REGISTRATION

DiskTrak for Windows is a shareware program.   This means that you can evaluate it for your own use and distribute it to others (for their evaluation) at no charge.   But, if you decide to use DiskTrak for Windows on a regular basis, you are obligated to register it with the program author.   The registration fee for DiskTrak for Windows is $25.00 (US).

To register, send a check for $25.00 to

> **Peninsula Software**
> **28510 Blythewood Drive**
> **Palos Verdes CA 90274**

In return you will receive a diskette containing the latest version of DiskTrak for Windows that has been registered specifically to you.

Registered copies of the program do not have the Registration Motivator dialog box and contain the registered user's name in the "About" screen.   Otherwise, registered versions of the program are identical to the shareware version.

Unless you specify otherwise, registered versions are distributed on a 3 1/2" 720K diskette.

Thank you for supporting DiskTrak for Windows and the shareware concept.

WINDOWS FOCUS

 The Windows <u>focus</u> identifies which item will receive input or will be used to make a selection. For instance, to display the files for a particular disk listed in the <u>Disk List Window</u>, you must select the disk name.   Doing this is a two step process:

(1)   causing the disk list window to "get the focus"

(2)   selecting the desired list entry (in this case, disk name.)

You change the <u>focus</u> of Windows objects by using the Tab key to move it (the focus) from one object to the next, or by single clicking it (the object you want to have the focus) with your mouse.   Double clicking does two things: changes the focus and makes a selection from the item that now has the focus.

Using <u>shortcut keys</u> with DiskTrak for Windows requires knowing which screen object has the <u>focus</u> because there are some situations where the same shortcut key is used for different functions.   For instance, the Del (Delete) key will invoke the Delete Disk function if the <u>Disk List Window</u> has the focus, but will invoke the Delete File function if the file list window has the focus.

SHORTCUT KEYS

Most Windows applications allow you to invoke program functions by selecting them from menus.   DiskTrak for Windows provides this standard capability, but also provides an alternate method called "Shortcut Keys".   Shortcut keys allow you to invoke selected DiskTrak for Windows functions by simply pressing a single key combination; you do not have to select any menu items at all.   As a result, you can make selections more quickly and can avoid switching between the keyboard and the mouse.

Using shortcut keys is optional; all of the functions in DiskTrak for Windows can be invoked using standard Windows menu techniques alone.

Using shortcut keys requires knowing two things:

(1)   which program item currently has the <u>Windows focus</u>

(2)   the correct key combination to initiate the desired function.

The following table lists all of the DiskTrak for Windows functions that can be invoked by shortcut keys, the focus item required, and the key combination to use.

Function	Focus Item	Sortcut Key Combination
Add/Update Disks	Disk List	Ins (Insert)
Add/Edit Comments	File List	Ins (Insert)
Delete Disks	Disk List	Del (Delete)
Delete Files	File List	Del (Delete)
Restore Files	File List	Ctrl + R
Label Disks	Disk List	Ctrl + L
Sort Disknames by Name	Disk List	Ctrl + N
Sort Disknames by Free Space	Disk List	Ctrl + F
Report to Screen	Disk List	Ctrl + S
Report to File	Disk List	Ctrl + I
Report to Print	Disk List	Ctrl + P

Each DiskTrak for Windows menu item that can be invoked by a shortcut key shows, on its menu "pull down", the shortcut key combination in parentheses to the right of the function name

The shortcut key is not always the same as the menu item "selection letter" that is underlined in the menu function name.
You can also use the menu selection letter key to selct a menu function once its menu is in view.

DISK LIST WINDOW

Disk Name	Free	# Files
ARCHIVE1	206K	20
ARCHIVE2	66K	24
ARCHIVE3	86K	18
ARCHIVE4	172K	17
ARCHIVE5	8K	27
ARCHIVE6	234K	11
ARCHIVE7	733K	1
BACKUPDATA1	361K	51
BACKUPDATA2	571K	32

The Disk List window contains three columns of data: the diskette name of each disk in the current database, the amount of free space it has, and the number of files on the diskette.

Free space is displayed as xxxK, where K = 1000 bytes, or as xxxM, where M= 1,000,000 bytes.

Due to a program linmitation, if the selected diskette (or disk) has more than 32 MB free, the free space will show as ?K.

FILE LIST WINDOW

The File List window shows all of the files for the disk that is currently selected in the Disk List Window.   File names for which you have added comments have the characters "<C>" after their names. (See the Action   Add/Edit Comments section for how to create comments.)

You can scroll through the disk names and file names using the mouse or the Up/Down, PgUp/ PgDn, and Home/End keys.   Selecting a file name causes its date and   time stamp data to appear in the Date/Time window, and   its diskette directory name to appear in the Directory window.   If the file has a comment, it is displayed in the Comment window.

MESSAGE WINDOW

DiskTrak Messages

Database SAMPLE.DTW
compressed O.K.
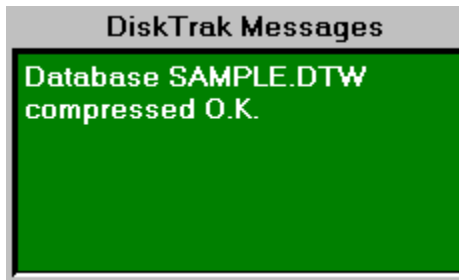
DiskTrak uses its Message window to display messages about its current operation or status. Initially, this window is blank; DiskTrak displays messages in it as program events occur.

BUTTON BOX
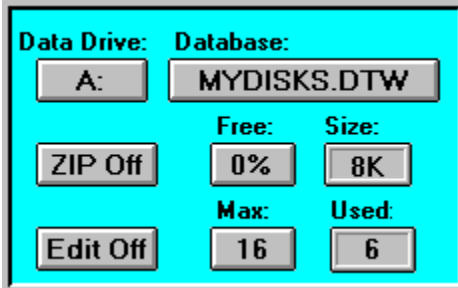
The button box contains eight items, six of which are push buttons which, when selected by the mouse or pointing device, invoke program functions.   The other two items are text buttons that display program information but are not selectable.   The text buttons are the items labeled "Size:" and "Used:"; these display, respectively, the size of the current database and the number of diskettes you have entered into the database.

The remaining items are dualfunction buttons; they all display current program information, but also invoke program functions when selected (clicked).   Each function is also selectable via a main menu "pulldown", all of which are described under the **Button Box Contents** Help topic.

COMMENT WINDOW

Comment

Welcome to DiskTrak for Windows! The comments for the files in this sample
database contain some hints for using DiskTrak for Windows.

The Comment window is where DiskTrak displays the comment text for a file that is selected in
the <u>File List Window</u> (assuming that file has a comment.)   If   you select the   Add/Edit
Comment function, this window is where you enter/edit comment text.

DATE/TIME WINDOW

Date/Time:
07/11/1991 @ 18:00:00

The Date/Time window displays the date and time stamp of the file currently selected in the File List window.   This window will be blank for files in databases converted from an earlier version of DiskTrak for Windows, and for files whose names are extracted from archive files.

DIRECTORY WINDOW

Directory:

`\`

The Directory window displays the diskette directory containing the file currently selected in the File List window.   For diskettes having all files in their root directories, this will be the "\" character only.   No directory data is available for files converted from earlier versions of DiskTrak for Windows, or for files whose names are extracted from archive files.

Data Drive:

Displays the current diskette drive DiskTrak for Windows will use.   When clicked, changes the drive to the next one (left buton click) or previous one (right button click.)   This function is also available by selecting the Configuration menu item.

Database:

Displays the current database name.   When clicked, invokes the Open Database function.
This function is also available by selecting   "Open a Database" under the File menu item.

ZIP:

Displays the current status of the ZIP extract function.   When clicked, changes (toggles) the ZIP function between off and on.   This function is also available by selecting the Configuration menu item.

Size:

Displays the size of the current database in K, where 1K = 1024 bytes.

Free:

Displays the percentage of free space in the current database. When clicked, invokes the database compress function which is also available by selecting "Compress Database" under the Utilities menu item.

Edit:

Displays the current status of the Comment Text edit function.   When clicked, changes (toggles) the Comment Add/Edit function between off and on.   This function is also available by selecting Add/Edit Comments under the Action menu item (or by using its shortcut key.)

Max:

Displays the maximum size (number of disks) the current database can hold.   When clicked, invokes the Expand Database function which is also available by selecting "Expand Database" under the Utilities menu item.

Used:

Displays the number of diskettes currently entered in the database.

Open a Database

Displays a dialog window allowing you to select the drive and directory from which to select DiskTrak for Windows databases.   The data base filename pattern is set to *.DTW and cannot be changed.

This function can also be invoked by selecting the Database: button in the main menu Button Box.

After DiskTrak for Windows opens the selected database, it fills in the Disk List Window   and updates the Button Box Window.   To see the names of the files on any particular diskette, simply select the diskette's name and DiskTrak for Windows will fill the File List Window with the names of the files it contains.

DOS Shell

Selecting this option causes DiskTrak for Windows to start a separate DOS window. From the DOS window you can copy files, initialize disks, invoke other programs, etc.   You can switch between your DiskTrak and DOS windows as often as you like.   Enter the command **exit** (in the DOS window)   when you have finished with your DOS functions.

Note: when in the DOS window, do not move, rename, or otherwise disturb the DiskTrak for Windows database or configuration file.   Changes made to these files while in the DOS window would be unknown to DiskTrak for Windows, and unpredictable (probably bad) results would occur when DiskTrak for Windows resumes.

Exit

Selecting this option ends DiskTrak for Windows and returns you to the Windows Program Manager.   As the closing screen indicates, if you use DiskTrak for Windows on a regular basis you are obligated to send the <u>registration</u> fee to Peninsula Software.

Add/Update Disk(s)

Shortcut key: Ins (Insert)

Selecting this option allows you to enter diskettes into the DiskTrak for Windows database. The diskettes you enter can be either new diskettes, i. e., ones not currently in the database, or a reentering (called a "refresh") of a diskette currently in the database.   After selecting this option DiskTrak for Windows will ask you to insert the diskette into the Data Disk Drive and press Enter when ready.   DiskTrak for Windows will then attempt to read the diskette's internal label (sometimes called the volume ID.)

If there is no internal label, DiskTrak for Windows will ask you to enter one.   This label will be used by DiskTrak for Windows to identify the diskette in its database and will also be automatically written onto the diskette.   (See the Label Disk section below for details on the labeling process.)   DiskTrak for Windows will then check to see if the diskette is already contained in the database.   If not, DiskTrak for Windows will read all the filenames on the disk (including hidden and system files and files in directories and/or subdirectories, if any) and enter them into the database.   It also stores the amount of free space on the disk in the database.

If you specified the ZIP option to be enabled, DiskTrak for Windows will extract all filenames from inside archive files of type ZIP, PAK, ARC, LZH, or ZOO.

If the diskette is already in the DiskTrak for Windows database you will be asked if you want to proceed and "refresh" the database information.   Normally you will want to do this, because (presumably) you have added or deleted files from the diskette, and you want its current status reflected in the DiskTrak for Windows database.   However, if you have inadvertently created two different diskettes with the same name, you can abort the Add/Update function at this time, relabel the diskette, and proceed again.

DiskTrak for Windows will process only normally formatted DOS diskettes. DiskTrak for Windows will reject an unformatted diskette, or a diskette with a nonstandard format, such as those created by some hard disk backup programs.

Hint: you can invoke the Add/Update function by simply pressing the Ins (Insert) key any time the Disk List Window has the current Windows focus.   Doing this is quicker than selecting the Add/Update function from the Action menu item.

Add/Edit Comments

Shortcut key: Ins (Insert)

This menu option is a toggle that successively enables and disables the ability to add or edit filename comments.   When this option is enabled there is a check mark next to the Add/Edit Comments text in the menu and the Edit button will display as a depressed, yellowhighlighted (lit up) button with its caption changed from **Off** to **On**.   When the function is disabled the check is removed and the Edit button returns to **Off** status.

This function can also be invoked by selecting the Edit button in the main menu Button Box.

When Add/Edit Comments is enabled the text editing cursor will automatically appear in the Comment window after selecting a file in the File List Window.   You can then proceed to enter and/or edit comment text.   Use the Return key to tell DiskTrak for Windows you have finished your edit.   When you press Return, the text in the comment window will be assigned to the currently selected file name.   You can then proceed to select another file name from the File List Window for comment editing.

You can delete an existing comment by removing all its text.

When this function is diabled it is not possible to select the comment window, and consequently not possible to add or edit comment text.   DiskTrak for Windows starts with this function disabled, but you can enable and disable it whenever you like.

Report to Screen

Shortcut key: Ctrl + S

DiskTrak for Windows can produce any of five types of reports (see the Configuration   Report Type option for details) summarizing its database contents.   The Report to Screen option will report the contents of the current database to the screen.   All of the report types except type 3 use a single window dialog box.   Report Type 3 (filenames and comments) uses a two window dialog box: the first displays the filenames and the first few words of the comment.   Selecting a filename with a comment in this window causes the entire comment text to be displayed in the lower (second) window.   To see all the text of a very long comment, use the scroll bars on the right of the comment text window.

Select the **Close** button at the bottom of the DiskTrak Screen Report window to close it and return to the main menu window.

Note: due to a Windows limitation, it may not be possible for the Report to Screen option to display all of the data in the current database.   In this event, DiskTrak for Windows will display as much as it can, and also issue a message indicating you should use the Report to File or Report to Print option to obtain the entire database contents.

Report to File

Shortcut key: Ctrl + I

This option directs the selected report to a disk file named <name>.RPT (where <name> is the name of the current DiskTrak for Windows database) that is created in the default directory.

The format of the report file is described in the   Report Type topic.

Report to FIle creates no printer or screen output but allows you to store the report output on disk and view it with some text viewing program, and then decide if you want to print it by copying the file <name>.RPT to a printer.

Report to Print

Shortcut key: Ctrl + P

This option causes DiskTrak for Windows to send its report directly to your printer.   When you make this selection, DiskTrak for Windows directs its report output to the currently selected printer device (as specified by Windows Setup).

Restore Files

Shortcut key: Ctrl + R

This option allows you to select a file from the DiskTrak for Windows database and have it copied from its diskette to a hard disk directory you specify.   This function is typically called "restoring".

Before selecting this function you should first select the file your want to restore from the <u>File List Window</u>.   Then, when you select the Restore FIles option, DiskTrak for Windows will display a dialog window titled **Restore from Floppy to Hard Disk**.   This window identifies the name of the file your have selected for restoring, the name of the diskette containing it, status of the restore operation, and a dropdown drive list box and a directory list box that allow you to select the disk and directory to which to restore the selected file.   Finally, there is a text box that displays the path (disk and directory) you have selected for the restore operation, and two command buttons: Restore and Close.

Use the drive and directory list boxes to select the restore path (remember to doubleclick on the desired directory to selct it.)   After selecting the desired disk and directory, select the **Restore** button.   DiskTrak for Windows will then ask if you really want to proceed with the restore operation.   Selecting **OK** will allow the restore to proceed; selecting **Cancel** returns you to the **Restore From Floppy To Hard Disk** window.   Selecting the **Close** button on the the **Restore From Floppy To Hard Disk Window** will close this window and return you to the main menu window.

Before initiating the restore function you should put the required diskette into the Data Disk drive.

If you select **OK** and initiate the restore function, DiskTrak for Windows will attempt to copy the selected file from the diskette you have put in the Data Disk Drive to the selected path (drive and directorty.)   Status of the restore operation will be reflected in the Status of Restore text box and in the main menu message window.

If DiskTrak for Windows is unable to locate the selected file, the message "Can't open source or target files.   Wrong disk?" appears in the status window.   You can then insert a different diskette (if you inadvertently inserted the wrong one), select another file for restoring , or select the **Cancel** button, which closes the **Restore from Floppy to Hard Disk** window and returns you to the main menu window.

You can continue to alternate between selecting files from the main menu window and restoring them using the **Restore From Floppy To Hard Disk** window as many times as you like.   It is not necessary to close the **Restore From Floppy To Hard Disk** window before selecting another file from the main menu window.

Delete Disks

Shortcut key: Del (Delete)

This option allows you to delete one or more diskettes from the current database.   You would want to do this if, for instance, you decided to reuse a diskette for a different purpose and had given it a new internal label and a new set of files.

If you keep the same internal diskette name (volume label) and merely replace all the files on it there is no need to delete the diskette name from the current database.   Instead, simply use the Add/Update function described above to "refresh" the database with the diskette's current status.

Selecting this option displays a warning message telling you that you have enabled "Delete Disks" mode.   You can select **OK** or **Cancel**.   If **OK** is selected, DiskTrak for Windows places a check mark next to the Delete Disks menu text and displays a message telling you that you are in Delete Disks mode.   From then on, each time you select a disk from the disk list window, DiskTrak for Windows will ask you if you want to delete it from the database.   Selecting the **Yes** button will delete it from the data base; selecting **No** will not.

Return to nonDelete Disks mode by reselecting the Delete Disks function; it toggles the Delete Disks mode on and off.

Hint: you can invoke the   Delete Disks function by simply pressing the Del (Delete) key any time the disk list window has the current <u>Windows focus</u>.   Doing this is quicker than selecting the Delete Disks function from the Action menu item.

Delete Files

Shortcut key: Del (Delete)

This option allows you to physically delete one or more files from your diskettes.

WARNING: THE SELECTED FILES WILL ACTUALLY BE DELETED FROM YOUR DISKETTES,   NOT SIMPLY REMOVED FROM THE DISKTRAK DATABASE.

This option was included to make it easy to "clean up" your diskettes; you can easily delete unwanted and/or duplicate files using this option.   (You can also delete files you really want to keep if you are not careful!)

Selecting this option displays a warning message telling you that you have enabled "Delete Files" mode.   You can select **OK** or **Cancel**.   If **OK** is selected, DiskTrak for Windows places a check mark next to the Delete Files menu text and displays a message telling you that you are in Delete Files mode.   From then on, each time you select a file from the <u>File List Window</u>, DiskTrak for Windows will ask you if you want to delete the selected file.   Selecting the **Yes** button will cause the program to check that the required diskette is in the data disk drive (if not, you will be asked to insert it), delete the specified file from it, and then automatically update the DIskTrak data base.   Selecting **No** will not delete the file (and return you to the main menu window.)

Return to nonDelete Files mode by reselecting the Delete Files function   it toggles the Delete Disks mode on and off.

There two major reasons why DiskTrak for Windows may not be able to actually delete a selected file:

(1) the file may actually not be on the diskette (it was deleted by some other program after the diskette was added to the DiskTrak for Windows database)

(2) the file was found on a write protected disk and consequently could not be deleted.

Label Disks

Shortcut key: Ctrl + L

This option lets you label (or relabel) a diskette from within DiskTrak for Windows, thus eliminating the need to shell to DOS and use the DOS LABEL command.   When you select this option DiskTrak for Windows will ask you to put a diskette in the data disk drive.   It will then attempt to read the internal label from the disk.   If there is no label   DiskTrak for Windows will ask you to enter one.   If there already is a label on the disk, DiskTrak for Windows displays a message showing the current label and asks you if you want to relabel the disk.   If so, enter the new label.   When you have finished labeling disks simply select the **Cancel** button to return to the   main menu screen.

DiskTrak for Windows checks the label you enter for valid characters and will reject one that is invalid.   DiskTrak for Windows displays an error message in this case.   The entered label is also checked to see if it duplicates the label of a disk in the current database.   If so, you are queried whether or not you want to use it or enter a new one.   (Suggestion   use a different label to avoid duplicate diskette names.)

Hint: you can invoke the   Label Disks function by simply pressing the "L" key any time the disk list window has the current <u>Windows focus</u>.   Doing this is quicker than selecting the Label Disks function from the Action menu item.

SEARCH

The search functions are the primary reason DiskTrak for Windows was written.

These functions allow you to search for a particular disk volume, file name, or file comment.   In addition, DiskTrak for Windows can identify all duplicate files in its database.

The disk, file, and comment search functions allow you to enter a search argument (called the search text) consisting of a complete or partial disk name, file name, or comment, and have DiskTrak for Windows search its entire database for all diskettes and/or files that match your search text.

When searching, DiskTrak for Windows does not differentiate between upper and lower case letters; they are considered the same.

The search functions employ literal searches based on the exact set of characters you enter. **The special DOS wildcard characters * and ? are not recognized as wildcards, and should not be used in the search string.**

Each of the text search functions works similarly: selecting any one results in the display of a dialog box requesting entry of the search text.   After you enter the search text and select the OK button, DiskTrak for Windows searches the database for all matches.   While searching it displays a message telling you how many names are being searched and what the search text is.

The function that searches for duplucate file names requires no input; when selected it immediately searches the curent database for all duplicate file names.

When the search is finished, DiskTrak for Windows updates the Disk List Window to show only those disks who match the search text (if you requested a disk name search), or that contain files with names or comments matching the search text (in the case of a disk name or comment search, respectively), or that contain files with names duplicated on other disks.   Selecting one of the disk names in the disk list window will display, in the File List Window, only those files who match the search text, or only those files that have names the same as others.   In other words, following a search, DiskTrak for Windows displays only the information matching the search criteria.

Note: After you have examined the results of your search you will want to return to "normal mode" and enable DiskTrak for Windows to display the entire database contents.   Use the Cancel Search Results selection to do this.

Filename

DiskTrak for Windows will display a dialog box asking you to enter the search text.   The current database will then be searched for all disks containing files whose names contain the search text.

When the search is complete DiskTrak for Windows will display these disk names (and only these disk names) in the   Disk List Window.

Comment

DiskTrak for Windows will display a dialog box asking you to enter the search text.   The current database will then be searched for all disks containing files that have comments that contain the search text.

When the search is complete DiskTrak for Windows will display these disk names (and only these disk names) in the   Disk List Window.

Diskname

DiskTrak for Windows will display a dialog box asking you to enter the search text.   The current database will then be searched for all disks whose names contain the search text.

When the search is complete DiskTrak for Windows will display these disk names (and only these disk names) in the   <u>Disk List Window</u>.

Duplicate Files

When you select this function DiskTrak for Windows reads all of the file names in the current database, sorts them alphabetically, and then searches the names for duplicates.

When the search operation is complete, DiskTrak for Windows shows in the <u>Disk List Window</u> only the disk names that contain duplicate files.   Selecting one of these disk names will display in the <u>File List Window</u> the file names that were also found on other disks.

Cancel Search Results

This option cancels "search mode", which displays in the <u>Disk List Window</u> and <u>File List Window</u> ONLY those items matching the search text, and restores "normal mode", which allows ALL disk and file names to be displayed.

You should be sure to select this option after reviewing the results of your search operation so that DiskTrak for Windows can display all of the information in the data base, and not just that that matches the search text.

Compress Data

Selecting this option causes DiskTrak for Windows to remove all of the unused space from the current database.   To do this, DiskTrak for Windows creates a new database for itself, copies all of the current database information to it, deletes the old one, and renames the new one to the same name as the old.   When this operation finishes there will be 0% free space in the DiskTrak for Windows database.

This function can also be invoked by selecting the <u>Free:</u> button in the main menu <u>Button Box</u>.

Note: in order for this function to work there must be sufficient free space on the disk with the default directory to accommodate a second file equal in size to the current DiskTrak for Windows database.

Expand Data

Select this option if you have to add more disks to your database than it was originally specified to hold.

After choosing this option DiskTrak for Windows will ask you for the number of diskettes in the expanded database.   You should enter the new TOTAL number of diskettes desired, NOT the increase (delta) over the current number.

After entering this new total, DiskTrak for Windows will create a database capable of holding the specified number of disks, and will then copy all of the data in your current database to the newly expanded one.   When this is complete, DiskTrak for Windows will delete your current database and rename the new one to your old current database name.   The new, expanded database will also be compressed, i. e., it will have 0% free space.

This function can also be invoked by selecting the <u>Max:</u> button in the main menu <u>Button Box</u>.

Make a Database

Use this option to create your own DiskTrak for Windows database(s).   You can have any number of databases, but only one can be in use at a time.   Multiple databases may be desired, for instance, if there are several people using your computer and each has his/her own set of diskettes.   Or, you may have so many diskettes that you want to logically segregate them into groups.

To create a DiskTrak for Windows database, select this option and specify the name of the database and the number of diskettes you want it to hold.   When specifying the database name, enter only the 1 to 8 character primary extension.   (Because all DiskTrak for Windows databases must have a name of the form <name>.DTW, DiskTrak for Windows will automatically add the extension ".DTW" to the name you enter.)   When specifying the number of diskettes the database should hold, enter a reasonable number.   You can always increase it later by using the Expand function described above.

After specifying the database name and number of diskettes it is to hold, select the **OK** button to cause DiskTrak for Windows to create the database.   Select the **Cancel** button to cancel this function and return to the main program window with no action.

The database created by this option will (obviously) be empty.   Add diskettes to it by first selecting the new database   by using the File   Open a Database function, and then invoking the Action   Add/Update Disk option.

Note: since there is no way to reduce the size of a DiskTrak for Windows database you should avoid specifying a total number of disks significantly larger than you are likely to need.   You can always expand your database later.

Sort Disknames by Name

Shortcut key: Ctrl + N

In general, DiskTrak for Windows displays diskettes entered into its database in the order in which they are entered.   The Sort Disknames by Name option lets you change the order of the display to alphabetical.   New diskettes will continue to be added in the order entered, and will not be listed in alphabetical order unless you resort the entire list of names using this option.

Sort Disknames by Free Space

Shortcut key: Ctrl + F

This option is similar to the above one, except the list of disks is sorted by available free space. The disk with the least free space is listed first.   Disks with unknown free space (showing "?K") are listed last; these are disks from a database that was copied from a DOS DISKTRAK.EXE <name>.DT7 database and that have not yet been entered into the current database by this version of DiskTrak for Windows.

Show Free Space

This option shows you the amount of free space on a diskette.   After selecting this option DiskTrak for Windows will ask you to insert a diskette into the Data Disk Drive.   After doing so, select the **OK** button and DiskTrak for Windows will read the label of the diskette, determine its total free space (in K bytes, where K = 1000) and display a message containing this information. DiskTrak for Windows will then repeat this process until you select the **Cancel** button to return to the main menu.

CONFIGURATION

Selecting this menu item displays a dialog window that allows you to view, change, and save DiskTrak for Windows' configuration items.   The following topics describe the selectable items in the Configuration dialog window.

OK

Retains the currently set configuration items, closes the Configuration window, and returns you to DiskTrak for Windows' main program window.   If you changed any of the configuration items they will be in effect for your current session only; you must select the <u>Save</u> button to make them permanent.

Save

This button creates (if it does not already exist) or updates (if it does exist) a file in the default directory called DISKTRKW.CFG and writes into it all of the current DiskTrak for Windows configuration parameters.   These parameters include the current color specifications, the DiskTrak for Windows database name, the diskette drive to use when reading diskettes, the number of lines per report page, the desired report type, and the ZIP status (enabled or disabled).

You should use this function to retain any new or changed program settings from one session to the next.

Data Disk Drive

This option allows you to specify the diskette drive DiskTrak for Windows will use for reading diskettes.   The default diskette drive is A:, but you can change it to any drive letter A: through P:.   DiskTrak for Windows will reject a drive letter that is not a character in the range A through P.   You can enter either an upper or lower case letter (no colon).

You can also change the data disk drive by selecting the <u>Data Drive:</u> button in the main menu <u>Button Box</u>.   Selecting this button with the left mouse button increases the drive letter by one; selecting with the right button decreases it by one.

ZIP Extract

This option lets you specify whether or not DiskTrak for Windows is to extract the names of files stored inside an archive file of type ZIP, ARC, PAK, LZH, or ZOO.   The default is NOT to do this.   If you select this option the ZIP button will display as a depressed, yellow highlighted (lit up) button, and its caption will change from **No** to **Yes**.   DiskTrak for Windows will then add to its database, in addition to the base ZIP, ARC, PAK, LZH, or ZOO archive file name, all of the file names contained inside each one.

Note that if you enable this function and then add to the DiskTrak for Windows database one or more disks containing numerous archive files, the size of your database will get very large very quickly.

To turn the ZIP option off, simply reselect it; it is an on/off toggle.

This function can also be invoked by selecting the ZIP: button in the main menu Button Box.

The ZIP status is saved in the DiskTrak for Windows DISKTRKW.CFG file, so if you want it always enabled, enable it and then select the Save button.

Print Lines/Page

This option lets you specify the number of lines DiskTrak for Windows will place on its output reports.   These reports can be sent either directly to your printer or to a disk file: see the Report to File and Report to Print   topics for details.

Because of the title and page number lines DiskTrak for Windows prints on each report page, the number of lines per page must be at least 7.

The Print Lines/Page option has no effect on reports directed to the screen.

You can retain the number you specify in the DISKTRKW.CFG configuration file (make it permanent) by selecting the Save button.

Report Type

DiskTrak for Windows can create five types of reports that summarize the information in its database:

Type 1 lists all files in the database and the diskette name each file is on, sorted by filename.

Type 2 contains the same information as Type 1, but sorts it by diskette volume name.

Type 3 lists every filename and its comment (if present); this report is sorted by filename.

Type 4 lists each disk and its free space, sorted by disk name.

Type 5 is like Type 4, except the sort is by amount of free space.

When they are directed to a printer, all reports except type 3 are formatted in 3 columns; report type 3 lists one filename per line, followed by one or more lines containing its comment, if present.

Specify the desired Report Type by selecting the appropriate button.   The selected button will appear depressed and have a yellow (lit up) background color. You can permanently retain the selected report type by selecting the <u>Save</u> button.

Colors

This command button lets you set the window and dialog box colors for DiskTrak for Windows. When you select this button, DiskTrak for Windows temporarily hides the Configuration dialog window and displays the color control window.   This window contains a set of color controls, a sample color area, a "model" of the DiskTrak for Windows main screen, a series of "radio buttons" allowing you to select the window element(s) for which you want to set the colors, and two command buttons that let you apply the new colors and return to the Configuration dialog window.   To set colors, use the following steps:

(1)   Use the **Select Screen Element...** radio buttons to select the screen element you want to alter.   Note that the selected item's name is reflected in the **Now setting colors for** text window.

(2)   Use the **Foreground/Background** radio buttons to specify whether you are about to set the foreground (text) color or background color.

Suggestion: set the background color first, then the foreground color.

(3)   Use the three color bars to set the amounts of Red, Green, and Blue, respectively.   These color bars have a range of 0 (no color) to 255 (maximum color)   You can key in the amount of color (between 0 and 255) by selecting the text boxes immediately below   each color bar.   As you set the amount of each color, the color of the small window immediately to the right of the color bars will change to reflect the current setting of the three color bars.

Note: a quirk in Windows requires that text be displayed using solid background colors only. This means that if you use the color bars to create a dithered background color, Windows will use its closest matching solid background color when displaying text.   You will see the effect of this in the window to the right of the color bars as you select various values for Red, Blue, and Green.   If you want to stick to solid colors, try using combinations of the values 0, 127, 192, or 255 for the Red, Blue, and Green color bars.

(4)   When you have established the desired color, select the OK button.   This will apply the color to the previously selected screen element.   The appropriate color in the "model" window in the upper right corner will change to reflect the new color scheme.   This action also simultaneously changes the colors of the real screen elements.

(5)   Repeat steps (1)   (4) until all the screen elements are colored they way you want them.

(6)   Select the Close button to close the color setting window and return to the Configuration dialog window.

Note: your new color scheme will only be in effect for your current session and will NOT be retained permanently UNLESS you perform a Configuration Save function by selecting the Configuration menu's Save button.

Help

Shortcut Key: F1 (Function Key 1)

Invokes the Windows Help engine with DiskTrak's Help file active.

About

If you are using a nonregistered copy of DiskTrak for Windows, selecting this option displays the Registration Motivator   dialog box that requires you to enter the word "register".   After doing so, a message window is displayed giving some information about the program and how to contact the program author.

If you are using a registered version of the program, the Registration Motivator dialog box does not appear, and the message window displays the name of the person to whom the program is registered, along with the other program related information.

System Requirements, Compatibility, and Limitations

DiskTrak for Windows is a standard Windows application and should operate on any computer system capable of running Windows.   Because it is a Windows application, DiskTrak for Windows is subject to any and all of the limitations in Windows.   One of these is the number of items Windows can display in a List Box. It seems that the upper limit for the number of items displayable in a list box is a few thousand.   This limitation presents a problem to DiskTrak for Windows because it uses a list box to show a screen report that lists all the files in the current database.

Some users have databases with literallly tens of thousands of filenames, and in these cases DiskTrak for Windows will not be able to display the entire data base contents.   A report of the complete data base can, however, be printed or directed to a disk file for subsequent online viewing.

Beginning with Version 2.10 of DiskTrak for Windows, a mouse or other pointing device is required to select several of the onscreen <u>push buttons</u> that invoke key program functions. These <u>push buttons</u>   cannot be selected with the keyboard. For users without a pointing device the <u>push button</u> functions remain accessible via menu bar pulldowns that are keyboard selectable.

DiskTrak Help Index

General Information Topics
Registration
Windows Focus
Shortcut Keys

Main Program Window Items

There are seven sub-windows in DiskTrak's main program display.   The following topics will
show you an image of each followed by s short description.

Disk List Window
File List Window
Message Window
Button Box
Comment Window
Date/Time Window
Directory Window

Button Box Contents

DiskTrak's Button Box is similar to the "button bar" found on other applications, but it also
provides information about the current status of the program.   The following topics explain each
item in the Button Box.

Data Drive
Database:
ZIP:
Free:
Size:
Edit:
Max:
Used:

Main Menu Options

File   Action   Search   Utilities   Configuration   Help

The following Help topics list DiskTrak's main menu options as they appear from left to right.
Under each option is a description of the various functions available and and explanation of how
each one works.

FILE

Open a Database
DOS Shell
Exit

ACTION
Add/Update Disk(s)
Add/Edit Comments
Report to Screen
Report to File
Report to Print
Restore Files
Delete Disks
Delete Files
Label Disks

SEARCH
Filename
Comment
Diskname
Duplicate Files
Cancel Search Results

UTILITIES
Compress Data
Expand Data
Make a Database
Sort Disknames by Name
Sort Disknames by Free Space
Show Free Space

CONFIGURATION
OK
Save
Data Disk Drive
ZIP Extract
Printlines per Page
Report Type
Colors

HELP
Help
About

System Requirements, Compatibility, and Limitations

Registration Motivator

A dialog box requiring you to enter the word **register** before you can continue using DiskTrak.

The purpose of the Registration Motivator is to encourage regular users of DiskTrak for Windows to register, but to not interere excessively with those performing an evaluation of the program.

Focus

The attribute an element in a window has that causes it to receive input or to be used to make a selection.

Push Button

A selectable item in a window which, when selected by either the pointing device (mouse) or keyboard, causes a program function to occur.

Quirk

A characteristic of a program that causes it to function in an unexpected and/or undesirable way. Quirks are sometimes called **features** (by programmers) and **bugs** (by users).

Dithered

A technique used by Windows to approximate a color by using a pattern of its basic 16 colors.