

WinDelete[®] 3.0 Online Reference

Comprehensive Paperless Documentation from IMSI



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WinDelete®

Version 3.0

USER MANUAL



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1

WinDelete

Introduction and Installation

WinDelete is the safest, easiest way to install and uninstall software in Windows 3.1 and Windows 95. WinDelete's powerful features optimize your computer's performance by managing software applications, removing unnecessary file information, and recovering valuable disk space.

Anyone who installs Windows-based software knows how difficult it can be to keep track of all the files and directories you create on your computer's hard drive. When you no longer need a file or application, finding and removing all of the correct information can lead to frustration. However, WinDelete alleviates this frustration by doing the work for you.

Here's how it works. When you install a program through WinDelete, the install module takes a "snapshot" of your files and current system configuration. WinDelete stores the "snapshot" in its memory and records all of the changes in your system. Later, when you decide to remove an application, WinDelete knows exactly which files to remove and where they are located.

With WinDelete, you don't have to worry about losing valuable information. WinDelete comes equipped with safety features that prevent you from causing any permanent damage to your configuration or file system. For example, when you uninstall an application, WinDelete gives you the option to make a backup copy of the application. A few minutes, days, or weeks later, you may want that application back. If you find yourself in this situation, WinDelete can return the missing application to its original location on your hard drive.

Keep in mind that WinDelete lets you decide which files get removed. The Confirm on each delete option gives you file-by-file control. WinDelete will not remove anything from your system without your approval.

WinDelete does more than install and uninstall software. The utilities that WinDelete provides offer an array of services that range from assembling a graph representing the file distribution on your hard drive to a utility that allows you to edit complex system files.

Its features, safety mechanisms and reliability are what make WinDelete an outstanding uninstall program. Its friendly user interface, the Quick Reference Card, will have you installing software and checking your system components in minutes! Thank you for choosing WinDelete. We hope it will become a valuable tool for your home and business computing.

Introduction to WinDelete

After you read this section you will be familiar with WinDelete's documentation, main features, installation procedure, and help services.

Documentation

The WinDelete User Manual covers both WinDelete 3.1 and WinDelete 95. The user interface is virtually the same for both versions, however the manual indicates where the user interface differs slightly. In this section you will learn about the typographic conventions used in the manual and how to look for instructions that apply to the environment you use (3.1 or 95).

The Manual

If you are new to WinDelete we encourage you to read all the chapters in this manual. WinDelete has many useful features besides installing and removing software. Being familiar with the added features and knowing when to use them, will allow you to make the most of your purchase.

This manual applies to WinDelete 3.1 and 95. For the most part, the user interface is the same for both environments. However, when the instructions differ, the following icons will indicate which procedure applies to the environment you use.



This icon appears to the left of specific Windows 3.1 instructions.



This icon appears to the left of specific Windows 95 instructions.

In addition, general discussion within this manual will use the current terminology associated with Windows 95. For instance, Program groups will be referred to as Program folders, icons will be referred to as shortcuts, and so forth. However, if a Windows 3.1 icon appears next to a section, Windows 3.1 terminology will appear in the text.

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 File menu and choose Install” appears as File|Install.
- *Italics* indicate new terms and emphasize key points or instructions.

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. When deleting files and fine tuning your system, it’s very important to take all precautions.



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 information that we did not include in the user manual. We suggest that you print the Readme.txt file and save it for reference. If you don't have access to a printer, make sure that you are at least familiar with the Readme.txt contents.

Features

WinDelete 3.1 has eight main features, and WinDelete 95 has ten main features. WinDelete 95 has all the 3.1 features plus two new features. You can access all of WinDelete's features from just about anywhere within the program: the toolbar, the menu bar, the Quick Reference Card, or the keyboard. Take a moment to become familiar with the following WinDelete features and the corresponding buttons.



Install: Install applications through WinDelete.



Uninstall: Removes applications from your hard disk.



Duplicate Finder: Finds and removes duplicate files.



System Editor: Allows you to view, modify or print system files.



System Tuner: Fine tune your system.



Graph Viewer: Reflects the file distribution on your hard drive.



Log Viewer: Reviews WinDelete's Install and Uninstall records.



System Consultant: Checks your system configuration.

WinDelete 95 Extra Features

WinDelete 95 offers two more features.



Move Application: Moves applications to new directories.



Restore Application: Restores files and applications from archives.

Installing WinDelete

WinDelete's installation procedure varies slightly, depending on whether you are running Windows 3.1 or Windows 95.

System Requirements

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

- A 386 compatible PC or better
- 4MB or more of RAM
- 3MB of free hard disk space
- Windows 3.1 or Windows 95
- VGA graphics or better

Keep in mind that this list contains minimum requirements. For instance, both Windows and Windows 95 run more efficiently on 8MB or more of RAM.



NOTE: Make sure that you install WinDelete 3.1 onto Windows 3.1 and WinDelete 95 onto Windows 95.

Before You Begin

Make sure you complete and send in your registration card. As a registered user you'll be informed of product updates, upgrades, and new product releases. If you purchased WinDelete directly from IMSI, you are already registered.

Installing WinDelete

You can install WinDelete from floppy disk or the WinDelete CD. Read the appropriate section for the method you choose.



NOTE: The default installation directory is C:\MSI\WINDEL2 for Windows 3.1 and C:\MSI\WD30 for Windows 95. If you want the program installed in another directory, WinDelete gives you the opportunity to choose another during the install.



NOTE: During the installation process, WinDelete gives you the opportunity to modify the Run dialog box. If you accept, WinDelete adds the Install with WinDelete option to your Run dialog box.

Installing from a Floppy Disk

If you're installing WinDelete from a floppy disk, make sure that you install the correct version for the environment you're running. If you're running Windows 3.1, use the floppy disk labeled WinDelete 3.1. If you're running Windows 95, use the floppy disk labeled Windows 95. To install WinDelete from a floppy disk follow these steps:

1. Insert the appropriate WinDelete floppy disk into your 3.5" floppy disk drive.
2. If you're running Windows 3.1 choose File|Run from the Program Manager, and if you're running Windows 95, choose Start|Run.
3. Type X:\Setup on the command line and press <Enter>, substituting the letter that represents your 3.5" floppy disk drive for "X".
4. Click OK, and follow the directions on the screen to complete the install.

Installing from a CD

To install WinDelete from the CD, follow these steps:

1. Insert the WinDelete CD into your CD-ROM drive.
2. If you're running Windows 3.1 choose File|Run from the Program Manager, and if you're running Windows 95 choose Start|Run.
3. If you're running Windows 3.1, type **X:\WD31\setup** on the command line. Or, if you're running Windows 95, type **X:\WD95\setup** on the command line.
4. Click OK, and follow the directions on the screen to complete the install.

Getting Help with WinDelete

Besides the manual, there are two other sources that you can use to answer your WinDelete questions: the online help system and the IMSI Technical Support staff.

Online Help

When you have a question, you can refer to this manual, or use WinDelete's online help system where the answer may only be a "click" away. To access the help system click the Help button on the toolbar, or press <F1>. Use the Contents page to locate the area you need to see. Click the colored text and jump directly to that topic.



SEE ALSO: *Help Menu, 2-4.*

Technical Support

If you can't find the answer to your question in the manual or the help system, our Technical Support staff can help you. If you call Technical Support, be prepared to provide the information outlined in following list. If you only have a question about a WinDelete function, you only need to provide the first three items. However, if you suspect a hardware or system problem, try to have *all* the information.

- Your name, address, and phone number
- The product name and version number (choose Help|About WinDelete)
- Your computer make and model
- The DOS and Windows versions currently installed
- Amount of RAM
- Graphics adapter and monitor type
- Printer or plotter make and model
- The text of the error message and a clear description of the problem

To reach IMSI tech support by phone call (415) 257-3000, extension 3. You can also contact IMSI electronically at:

- e-mail: support@imsisoft.com
- homepage: www.imsisoft.com

2

Getting Started

This chapter provides some basic information to help get you started on WinDelete. After reading this chapter you will be familiar with:

- Starting and exiting procedures
- WinDelete menu items
- The Main Screen
- The Utility Workspace
- The online help system

Starting and Exiting

Before you can begin exploring all of WinDelete's features, you'll need to know how to access it through either the Program Manager or the Windows 95 desktop. If you have not already installed WinDelete, refer to the installation instructions in the previous chapter. The way you start WinDelete differs, depending on whether you are running Windows 3.1 or Windows 95.

To start WinDelete:



Open the IMSI program folder in the Windows Program Manager. Double-click the WinDelete shortcut.



Choose Start|Programs. Navigate to the program folder where you installed WinDelete and then to the WinDelete shortcut. For example, choose Start|Programs|IMSI|WinDelete.

Click the Exit button on the toolbar, or choose Action|Exit to exit WinDelete.



Exit Button



NOTE: If you have a sound card installed on your computer, WinDelete can play WAV files while starting or exiting the program. To enable this feature, copy the desired WAV files into the WinDelete directory and rename them WSTART.WAV and WDFINISH.WAV.

The Main Screen

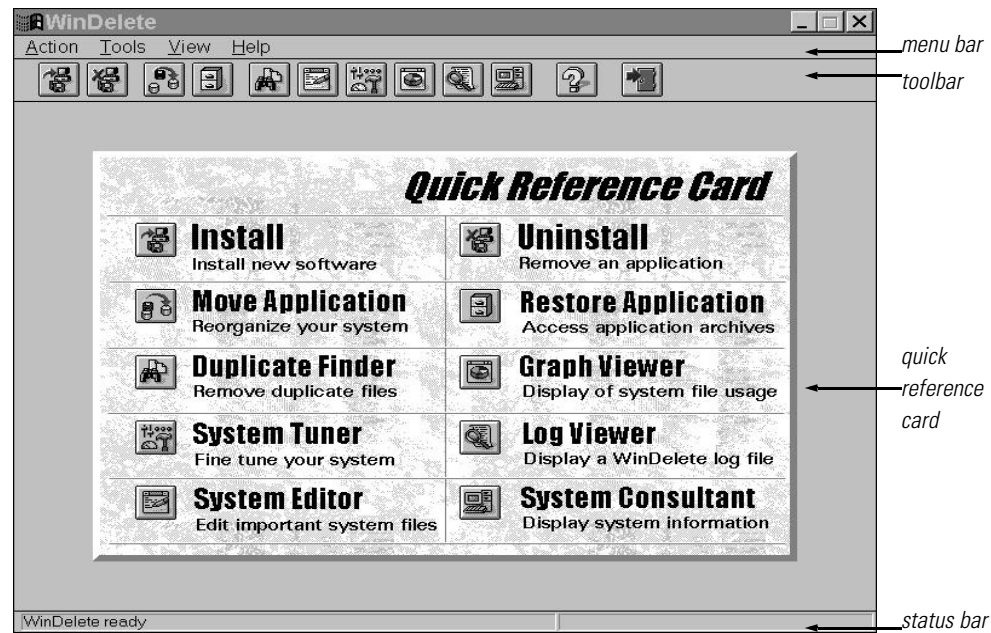
The WinDelete Main Screen contains a menu bar, toolbar, the Quick Reference Card, and the status bar. The version you have determines the number of tool buttons you will have on the toolbar. (Remember that WinDelete 95 has two more features.) To access any option, click the appropriate button on the toolbar, select an option from the menu bar, or click the Quick Reference Card button. In addition, most of the menu commands have *hotkeys*. A hotkey is a combination of keyboard characters you can press to access a function. For instance, <Ctrl>+<I> will activate the Install feature.

Menu Bar

The Menu bar gives you access to WinDelete's pull-down menus. To display a pull-down menu, click on the menu name or press <Alt> plus the underlined letter in the menu name. <Alt>+<A> will display the Action menu.

The following menus are available:

- Action
- Tools
- View
- Help



The Main Screen

Action Menu

The Action menu enables you to:

- Begin the Install or Uninstall process
- Scan your computer for duplicate files
- Restore applications and files
- Move applications
- Set up your printer
- Exit WinDelete

Tools Menu

The Tools menu gives you these options:

- Examine a log file of all WinDelete activities performed on your computer
- View a graphical representation of your computer's hard disk usage
- Tune and optimize your system's performance
- Edit and print important system files
- Display information about your computer's software and hardware configuration

View Menu

This menu allows you to customize the WinDelete interface. You can choose to display or hide the menu bar or the status bar.

Help Menu

The Help menu provides two options: Help on WinDelete or About WinDelete. Read this section to learn what each option offers.

Help on WinDelete

You can get additional information about any topic by selecting Help|Help on WinDelete or by pressing <F1> from anywhere within WinDelete. In the help system, you can scan through the Contents page or search for specific topics. You can print the information you find in Help and save it for reference. The colored text on the Contents page represents topics to which you can "jump." Notice that your cursor becomes a pointed finger as it goes over the colored text. If you click on an item with colored text, you will trigger a jump, and the topic you clicked will automatically appear on the screen.

Some help topics have a section on the bottom of the window called Related Topics. Similar to the cross-references (*See Also*) in this manual, Related Topics allow you to see WinDelete functions in other contexts. However, in the help system you do not have to bother with thumbing through pages. Simply click a related topic and jump to it! To return to a previous page, press Back.

The help system for WinDelete 95 contains a Help on Help button. Clicking this button will take you directly to Microsoft Windows Help which explains in more detail how to use help systems. To gather more detailed instructions on using help systems, refer to your Windows user manual.

About Help

Help|About Help displays the version of WinDelete you have and the copyright information. In addition, the About Help dialog displays some quick information such as the amount of memory WinDelete currently has available and the amount of free disk space on your computer.

Toolbar

The WinDelete 3.1 toolbar contains 10 buttons and the WinDelete 95 toolbar has 12 buttons. These totals include the Help and Exit button. You can access all of the WinDelete's features through the toolbar by clicking the corresponding button.



TIP: Holding the cursor over a toolbar button will display the name of the feature.

Status Bar

The status bar is located at the bottom of the screen and provides a brief report on WinDelete's progress as it performs a function. For instance, when WinDelete is busy taking a snapshot of your system, the status Bar will read "Working." When WinDelete is idle, the status bar will read "Ready."

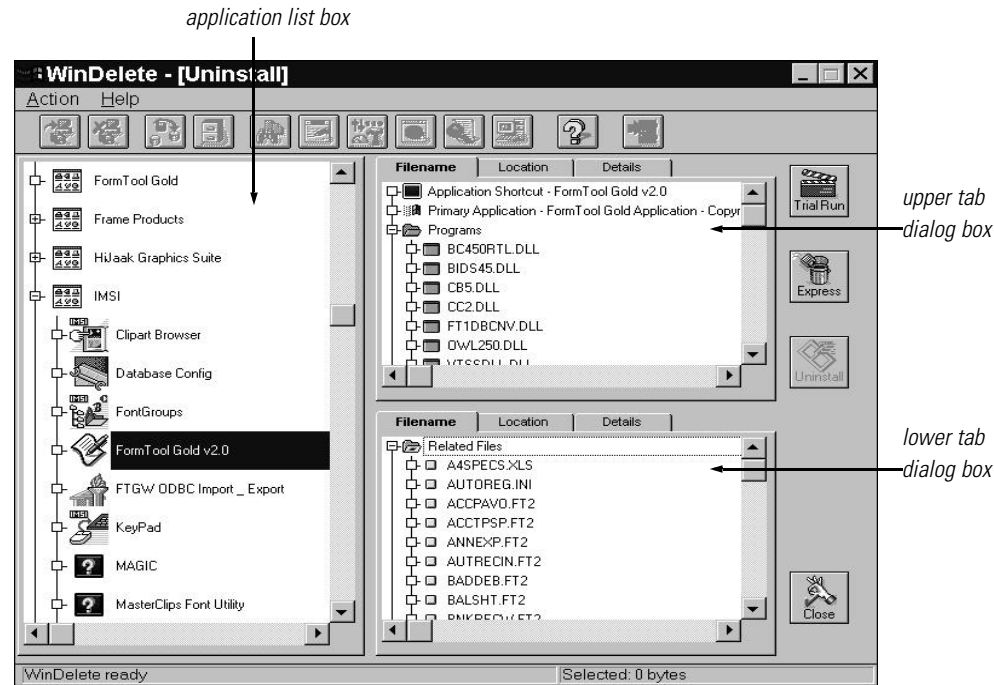
Quick Reference Card

When you start WinDelete, an animated menu, the Quick Reference Card, appears on the desktop. The Quick Reference Card's moving graphics are actually buttons which you can click to launch all of WinDelete's utilities. The Quick Reference Card occupies the desktop whenever WinDelete is idle.

Utility Workspace

The Utility Workspace replaces the desktop when you activate any of WinDelete's utilities. Within each utility, the procedure you follow flows from left to right. You begin in the Application List Box, then go to the right where the Tab Dialog Boxes are located, and finally choose a function button on the right edge.

When you select an item in the Application List Box, detailed file information becomes available in the Tab Dialog Boxes to the right. (See the figure on the following page.) You then select specific files in the tab dialog boxes. For example, in the Uninstall mode, which the figure on the following page presents, the specific files you select will be



The Utility Workspace (Uninstall)

removed from the hard drive. After selecting the file(s) you want to remove, you would then choose one of the function buttons on the right edge of the workspace.

Application List Box

The Application List Box is located on the left side of the Utility Workspace. Depending on which utility you're using, the contents of the Application List Box will vary. The types of items that you are likely to see in the Application List Box include program folders, file types, a log of installs and uninstalls, and system components.

Tab Dialog Boxes

On the right side of the Utility Workspace you will find two tab dialog boxes. The tab dialog boxes contain detailed information regarding the item you select in the Application List Box. The tab dialogs will be empty until you select an item in the Application List Box. As shown in the Utility Workspace figure, selecting one

application can produce an array of files to view in the tab dialog boxes. This is why WinDelete does not list them automatically. Read the next section, Expanding and Collapsing the Tree, for instructions on viewing files within program folders.

Not all of the features require the use of both tab dialog boxes to present file information. For instance, in the System Tuner, the Upper Tab Dialog Box has only one tab displaying the items eligible to be optimized. In the Lower Tab Dialog Box the System Tuner provides helpful information and tips. The Help and Tip tabs offer information that will enhance both your Windows and WinDelete skills. As with the Application List Box, the contents of the tab dialog boxes will vary depending upon which feature you activate.

Expanding and Collapsing the Tree

As you can see from the figure on the previous page, there is not enough space on the desktop for all the levels within each program folder, and this why WinDelete does not automatically display them. WinDelete presents a graphical structure called a *tree* that represents the organization of the program folders on your hard drive. The tree starts at your root directory, and all of the program folders, applications, and files branch out from the root directory.

There are two ways you can expand and collapse the tree to view the contents of program folders. To expand or collapse the tree pick one of the following options.

- 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 to the left side of each list item: a plus symbol (+), a minus symbol (-), or an empty box. Click the plus symbol to expand the list one level. After the list expands a minus symbol appears in place of the plus symbol. 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, that means that you have reached the end of that particular tree.

Selecting Multiple Items

You can use the <Ctrl> key, the <Shift> key, or just the mouse alone to select multiple items within a tab dialog box. To select multiple files that are not in a series, or in direct sequential order, hold the <Ctrl> key down while selecting the appropriate files. To select multiple files that are in a series, select the first file in the series, then hold the <Shift> key down as you select the last file in the series. All the files in-between should

be selected. Another way to select all the files in a series is to simply select the first file, hold down the mouse button, drag until you've reached the last file in the series, and release the mouse.

Function Buttons

On the right edge of the Workspace you will find the function buttons. Each feature provides its own set of function buttons. However, there is one similarity that applies to all of the features; the bottom button will always be Close or Cancel, which you click to return to WinDelete's main screen.

3

Install

Why use WinDelete if you can just as easily perform the standard setup or install procedure from your Windows desktop? The answer is simple. WinDelete monitors and records all stages of the installation process, and WinDelete observes where your software places files and what changes it makes to your system. When you use the standard install functions in Windows or Windows 95, an installation is not monitored so closely.

Eventually, you will run out of disk space or an application will become obsolete, and you will need to clear some space on your hard disk. If you installed your programs with WinDelete, then you have nothing to worry about. A few simple clicks with your mouse sends WinDelete searching through your hard drive. Since WinDelete already knows exactly where your files and applications are, locating and removing information only takes a few minutes.

On the other hand, if you did not install your software with WinDelete, you have some work to do. Do you remember where all an application's files reside? How would you know if any of your other applications are sharing files with the one you want to remove? Imagine if you had to comb through your drives and directory trees yourself. Would it only take a few minutes? At that point you may wish that you took a few extra minutes to have your software installed with a program specifically designed to install and remove software.

In this chapter you'll learn how to access and execute WinDelete's Install feature, and you'll also see how Install works behind the scenes.

Install



Menu: Action|Install

Hotkey:<Ctrl>+<I>



TIP: If you're using WinDelete 95 you can make full use of the Windows 95 drag and drop features. You can drag an application's SETUP.EXE or INSTALL.EXE and drop either EXE on the WinDelete shortcut on your desktop to automatically launch Install.

You can also access the Install mode from the Run dialog box or the Windows 95 Add\Remove utility.



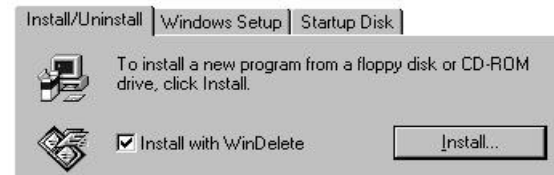
Choose File|Run from Program Manager's menu bar. When the Run dialog box appears, enter the software's installation program name and location (for example, A:\INSTALL) on the command line and select the option to install with WinDelete. When ready, click OK.



Run dialog box



Choose Start|Run. When the Run dialog box appears enter the software's installation program name and location (for example, A:\INSTALL) on the command line. Select the option to install with WinDelete. When ready, click OK. You can also start Install though the Windows 95 Add/Remove Programs utility in the control panel.



Windows 95 Add/Remove Programs Utility

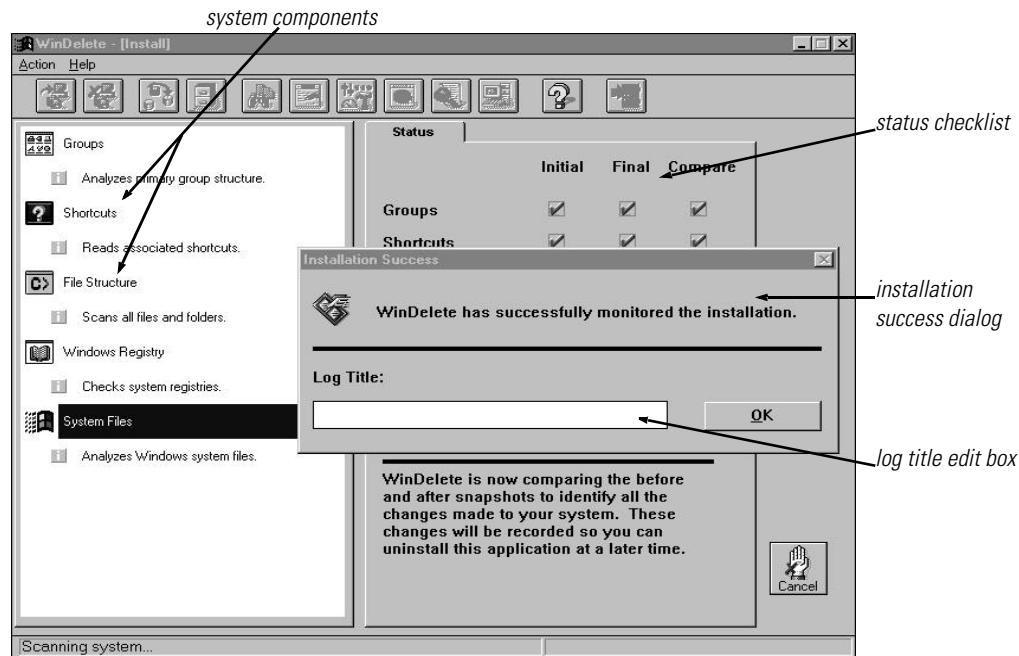
The Workspace

The Install workspace contains the Application List Box, a Status tab dialog box, a Help and Tip tab dialog box, and one function button.

Application List Box

WinDelete performs a series of checks on various aspects of your computer system during the installation process. The Application List Box displays the system components that WinDelete analyzes before an installation. The list includes:

- Program Folders
- Application Shortcuts
- File Structure
- Windows Registry Files
- System Files



Install

Tab Dialog Boxes

While WinDelete checks your system and takes the “snapshot,” it shows you its progress in the Status tab which appears in the Upper Tab dialog. As WinDelete checks the listed components during each phase (initial, final, and compare) you will see a check mark appear in the corresponding box. Read the following sections to find out what WinDelete checks during each phase.

The Lower Tab Dialog Box contains Help and Tip tabs.

Initial Phase

During the Initial phase WinDelete takes a “snapshot” of your current system configuration before allowing the new program to install. The “snapshot” includes the file structure of your hard drive, the contents of your Windows and Windows\System directories, and the contents and location of all program folders, registry files, and system files. After compiling all this information, the WinDelete desktop disappears (minimizes), and the installation instructions in the software you are installing take over.

Final Phase

When the new program’s installation procedure finishes, WinDelete takes another “snapshot” of your system configuration including the new software program and the location of all its files.

Compare Phase

During the Compare phase, WinDelete compares the initial and final “snapshots” and records the location of the new files and all the changes made to your system. WinDelete stores this information in its database and will refer to it if you decide to remove that application in the future. After WinDelete completes the Final phase, a dialog box will appear telling you that WinDelete successfully monitored the installation. It will also give you the opportunity to personalize the entry in the installation log file. The Log Title edit box will usually provide a default title using the name of the program you installed, but if the program you installed did not create a shortcut or a program folder, only a time/date stamp will appear. In either case, you can delete this and enter a custom title if you want.



NOTE: When you customize the Log Title Edit Box, make sure that you use a name that you will remember.

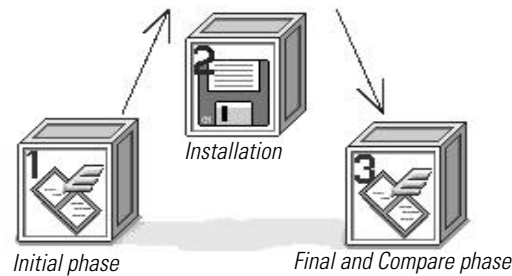
Function Buttons

There is only one function button on the Install workspace: Cancel. If at any time you need to cancel the installation process, press Cancel. WinDelete will abort the installation and exit the utility.

Understanding the Process

WinDelete launches the installation program included with your software application, but it does not physically install the program. If a problem occurs, it's important to know which program is responsible: WinDelete or your software.

During the Initial phase (box 1 in the figure below), WinDelete is in control. After WinDelete checks your system and takes a “snapshot,” it moves to the background and allows your application to install. During the installation period (box 2 in the figure below), the application that you are installing has complete control just like any other install. When your application completes its install, WinDelete resumes control of your computer and performs the Final and Compare phase (box 3 in the figure below).



Install Process

Although Install errors are rare, WinDelete classifies install errors into two categories: Application errors and WinDelete errors.

Application Errors

Application errors occur during the actual installation process. At this point, WinDelete has relinquished control of your system, and the installation instructions of the program that you're installing take control.

If you experience an application error, refer to that application's user manual or call their technical support.

WinDelete Errors

WinDelete errors occur either *before* or *after* the software installs. WinDelete install errors are rare, but if a WinDelete error occurs, consult the online help system. If you still can't find the answer, contact IMSI Technical Support.

If you are having difficulties installing an application through WinDelete, verify that the program will properly install through File|Run (3.1) or the Start|Run (95).



WARNING: *Never install new software programs in the root (C:\), DOS, or Windows directory unless you are required or directed to do so. These directories contain software and information your computer needs to run efficiently. Placing extraneous programs here may slow down your computer and hamper the removal of software programs when you no longer need them.*

Troubleshooting

If you do encounter a problem while installing software with WinDelete, first try to determine which program is responsible: WinDelete or the program you're installing. This section presents two occurrences to look out for while installing software with WinDelete.

Missing Program Folder or Shortcut

Certain software applications do not create their own program folders or program shortcuts. When this happens, the Log Title Edit Box will automatically display a time/date stamp. You may either click OK to accept this default title, or replace it with text of your own. You need to be able to identify the program by this description when viewing files in Uninstall mode, so create a title you can remember. When you're ready, click OK to return to the Install screen.



NOTE: *If you install a DOS application or software that doesn't automatically create a shortcut in Program Manager or Windows Explorer, WinDelete will create an internal shortcut for its own reference. WinDelete creates this shortcut for uninstalling purposes only and stores it in the WinDelete Installations folder. The shortcut will not appear in the Program Manager, but you will be able to see it in the Uninstall mode. If you wish to create an executable program shortcut, consult your Windows user guide.*

Windows Restart or Reboot

When you install software, it is often necessary to reboot or restart your computer to officially complete an install. In such a case, usually the program you installed will display a dialog box telling you to restart the computer. A restart will not disrupt WinDelete. WinDelete is designed to recognize that a restart has occurred after an installation and will automatically restore itself as you reenter Windows. If it does not automatically appear, double-click the WinDelete shortcut and WinDelete will resume.



NOTE: If WinDelete does not reappear after an install that did not require a restart, exit Windows and then reenter. WinDelete should reappear.

4

Uninstall

WinDelete Uninstall safely and thoroughly removes unwanted software applications from your hard drive. Uninstall removes program folders, shortcuts, directories and files for any application you select. The unique color-coding system WinDelete uses provides simple, visible means to identify files that can be safely deleted. Don't worry about causing permanent damage to your system; WinDelete's safety features will alert you to potential dangers. However, one must always use caution when deleting files and applications.

Even the most experienced user is bound to make mistakes. Fortunately, WinDelete can create a backup copy of the files you are removing. WinDelete 3.1 and WinDelete 95 offer different backup features, but both save you from making costly mistakes! The Make compressed backup feature in WinDelete 3.1 stores one set of files at a time: *the file or application you uninstalled last*. The next file or application that you choose to back-up will replace the file or application that currently resides in storage. WinDelete 95 offers an archive utility which allows you to store multiple files. During an uninstall, you will have the option to archive your files instead of the Make Compressed Backup option.

WinDelete utilizes rigorous safety criteria that prevents the beginning user from catastrophe while still offering the experienced user control over the system. If WinDelete considers an operation unsafe, it will either advise you against the action, or deny user access. Keep in mind that WinDelete always lets you make the decision to remove a file. So, if you are unfamiliar with a particular file extension, don't remove it until you can make an educated decision. Stick to the files you know; learn about the ones you don't. Regardless of experience, exercise caution whenever you're removing files.

Uninstall



Menu: Action|Uninstall

Hotkey:<Ctrl>+<U>



TIP: If you're using WinDelete 95 you can make full use of Windows 95's drag and drop features. You can drag a shortcut on your desktop that points to an application that you want to remove and drop it onto your WinDelete shortcut. Uninstall will automatically launch. The program you want to remove will be selected in the Application List Box, and WinDelete will begin compiling the file list.

You may be wondering how Uninstall knows what files to remove and where they are located. When you select an application to remove that you installed with WinDelete, WinDelete recalls the “snapshots” it took of your system during the installation (see chapter 3, Install). The snapshots act as maps showing WinDelete the exact location of all the files associated with a particular program.

As WinDelete searches your hard drive it classifies software into two categories:

- *Software Installed Using WinDelete:* If you used WinDelete to install an application, all traces of that application can be removed. You control the process by selecting the individual files you want to delete.
- *Software Not Installed Using WinDelete:* If you want to remove an application that you installed without WinDelete, Uninstall advises you as to which files are safe to remove and which files require caution. Remember that you have file-by-file control over what information stays or goes.

The Workspace

Uninstall offers three modes of operation to help you remove files safely and easily: Trial Run, Express, and Uninstall. These features will be explained in this section. However, before we discuss these functions, let's take a look at the Uninstall's color coding system and the workspace that you'll use in the Uninstall mode.

Color Coding System

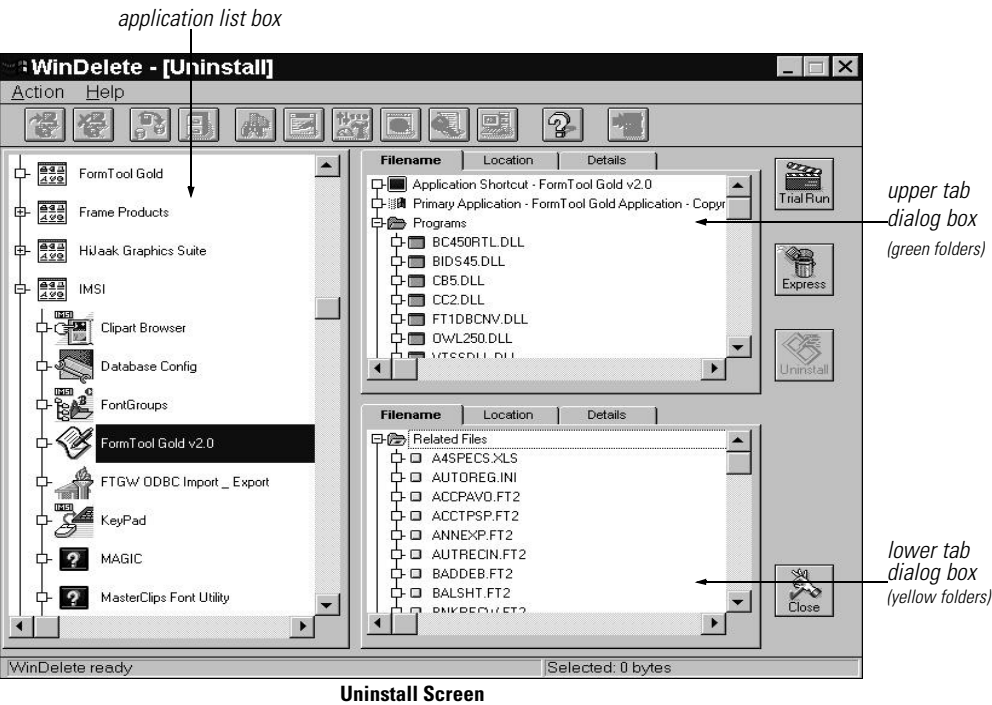
WinDelete provides a unique color coding system to help you determine which files you can safely remove from your computer system. Uninstall analyzes all the files and assigns a color to each one. The files will appear in either green or yellow folders.

Green

The green folders contain files that can be safely removed. They were either installed using WinDelete, or they meet all of WinDelete’s safety criteria. Green folders will appear in the Upper Tab dialog.

Yellow

The yellow folders contain files that were not installed using WinDelete or files that do not meet the safety criteria. Look carefully at each file within a yellow folder *before* removing it. Yellow folders will appear in the Lower Tab dialog.



Application List Box

As soon as you enter Uninstall mode, WinDelete scans all the program folders on your hard drive and lists them in the Application List box. You can expand the list to reveal the programs contained in each Program Folder by clicking the plus symbol (+) just left of the shortcut, or by double-clicking the folder itself. When you select an application, WinDelete displays the associated files in the tab dialog boxes to the right.



NOTE: Applications that didn't provide a program folder or application shortcut during WinDelete Install are contained in the WinDelete Installations folder.



TIP: If you accidentally click on the wrong program folder in the application list box, you can press <Esc> to halt WinDelete's search.



<Desktop> Folder

The <Desktop> folder appears within <brackets> at the top of the list in the Application List Box. The Desktop folder contains all of the applications that have a shortcut on your desktop. This is a useful feature for users whose desktop shortcuts are the only shortcuts pointing to their applications.

Generally, when you install a program, a shortcut is added to your Programs menu (Start|Programs). So, if you create a shortcut on your desktop and do not delete the one in the Programs menu, there will be two shortcuts pointing to that program. Therefore, the Application List Box in the Uninstall mode would provide two shortcuts for that program: one in <Desktop> and one in the original folder. However, if you delete the shortcut in the Programs menu but keep the shortcut on the desktop, you will only find a shortcut for that program in the <Desktop> folder.

For example, when you install WinDelete, a shortcut is placed in your IMSI program folder (unless you specified otherwise). But, let's say that you plan to use WinDelete a lot, and you don't want to navigate to the Programs menu every time you execute it. So, you create a desktop shortcut. Since you'll be using the desktop shortcut, you can delete the shortcut in the Programs menu if you prefer not to have multiple shortcuts pointing to the same application. If you do remove the shortcut from the Programs menu, the only folder within the Application List Box containing a shortcut for WinDelete will be the <Desktop> folder.



NOTE: To remove shortcuts from the Programs menu, refer to your Windows 95 documentation.



WARNING: *The <Desktop> folder is an actual program folder containing applications. It does not just contain desktop shortcuts; you can remove entire applications from the <Desktop> folder. If you only want to remove a desktop shortcut, refer to your Windows 95 user guide.*

To remove an application or files within an application in the <Desktop> folder, follow the uninstall procedure that best suits your needs. See the Function Buttons section, in this chapter, for information on the different uninstall procedures.

<Netscape Plug-ins>

WinDelete offers a Netscape feature that you can access through the Uninstall module. In the Application List Box, where all of your program folders appear, there is a folder called <Netscape Plug-ins>. This folder contains all the Netscape Plug-ins that you have in your system (if there are any). If you don't use Netscape, you won't have any plug-ins, or if you just browse with Netscape but don't download applications and information, you should not have any plug-ins either.

The next section briefly explains Plug-ins. For detailed information regarding Netscape Plug-ins, refer to your Netscape reference material.



NOTE: *You must have at least Netscape 2.0 in order for WinDelete to recognize Plug-ins.*

What is a Plug-in?

A Plug-in is essentially a software program acting as a link that allows you to download information from an information source on the Internet. The plug-in contains the *Application Program Interface* (API) that lets you access the source's document format. The API is the "language" that an application program (in this case Netscape) uses to communicate with another program that provides a service. Plug-ins extend the capabilities of Netscape in very specific ways. For example, a Plug-in can enable you to play audio samples while another enables you to view video clips within Netscape Navigator.

When you download information from the Internet, you are calling the source and plugging in. The API link you create between Netscape and the information source is your plug-in.

If you frequently download information through Netscape, most likely you have a lot of plug-ins stored in your system. It's easy to forget about plug-ins, and after a while, they start to add up. Now, with WinDelete's Netscape feature, all of the plug-ins on your

computer will appear in the <Netscape Plug-ins> folder in the Application List Box when you activate the Uninstall mode. A few simple clicks will eliminate the Plug-ins you no longer use.

Uninstalling Netscape Plug-ins

To remove excess plug-ins from your system, open the <Netscape Plug-ins> folder in the Application List Box. All the plug-ins on your system will appear. Select the Plug-in(s) you want to remove, and choose the appropriate Uninstall method to suit your needs. Refer to the Function Buttons section, in this chapter, for information on the different Uninstall procedures.

Tab Dialog Boxes

The Upper Tab Dialog Box only includes items that WinDelete determines are safe to remove, and these items appear as green folders. The Lower Tab Dialog Box displays files that should be *cautiously removed*; these files appear as yellow folders.

The following list contains the type of files that most often appear in the Upper Tab Dialog box. These items are safe to delete.

- Application Shortcut
- Programs
- Primary Application
- Documents
- Related Files
- INI
- Registry entries

In the tab dialogs you can open a folder by clicking the plus symbol (+) to the left of the folder. You can select files to remove by clicking on each file name. To deselect a file, hold down the <Ctrl> key and click the selection.

If you're using Windows 3.1, and choose to remove multiple files simultaneously and make a compressed backup, all the files will be stored as one backup file. Therefore, you will not be able to select a specific file to restore. The Undo Last Uninstall function will restore the entire set of files to your system.

At this point, you should be ready to select an Uninstall method. You have three to choose from: Trial Run, Express, or Uninstall. The next section discusses these three Uninstall options.



NOTE: *Items that appear in the list boxes can be displayed in one of three ways: Filename, Location, and Details. Select the option that provides you with the most useful information for your uninstalling needs.*

Function Buttons

There are three function buttons to choose from in the Uninstall mode: Trial Run, Express, and Uninstall. Make sure you know what each function offers *before* you remove any files or applications.

Trial Run

Trial Run does not remove any files; it only provides useful comparisons. Trial Run allows you to see how much space will be restored to your hard disk by deleting an application using the Express mode versus standard Uninstall. If you click Trial Run, a dialog box appears displaying the name of the application you are about to remove and the “savings,” the amount disk space you’ll recover with the Express mode and Uninstall. You can compare the savings and decide what mode would best suit your present needs.



NOTE: You must select the file(s) you want to “uninstall” before choosing the Trial Run function.

Express

The Express mode deletes all the green items (and only the green items) that appear in the Upper Tab Dialog box. This method easily and completely removes software that you installed with WinDelete. The Express mode dialog box only gives you the Make compressed backup option, if you’re using Windows 3.1, or the Archive files option, if you’re using Windows 95. Confirm on each delete will remain active unless you select “Yes to all” in the Confirm Item Removal dialog box. Generally, the Express mode works best with applications that you installed with WinDelete.

Once you remove an application using the Express mode, you may be unable to remove the yellow items that appeared in the Lower Tab Dialog Box. By removing the contents of the Upper Tab Dialog Box, which included the shortcut and the application, you’ve effectively eliminated the immediate links to the yellow folders. If you feel that you *must* remove the yellow folders too, you’ll have to do it through File Manager or Windows Explorer. *This is not recommended.*



WARNING: *Unless you are completely aware of the contents within a yellow folder and know the consequences that may result if you delete it, do not remove it! WinDelete made it a yellow file for a reason: it is not completely safe to remove!*

For applications that you installed with WinDelete, the yellow folders typically contain data or document files created by the program and do not present a problem if you remove them. On the other hand, if you *did not* install the application with WinDelete, the yellow files might contain files that other programs use. It is common in the Windows environment for different applications to share files. If you remove a DLL in a yellow folder during an uninstall, you could effect another program.



WARNING: *Proceed with extreme caution when you choose to remove files with the following extensions: DLL, VBX, EXE, COM, or BAT. If you choose to remove any of these files, always remember to make a backup copy.*

Uninstall

This is the most complete method for removing an application. You may use this process whether or not you installed the application through WinDelete. Uninstall lists files that are safe to delete in the Upper Tab Dialog Box and those that require caution in the

Lower Tab Dialog Box. Select the items you wish to remove, then proceed.

Each individual item that you want to remove needs to be selected. You can select files in both the Upper and Lower Tab Dialog Boxes. Folders that have a plus symbol (+) contain items which will only be removed if you individually select them. Click the plus symbol (+) to expand the list, and select individual items in both the Upper and the Lower Tab Dialog Boxes.

Use the <Shift> or <Ctrl> key to select multiple items. To unselect an item, hold down the <Ctrl> key and click the item. If you do not select any files, the Uninstall function button will be disabled.



WARNING: *We recommend that you always back-up the files you remove. To do this click the Make compressed backup (Windows 3.1) or Archive File (Windows 95) check box when the Confirm Uninstall dialog appears. Selecting this safety precaution will ensure that your files are available to reinstall should you suddenly change your mind.*

Close

To exit the Uninstall utility and return to the main screen, click Close.

Safety Features

WinDelete offers safeguards to prevent you from accidentally erasing important files and gives you the option of reversing your uninstall. In order to insure that a program is available for reinstallation, be sure to choose the appropriate option. Please make yourself aware of WinDelete's safety features.



Make Compressed Backup

It's a good idea to create a backup copy whenever you're deleting files. This gives you the freedom to correct yourself, if you realize that you made the wrong choice. When you check the Make compressed backup option in the Express or Uninstall mode, WinDelete will compress the file or application you're uninstalling. Compressing a file results in a file which takes up less disk space. A file that originally occupied 1 MB of disk space could be reduced to 200KB through the use of compression. After WinDelete compresses the file, it stores it.

The Make compressed backup option only stores one set of files at a time: *the last set of*

files you backed up. The next set of files you back up will take the place of the previously stored files. The Make compressed backup option appears as a check box on the Confirm Delete dialog box, which only appears after you've selected an uninstall mode (Express or Uninstall).



NOTE: *If you're making a compressed backup of an application or file which you plan to restore later, select all the files in the upper (green) and lower (yellow) tab dialog boxes. If you do not select all the files, there is no guaranty that the application will operate properly after you restore it.*



Archive Files

The Archive Files option only appears in WinDelete 95. Archive Files expands the backup storage area into an archive where you can store multiple files or applications. The only real limits to the size of your archive will be the size of your hard drive. You will probably want to look through it and “clean house.” The Archive File option appears as a check box on the Confirm Uninstall dialog box. To access the archive to restore a backup, you must activate the Restore Application utility, which you can find out about in chapter 5.

Confirm On Each Delete

This option is only available if you choose the Uninstall function. Look for its check box in the Confirm Uninstall dialog box, which should appear immediately after you click the Uninstall feature. This option provides file-by-file control over what gets removed from your system. To disable this option, click “Yes to all” in the Confirm Item Removal dialog (95) or the Component Removal dialog (3.1).



WARNING: *Clicking Yes to all surrenders your file-by-file control over what gets removed.*



The Undo Last Uninstall Option

Choose this option if you want to reinstall the last program you uninstalled. *Only the most recent uninstall can be restored.* Keep in mind that this option is available only if you chose to back-up the files before you removed them.

To access the Undo Last Uninstall function, close the Uninstall utility and choose Action|Undo Last Uninstall. A dialog box appears informing you that WinDelete is about to restore a backup. Confirm this action to proceed. The files will be restored to their original location.



The Everlasting StartUp Folder

In previous versions of WinDelete, users could mistakenly remove their StartUp folder from their hard drive. Now, in WinDelete 95, the StartUp folder itself can't be selected in the Upper Tab Dialog Box. However, you can select individual item(s) within the StartUp folder.

Troubleshooting

You should not delete the contents of any WinDelete program subdirectories or attempt to modify them in any way. These directories contain the records on installs and uninstalls performed through WinDelete, and they may also contain compressed backups.

If you remove an application that created a shortcut in the StartUp folder, it can cause a minor problem. In some cases, this shortcut will remain in StartUp even after the application is gone. This orphaned shortcut becomes invalid as it no longer references an application. Consequently, you will get an error message upon entering Windows. To resolve this problem:



Open the StartUp folder in the Program Manager (3.1). Select the invalid shortcut and press <Delete>.



Select Start | Settings | Taskbar. Select the Start Menu Programs tab, and then click the Remove button. Scroll down the list until you reach the StartUp folder. Double-click on the shortcut, or click on the plus sign (+) to reveal the contents. Select the invalid shortcut, and choose Remove.

If you choose to remove an application which has a shortcut in both StartUp and the primary application folder, WinDelete will perform a more thorough job if you uninstall the shortcut in StartUp.

5

Utilities

Your computer's speed and efficiency are greatly affected by the amount of available hard disk space and the size of essential system files. WinDelete's utilities can help your computer utilize its available resources by monitoring the amount of information loaded into memory and by keeping this information organized and up to date.

WinDelete provides specialized utilities to help you organize, optimize, and maintain your computer's system. The utilities offer a wide range of functions such as: showing you where you can recover disk space, helping you edit system files, or displaying a pie chart showing the file distribution on your hard drive. WinDelete also keeps track of the modifications that you make by automatically recording the modifications in the Log File.

Each utility offers safety, simplicity and an abundance of valuable information with the click of a button! There are two utilities, Move Application and Restore Application, that only appear in WinDelete 95. Let's begin with the Duplicate Finder.

Duplicate Finder



Menu: Action|Duplicate Finder

Hotkey:<Ctrl>+<D>

Duplicate Finder uses three specific search criteria to help you locate and safely remove the redundant files that clutter your system and occupy valuable disk space. After the Duplicate Finder locates your duplicate files, it lets you choose which ones to remove. This section explains how you can use the Duplicate Finder to reduce the amount of unneeded files on your hard drive.

The Workspace

The workspace for the Duplicate Finder includes the Application List Box, two tab dialog boxes, and two function buttons.

Application List Box

The Application List Box displays the file types that WinDelete will target during a duplicate search. *Advanced* users may customize this list to include any file extension, including DLL and EXE. Less experienced PC users should focus on Duplicate Finder's default search list, which includes the following extensions:

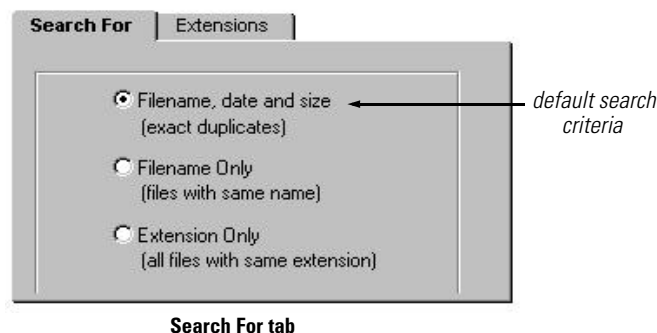
BMP	Bitmap graphics
DOC	Word Processor files
GIF	GIF Images
HTM	World Wide Web pages
INI	Initialization files (Use extreme caution when evaluating these files!)
JPG	JPEG Images
MOV	Movie Files
PCX	Bitmap graphics created in Paintbrush
TXT	Text files created in Windows Notepad
WAV	Sound Files
WRI	Files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

Tab Dialog Boxes

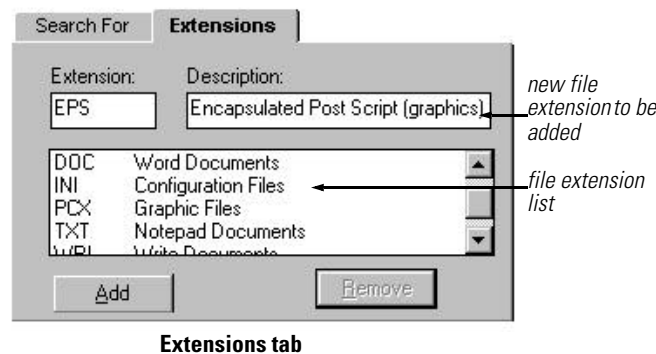
The Upper Tab Dialog Box displays all the duplicate files, after you have selected an extension in the Application List Box. They are organized by Location (path) and Details (size and date). Each set of duplicates will appear within the same folder. To view the duplicates, click the plus symbol (+).

Click on the Location tab to view filenames, the drive, and the directory where they are located. Click on the Details tab to see the filename, file size, and the date it was created.

The Lower Tab Dialog Box lets you customize your search by adding your own file extensions and choosing the parameters of your search. There are two tabs in this box: Search For and Extensions. The Search For tab gives you three different search parameters as shown in the following figure



Click the Extensions tab if you want to add an extension to your search or if you want to edit the list of extensions. In the Extensions tab, you will see two edit boxes, a scrollable list box, and two buttons. Their functions are as follows:



1. *Extension:* In the first edit box, enter the file extension you want Duplicate Finder to target during its system search. Type the extension in all capital letters omitting any punctuation ICO, BAT, and so on. Again, only experienced PC users should modify the list. A good rule of thumb is to only add file extensions with which you're familiar.
2. *Description:* Next, enter a short description of the file extension in the Description edit box. The description will appear in the Application List Box exactly as you type it in the Description edit box.

3. *Add*: After you've entered your file extension and description, click Add. This will add the extension and its description to the file extension list and to the list in the Application List Box.
4. *Remove*: To remove an extension, select the extension from the file extension list. Click Remove. It will be erased from the file extension list and the Application List Box. Both custom and default extensions appear in this list. You may remove custom and default extensions to make your own personalized file list which will appear each time you enter the Duplicate Finder utility.



WARNING: Only advanced PC users should attempt to modify the Extension tab to include files such as DLL, EXE, INI or VBX. You could severely damage the integrity of your system by removing these file types. Novice or Intermediate PC users should focus on WinDelete's default document files.

Function Buttons

There are two function buttons on the right-edge of the of the workspace: Remove and Close.

Remove

Press the Remove button to eliminate the duplicate files that you selected in the Upper Tab Dialog Box. When you select Remove the Confirm Duplicate Removal dialog appears which provides two options.



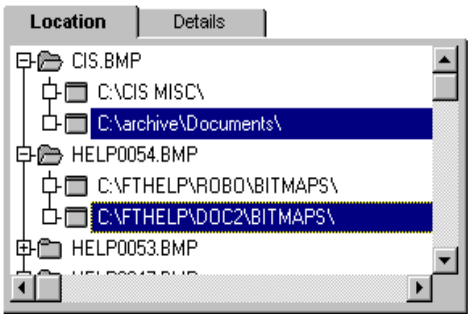
You will have the options to Make Compressed Backup and Confirm on Each Delete just as you do in Uninstall mode



You will have the Archive File and Confirm on Each Delete options just as you do in Uninstall mode. You can type an archive title in the text box.



WARNING: If the Duplicate Finder locates duplicate files, it will display two files. Only select one of these files, as shown in the following figure. Do not remove them both. Your computer may need one to operate effectively.



Only Choose One of the Duplicates

Close

The Close button cancels the duplicate search, exits the utility, and returns you to the main screen.

System Editor



Menu: Tools|System Editor

Hotkey:<Ctrl>+<E>

When you delete a program without WinDelete, program settings, registries and INI sections can be left behind in the WIN.INI and Windows system directory. WinDelete’s System Editor enables you to edit INI files easily. When you edit INI files through the System Configuration Editor it can be difficult to locate the section or entry that you want to edit. However, System Editor makes the INI file collection on your system appear as though you are in File Manager or Windows Explorer. All you do is scan the list and open the file and section you want.

System Editor also ensures that your edits are in the proper format. If you were to edit your system files without WinDelete, you could use the wrong format or syntax. When your edits are not the in proper format, your computer will not recognize the edits, and therefore won’t function properly. WinDelete, however, formats your entries correctly and automatically.



WARNING: System Editor is an advanced feature. The contents of INI files are essential to the operation of all Windows-based programs and should only be modified by advanced users. If you choose to use this utility, be sure to backup the files before you begin editing.



If you are using WinDelete 95 you can take advantage of Windows 95 drag and drop capabilities. If you drag a file with an INI extension and drop it onto the WinDelete shortcut, System Editor will automatically launch with that INI file already loaded.

What Is an Initialization File?

An Initialization File (abbreviated as INI) is a list of directions, or settings, that Windows uses like a map to find and execute the Windows-based software programs installed on your hard drive. You can find INI files either in your Windows and Windows\System directories, or in the directory of the program it represents.

When you execute Windows, the first files your computer accesses are WIN.INI and SYSTEM.INI. These files contain important instructions that enable Windows to set up according to your preferences and your computer's hardware configuration.

All of your Windows-based programs rely on Windows to operate. Usually, an application will maintain its own INI file in its program directory, but smaller applications sometimes add their INI file (in the form of a section with a heading within brackets) to the WIN.INI file. When this happens, the WIN.INI grows, making a longer list of instructions that Windows has to read. Since Windows has to read this list each time you start Windows, a longer list means a longer wait for you. Keeping your system's INI files updated will dramatically improve its performance.

How System Editor Works

The System Editor allows you to edit, delete, or add values to Window's most important system files: WIN.INI, SYSTEM.INI, CONTROL.INI, DOSAPP.INI, and WINFILE.INI. The System Editor workspace allows you to translate, navigate and manipulate your computer's cryptic system files with ease.



System Editor in Windelete 95 allows you to edit any INI file within your entire system.

The Workspace

The System Editor workspace contains The Application List Box, two tab dialog boxes, and four function buttons.

Application List Box

When you first enter the System Editor, you will see a dialog box prompting you to choose the file you want to edit. Select the file and click OK. After you open a file, its section headings will appear in the Application List Box. Click on the plus symbol (+) to view the entries and their values.

Tab Dialog Boxes

The lower box contains the Help and Tip tabs for the System Editor. The upper box contains two tabs, Edit Item and Add Item, which allow you to edit, delete, or add a value to the selected system file.

When you choose a section to edit from the Application List Box, its heading, entry and value appear in the Edit Item tab box. The value will appear in an edit box. Click Remove to delete this line from the section, or change the value and click Update. If you accidentally delete something don't worry; the changes are not final until you click on the Save function button.

The Add Item tab contains three edit boxes. The first edit box contains a drop-down list box where you select the heading of the section you want to edit. The drop-down list contains all of the sections available for editing, but if you want to create your own section, type the name in the text box. The second box allows you to insert a section entry. The third box is where you set the entry value.

When you finish, click Update to implement your changes, or Close to escape without saving changes.

Function Buttons

The System Editor has four function buttons: Open, Print, Save, and Close.

Open

The Open button will display a list of system files available for revision. Select a file and click OK. You may choose any of the following system files:

- WIN.INI
- DOSAPP.INI
- SYSTEM.INI
- WINFILE.INI
- CONTROL.INI



If you are using WinDelete 95, you will automatically have access to all of your system files when System Editor launches. Navigate to the INI file you want to edit.

Print

The Print button allows you to print a hard copy of each file that you edited so that you can save it for future reference.

Save

Click Save to accept the revisions and to replace the original file with your updated version. When you click Save, a dialog box will appear. You can choose the Make backup before saving option to save a copy of the original file, and then click Continue. Click the Cancel button to return to the workspace without saving changes.

Close

Click Close to return to the main screen.

System Tuner



Menu: Tools\System Tuner

Hotkey:<Ctrl>+<T>

The System Tuner helps you optimize your computer's efficiency by performing diagnostic checks on all the important system files and directories on your computer's hard disk. The System Tuner makes sure that all entries and values in the system files are configured correctly and notifies you if they are not.

When you launch the System Tuner button on the main screen, WinDelete automatically scans your system and displays the results in the workspace. The system scan may take a while, so be patient! The results of the scan are organized into four categories, represented by icons. The status of each category is represented by one of three colors. Refer to the Application List Box section in this chapter for information on System Tuner's color coding system.

How System Tuner Works

The System Tuner investigates your computer's hard drive and reports the status of four important elements: system integrity, orphan files, backup files, and resources (only in

Windows 3.1). These four elements will be explained in the Application List Box section. After it scans these areas, System Tuner analyzes the information it collected and decides whether or not the files are in peak operating condition. If they are not, the System Tuner will notify you and offer to fix the problem. There are some problems that WinDelete determines unsafe to modify. If you encounter one of these problems, the System Tuner will outline the problem and suggest ways that you can repair the files on your own.

The System Tuner is a very complex utility, so please read this section carefully.

The Workspace

The System Tuner workspace contains the Application List Box and an Upper Tab Dialog Box, and the Lower Tab Dialog Box. On the right edge of the workspace you will find two function buttons.

Application List Box

The System Tuner uses a color coding system similar to the Uninstall mode.

- **Green:** Indicates that this area of your system is operating efficiently.
- **Yellow:** Indicates that there is a problem that may be corrected through WinDelete.
- **Gray:** Indicates the selected item contains a less-than-optimum setting. WinDelete will not optimize the setting for you, but it will offer advice on what you could do to optimize the setting.

After System Tuner completes its scan, you will see four icons in the Application List Box. Every icon has a color which reflects WinDelete's search results. The icon will be green, if WinDelete determines all of the subcategories within it are in good shape. If one or more of the subcategories need to be optimized, the icon will be yellow. Each icon represents different areas of your computer system, which will be explained in the next section. Click the plus symbol (+) to expand the tree and view its subcategories.

The System Tuner checks the following areas of your system: Integrity Check, Orphan Files, Backup Files, and Resources.

Integrity Check

The Integrity Check reads the following system files/elements and determines the validity of each entry.

- AUTOEXEC.BAT (used by DOS)
- CONFIG.SYS (used by DOS)
- WIN.INI (used by Windows)
- SYSTEM.INI (used by Windows)
- Invalid Shortcuts (shortcuts no longer pointing to applications)
- Empty Start Menu Folders (WinDelete 95-see following explanation)
- DLL reference counts (Windows 95-see following explanation)



The Empty Start Menu Folder shows the empty folders in the Start Menu. Press Optimize to delete them.



The DLL reference counts refer to the number of applications that are using/sharing a particular DLL. Often, Windows programs will share DLL files. WinDelete monitors shared DLLs and keeps track of how many programs use a particular DLL. It is important to keep this information current as it ensures that you uninstall applications and remove DLLs safely. Removing a shared DLL will effect all the programs that use it.

Orphan Files

WinDelete scans the Windows\System directory to see if the appropriate INI files contain references to the following items:

- Fonts
- Display drivers
- Temporary files
- Group files
- Lost cluster files

Backup Files

WinDelete also looks for unneeded backup files on your system. Backup files are usually just as large as the original file and take up unnecessary disk space. WinDelete searches for the following backup files:

- BAK files
- Backup system files which include:
 - OLD files
 - SYD files
 - 00? files (files with any numeric extension)
 - AUTOEXEC.??? files (files with any extension except BAT)
 - CONFIG.??? files (files with any extension except SYS)



Resources

The Resources check analyzes your system configuration and suggests simple changes which could speed up performance. This check is not available in WinDelete 95. During the Resource check, System Tuner looks at these areas:

- Swapfile size (in bytes)
- Files= in CONFIG.SYS
- Buffers= in CONFIG.SYS
- Number of fonts

You may click on any of the subcategories, and view System Tuner's comments and suggestions in the Lower Tab Dialog Box.

Tab Dialog Boxes

When you click an icon in the Application List Box, the tab boxes will display information pertaining to that category. If the icon in the Application List Box is yellow, an expandable list will appear in the Upper Tab Dialog Box. Click on the plus symbol (+) to expand this list.

The Upper Tab Dialog Box contains the Items tab which reveals the filename and location of the problem files. If the item you selected in the Application List Box is green or gray, the Upper Tab Dialog Box will display either nothing or just read-only search results, respectively.

If the item in the Application List Box is yellow, you may select multiple items by clicking and dragging down the list. After you select the item(s) that you want to optimize click the Optimize button. A dialog box will appear asking if you are sure you

want to remove the files. At this point you have the option to proceed or cancel.

The Lower Tab Dialog Box contains Help and Tip tabs. The Help tab explains what WinDelete will look for or has found depending on what icon you have selected in the Application List Box. For example, if you select the Integrity Check icon, the Help tab will reveal general information regarding the category. However, if you select the WIN.INI subcategory, the Help tab discusses LOAD and RUN statements, which are specific to INI files.

Function Buttons

The System Tuner has two function buttons: Optimize and Close.

Optimize

Click the Optimize button to implement System Tuner's solution. The Optimize function either deletes problem files or updates system files in order to let your system operate the way it should. The System Tuner always gives you the chance to cancel after you press this button. The Optimize button will be disabled until you select an item in the Application List Box that is yellow.

Close

Abort the operation and abandon the task at hand.

Graph Viewer



Menu: Tools|Graph Viewer

Hotkey:<Ctrl>+<G>

The Graph Viewer is a reference tool that displays the file distribution on your hard disk. This function reads all the files on your hard disk and then displays a pie chart that shows the following information (in bytes):

- The amount of hard disk space that contains green files, which can be safely removed.
- The amount of hard disk space that contains yellow files. Look closely at yellow files before you remove them!
- The amount of hard disk space that is required for system files appears in white.

To display the statistical pie chart, click the Graph Viewer button. The chart assembles as WinDelete checks the file distribution on your system. Be patient because this process may take a while! You can click the Cancel button at any time to exit and return to WinDelete's main screen.



NOTE: *You cannot change or modify the pie chart; it is merely for reference.*

The Workspace

The Graph Viewer is not technically a workspace as it merely presents a read-only graphic. You can't alter or modify anything that appears on the desktop.

Application List Box

Here you will find the legend which describes what the elements of the chart represent.

Tab Dialog Boxes

The Upper Tab Dialog Box displays the chart, and the Lower Tab Dialog Box gives you Help and Tip tabs.

Function Buttons

The Graph Viewer has two function buttons: Cancel and Close.

Cancel

The Cancel button is only enabled while WinDelete is assembling the graph. If you click Cancel, WinDelete will take you back to the main screen.

Close

The Close button is only enabled after WinDelete has completed the graph. If you click Close, WinDelete will take you back to the main screen.

Log Viewer



Menu: Tools|Log Viewer

Hotkey:<Ctrl>+<L>

Every time you alter your system with the Install, Uninstall, or Duplicate Finder, WinDelete adds a detailed record of each change to the Log File. The Log Viewer allows you to review all of the Log File entries, and you can print any portion of the report for future reference.

The Workspace

The Log Viewer workspace contains the Application List Box, the Upper Tab Dialog Box, and two function buttons.

Application List Box

The Application List Box contains three icons representing Installs, Uninstalls, and Duplicate File Removals. Expand the folders to view the individual entries within each. The Log File entries contain the date, log title, and the time WinDelete recorded the entry. WinDelete organizes the entries by date, with the most recent entry appearing at the top of the list. When you select an entry, its details appear in the Upper Tab Dialog Box.

Tab Dialog Boxes

When you select an entry in the Application List Box, the Upper Tab Dialog Box displays any items that WinDelete has modified. A list presenting one or more of the following categories will appear: Folders, Shortcuts, Directories, Files, Registry Keys, and any modified INI files. Depending upon the complexity of the item you selected any combination of categories will be included in this list. If a plus symbol (+) appears next to the category, you can expand the list to view any changes made to the items inside.

Function Buttons

The Log Viewer has three function buttons located on the right edge of the workspace.

Print

If you want a hard copy (printed copy) of a log entry, click Print.

Close

Click Close to exit the Log Viewer and return to main screen.

Delete

You can remove unwanted log files with the Delete button. It is not recommended to remove install logs as deleting an install log entry could hamper WinDelete's ability to perform a thorough Uninstall of that program. Generally, it's not necessary to delete anything from the Installs category.

System Consultant



Menu: Tools\System Consultant

Hotkey:<Ctrl>+<C>

The System Consultant provides vital statistics regarding your computer's hardware and software configuration. Before WinDelete, finding this information was time consuming and nearly impossible for the inexperienced PC user. Now the System Consultant gathers these important statistics, displays them in one place, and makes the information easy to understand.

The Workspace

The System Consultant workspace contains the Application List Box, the Upper Tab Dialog Box, Help and Tip tabs in the Lower Tab Dialog Box, and one function button.

Application List Box

The Application List Box contains a list of four icons (three in WinDelete 95), each representing a component of your computer's system: Processor, Drives, Memory (not in WinDelete 95), and Environment. Click on one of the icons to view specific information in the Upper Tab Dialog Box.

Tab Dialog Boxes

The Upper Tab Dialog Box contains the System Info Tab. When you select one of the components in the Application List Box, the corresponding information will appear in the System Info Tab.

Processor

- Type of CPU (80286, 80386, 80486, etc.)
- Math co-processor present, detected or undetected

Drives

- Names of local, non-removable hard drive partitions
- Total size of each drive
- Amount of free space on each drive



Memory

- Amount of available memory in kilobytes (KB) (1024 bytes = 1 KB)
- Percentage of free system space
- Percentage of available user space

Environment

- Windows directory path
- Temporary directory path
- Version of Windows
- Version of DOS (not reported in WinDelete 95)

The Lower Tab Dialog Box features the Help and Tip tabs.

Function Buttons

The System Consultant only uses one function button.

Close

To exit the System Consultant utility and return to the main screen, click Close.



Restore Application



Menu: Action|Restore from Archive

Hotkey: Ctrl>+<A>

The Restore Application feature expands the backup storage area into an archive. In previous versions of WinDelete, the backup feature only stores one set of files or one application at a time. An archive, on the other hand, provides enough space to store multiple files and applications.

The only size limits for an archive are those imposed by the amount of free space on your hard drive. As long as you have free space on your hard disk you can continue to archive your files. However, it's a good idea to sift through the archives now and again and get rid of files and applications you know you'll never need. WinDelete's archive capabilities relieve you of the pressure that comes with the big decision: to remove or not to remove. With the new archive feature you can restore files whenever you want, and WinDelete will always return them to their original locations.

You can choose to archive applications and files while you are using the Uninstall feature and in Duplicate Finder. In both functions a dialog box appears providing the archive option.

The Workspace

The workspace for Restore Application features the Application List Box, Help and Tip tabs, and four function buttons along the right edge of the workspace.

Application List Box

The Application List Box will automatically display the archives associated with the Uninstall and Duplicate Finder. The Uninstalls folder only contains the files and applications you archived during the Uninstall process, where as the Duplicate File Removal folder only contains the files you archived from the Duplicate Finder. To explore the contents of each directory, or expand the tree within each feature's archive, click on the plus symbol (+) or double-click on the icon. A list of all the files residing in your archives will appear.

Select the file or application that you want to restore. The associated files will appear in the Upper Tab Dialog Box.

Tab Dialog Boxes

The Upper Tab Dialog Box displays all of the files within the application you select to restore. You have three options to pursue with the files that appear in the Upper Tab Dialog Box. You can either restore *all* the files or you can restore *particular files that you select*. The third option allows you to delete the selected archive. Refer to Function Buttons in the next section, for more information on these options.

The Lower Tab Dialog Box contains two tabs to choose from: Help and Tips. Both tabs offer advice designed to enhance your WinDelete and Windows skills.

Function Buttons

The right edge of the workspace contains four function buttons: Express, Restore, Delete, and Close.

Express

The Express function will restore *all* the items that appear in the Upper Tab Dialog Box to their original locations on your hard drive.

Restore

Restore replaces the *particular files that you select* in the Upper Tab Dialog Box to their original locations on your hard drive

Delete

To clear space on your hard drive, you can scan your archives and remove the ones you're sure you no longer need. The Delete button is only enabled when you have an archive selected in the Application List Box. You cannot delete individual files within an archive. If you select an individual file in the Upper Tab Dialog Box, the Delete button will be disabled.



WARNING: *Whenever you delete applications or files from the archive, make sure you really don't need them. You will not be able to recover the deleted files.*

Close

To return to the main screen, click Close.



Move Application



Menu: Action|Move Application

Hotkey:<Ctrl>+<M>

The Move Application feature enables you to move an entire application from one directory to another on your local drive. The capability to move applications gives you control over the organization of the program folders on your hard drive. You can arrange your applications according to their functions or whatever criteria best suits your needs.

Move Application moves all of an application's files, data or document folders while updating the correct Windows Configuration Files so that they reference the new location.

The Workspace

The Move Application workspace contains the Application List Box, two tab dialog boxes, and four function buttons.

The Application List Box

When the Move Application main screen appears, you'll notice that all of your Program folders appear automatically in the Application List Box. WinDelete organizes the list in alphabetical order according to Program folder. To reveal the contents of a particular Program folder, or expand the tree, either click the plus symbol (+) or double-click the folder.

Select the application that you would like to move. In the Upper Tab Dialog Box you indicate where you want to move the item. You can move anything that has a shortcut; it doesn't have to be an application. For instance, you can move a help file or readme. The advantage of using Move Application to move small files, like a help file, is that WinDelete automatically updates the references and shortcuts.

Tab Dialog Boxes

Move Application employs the use of both tab dialog boxes and provides two tabs in each box. You will find two function buttons on the right edge of the screen.

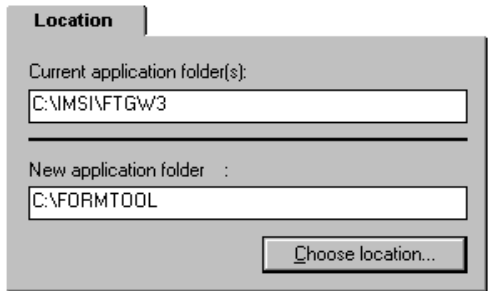
The Upper Tab Dialog Box

The Upper Tab Dialog Box contains two tabs: Location and Options.

Location: The Location tab allows you to set a new location for the application that you're moving. The current location will already appear in the Current application folder text box. To specify the new directory, click the Choose location button. Navigate to the new directory, and click Open. The new location path will appear in the New application folder text box.

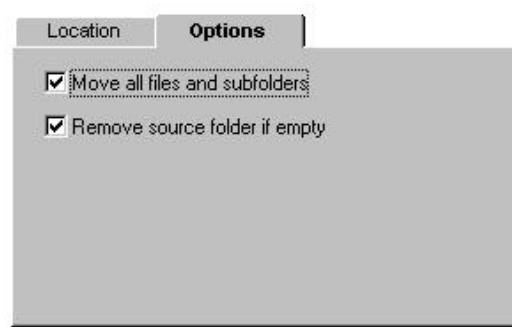
If a new application folder does not already exist on your local drive, you can create a new folder from within WinDelete. In the New application folder type the letter that represents the drive you are using, and then type in the name of the folder you want to create. A dialog box will appear asking "Ok to create folder X" (substituting the name you type for "X")

The following figure presents an example of what the Location tab should look like after you set the new location.



Location tab

Options: The Options Tab provides you with two choices: Move all files and subdirectories and Remove source folder if empty. If you're moving an application, Move all files and subfolders will be checked by default. When you move an application, it is a good idea to move all the files and sub folders along with it. Otherwise, WinDelete will only move the EXEs and the DLLs, and there is no guarantee that the application will behave correctly after the move. If you want to move a document, like a help file or a readme, the check box, by default, will not be checked.



Options tab

The Remove source folder if empty option helps to reduce clutter on your hard drive. An empty folder is not a disk-space issue as they don't occupy a significant amount of space, but an empty folder can create unneeded confusion. It's a good idea to remove an unused folder unless you have a specific reason to keep it.

The Lower Tab Dialog Box

The Lower Tab Dialog Box features the Info and Drives tabs. These two tabs provide information that you may want to consider before you move an application. For instance, you can find out how large an application is and how much space is available on the drive to which you want to move the application.

Info tab: The Info tab provides the following information:

- Name of the file
- Type of file
- Bytes to move
- Bytes in system files

Drives tab: The Drives tab offers the following information:

- Drives Available
- Acceptable (Indicates if there is enough space on the selected drive.)
- Total Space
- Free Space

The Drives tab only lists local drives, which are the drives contained inside your own computer. Some machines have multiple local drives. However most users will only have there C:\ drive available. The Drives tab does not refer to network drives. The Move Application feature is not designed to move applications over a network.

Function Buttons

Move Application has two function buttons on the right edge of the workspace: Move and Close.

Move

After you have selected the new location for the application you want to move, press the Move button to begin the move process.

Close

To return to the main screen press Close.