Usage Chart			
View Files Most/Least Often Used	File Usage Frequency Chart			
Based on Items you wish to Remove, Select Desired Mode, Select Files, then Use the Uninstall Action (page 4-11 of the User Guide)				
HOW TO UNINSTALL:	ITEMS:	MODE TO USE:	HOTKEY	BUTTON
Programs, User Created Documents, etc.	Applications or Files	Application Manager Mode page 3-1	<CTRL>+<M>	
		CleanUp Wizard Mode page 3-12	<CTRL>+<W>	
Programs Downloaded by the Internet (Used to Accentuate Certain Web Sites, often Sound or Animation e.g., Shockwave™, QuickTime™)	Plug-Ins	Internet Manager Mode page 3-3	<CTRL>+<I>	
	ActiveX Controls			
Web page & Graphics Files Automatically Downloaded to Hard Drive when Viewing Web Site for Efficient Return	Internet Cache	Internet Manager Mode page 3-3	<CTRL>+<I>	
		CleanUp Wizard Mode page 3-12	<CTRL>+<W>	
Logged Files Downloaded by User from the Internet while WinDelete Agent Monitors	Internet Downloads	Internet Manager Mode page 3-3	<CTRL>+<I>	
Identical Files by Name, Size and/or Date	Duplicate Files	Duplicate File Finder Mode page 3-4	<CTRL>+<D>	
		CleanUp Wizard Mode page 3-12	<CTRL>+<W>	

HOW TO UNINSTALL:	ITEMS:	MODE TO USE:	HOTKEY	BUTTON
Icons or Shortcuts that No Longer Point to Any Application	Invalid Shortcuts	Debris Finder Mode page 3-7	<CTRL>+<F>	
		CleanUp Wizard Mode page 3-12	<CTRL>+<W>	
DLL Files that are No Longer Used by Any Application	Orphan DLLs	Debris Finder Mode page 3-7	<CTRL>+<F>	
Files Not Used Within a Set Amount of Time (Default 90 Days)	Unused Files	Debris Finder Mode page 3-7	<CTRL>+<F>	
		CleanUp Wizard Mode page 3-12	<CTRL>+<W>	
Empty Files	Zero Byte Length Files	Debris Finder Mode page 3-7	<CTRL>+<F>	
		CleanUp Wizard Mode page 3-12	<CTRL>+<W>	
Temporary Files Created by Windows or Applications During System Operation	Backup and Temporary Files	Debris Finder Mode page 3-7	<CTRL>+<F>	
		CleanUp Wizard Mode page 3-12	<CTRL>+<W>	
Files Created During Use of ScanDisk (Compressed Error Files)	Converted By ScanDisk Errors Files	Debris Finder Mode page 3-7	<CTRL>+<F>	
		CleanUp Wizard Mode page 3-12	<CTRL>+<W>	
Archived Applications or Files	Delete Archive Action  page 4-12	WinDelete Archive Mode page 3-8	<CTRL>+<A>	

What's New In WinDelete 97

The new features of WinDelete 97 enable you to do the following:

- Access all WinDelete 97 functions through toolbar buttons
- See a report on the screen of Just Completed Actions
- View charts of file usage
- Quickly and easily identify infrequently used files
- Search for and remove specific types of files from your personal computer
- Specify how much disk space (in MB) you want cleaned up
- Access Windows System Tools

System Requirements

The following hardware and software configuration is recommended for WinDelete 97:

- 486 compatible PC or higher
- 8MB or more of RAM
- 5MB of free hard disk space
- Windows 95 or NT 4.0
- VGA graphics or better

These are the *minimum* requirements. Of course, both Windows 95 and NT run more efficiently with 16MB or more of RAM. WinDelete 97 is not supported with any alternate desktops such as Starfish Dashboard or Norton Desktop.

How To Install WinDelete 97

To install WinDelete 97 from CD:

1. Insert the WinDelete 97 CD in your CD-ROM drive.
2. Select Start|Run and type `D:\WD97\SETUPEXE` (where **D** is the letter of your CD-ROM drive).
3. Follow the procedures that appear on the screen to complete the installation.



NOTE: Contact Customer Service if you require floppy disks. WinDelete 97 is shipped on a CD-ROM. The bonus software is not available on floppy diskettes, it is available only on CD-ROM.

To install WinDelete 97 from a floppy diskette:

1. Insert the diskette in your floppy drive.
2. Select File|Run and type A:\SETUP.EXE (where A is the letter of your floppy drive).

Technical Support

For technical support on WinDelete 97 or the WinPack or WinTuner bonus software, please use the following information:

Country:	Phone Numbers and E-mail Addresses:	World Wide Web:
United States	(415) 257-3000, select option 3, then WinDelete option (Monday through Friday, 8:00 a.m. to 5:00 p.m. Pacific Standard Time); Fax #(415) 257-3565	http://www.windelete.com , or the IMSI home page at http://www.imsisoft.com to access Public Forums and Frequently Asked Questions pertaining to WinDelete 97 and other IMSI products.
	windelsupport@imsisoft.com	
United Kingdom	+44-181-581-2000	
	support@imsiuk.co.uk	
South Africa	+27-11--792-9944	
	support@imsisa.co.za	
Germany	+49 (0) 89 460093-10	
	support@imsi.de	
Australia	61-2-9319-7533	
	support@imsiaus.com.au	
France	+33 (0) 1 40 21 24 64	
	imsi@worldnet.fr	

The Manual

This manual covers the use of WinDelete 97 on both Windows 95 and NT 4.0. The user interface is virtually the same in both environments, however the manual indicates where it differs slightly. Because of the improved user interface and added features, we recommend that you read all of the chapters in this manual.

Typographic Conventions

This manual uses the following typographic conventions:

- Keyboard keys are enclosed by <brackets>, such as <ENTER>, <TAB>, or <F1>.
- Key combinations, or Hotkeys, are joined by a plus sign and appear within <brackets>. For example, <ALT>+<A> means to hold down the <ALT> key and press the letter <A>.
- User entry appears in bold face. For example, you might see instructions like this: “Type **A:\SETUP** on the command line.”
- Pull-down menu instructions are printed as: Menu|Option. The steps through the menu system are separated by a pipe (|). For example, “Pull down the Actions menu and choose Install” appears as Actions|Install.

Helpful Icons

To make it easier for you to be aware of special notes and tips, you'll find the following helpful icons at certain points in the manual. Take a moment to become familiar with them so you can spot them as you read. Make sure that you read all of the warning notes.



NOTE: This icon indicates additional information that may not apply to general use.



SEE ALSO: This icon indicates other sections in the manual that contain related information.



TIP: The lightbulb appears to the left of time-saving tips.



WARNING: Pay close attention to the notes with this icon. The information they provide could prevent you from making costly mistakes.

Readme.txt

The Readme.txt file contains last-minute information that was not included in this user manual. You can access Readme.txt from Start|Programs|WinDelete 97|Readme.txt. We suggest that you print the Readme.txt file and save it for future reference. If you do not have access to a printer, make sure that you at least become familiar with the contents of Readme.txt.

Introduction to WinDelete 97

You can access the features of WinDelete 97 through its various Modes and Actions.

The toolbar buttons for the WinDelete 97 Modes and Actions, as well as for the Selection functions, are covered in this chapter. These toolbars appear on the WinDelete 97 main screen.



SEE ALSO: Refer to the next chapter for more information on the main screen.



Modes Toolbar

There are eight different Modes in WinDelete 97. A Mode is a state within WinDelete 97 that allows you to select items for a particular Action.

Select Applications for any WinDelete 97 Action.	Application Manager Mode page 3-1		<Ctrl>+<M>
Select Internet Cache, Downloads, ActiveX Controls, or Plug-Ins for any WinDelete 97 Action	Internet Manager Mode page 3-3		<Ctrl>+<I>
Identify/Select Duplicate Files for any WinDelete 97 Action	Duplicate File Finder Mode page 3-4		<CTRL>+<D>
Identify/Select Extraneous Files for any WinDelete 97 Action	Debris Finder Mode page 3-7		<CTRL>+<F>
Select Archived Files to Delete or Restore	WinDelete Archive Mode page 3-8		<CTRL>+<A>
View Charts of File Usage	Chart Viewer Mode page 3-9		<CTRL>+<V>
Go through a Guided Cleanup of Several File Types from Your System at Once	CleanUp Wizard Mode page 3-12		<CTRL>+<W>
Restore Files and Applications Automatically Archived to the WinDelete 97 Undo Buffer	WinDelete Undo Mode page 3-15		<CTRL>+<U>

Actions Toolbar



Once in a Mode, you can perform one of the twelve WinDelete 97 Actions on items you have selected within that Mode.

Use WinDelete 97 to Install Other Applications	Install Action page 4-2		Restore Archived Applications or Files	Restore From Archive Action page 4-13	
Move Applications from one drive/folder to another within your computer	Move Action page 4-4		Remove Invalid Commands (Left Over from Previous Hardware and/or Software) from System Files	Integrity Check Action page 5-1	
Make a Compressed Copy of Files and Applications	Archive Action page 4-7		Edit System and Other Windows Files and Optimize Hard Drive	System Tools Action page 5-5	
Copy Applications from one personal computer to another	Transport Action page 4-9		Change WinDelete 97 Default Settings	Settings Action page 5-6	
Remove Unwanted Files or Applications from your Computer	Uninstall Action page 4-11		Monitor All Files and Applications Installed on your Computer or Downloaded from the Internet; Control CleanUp Wizard Automation	WinDelete Agent Action page 5-3	
Delete Archived Applications or Files	Delete Archive Action page 4-12		Cancel Current Operation	Stop Action page 2-6	

Selection Toolbar



When files appear in the right frame of the WinDelete 97 main screen, the six Selection toolbar buttons will change from gray to color. Selection functions allow you to select or deselect files on which to perform an Action.

Selects Files <i>SAFE</i> for a Particular Action		Deselects Files that are <i>SAFE</i> for a Particular Action	
Selects Files that Should be Acted Upon <i>with CAUTION</i>		Deselects Files that Should be Acted Upon with <i>CAUTION</i>	
Selects All Files		Deselects All Files	



NOTE: You can also select/deselect files manually: <Ctrl>Click selects/deselects individual files; <Shift>Click at the top and bottom of a block of files selects/deselects the block of files.



NOTE: WinDelete 97 will not select files preceded with a red exclamation point because they are used by Windows.

2

Getting Started

Windows, Toolbars and Menus

This chapter will cover the WinDelete 97 toolbars in more detail. It will also familiarize you with the main screen, windows and menus.

How to Start and Exit WinDelete 97

If you have not already installed WinDelete 97, refer to the installation instructions in the previous chapter.

- To start WinDelete 97 select Start|Programs|IMSI|WinDelete 97 or double-click on the WinDelete 97 shortcut on your desktop. The WinDelete 97 Start Page appears.
- To exit WinDelete 97, Select Actions|Exit.

The Start Page

From the Start Page you can move to any of these six of the WinDelete 97 Modes or other items listed below, by clicking the appropriate button:

- *Application Manager* — For quick access to the Application Manager Mode
- *Chart Viewer* — For quick access to the Chart Viewer Mode
- *CleanUp Wizard* — For quick access to the CleanUp Wizard Mode
- *Debris Finder* — For quick access to the Debris Finder Mode
- *Duplicate Finder* — For quick access to the Duplicate Finder Mode
- *Internet Manager* — For quick access to the Internet Manager Mode
- *Update* — A convenient way to download any patches or updates to WinDelete 97 as they are available

- *Registration* — To register your copy of WinDelete 97 online
- *IMSI* — To access the WinDelete 97 home page, <http://www.windelete.com>, where you can get up-to-date information about WinDelete 97



NOTE: The very first time you select one of the buttons for a WinDelete 97 Mode, WinDelete 97 will automatically do a scan of all of your files and the Windows Registry to identify which applications use which files. This only occurs the first time you select one of the Modes from the Start Page. If you click on the Update or Registration buttons, the WinDelete 97 Wizard will prompt you on how to proceed.

The Command Menu

To access the Command Menu, click on the WinDelete 97 icon in the title bar of the Start Page. Then select one of the following standard command options.

- Restore
- Move
- Minimize
- Close
- Options
- About WinDelete 97

The Options Command

When you select the Options command from the Command Menu, the WinDelete 97 Start Page Options dialog box appears.

To turn the Sound option on or off, select or clear the checkbox.

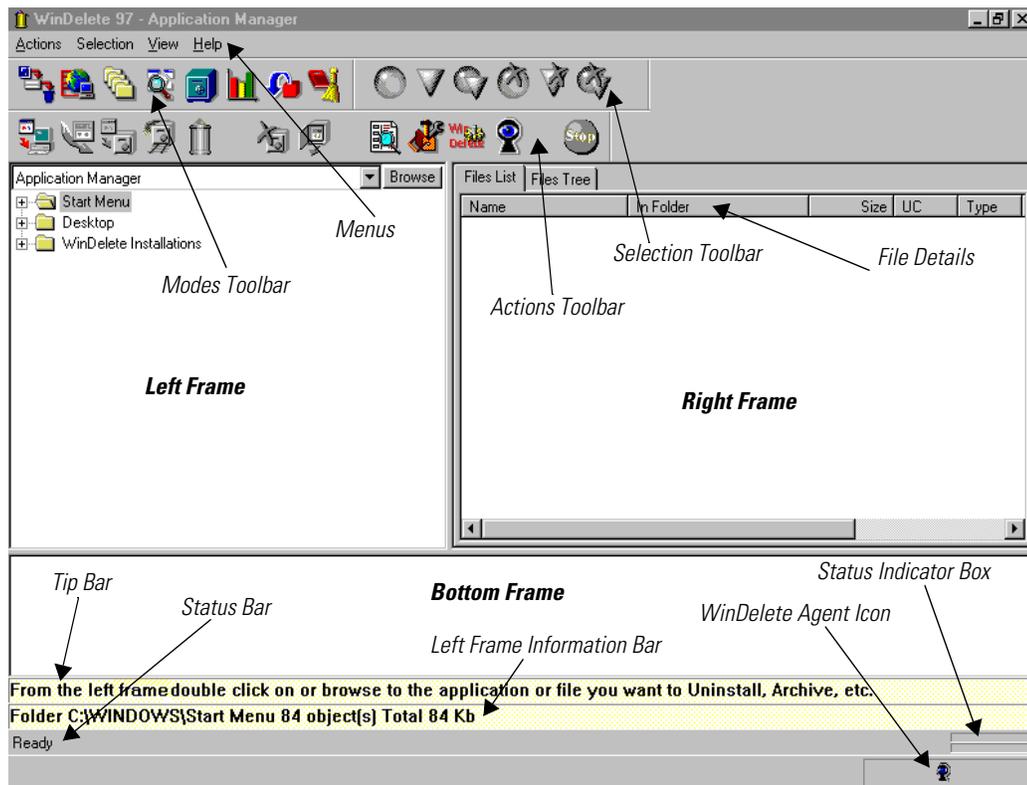
To skip viewing the Start Page when you open WinDelete 97 and go straight to the main screen, deselect the Show Start Page when Launching WinDelete 97 option.

If you later decide to reactivate the Start Page:

1. Open Windows Explorer.
2. Go to C:\Program Files\WinDelete 97 (if installed to the default path).
3. Double-click on frontopt.exe.
The WinDelete 97 Start Page Options dialog box will appear.
4. Select Show Start Page when Launching WinDelete 97 and then click OK.
The Start Page will reappear the next time you start WinDelete 97.

The WinDelete 97 Main Screen

The WinDelete 97 Main Screen, shown below, will appear when you select the Application Manager Mode from the Start Page.



WinDelete 97 main screen

Split Windows

There are three window frames in the WinDelete 97 main screen. These frames display information about the Modes and files you are using.

Left Frame (window)

The left frame of the split window displays the following information:

- The name of the Mode which you are in
- The corresponding icons or application folders which you can use
- The drop-down Modes LookUp menu, which lets you change to a different Mode

Right Frame (window)

The right frame of the split window displays a list of files which you can work with, based on the items that you selected in the left frame.

To select or switch how you view the files, click the *Files List* or *Files Tree* tab. You will also see certain details about the listed files. The default settings for WinDelete 97 ensure that you see the file details listed below:

- The Folder for the File
- File Size
- Usage Count
- File Type
- Date and Time the File Was Last Accessed
- Date the File was Modified
- Date the File was Created



TIP: You can change these defaults with the *Settings Action*, discussed in Chapter Five.

Bottom Frame

Once you complete an Action, the bottom frame displays a report in Rich Text Format. This report contains information about an Action you have just completed. It also displays the amount of disk space (in kilobytes) that is currently taken up in your WinDelete 97 undo buffer.



TIP: To print this report, select *Actions|Report Print*.

Main Screen Information Bars

You will also notice several bars below the bottom frame at the bottom of the main screen. These bars display important information, tips, and instructions.

Tip Bar

The Tip bar, located directly below the bottom frame, displays tips and instructions from WinDelete 97.

Left Frame Information Bar

The Left Frame Information bar is located beneath the Tip bar. It displays the number of folders, logs, shortcuts or files currently selected in the *left frame* as well as the amount of kilobytes they take up.

Status Bar

The Status bar, below the Left Frame Information bar, displays the status of WinDelete 97. It also displays the total number of files and the amount of kilobytes taken up by files *listed* in the right frame as well as for the files *selected* in the right frame. The status of a particular Action is shown in the status indicator box in the right corner of this bar. The upper part of this box displays the status of an Action, per file. The overall status of the Action displays in the lower part of this box.

Task Bar

The Task bar, on the very bottom of the screen, displays the WinDelete Agent icon. The WinDelete Agent menu will appear when you click on this icon.



SEE ALSO: For more information, see "The WinDelete Agent" on page 2-9.

Toolbars

There are three toolbars on the WinDelete 97 main screen. You can select any of the WinDelete 97 Modes or Actions, as well as the Selection functions, either from the toolbar buttons or from the appropriate menus on the main screen. These toolbars and menus are described below.

- *Modes toolbar* — To select a Mode



- *Selection toolbar* — To access file Select/Deselect functions



- *Actions toolbar* — To select an Action



Each toolbar button has a tool tip that shows the purpose of the button. These toolbars are dockable; you can put them wherever you wish on the screen.



TIP: Using items from the View menu, you can pick the size of the toolbar buttons (large or small icons). You can also select which toolbars you wish to appear on the screen at any given time from the View menu.

Menus

WinDelete 97 has four pull-down menus that allow you to access the Actions, Selection, View and Help functions. In addition, it has a drop-down Modes LookUp menu that appears in the left frame, once you are positioned in one of the WinDelete 97 Modes. You can select a different Mode from the Modes Look-Up menu, or from the buttons on the Modes toolbar.

You can access the pull-down menus two different ways:

- Select the menu you wish from the main menu.
- Use the appropriate Hotkey shortcut.

To access the Modes LookUp menu, click on the Mode currently shown in the left frame; hold down the mouse and drag to the desired Mode and release or click on the look up arrow and then on the desired Mode.

Actions Menu

Select|Actions or use the Hotkey combination <ALT>+<A> to see its pull-down menu:



Actions pull-down menu

Use this menu to:

- Select a WinDelete 97 Action
- Cancel an Action
- Clear the Undo Buffer (Deletes any data stored in the WinDelete 97 Undo Buffer)
- Print a Report on Just Completed Actions
- Exit WinDelete 97



SEE ALSO: Refer to Chapter Four for more information and instructions on WinDelete 97 Actions.

Selection Menu

Click Selection or use the Hotkey combination <ALT>+<S> to see its pull-down menu:



Selection pull-down menu

Use this menu to select or deselect files that appear in the right frame during a WinDelete 97 Mode:

- *Select Safe Items* — Selects files on which you can safely perform an Action.
- *Select Caution Items* — Selects files that you should use caution on before performing the selected Action. WinDelete 97 marks these files with a yellow question mark to identify them for you.



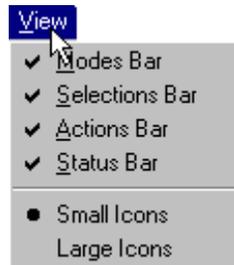
NOTE: You can also select/deselect files manually: <Ctrl>Click selects/deselects individual files; <Shift>Click at the top and bottom of a block of files selects/deselects the block of files.



NOTE: WinDelete 97 will not select files preceded with a red exclamation point because they are used by Windows.

View Menu

Select|View or use the Hotkey combination <ALT>+<V> to see the following pull-down menu:



View pull-down menu

Use the View menu to select which toolbars you see on the screen: Modes, Actions, Selection or Status. With this menu, you can also select to see the toolbar buttons and the file icons that appear in the right frame as large or small icons.

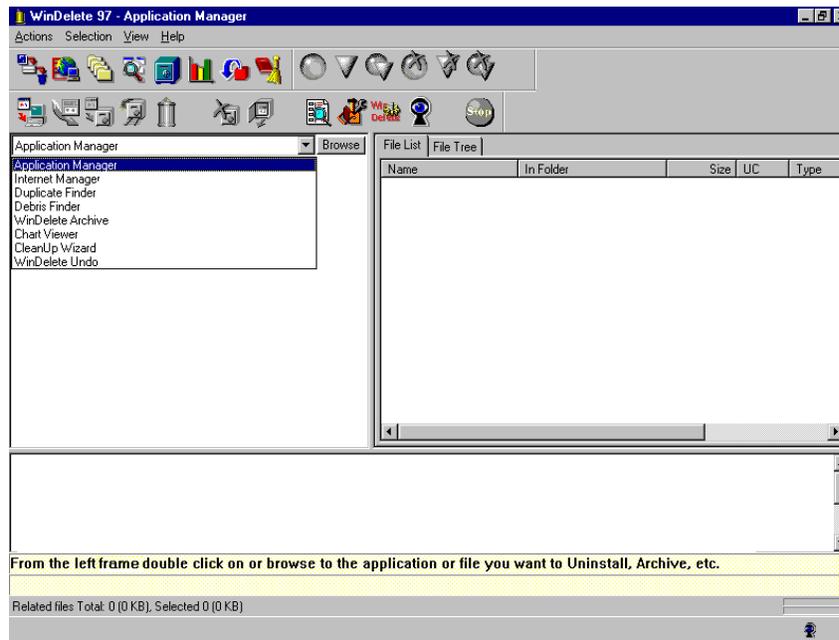
Help Menu

Select|Help or use the Hotkey combination <ALT>+<H> to access the Help pull-down menu. Use the Help menu to access:

- *Contents* — Table of Contents for Online Help
- *Search for Help on* — For Context-Sensitive Help
- *Online Internet Help* — Connects you with the WinDelete 97 Frequently Asked Questions Internet Knowledge base
- *Technical Support* — Shows you how to contact Technical Support
- *About WinDelete 97*

Modes LookUp Menu

The drop-down LookUp menu lets you select a WinDelete 97 Mode. It appears in the left frame of the main screen once you select any Mode. It is helpful when you wish to change Modes. To see this menu, click on the Mode currently shown in the left frame; hold down the mouse and drag to the desired Mode and release or click on the look up arrow and then on the desired Mode:



Main Screen with Modes LookUp menu

The WinDelete Agent

As you use WinDelete 97, the WinDelete Agent continually monitors the state of the operating system. It is set, by default, to start up and monitor at system start up. If your personal computer system ever shuts down abnormally, the WinDelete Agent will prompt you to run ScanDisk the next time you start your system up.



NOTE: *WinDelete Agent does not prompt you to run ScanDisk if you are a Windows NT user because the ScanDisk system tool is not available to Windows NT users.*



SEE ALSO: *Refer to Chapter Five for more information on the ScanDisk system tool.*

The WinDelete Agent icon should appear in the task bar of your screen once you reboot your system after installing WinDelete 97. The WinDelete Agent icon has its own menu which you can access by clicking on the WinDelete Agent icon in the task bar. This menu lets you do the following:

- View information on the processes currently monitored by the WinDelete Agent. (You can choose to stop WinDelete Agent from monitoring a specific process, if you wish).
- Terminate the WinDelete Agent.
- View or change the default settings for the WinDelete Agent. The default settings ensure that the WinDelete Agent does the following:
 - * Starts at system startup
 - * Monitors any installation of software on your system that you do using the setup.exe or install.exe commands
 - * Monitors any Internet downloads that you perform using Internet Explorer or Netscape Navigator
 - * Offers to perform the CleanUp Wizard once every seven days.



SEE ALSO: The CleanUp Wizard Mode provides a quick way to take advantage of many of WinDelete 97's functions. It is described in Chapter Three.

WinDelete Agent helps WinDelete 97 perform its various functions as efficiently as possible because it continually monitors what happens on your system as you use it.



NOTE: When you install new software on your system, or if you download files from the Internet, WinDelete Agent will prompt you with a dialog box to indicate a name for the installation log or for the download log. This enables WinDelete Agent to effectively monitor your system.



SEE ALSO: For information on the Install Action, see Chapter Four. It includes an example of the dialog box you will see (in the WinDelete Agent default setting) when you install new software. Refer to Chapter Three for information on the Internet Manager Mode.

We recommend that you not change the WinDelete Agent default settings; it is preferable to have it set to run at system startup. It is also extremely helpful to WinDelete 97 to have the WinDelete Agent set to monitor your software installations and your Internet downloads. The setting to have CleanUp Wizard perform a cleanup every seven days can be changed without interfering with the effectiveness of the WinDelete Agent.



SEE ALSO: Refer to Chapter Five for information on how to use the WinDelete Agent Action if you still wish to change its default settings.

3

WinDelete 97 Modes

The WinDelete 97 Modes provide an efficient way to find and view lists of particular applications and types of files. In addition, there is a specific Mode for viewing a graphical representation of your system's file usage, as well as a Mode that lets you undo an uninstall, move, or archive of data if you change your mind after you perform one of these Actions.

In order to perform most of WinDelete 97's Actions, you must first select a Mode. You can think of a Mode as a particular state in WinDelete 97. From within a particular Mode, you can select the applications or files on which you wish to perform a specific Action from the right frame (window).

The WinDelete 97 Modes are presented below, including instructions on how to select or enter a particular Mode.



SEE ALSO: *Chapter Four contains more complete instructions on using the various Actions within the Modes.*

Application Manager



Menu: Modes LookUp|Application Manager

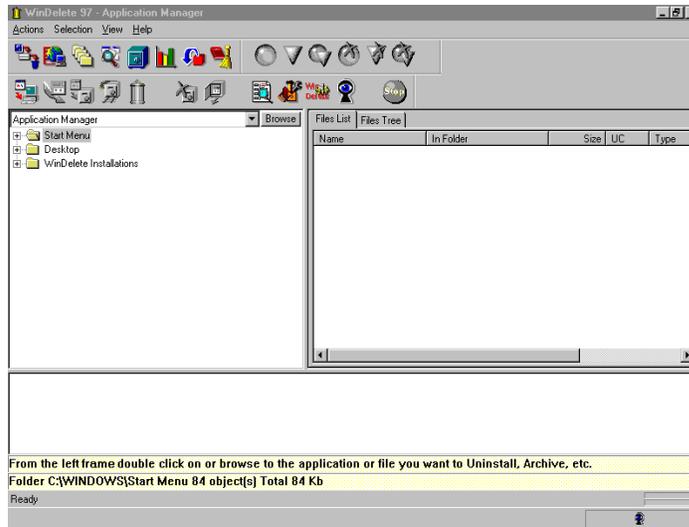
Hotkey: <CTRL>+<M>

Toolbar: Modes

You can select applications from your system to uninstall, archive, move, or transport with the Application Manager Mode. Application Manager can make a backup copy of any application removed with WinDelete 97.

To use Application Manager:

1. Click the Application Manager button, or select it from the Modes LookUp menu in the left frame, or use the Hotkey combination shown above. The left frame lists folders for the Start Menu, Desktop, and WinDelete Installations:



Application Manager Mode screen



TIP: In WinDelete 97, you can use the Start Menu folder to navigate to an application in the same way that you use the Start button in Windows. You can look for the program folder of applications on which you wish to perform an Action starting from these folders or you can browse to it. The Desktop folder contains the icons for the items on your desktop. The Browse button in this Mode is similar to the Open button in Windows, when used to find a program's executable file.

2. Select the folder (in the left frame) that contains the application or files on which you wish to perform an Action.



TIP: You can double-click a program folder to expand the list one level. Likewise, you can collapse the list by double-clicking the folder again. One of three symbols will appear on the left side of each list item: a Plus symbol <+>, a minus symbol (-), or an empty box. Click the minus symbol to collapse the list. When you do this, the plus symbol reappears. The empty box appears next to individual files. If none of these symbols appear, you have reached the end of that particular tree.

3. Use the Select/Deselect toolbar buttons or menu to select the files on which you wish to perform an Action.



NOTE: WinDelete 97 will not select files preceded with a red exclamation point because they are used by Windows.

Internet Manager



Menu: Modes LookUp|Internet Manager

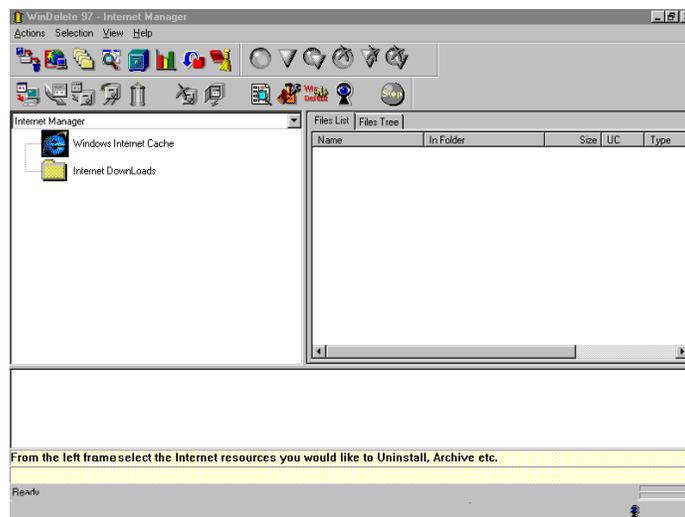
Hotkey: <CTRL>+<I>

Toolbar: Modes

You can remove unnecessary files that are automatically downloaded to your computer during access to online services or the Internet with the Internet Manager Mode. When you browse on the Internet, many Web page and graphics files are downloaded to the browser's cache on your personal computer without your knowledge. These files can be very numerous and are only really useful during the particular session in which they are downloaded. Over time, they can clutter up your computer.

To use Internet Manager:

1. Click on the Internet Manager button, or select it from the Modes LookUp menu in the left frame, or use the Hotkey combination shown above. In this example, a Cache icon and an Internet Downloads icon appear:



Internet Manager Mode screen



NOTE: The Downloads icons are for files that you intentionally download, not for the Web page and graphics files, mentioned above, that are automatically downloaded to your browser's cache. When you choose to download files from the Internet, WinDelete 97's WinDelete Agent will prompt you for a log name for your download. You should respond to the dialog box with which you are prompted. This lets you take full advantage of the Internet Manager Mode. If you have Internet Explorer, icons will appear for the Internet Explorer Cache and Downloads and possibly for any ActiveX Controls and Plug-Ins. If you have Netscape, icons will appear for the Netscape Cache, Downloads, and possibly for any ActiveX Controls and Plug-Ins. If you have both Internet Explorer and Netscape, the Cache and Downloads icons will appear for both, as well as icons for the ActiveX Controls or Plug-Ins.

2. Double-click on the Cache, Downloads, ActiveX Controls or Plug-Ins icon, depending on the type of file on which you wish to perform an Action. When you double-click on the Cache icon, files will appear in the right frame, regardless of whether you logged onto the Internet with the WinDelete 97 WinDelete Agent running. However, when you double-click on the Internet Downloads icon, files will only appear in the right frame if you downloaded files from the Internet *with WinDelete Agent running* and if you chose to log the download. The WinDelete Agent monitors your downloading of files from the Internet.
3. Use the Select/Deselect toolbar buttons or menu to select the files on which to perform an Action.
4. Select the Archive or Uninstall Action.



SEE ALSO: *Chapter Four for instructions on Archive or Uninstall Actions.*

Duplicate File Finder



Menu: Modes LookUp|Duplicate Finder

Hotkey: <CTRL>+<D>

Toolbar: Modes

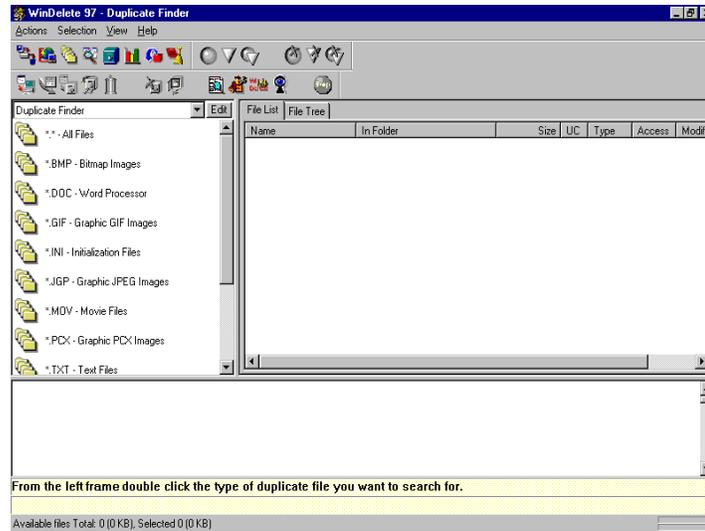
Your system can also become cluttered with duplicate files that take up valuable disk space. You can use the Duplicate Finder Mode to locate and delete these files. Of course, a full backup of all deleted files can be saved, should you need to restore any of these files in the future.

Duplicate Finder can search for the following (default) file types:

BMP	Bitmap graphics
DOC	Word Processing Files
GIF	GIF Images
INI	Initialization files (Use extreme caution when evaluating these files.)
JPG	JPEG Images
MOV	Movie Files
PCX	Bitmap graphics created in Paintbrush
TXT	Text files created in Windows Notepad
WAV	Sound Files
WRI	Files created in Windows Write
ZIP	Archive Files

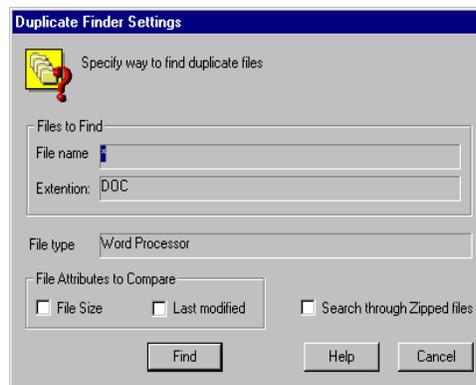
To use Duplicate Finder:

1. Click on the Duplicate Finder button, or select it from the Modes LookUp menu in the left frame, or use the Hotkey combination shown above. Icons for the types of files Duplicate Finder can search for appear in the left frame:



Duplicate File Finder Mode

2. Double-click the icon for the type of file for Duplicate Finder to search. The following dialog box appears:



Duplicate Finder Settings dialog box

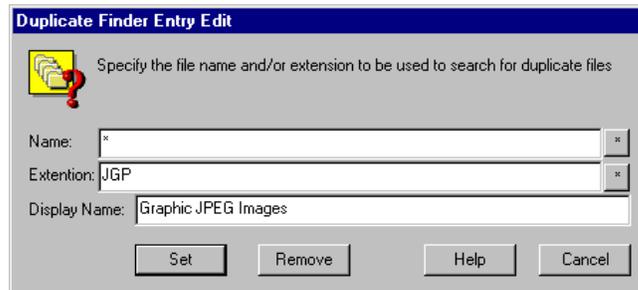
3. Use the checkboxes to indicate whether Duplicate Finder should:
 - Consider/compare file size
 - Consider when a file was last modified
 - Search through zipped files
 - Scan certain drives
4. Click **Find**.
5. Use the Select/Deselect toolbar buttons or menu to select the files you wish to remove or archive.



NOTE: If you wish to add or remove types of files for Duplicate Finder to search, click the Edit button next to the Modes LookUp menu.

To edit how Duplicate Finder searches for a particular type of file:

1. Click the icon for that type of file, shown in the left frame, and click the Edit button. In this example, suppose you selected the *.JPG icon and then clicked the Edit button. The following dialog box appears:



Duplicate Finder Entry Edit dialog box

2. Enter or edit the Extension and Display Name boxes to indicate the file extension for which Duplicate Finder should search. If you want to find all duplicate files of a particular type, leave the asterisk (wild card) as the file name. (You can enter the text explanation that should be displayed next to the icon for a particular file type in **the Display Name** field.)
3. Do **one of the following**:
 - Click the Set button to save your new entry. (The original entry also remains.)
 - Click the Remove button to delete the Duplicate Finder entry shown in the dialog box. In this example, if you clicked **Remove**, Duplicate Finder would no longer search for JPG files. An icon for this file type would no longer show, in the left frame, within the Duplicate Finder Mode.

Debris Finder



Menu: Modes LookUp|Debris Finder

Hotkey: <CTRL>+<F>

Toolbar: Modes

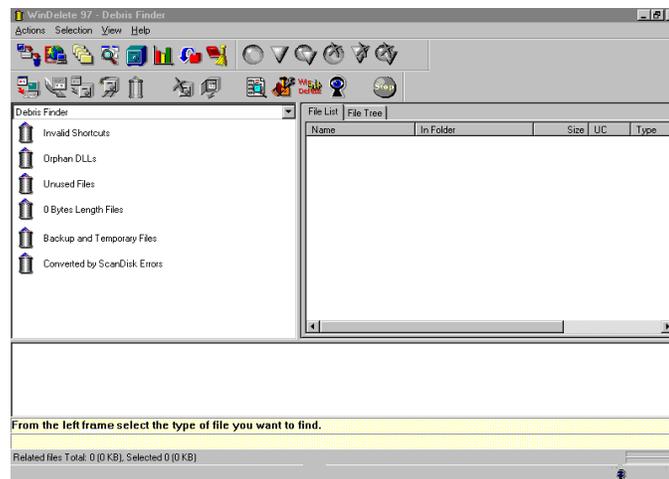
You can identify and remove orphan and “garbage” files from your personal computer with the Debris Finder Mode. Everything you select for removal in this Mode can be saved in a backup copy for later reinstallation, should you require it.

Debris Finder can locate the following types of files:

- *Invalid Shortcuts* — Icons on your Desktop or shortcuts in your Start menu that no longer point to any application.
- *Orphan DLLs* — DLL files that are scattered throughout your hard drive or that are no longer used by any application.
- *Unused Files* — Based on your criteria, files that are no longer needed. (You specify your criteria in the dialog box that appears when you double-click on the Unused Files icon in the left frame shown above.)
- *0 Byte Length* — Files that are zero in size.
- *Backup and Temporary Files* — Backup and temporary files that are created by Windows during your use of the system.

To use Debris Finder:

1. Click on the Debris Finder button, or select it from the Modes LookUp menu in the left frame, or use the Hotkey combination shown above. The icons for the types of files that Debris Finder can find appear in the left frame:



Debris Finder screen

2. Double-click on the type of file for Debris Finder to find.
3. Select the drive for Debris Finder to search.
4. Use the Select/Deselect toolbar buttons or menu to select the files that you wish to remove or archive.

WinDelete Archive



Menu: Modes LookUp|WinDelete Archive

Hotkey: <CTRL>+<A>

Toolbar: Modes

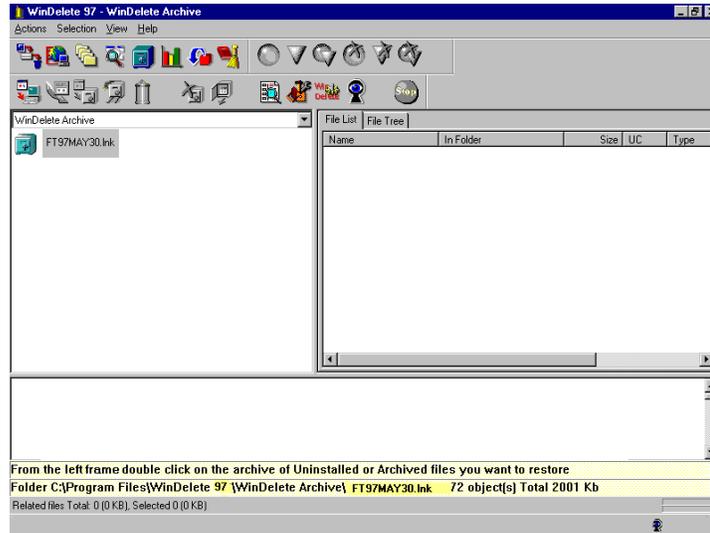
You can quickly and easily *restore* any files or applications that you previously uninstalled with WinDelete 97 in the WinDelete Archive Mode. You can also *delete* archived data, using the Delete Archive Action, from within the WinDelete Archive Mode.



WARNING: *This Mode finds only the archives that you specifically requested WinDelete 97 to create. It does not find or refer to the archived data that is automatically created and stored in the WinDelete 97 undo buffer. See the WinDelete Undo Mode for information on how to restore data automatically archived by WinDelete 97 and stored to its undo buffer.*

To use WinDelete Archive:

1. Click on the WinDelete Archive button, or select it from the Modes LookUp menu in the left frame, or use the Hotkey combination shown above. If any archives exist, icons for the specific archives appear in the left frame:



WinDelete Archive screen

2. Double-click on the specific archive, previously created by WinDelete 97, that you wish to restore or delete. (If you choose to restore the archived data, the files are put back where they came from.)
3. Use the Select/Deselect toolbar buttons or menu to select the files that you wish to delete or restore.



TIP: It is recommended that you select all files if you are restoring an application so that the application functions properly.

4. Click **Delete Archived Data** or **Restore Archived Resources**, depending on which Action you wish to perform.

Chart Viewer



Menu: Modes LookUp|Chart Viewer

Hotkey: <CTRL>+<V>

Toolbar: Modes

You can review graphical information, gathered by the WinDelete Agent, on your file and application usage with the Chart Viewer Mode. The statistics generated by this Mode provide you with an extremely easy and efficient way to identify your system's unused files and applications. You can also see how much disk space specific file types are taking up, both in percents and in kilobytes, with the Chart Viewer Mode.

To use Chart Viewer:

1. Click on the Chart Viewer toolbar button, or select it from the Modes LookUp menu in the left frame, or use the Hotkey combination shown above. Your choice of charts is listed in the left frame:

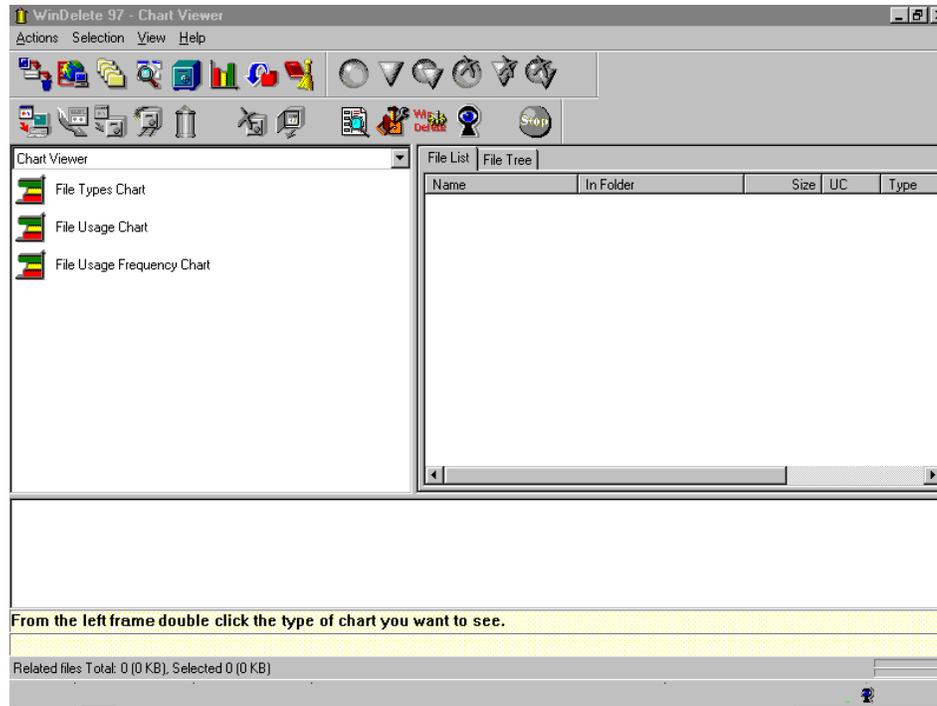


Chart Viewer Mode screen

2. Double-click on the type of chart you wish to see:
 - File Types Chart
 - File Usage Chart
 - File Usage Frequency Chart (appears *only* if WinDelete Agent is running)
3. Respond to the dialog box that appears for the type of chart you selected:
 - *File Types Chart Options* — Specify the types of files to exclude from the chart, if any. You may wish to exclude executable files, for example, to speed up viewing the chart. Also select the drive for Chart Viewer to search. If you wish to exclude executable files, click the Executable checkbox.

- *File Usage Chart Options* — Specify the time period (in numbers of days) for WinDelete 97 to consider files unused. WinDelete 97 breaks files into categories, each being a block of days. For example, for WinDelete 97's default period of 10 days, Chart Viewer shows you a chart of file usage for 0 to 9 days; 10 to 19 days, 20 to 29, etc. You can change the default period in this dialog box, if you wish. Select the drive for Chart Viewer to search and specify the types of files to exclude from the chart, if any.
- *File Usage Frequency Chart Options* — Specify the range (actual number of times) for WinDelete 97 to count as use in analyzing file usage frequency. Similar to the File Usage Chart, WinDelete 97 then breaks files into categories, each being a block of times used, and shows you the chart of file usage in increments (multiples) of the number you specify for the range. Select the drive for Chart Viewer to search and specify the types of files to exclude from the chart, if any.



NOTE: The usage counter shows the number of times a file has been used since you have installed WinDelete 97 and while WinDelete Agent is running. Keep this in mind if you installed WinDelete 97 recently.

4. Click **View**. The chart appears in the left frame. The chart shows you the amount of disk space the various file types take up, in descending order, in percents as well as in kilobytes.
5. Use the **Select/Deselect** toolbar buttons or menu to select the files that you wish to uninstall (or on which you wish to perform another Action).

CleanUp Wizard



Menu: Modes LookUp|CleanUp Wizard

Hotkey: <CTRL>+<W>

Toolbar: Modes

You can do an overall clean up of your personal computer system with the CleanUp Wizard Mode. You can use CleanUp Wizard to specify which types of files you want WinDelete 97 to search for and delete. You can also specify the amount of disk space (on a specific hard disk on your system) that you want this Mode to free up.

This Mode is a kind of shortcut that guides you through cleaning up your system. With CleanUp Wizard you can:

- Search for duplicate files (like the Duplicate Finder Mode)
- Search for the same types of files as with the Debris Finder Mode (except for orphan DLL files)
- Find your browser's Cache (Microsoft Internet Explorer or Netscape Navigator)

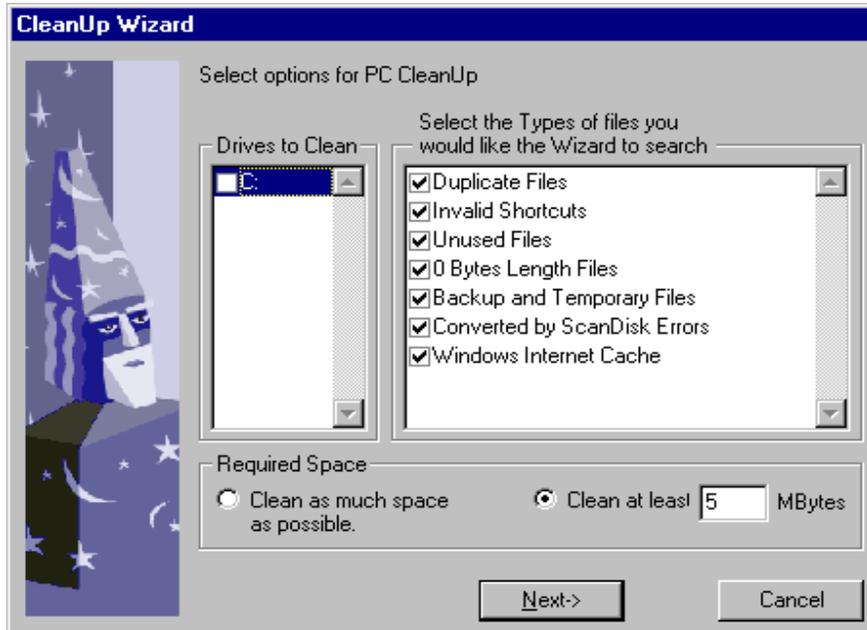
You can also delete or archive the above files with the CleanUp Wizard Mode.



NOTE: The default setting for WinDelete 97's WinDelete Agent is to perform the CleanUp Wizard Mode on your system every seven days. To change this setting, see the information on the WinDelete Agent Action in Chapter Five. You can perform the CleanUp Wizard Mode on your system whenever you wish, you are not restricted to performing it through the WinDelete Agent.

To use CleanUp Wizard:

1. Click on the CleanUp Wizard button, or select it from the Modes LookUp menu in the left frame, or use the Hotkey combination shown above. If you select this Mode from the LookUp menu, you must also click on the Cleanup button next to it. The following dialog box appears:

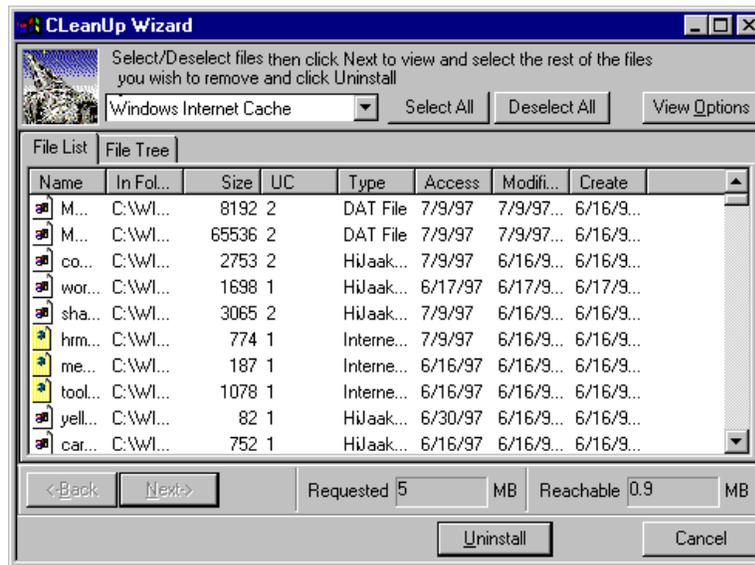


Initial CleanUp Wizard dialog box

2. From the CleanUp Wizard dialog box, do the following:
 - Check the letter of the hard disk or disks you wish to clean up.
 - Select or deselect the types of files you want cleaned up (click the checkbox for the particular type of file).
 - Indicate the required space (whether you want CleanUp Wizard to clean up as much space as possible on the disk or disks or a specific amount of disk space that you enter).
3. Click Next. Further dialog boxes will appear, depending on the types of files you specified for clean up:
 - If you checked Duplicate Files, a dialog box to identify how to search for duplicates will appear.
 - If you selected Unused Files on the initial dialog box, another dialog box will appear for you to specify the way that CleanUp Wizard should identify unused files. (The default is for

CleanUp Wizard to consider files that were used once or less during the last 90 days as unused.)

- The CleanUp Wizard searches for and finds files for cleanup based on the types of files you select in the initial CleanUp Wizard dialog box. It then prompts you with the following dialog box:



CleanUp Wizard dialog box - Windows Internet Cache

4. Select or deselect the files displayed for cleanup. You can select or deselect all of the files shown or you can use <Ctrl>Click to select or deselect specific files. The dialog box above is an example of what you would see if you had clicked in the checkbox for **Windows Internet Cache** on the initial CleanUp Wizard screen.
5. Click **Next** or the lookup arrow (next to the box that displays the type for the files currently shown) to view the other types of files found by CleanUp Wizard in order to select or deselect the ones you wish to uninstall.
For example, if you had clicked Duplicate Files and Invalid Shortcuts in the initial CleanUp Wizard dialog box, you would need to first view the files that CleanUp Wizard finds for both of these file types in order to select which ones you wish to uninstall. If you had selected all of the types of files that CleanUp Wizard can find, you would need to select the files to be uninstalled for each of these file types. The **Requested** and **Reachable** information shows you how much space you requested for clean up and how much space the particular files detected by CleanUp Wizard represent.
6. Once you have selected the files that you wish to remove, click **Uninstall**.

WinDelete Undo



Menu: Modes LookUp|WinDelete Undo

Hotkey: <CTRL>+<U>

Toolbar: Modes

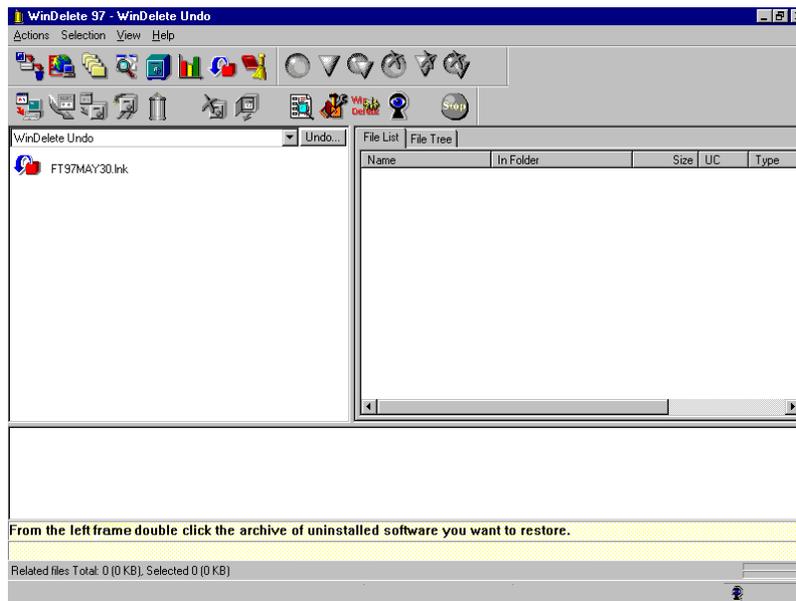
You can restore the files and applications that were automatically archived to the WinDelete 97 undo buffer with the WinDelete Undo Mode. Whenever you choose to uninstall or move applications, WinDelete 97 can automatically save the data to the WinDelete 97 undo buffer. As a safeguard, WinDelete 97 will create an archive to the WinDelete 97 undo buffer unless you indicate that you do not want this. When the buffer is full (the default size is 10MB) the latest archived data is saved and the oldest data is removed. You can change the size of the undo buffer using the Settings Action



SEE ALSO: *The Settings Action is described in Chapter Five.*

To Use WinDelete Undo:

1. Click on the WinDelete Undo button, or select it from the Modes LookUp menu in the left frame, or use the Hotkey combination shown above. If any archives automatically created by WinDelete 97 still exist, icons for these archives will appear in the left frame:



WinDelete Undo Mode screen

WinDelete 97

2. Double-click on the icon of the specific archived data you wish to restore.
3. Use the Select/Deselect toolbar buttons or menu to select the files you wish to restore.
4. Click the Undo button next to the LookUp menu.
WinDelete 97 restores the archived data to its original location.

If you ever wish to clear the contents of the WinDelete undo buffer, select **Clear Undo Buffer** from the Actions pull-down menu. A dialog box will appear to let you know that if you click **Yes**, the contents of the WinDelete Undo buffer will be removed.

4

WinDelete 97 Actions

The WinDelete 97 Actions perform the various install, uninstall, move, transport, archive, and restore functions of WinDelete 97. Most of WinDelete 97's Actions are covered in this chapter. It is always best to perform the WinDelete 97 Actions on the applications and files that you installed with WinDelete 97. These have log information about them, located in the WinDelete Installation or the Internet Downloads Folders, which you can find through the Application or Internet Manager Modes. The WinDelete 97 Actions work most efficiently on applications that you installed using WinDelete 97.

The WinDelete 97 Actions will also work on applications and files that you did not install using WinDelete 97. These applications or files do not have log information in the WinDelete Installation or Internet Downloads Folders. Therefore there is more of a chance that a few files will be left behind. It is much harder for WinDelete 97 to identify all of that application's associated files because WinDelete 97 uses an application's shortcut to find that application's associated files rather than the log information.

During the Archive, Move, or Uninstall Actions, WinDelete 97 scans the Windows Registry for any references to the application and or files on which you just completed the Action. If it finds any it will modify them accordingly. If you are deleting applications, WinDelete 97 goes one step further and offers to search for any newly orphaned DLL (Dynamic Link Libraries) files. If it finds any DLL files that are no longer being used by any application, it archives these as well.

Install



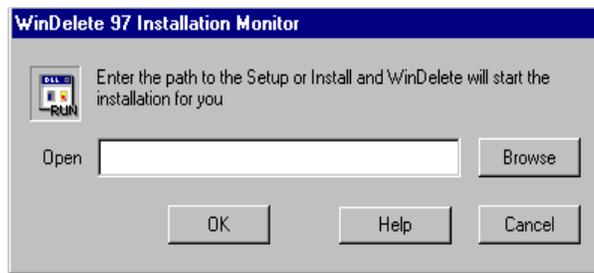
Menu: Actions|Install

Toolbar: Actions

The Install Action helps you to install any new software program by starting and monitoring the installation process. When you install software using the Install Action, WinDelete 97 creates a log of exactly where the various files for the software are placed on your hard disk as well as any registry entries. Installing your software through WinDelete 97's Install Action makes any subsequent removal, archival, move or transport of your software extremely easy and efficient, if you ever want to perform these Actions.

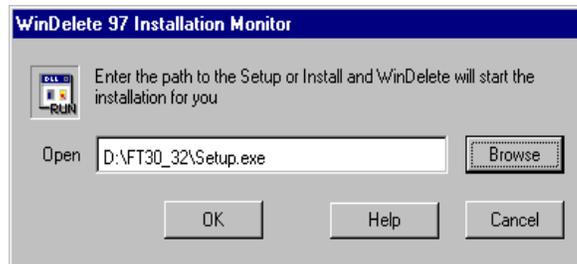
To use Install:

1. Click on the Install toolbar button or select it from the Actions menu.
The following dialog box appears:



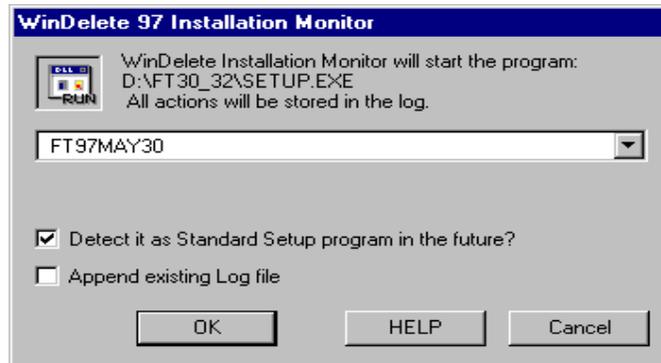
WinDelete 97 Installation Monitor

2. Enter the path and filename of the installation file for the software to be installed or click **Browse** and navigate to the installation file. This is the same thing you would enter into the command field in the Windows Start|Run dialog box.
3. Click **OK** to begin the installation.
In this example, IMSI's FormTool 97 will be installed:



WinDelete 97 Installation Monitor Installing FormTool 97

4. Edit the log name to identify the software to be installed. (WinDelete 97 automatically assigns the month and day of the install as the default name of the log but you will want the log name to identify the program you installed.) In this example, the log name is changed to FT97MAY30:

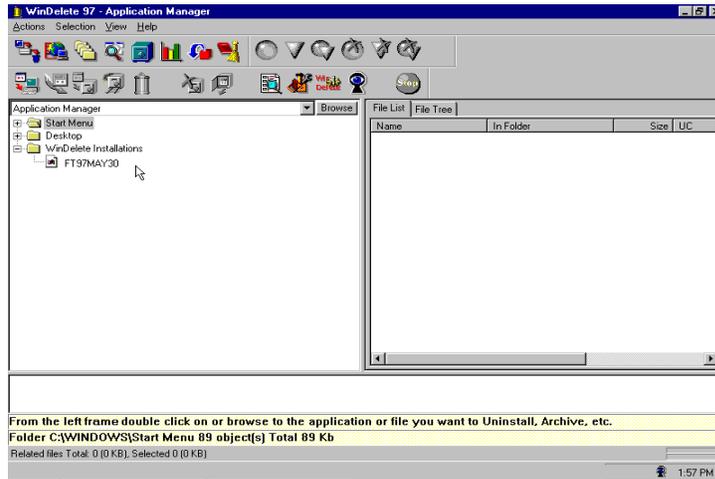


Editing Log name in the WinDelete 97 Installation Monitor

5. Also indicate the following install options:
 - *Detect it as a Standard Setup program in the future* — If you check this, the type of setup program you used to install your application is added to the list of setup programs that the WinDelete Agent recognizes. (The default setup programs that WinDelete Agent monitors are install.exe and setup.exe.)
 - *Append existing Log file* — If you check this, WinDelete 97 saves the log information of your installation to an existing log file, of the same name, if one exists.
6. Click OK once you have made desired selections.

WinDelete 97

Once the installation of the software is complete, you will see a log entry in the WinDelete 97 Installation folder:



Application Monitor Mode screen



TIP: When you wish to perform a Move, Uninstall, Archive, or Transport Action on an application you installed with the Install Action, for maximum efficiency, you should select the application from the WinDelete 97 Installation folder.

Move



Menu: Actions|Move

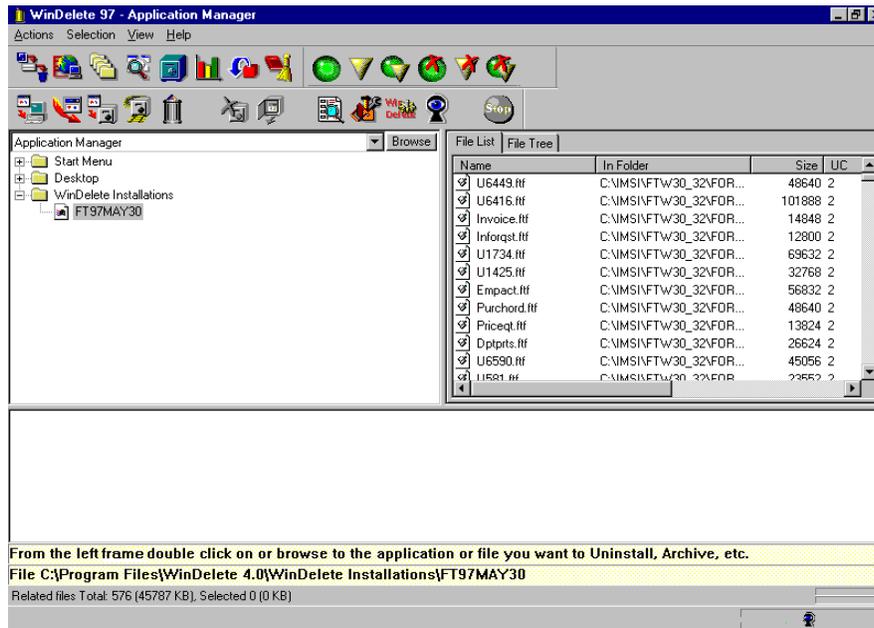
Toolbar: Actions

The Move Action lets you move an application and/or files to a different folder on the same drive, or to a different hard drive on the same computer, without having to uninstall and then reinstall the application. Any application in its current form, including all your option settings, macros, and personal preferences will be moved to the new location without having to manually reconfigure the application or any Windows settings.

You can use the Move Action from within the Application Manager, Internet Manager, Duplicate Finder, or Debris Finder Modes. Since in most cases it will be applications and related files that you will want to move, the following instructions cover using the Move Action from within the Application Manager Mode. You would go through the same steps to move files, instead of an application, except you would select the source location of the files rather than the application.

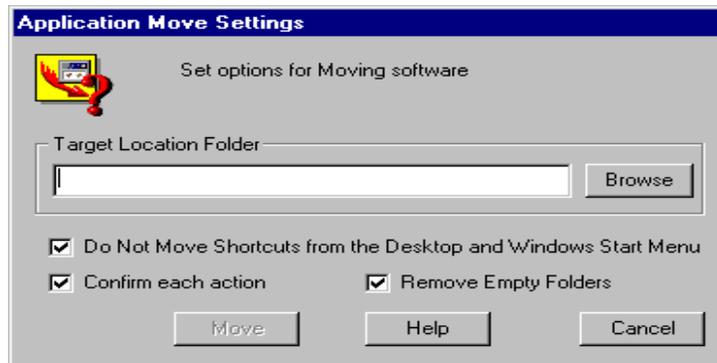
To use Move:

1. Click the Application Manager toolbar button or select it from the Modes LookUp menu, or use the Hotkey combination <CTRL>+<M>. The left frame shows a listing of the applications and program folders on your hard drive.
2. Double-click on the application you wish to move. The files within that folder appear in the right frame:



Application Manager Mode screen

3. Use the Select/Deselect toolbar buttons or menu to select the files you wish to move.
4. Click the Move toolbar button or select it from the Actions menu.
The following dialog box appears:



Application Move Settings dialog box

5. Specify the new location for the application or files you have selected to move by browsing to the path or by entering the path in the Target Location Folder box. Specify the other options from the Application Move Settings dialog box:
 - *Move no shortcuts from Desktop and Windows Start Menu* — Tells WinDelete 97 not to move the shortcuts for the application you are moving.
 - *Confirm each action* — Enables/disables the need to confirm the Move of each of the selected files.
 - *Remove Empty Folders* — Enables/disables removing any empty folders after files are moved.
6. Click **Move**.

Archive



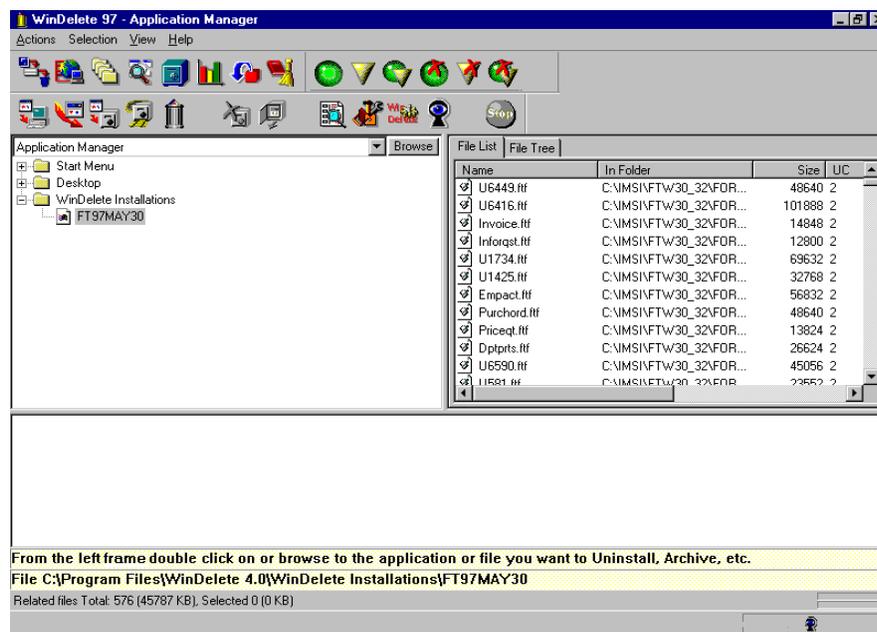
Menu: Actions|Archive

Toolbar: Actions

You can make a compressed, archived *copy* of a selected application or files with the Archive Action. The archived copy of the application, as well as the full application, remain on your system.

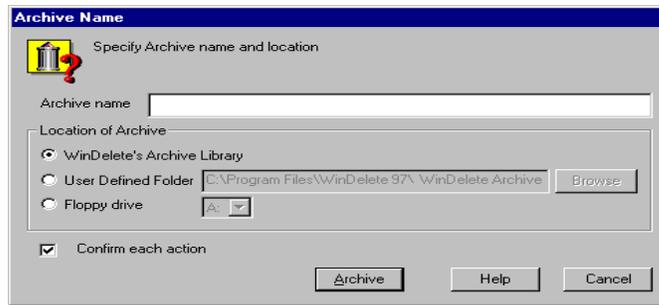
To use Archive:

1. Select the desired Mode (for example, Application Manager) with the appropriate toolbar button, or select it from the Modes LookUp menu in the left frame, or use the appropriate Hotkey combination.
2. Double-click on the item in the left frame that you wish to archive. The files associated with the item you selected appear in the right frame.



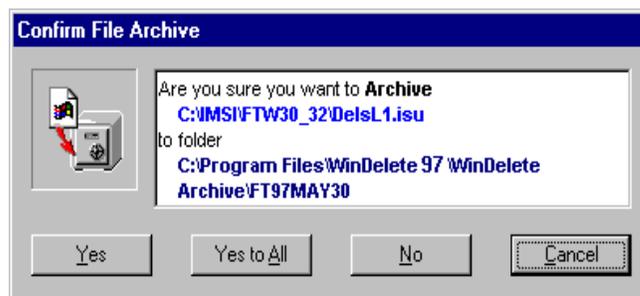
Application Manager Mode screen

3. Use the Select/Deselect toolbar buttons or menu to select the files to be archived.
4. Click the Archive toolbar button or select it from the Actions menu.
The following dialog box appears:



Archive Name dialog box

5. Specify the archive options:
 - Enter the name for the archive.
 - Click **User Defined Folder** and enter the path for the archive if you wish to change the default location for it. The default location is the WinDelete Archive folder.
 - If you wish to save the archive to a floppy, click **Floppy drive** and select the drive.
 - The Confirm each action checkbox enables/disables a prompt to confirm the archive for each selected file. If this item is not selected, you will not be prompted to confirm the archive for each file.
6. Click **Archive**. If you left the Confirm each action box checked, the following dialog box appears:



Confirm File Archive dialog box

7. Click **Yes** or **Yes to All** to complete this Action. If you click **Yes**, you will be prompted to confirm the archive for each file.

Transport



Menu: Actions|Transport

Toolbar: Actions

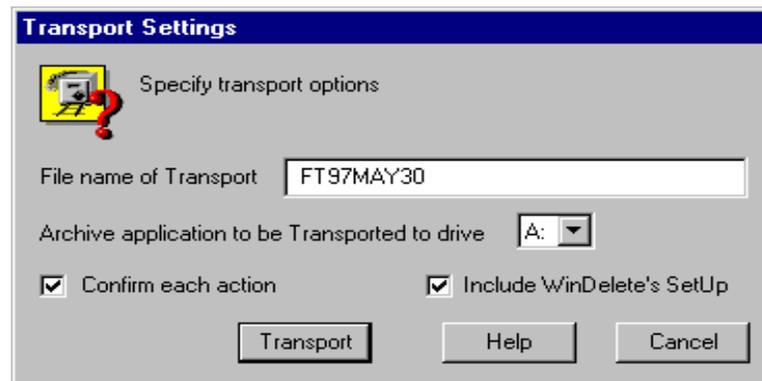
The Transport Action allows you to create an installable archive of a selected application so that it can be restored using the WinDelete 97 Transport Application Manager. This lets you install the application, in its current form, on your home personal computer, laptop, or any other personal computer. Since in most cases it would be an application that you would want to transport, the following steps outline how to use the Transport Action from the Application Manager Mode.



NOTE: *WinDelete 97 does not have to be installed on the computer to which you transport the application.*

To use Transport:

1. Click the Application Manager Mode button or select it from the Modes LookUp menu in the left frame, or use the Hotkey combination <CTRL>+<M>.
2. Double-click on the folder containing the application or files (listed in the left frame) that you wish to transport.
3. Use the Select/Deselect toolbar buttons or menu to select the files to be transported. (You should select all files for transporting so the application will work properly on the second computer.)
4. Click the Transport toolbar button or select it from the Actions menu.
The following dialog box appears:



Transport Settings dialog box

5. Specify the transport application settings:
 - Filename of Transport (In this example, the program to be transported is named FT97MAY30.)
 - Drive to which archived Transport will go
 - Enable or disable a confirmation for each file to be archived and then transported
 - Include WinDelete's Setup (includes WinDelete setup information)
6. Insert a blank diskette into the drive to which the Transport Action will create the installation for your application.
7. Click **Transport**. If the application you are transporting requires more than one diskette, the Transport Action will prompt you to label and number the diskettes with which you transport the application. If your application requires multiple diskettes, you will be prompted to insert the first diskette a second time before the Transport Action is completed.
8. Insert the first diskette (with the application you are transporting) into the floppy drive of the other personal computer. The second personal computer does not need to have WinDelete 97 installed on it.
9. Click on WDsetup.exe through Windows Explorer or select Start|Run and enter:
A:\WDSETUP.EXE (where A is the letter of your floppy drive).
A dialog box appears with the following information on it:
 - The name of the application you are transporting
 - The source drive, amount of space (in kilobytes) required by the application
 - The target drive, as well as the space available on the target drive
10. You can change the target drive if you wish. The WinDelete 97 Transport Application Manager will guide you through the process as it puts the application on your personal computer.

Uninstall



Menu: Actions|Uninstall

Toolbar: Uninstall

The Uninstall Action is the key component of WinDelete 97. You can safely and efficiently remove unneeded files or unused applications from your personal computer with the Uninstall Action.

You can also create a backup copy of the application that you are removing with this Action. The Uninstall Action works from within the Application Manager, Internet Manager, Duplicate Finder, or the Debris Finder Modes.

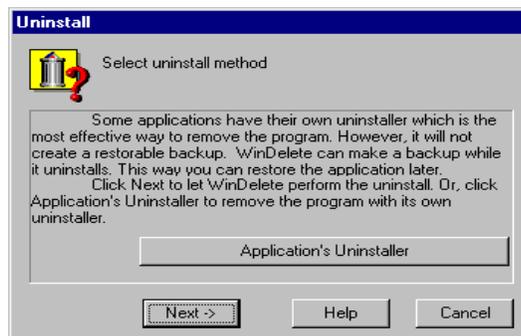


NOTE: It is recommended that you create a backup so that you can recover your data later. Once a backup is created, a removed application can be reinstalled using the Restore From Archive Action.

To use Uninstall:

1. Select the desired Mode (for example, Application Manager) through the appropriate toolbar button, or select it from the Modes LookUp menu in the left frame, or use the appropriate Hotkey combination.
2. Double-click on the folder containing the application or files you wish to uninstall. (You may need to browse to find the folder.) The right frame should then display a list of files.
3. Select the files you wish to uninstall using the Select/Deselect toolbar buttons or menu.
4. Click the Uninstall toolbar button or select it from the Actions menu.

The following dialog box appears:

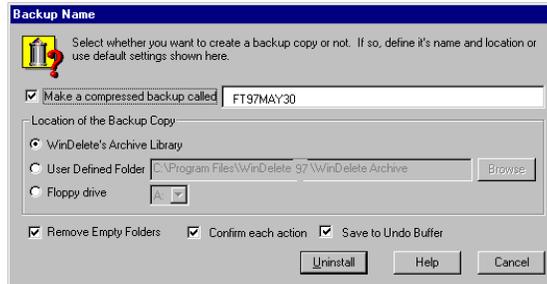


Uninstall dialog box



*NOTE: If your software has its own uninstaller, you can select **Application's Uninstaller** from this dialog box. This provides the most efficient way to remove the software, however, a backup is not made. With WinDelete 97, you can create a backup for the application that you are using Uninstall to delete from your system. The next dialog box prompts you to name a compressed backup, if you wish to create one.*

5. Click **Next** to uninstall the applications or files using the standard WinDelete 97 uninstall method. The following dialog box appears:



Backup Name dialog box

6. Specify the following backup options:
 - Name for the backup, if you want a backup
 - The location of the backup, if you wish to change the default location for the backup
 - Whether you want WinDelete 97 to remove empty folders
 - Whether you want to confirm the Action for each file or not (If **Confirm each action** is not selected, you will not be prompted to confirm the uninstall for each file.)
 - Whether you want a temporary compressed backup saved to the WinDelete 97 Undo Buffer



SEE ALSO: Refer to Chapter Three for more information on the WinDelete Undo Mode.

7. Click **Uninstall** to complete this Action.

Delete Archive



Menu: Actions|Delete Archive

Toolbar: Actions

You can delete an archive that was previously created during your use of WinDelete 97 with the Delete Archive Action.

To use Delete Archive:

1. Click on the WinDelete Archive toolbar button or select it from the Modes LookUp menu in the left frame, or use the Hotkey combination <CTRL>+<A>.
2. Double-click the icon for the specific archive, displayed in the left frame, that you wish to delete.

3. Use the Select/Deselect toolbar buttons or menu to select the files that you wish to delete. To remove the archive completely, select all files.
4. Click the Delete Archived Data toolbar button or select it from the Actions menu.
5. Click **Remove** to complete this Action.

Restore From Archive



Menu: Actions|Restore From Archive

Toolbar: Actions

You can restore applications, files or data that were previously backed up and removed from your system with the **Restore From Archive Action**.

To use Restore From Archive:

1. Click on the WinDelete Archive toolbar button or select it from the Modes LookUp menu in the left frame, or use the Hotkey combination <Ctrl>+<A>.
2. Double-click on the icon of the specific archive, displayed in the left frame, that you wish to restore.
3. Use the Select/Deselect toolbar buttons or menu to select the files to be restored.
4. Click the Restore Archive toolbar button or select it from the Actions menu. The following dialog box appears:



Set Restore Options dialog box

5. Specify the desired options:
 - *Remove Restored Items checkbox* — enables/disables deletion of the restored items from the archive.
 - *Confirm each action checkbox* — enables/disables the need to confirm the Action for each selected file.
6. Click **Restore** to complete this Action.

5

WinDelete 97 Tools and Settings

In addition to the Modes and Actions discussed in Chapters Three and Four, WinDelete 97 has a few Actions that specifically provide you with an efficient way to change certain default settings in the WinDelete 97 program; ensure the integrity of certain system files, and optimize your hard disk. The Actions described in this chapter allow you to identify and clear invalid key settings in system files. They also allow you to change default settings for the WinDelete Agent and certain default directory settings. You can also change the WinDelete undo buffer size with one of these Actions. In addition, there is an Action (recommended for advanced users only) which you can use to optimize your hard disk and edit important system files.

Integrity Check



Menu: Actions|Integrity Check

Toolbar: Actions

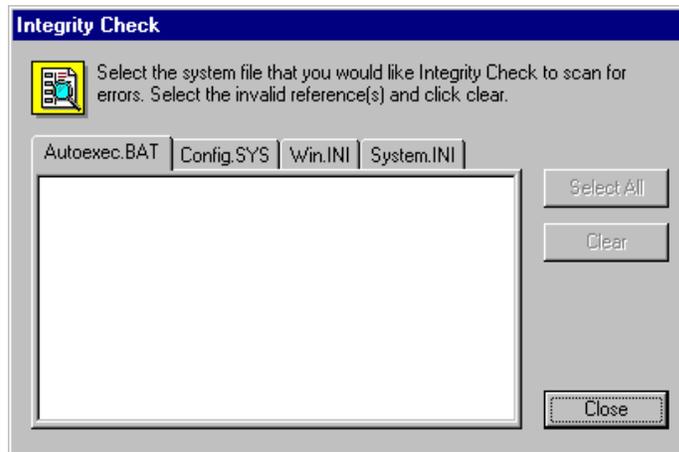
You can check four important system files for invalid information with the Integrity Check Action. These files are:

- Autoexec.BAT
- Config.SYS
- Win.INI
- System.INI

If any invalid commands or settings exist in these files, the Integrity Check Action lets you clear them.

To use Integrity Check:

1. Click on the Integrity Check toolbar button or select it from the Actions menu. The following dialog box appears:



Integrity Check dialog box



NOTE: Some of these four system files may not be available if your system did not have DOS or Windows 3.1x previously installed.

2. Click on the tab for the file you wish to check (you can only check one file at a time). If any invalid key settings exist for the file you indicated, WinDelete 97 will display them in the dialog box.
3. Click **Clear** to delete the invalid key settings for the selected file.
4. Repeat Steps 2 and 3 for each of the four system files you wish to check.

WinDelete Agent



Menu: Actions|WinDelete Agent

Toolbar: Actions

You can change the default settings for the WinDelete Agent with the WinDelete Agent Settings. The WinDelete Agent monitors the state of the operating system throughout the use of your computer. The default settings for the WinDelete Agent ensure that it:

- Starts at system startup
- Monitors any installation of software on your system
- Monitors any Internet downloads that you perform
- Offers to perform the CleanUp Wizard once every seven days



SEE ALSO: *The CleanUp Wizard Mode provides a quick way to take advantage of many of WinDelete 97's functions. It is described in Chapter Three.*

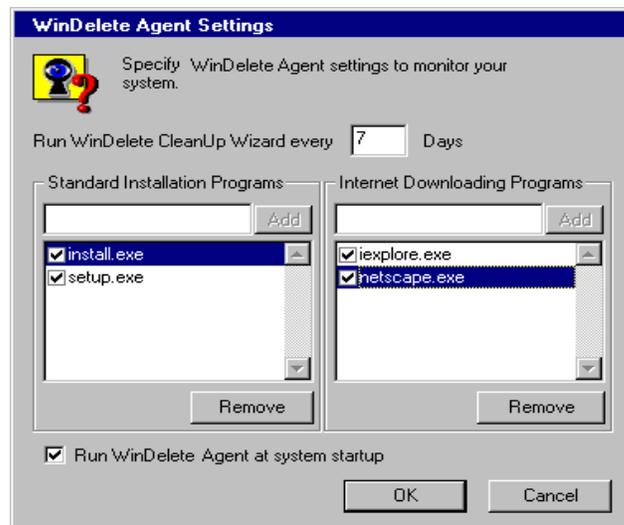
WinDelete Agent helps WinDelete 97 perform its various functions as efficiently as possible because it continually monitors what happens on your system as you use it.



WARNING: *We recommend that you not change the WinDelete Agent default settings; it is preferable to have the WinDelete Agent set to run at system startup. It is also extremely helpful to WinDelete 97 to have the WinDelete Agent set to monitor your software installations and your Internet downloads. The setting to have CleanUp Wizard perform a cleanup every seven days can be changed without interfering with the effectiveness of the WinDelete Agent. Also note that WinDelete Agent will prompt you for a name for any file that you download from the Internet, unless you change the default setting for the Internet Downloading Programs option, which is not recommended. WinDelete Agent will also prompt you for a log name for any software program that you install on your system.*

To use the WinDelete Agent Settings:

1. Click the WinDelete Agent toolbar button, or select it from the Actions menu. Another way to access the WinDelete Agent is to:
 - Click the WinDelete Agent icon on the task bar of the main screen and then select Settings from the menu that appears. The WinDelete Agent icon appears on the task bar only when WinDelete Agent is active. See Chapter Two for information on the WinDelete Agent icon and menu. The following dialog box appears, regardless of which way you access the WinDelete Agent:



WinDelete Agent Settings dialog box

2. To change any of the default settings for WinDelete Agent, respond to the above dialog box:
 - Specify whether you want CleanUp Wizard to run automatically, and how often. (The default is every 7 days.) If you do not want to be prompted by CleanUp Wizard at all, enter 0.
 - Add or remove the standard Setup Programs that WinDelete Agent monitors. (The default Setup Programs are install.exe and setup.exe.)
 - Add or remove the Internet Downloading Programs that WinDelete Agent monitors. (The default Internet Downloading Programs are iexplore.exe and netscape.exe.)
 - Indicate whether you want WinDelete Agent to run at system startup. (The default is for WinDelete Agent to run at system startup, which is recommended for the most efficient use of WinDelete 97.)
3. Click OK.

System Tools



Menu: Actions|System Tools

Toolbar: Actions

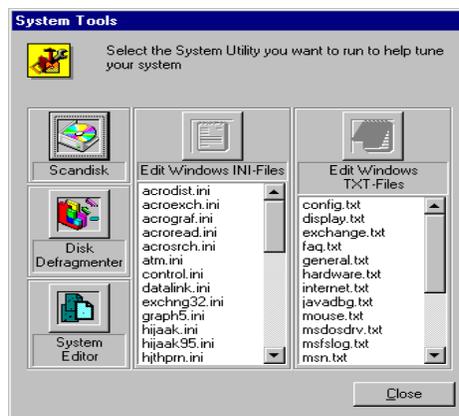
Through its System Tools Action, WinDelete 97 provides easy and fast access to standard Windows System Tools. These tools help you to optimize your personal computer system however they are recommended for advanced users only.



NOTE: *The ScanDisk and Disk Defragmenter Tools in this Action are not available to Windows NT Users*

To use System Tools:

1. Select System Tools from the Actions menu. The following dialog box appears, from which you can select a specific system tool:



System Tools dialog box

2. Click the button for the tool you wish to use. To edit Windows INI or TXT files, first select the file you wish to edit and then click Edit INI or Edit TXT.
 - *ScanDisk* — A safe and easy way to diagnose and repair existing or potential problems with any disk
 - *Disk Defragmenter* — A safe way to optimize disk access and improve your computer's performance. It rearranges the files on a disk for maximum efficiency
 - *System Editor* — System Configuration Editor allows you to edit your system configuration files: Autoexec.Bat, Config.Sys, Win.Ini, Sys.Ini, Protocol.Ini
 - *Edit Windows INI-files* — Edit Windows INI files WinDelete 97 (uses Windows Notepad)
 - *Edit Windows TXT-files* — Edit Windows TXT files WinDelete 97 (uses Windows Notepad)

Settings



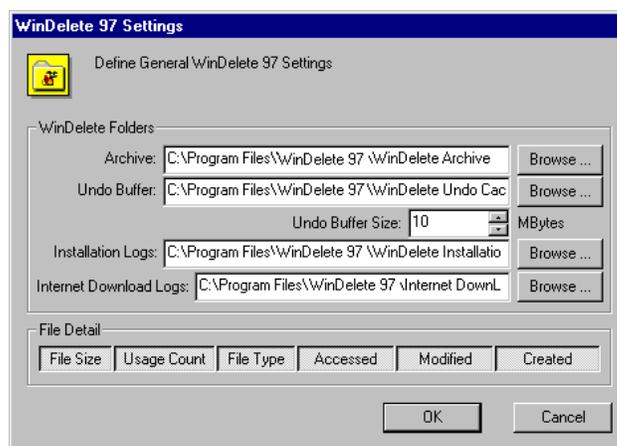
Menu: Actions

Toolbar: Actions

You can tune WinDelete 97 with the Settings Action.

To use Settings:

1. Select the Settings item from the Actions menu. The following dialog box appears:



WinDelete 97 Settings dialog box

2. You can change the defaults for the settings shown in the above dialog box if you wish. You can change any of the following in the WinDelete Folders portion of the dialog box:
 - *Archive* — To specify the folder where WinDelete Archives are saved
 - *Undo Buffer* — To specify the folder for the WinDelete Undo Buffer
 - *Undo Buffer Size* — To specify the maximum size of the WinDelete Undo buffer
 - *Installation Logs* — To specify the folder for WinDelete Installation logs
 - *Internet Download Logs* — To specify the folder for WinDelete Internet Download logs

The File Detail portion of the WinDelete 97 Settings dialog box allows you to specify the file information shown or hidden in the right frame of the main screen. The default setting shows all file details. To hide any of these details, click the corresponding tab. To show a hidden detail, click the tab again. Then select OK.