

A Note on Viewers

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

To install the Windows 95 viewers:

- 1 Click the Windows 95 **Start** button.
- 2 Point to **Settings**, and then click **Control Panel**.
- 3 Double-click **Add/Remove Programs**.
The Add/Remove Programs Properties dialog box appears.
- 4 Choose the **Windows Setup** tab.
- 5 Click **Accessories**, then the **Details** button below.
- 6 Scroll down until you see Quick View, then select its check box.
- 7 Click **OK**, and then follow any instructions.

Adding or deleting install program names

The Install Monitor recognizes that you are installing a program when you type any of the program names listed in the Program Names list box. For example, when you installed CleanSweep, you typed A:\SETUP. CleanSweep recognizes the SETUP command as initiating an installation program and begins monitoring the process. You can add or delete names of install programs.

To add install program names:

- 1 Click the **Names** button.
The Install Program Names dialog box appears.
- 2 Click **Add**.
The Add Install Name dialog box appears.
- 3 Enter the install program name.
- 4 Click **OK** to add the install program name.

To delete install program names:

- 1 Click the **Names** button.
The Install Program Names dialog box appears.
- 2 Select the install program name to delete.
- 3 Click **Delete**.
A dialog box asks if you want to delete the install program name.
- 4 Click **OK**.

Archiving

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

To archive the program:

- 1 Click the **Finish** button.

That's all there is to it. CleanSweep creates an archive of the program, and creates a shortcut in the Start / Programs / Archives folder.

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

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

Finding and Selecting a Folder or Program

To find and select a program, you can:

- Select a folder, or open it and select one of the programs inside it.
- Browse or search for a program and then select it.

Related topics:

[Selecting a program or a folder](#)

[Finding files](#)

Finding files

The methods described in this section locate individual files, rather than entire programs or program folders. These methods can help if you wish to find a program, but cannot remember where it is stored. These are also the only ways to find orphaned or DOS programs using the Archive wizard (although you may find such programs easily using options on the Cleanup tab).

MORE INFO: You may also use the Cleanup tab to search for specific file types, such as duplicate, unused, or orphaned files.

Related topics:

[Browsing for a program](#)

[Searching for a program](#)

Selecting a program or a folder

Use this method to select either a program contained within a folder or the folder itself and its entire contents. The Archive wizard displays all of your Program folders in alphabetical order.

To select a folder (or a single program inside it):

- 1 Scroll the list to find the folder. If you wish to archive a single program, find the folder that contains the program.
- 2 To select all of the programs contained in a folder, simply click on the folder. To select a single program from within the folder, double-click the folder to display its contents, then click the program you want. If you wish to close the folder without selecting a program, double-click the folder again.

NOTE: If you cannot find a program in a folder, it may be a DOS program or an "orphaned program." DOS programs do not appear in this list but you can use another method to find them, as described in the next topic. An *orphaned program* is a Windows program for which no icon exists in your folders.

To select a DOS program or an orphaned program, click on Find, and then use the Browse button or Search button. Browse lets you locate programs by navigating through your folders and making selections with the mouse or by selecting files by name or by wildcard. Search scans your local hard drives for all program files.

The Cleanup tab provides the best ways to find specific types of files—for example, duplicate or temporary files.

- 3 Click the **Next** button, or double-click the selected file.

CleanSweep analyzes your hard drive to determine whether the program uses any other components. CleanSweep then asks for an archive destination folder. See [selecting an archive folder](#).

IMPORTANT: During its analysis, CleanSweep may determine that you have selected a file or a group of files that you should not archive. If so, a dialog box will warn you not to archive the program and will explain the reason why. You should follow the wizard's recommendations unless you are absolutely sure that the file can be safely archived. After the warning, CleanSweep continues with the archive process. The files that CleanSweep believes should not be archived are color coded in yellow or red. Later in [reviewing your selection](#), CleanSweep will display a list of files to be archived, and will give you a chance to remove from the list any files marked in yellow. CleanSweep will not remove any files marked in red.

Browsing for a program

Use this method to select any single file from a folder.

To browse for a program:

- 1 Click the **Browse** button.

The Browse for a Program dialog box appears. The default folder is that of the selected program or folder. If you have not selected a program or folder, the default is the folder in which Windows resides. The main window in this dialog displays a scrollable list of files and folders.

To move up a level in the "folder tree," press the **Up One Level** button on the toolbar. To look in folder above the current one, or to look on another drive, , click the list box labelled Look in. To look in a folder within the current folder, double click on the folder in the main window below the Look in box.

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

NOTE: The dialog box arranges the items alphabetically by name – folders first, and then the files.

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

- 3 Click the **Open** button.

The wizard does a quick analysis of the file, then asks for an archive destination folder. See [selecting an archive folder](#)

Searching for a program

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

To search for a program:

- 1 Press the **Search** button.

The Search for a Program dialog box appears.

- 2 The wizard searches all local hard drives by default. To specify other drives to search, click the **Drives To Search:** box, select one or more drives from the dialog box, then click **OK**.

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

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

NOTE: Because Windows 95 supports long filenames, some file listings may contain the symbol ~. This generally indicates that the long file or folder name is longer than what is displayed in the dialog box.

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

- 5 After you have selected a file, click **OK**.

The wizard does a quick analysis of the file, then prompts you for a destination folder for the archive. See [Selecting an archive folder](#)

Overview

In this topic you will learn:

- How to archive a program and its related components to save space on your computer's hard disk.
- How to view a summary report of what was archived.

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

The basic steps to archiving a program are:

1. Run the Archive wizard
2. Select the program or folder to archive
3. Select a destination folder
4. Review your selection
5. Archive the program or folder

The rest of this topic describes these steps in detail.

Reviewing your Selection

Next, the Archive wizard displays a summary of what it is about to do. The summary notes which file or files will be archived and the number of bytes of disk space that will be freed.

The View button on this screen displays a description and the safety level of each file that CleanSweep believes is associated with your choice. You may be able to view some files to be sure you want to archive them. You can also change or print the list of displayed files before you continue. You might want to print the list so you can cancel the archive and verify each file on your own, or, you might keep the printout as a record of what you archived.

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

Related topic:

[Examining the list in more detail](#)

Examining the list in more detail

To examine the list closely:

- Click the **View** button.

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

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

To view the file:

- 1 Select the file you want to view.

If the selected file is an executable program, the Run button becomes active. You can use the Run button to launch the program.

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

- 2 Click the **View** or **Run** button.

The file appears (or the program launches).

To see a file description without launching the file:

- Select the filename in the list.

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

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

To prevent a file from being archived:

- Clear the check box by clicking on it.

To add a file to the list:

- 1 Click the **Add** button.

The Add Component dialog box appears.

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

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

To print the list:

- 1 Click the **Print List** button.

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

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

Viewing a Summary

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

To see a summary:

- Click the **Summary** button.

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

- Date and time that the archive was performed
- Object that was archived
- Archive destination
- Title of the folder, if applicable
- Title of the program
- The complete pathname for each program in the folder or group
- Description of the program
- Number of bytes archived.

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

To print the report:

- Click the **Print** button.

The report is printed.

To save the report in a file:

- 1 Click the **Save** button.

The Save Summary to File dialog box appears.

- 2 Type a filename for the report, then click **Close**.

To close the report:

- Click the **Close** button.

The report closes.

More Info: The summary report describes only the activity that has just been performed. For a report on all of CleanSweep's activity, take a look at the Master Log report, as described in [View Master Log](#).

Archiving Instructions

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

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

To archive a program:

- 1 Start CleanSweep

Click the **Start** button, point to **Programs**, and then click the **Quarterdeck CleanSweep 95** icon. CleanSweep appears.

- 2 Start the Archive Wizard

Click the **Archive Wizard** icon in the Program tab. The Archive Wizard dialog box appears. The wizard will guide you through the archive process.

- 3 Select the Program to Archive

Double-click a folder to open it. Click the program you want to archive. If you cannot find the program in a folder, click the Find button. Click **Next**.

- 4 Select an Archive Destination

Click **Next** again if the folder shown is where you want your backup copy of the program to go.

Click **Next** to bypass the confirmation of each item archived.

- 5 Start Archiving

Click **Next**. The wizard archives the program and asks if you would like to view a summary. Click Summary.

- 6 Archive Complete!

Click **Finish**. A double-box frame surrounds the program's original icon to indicate it is archived. To restore the program, simply double-click the icon.

Archiving files

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

To archive files:

- 1 Click **Archive** and then click **Next**.
- 2 Type the folder in which you would like to keep the archive file or click **Next** to accept the default folder. The default folder is

C:\Program Files\Cleansweep\Backup
- 3 Click **View** to look at a list of files to be archived. Click **Finish** to archive the files.
- 4 CleanSweep will prompt you if you wish to create an archive icon. If so, CleanSweep will create an icon in the Archives program group in your Windows shell. Clicking on this icon will start CleanSweep, and take you automatically to the Restore Wizard.

Finding and Selecting a Folder or Program

To find and select a program, you can:

- Select a folder, or open it and select one of the programs inside it.
- Browse or search for a program and then select it.

Related topics:

[Selecting a program or a folder](#)

[Finding files](#)

Finding files

The methods described in this section locate individual files, rather than entire programs or program folders. These methods can help if you wish to find a program, but cannot remember where it is stored. These are also the only ways to find orphaned or DOS programs (although you may find such programs easily using options on the Cleanup tab).

MORE INFO: You may also use the Cleanup tab to search for specific file types, such as duplicate, unused, or orphaned files.

Related topics:

[Browsing for a program](#)

[Searching for a program](#)

Selecting a program or a folder

Use this method to select either a program contained within a folder or the folder itself and its entire contents. The wizard displays all of your Program folders in alphabetical order.

To select a folder (or a single program inside it):

- 1 Scroll the list to find the folder. If you wish to package a single program, find the folder that contains the program.
- 2 To select all of the programs contained in a folder, simply click the folder. To select a single program from within the folder, double-click the folder to display its contents, then click the program you want. If you wish to close the folder without selecting a program, double-click the folder again.

NOTE: If you cannot find a program in a folder, it may be a DOS program or an "orphaned program." DOS programs do not appear in this list but you can use another method to find them, as described below. An *orphaned program* is a Windows program for which no icon exists in your folders.

To select a DOS program or an orphaned program, click Find, and then use the Browse button or Search button. Browse lets you locate programs by navigating through your folders and making selections with the mouse or by selecting files by name or by wildcard. Search scans your local hard drives for all program files.

The Cleanup tab provides the best ways to find specific types of files—for example, duplicate or temporary files.

- 3 Click the **Next** button, or double-click the selected file.

CleanSweep analyzes your hard drive to determine whether the program uses any other components. CleanSweep then asks for a destination. See [Selecting a Destination](#)

Browsing for a program

Use this method to select any single file from a folder.

To browse for a program:

- 1 Click the **Browse** button.

The Browse for a Program dialog box appears. The default folder is that of the selected program or folder. If you have not selected a program or folder, the default is the folder in which Windows resides. The main window in this dialog displays a scrollable list of files and folders.

To move up a level in the "folder tree," press the **Up One Level** button on the toolbar. To look in folder above the current one, or to look on another drive, click the list box labelled Look in. To look in a folder within the current folder, double click the folder in the main window below the Look in box.

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

NOTE: The dialog box arranges the items alphabetically by name—folders first, and then the files.

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

- 3 Click the **Open** button.

The wizard does a quick analysis of the file, then asks for a destination. See [Selecting a Destination](#).

Searching for a program

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

To search for a program:

- 1 Press the **Search** button.

The Search for a Program dialog box appears.

- 2 The wizard searches all local hard drives by default. To specify other drives to search, click the **Drives To Search:** box, select one or more drives from the dialog box, then click **OK**.

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

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

NOTE: Because Windows 95 supports long filenames, some file listings may contain the symbol ~. This generally indicates that the long file or folder name is longer than what is displayed in the dialog box.

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

- 5 After you have selected a file, click **OK**.

The wizard does a quick analysis of the file, then prompts you for a destination. See [Selecting a Destination](#).

Overview

In this topic you will learn:

- How to compress and "package" a program and all of its associated components into one file. Once you create the file, you can use it as a backup copy or transport it to another computer, such as your laptop.
- How to view a summary report of what was packaged.

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

Related topic:

[Which wizard should I use?](#)

Reviewing your Selection

Next, the wizard displays a summary of what it is about to do. The summary notes which file or files will be packaged and the number of bytes of disk space that will be packaged.

The View button on this screen displays a description and the safety level of each file that CleanSweep believes is associated with your choice. You may be able to view some files to be sure you want to package them. You can also change or print the list of displayed files before you continue. You might want to print the list so you can cancel the process and verify each file on your own, or, you might keep the printout as a record of what you packaged.

If you are sure you want to package all the files listed, continue with [Packaging](#).

Related topic:

[Examining the list in more detail](#)

Examining the list in more detail

To examine the list closely:

- Click the **View** button.

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

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

To view the file:

- 1 Select the file you want to view.

If the selected file is an executable program, the Run button becomes active. You can use the Run button to launch the program.

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

- 2 Click the **View** or **Run** button.

The file appears (or the program launches).

NOTE: If the file does not display properly, you may have to install the Windows 95 Quick View file viewers. For installation instructions, see your Windows 95 documentation or [A Note on Viewers](#).

To see a file description without launching the file:

- Select the filename in the list.

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

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

To prevent a file from being packaged:

- Clear the check box by clicking on it.

To add a file to the list:

- 1 Click the **Add** button.

The Add Component dialog box appears.

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

To print the list:

- 1 Click the **Print List** button.

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

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

Selecting a Destination

Before CleanSweep packages anything, it asks where you want to store the package.

To select a destination:

- 1 Click the **Next** button.

A dialog box shows the name of the default destination.

The default folder in the Backup wizard is

C:\PROGRAM FILES\CLEANSWEEP\BACKUP

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

You can choose a different destination by editing the displayed folder name or drive. Click the ... button to browse for a different destination.

- 2 Click the **Next** button to store the package in the currently selected folder.

Viewing a Summary

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

To see a summary:

- Click the **Summary** button.

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

- Date and time that the action was performed
- Object that was packaged
- Package destination
- Title of the folder, if applicable
- Title of the program
- The complete pathname for each program in the folder or group
- Description of the program
- Number of bytes packaged.

To print the report:

- Click the **Print** button.

The report is printed.

To save the report in a file:

- 1 Click the **Save** button.

The Save Summary to File dialog box appears.

- 2 Type a filename for the report, then click **Close**.

To close the report:

- Click the **Close** button.

The report closes.

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

Backing up files

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

To back up files:

- 1 Click **Back up** and then click **Next**.
- 2 Type the name of the folder in which you would like to keep the backup file or click **Next** to accept the default folder. The default folder is

C:\Program Files\Cleansweep\Backup

- 3 Click **View** to look at a list of files to back up. Click **Next** to back up the files.

Backing up the files

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

To back up the items you uninstall:

- 1 Click the **Next** button.

A dialog box shows the name of the default backup folder, C:\PROGRAM FILES\CLEANSWEEP\BACKUP. You can choose a different backup folder by editing the displayed folder name or by clicking the ... button and browsing for a different folder.

- 2 Click the **Next** button to store the backup in the currently selected folder.

Browsing for a backup

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

To browse for a backup:

- 1 Press the **Browse** button.

The Browse for CleanSweep Backup dialog box appears. The default folder is the default CleanSweep backup folder.

NOTE: The Restore Wizard Browse dialog box differs from the Browse dialog boxes in the other wizards in that it displays only backup files created by CleanSweep.

To look in another folder or change drives, click the drop-down button in the Look in: drop-down list box and then make another selection.

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

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

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

- 2 Select a file or type a filename in the Filename entry field. If you do not know the entire filename, you can use the asterisk (*) or question mark (?) as wildcard characters. By default, the dialog box displays program files. To browse for all file types, click the drop-down button in the files of type drop-down list box, and then select All Files (*.*).
 - 3 Click **Open**.
 - 4 Click **Next**.

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

To restore all files:

- Click **Next**.

To remove a file from the list:

- 1 To remove a file from the list, clear its checkbox.
- 2 Click **Next**.

Changing Backup and Restore Options

Use the Backup and Restore options to control where backup files are stored, what you want the Restore wizard to do when it finds files with the same name, and whether you want to be alerted if a backup file is older than a certain number of days.

To change the Backup/Restore options, first select the Backup/Restore tab.

To select the Backup/Restore tab:

- 1 Click the **Options** tab.
- 2 Click the **Customizing CleanSweep** icon.
- 3 Click the **Backup/Restore** tab.

Related topics:

[Changing the default backup folder](#)

[Turning off Uninstall Wizard file confirmation](#)

[Turning off Restore Wizard options](#)

[Receiving a reminder to remove old backup files](#)

Changing the Default Report File

CleanSweep uses C:\PROGRAM FILES\CLEANSWEEP\REPORT.TXT as the default report filename when you save a summary report. This section describes how to change the default report filename.

To select the View tab:

- 1 Click the **Options** tab.
- 2 Click the **Customizing CleanSweep** icon .
- 3 Click the **View** tab.

To rename the default report filename:

- 1 Type the new filename in the **Default Report File** box.
- 2 Click **Apply** to change the default report file without closing the View tab.

Or

- Click **OK** to change the default report file and exit the View tab.

To store summary reports in an existing file:

- 1 Click the ... button beside the default report file.
The Search for Default Report File dialog appears.
- 2 Select the default report file and click **Open**.
- 3 Click **Apply** to accept the default report file without closing the View tab.

Or

- Click **OK** to accept the default report file and exit the View tab.

Changing the default backup folder

CleanSweep uses C:\PROGRAM FILES\CLEANSWEEP\Backup as the default backup folder.

To enter a new default backup folder:

- 1 Enter the new folder name in the **Default Backup Folder** box.
 - 2 Click **Apply** to change the default backup folder without closing the Backup/Restore tab
- Or
- Click **OK** to change the default backup folder and exit the Backup/Restore tab.

To search for a default backup folder:

- 1 Click the ... button beside the default folder name.
The **Browse for Default Backup Directory** dialog box appears.
 - 2 Select the default backup folder.
 - 3 Click **Apply** to change the default backup folder without closing the Backup/Restore tab, or click **OK**.
- Or
- Click **OK** to change the default backup folder and exit the Backup/Restore tab.

Cleaning Up Unneeded Files

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

The five ways to clean up files are to:

- Delete them
- Archive them
- Back them up
- Move them
- Transport them

Related topics:

[Deleting files](#)

[Archiving files](#)

[Backing up files](#)

[Moving files](#)

[Transporting files](#)

Configuring the Install Monitor

The Install Monitor runs in the background to keep track of all files added and any changes made to existing configuration files when you install a program on your computer. CleanSweep uses this information later if you want to uninstall a program and its related files to ensure safe and thorough uninstallations.

Installing CleanSweep automatically activates the Install Monitor. After CleanSweep installation, the Install Monitor starts automatically as part of the Windows startup process. The Install Monitor remains active as long as Windows is running. An icon appears at the bottom of your desktop to indicate that the monitor is running.

When you install CleanSweep, the Install Monitor is normally started as part of the Startup process.

To configure the Install Monitor, first select the Install Monitor tab:

To select the Install Monitor tab:

- 1 Click the **Options** tab.
- 2 Click the **Customizing CleanSweep** icon.
- 3 Click the **Install Monitor** tab.

Related topics:

[Turning the Install Monitor off or on](#)

[Preventing the Install Monitor from loading at startup](#)

[Adding or deleting install program names](#)

[Viewing or deleting Install Monitor logs](#)

Configuring the Usage Monitor

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

Installing CleanSweep automatically activates the Usage Monitor. After CleanSweep installation, the Usage Monitor starts automatically as part of the Windows startup process. The Usage Monitor remains active as long as Windows is running. An icon appears at the bottom of your desktop to indicate that the monitor is running.

To select the Usage Monitor tab:

- 1 Click the **Options** tab.
- 2 Click the **Configure CleanSweep** icon.

The **Usage Monitor** tab appears.

Related topics:

[Turning the Usage Monitor off or on](#)

[Preventing the Usage Monitor from loading at startup](#)

[Setting Usage Monitor alert options](#)

Confirming file deletion

The Uninstall wizard asks whether you want to confirm the deletion of each file. During confirmation, you can view a text, graphic, or document file before it is deleted to verify that you want to delete it.

To uninstall without confirming each file:

- Click the **Next** button.

To confirm each deletion:

- 1 Click the **Yes** button.
- 2 Click the **Next** button.

Overview

In this topic you will learn:

- How to control the Usage Monitor, including how and when the monitor will alert you to unused or infrequently used files.
- How to control the Install Monitor, including what the monitor will recognize as an installation program and how to view installation log reports.
- How to control safety precautions in the Backup and Restore wizards and whether you want to be alerted if you have old backup files on your computer.
- How to change the default report filename.

Use the Configure CleanSweep option on the Options tab to change the way CleanSweep operates to suit your preferences.

The basic steps for customizing CleanSweep are:

- 1 Choose the Options tab from the CleanSweep main window.
- 2 Click the Customizing CleanSweep icon.
- 3 Choose the Usage Monitor, Install Monitor, Backup/Restore, or View tab.
- 4 Confirm or change the desired options.

Defining the Search Criteria

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

To define the file search criteria:

- 1 Click the **Search For** drop-down button.

The list of search criteria choices appears.

Search Criteria	What it Finds
Files with the same name and size	Finds files with the same name and size. This is the default selection.
Files with the same name, size, date, and time	Finds files with the same name, size, date, and time. This is the most restricted search. In most cases you can safely delete files which are older than their duplicates.
Files with the same name only	Files with the same name will be listed, regardless of size, date, or time. This is the least restricted search.

- 2 Click the desired search criteria.

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

Deleting files

Choose the Delete selection to remove files and optionally create a backup copy of them. Delete is the default selection.

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

To delete files and make a backup copy:

- 1 Click **Delete** and then click **Next**.
- 2 Click **Next** to delete the files and create a backup of the files.
- 3 Click **Next** to confirm or change the folder for the backup. The default folder is:

C:\Program Files\Cleansweep\Backup

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

- 4 To confirm each deletion, choose **Yes**. Click **Next** to delete the files without confirming each deletion.
- 5 Click **View** to look at a list of files to delete. Click **Next** to delete the files.

To delete files without making a backup copy:

- 1 Click **Delete it** and then click **Next**.
- 2 Choose **No** to cancel the backup. Click **Next**.
- 3 A dialog box warns you that creating a backup is always recommended. If you are **sure** you do not want a backup, click **Yes**.
- 4 To confirm each deletion, choose **Yes**. Click **Next** to delete the files without confirming each deletion.

Deleting the Backup File

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

To delete the backup file:

- Click **Next**.

To save the backup file:

- Click **No**, and then click **Next**.

Exit CleanSweep

To exit CleanSweep:

- Click the **Exit** button.

File replacements

If a file being restored already exists in the destination folder, you need to tell CleanSweep which action to take. You have three choices: you can replace files only if they are older than the file you are restoring, you can replace all files, or you can never replace files, just add new ones.

To replace only older files:

- Click the **Next** button.

To replace all duplicate files:

- Click the **Replace all files** option button.

To never replace files:

- Click the **Never replace files, only add new files** option button.

Finding Duplicate Files

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

To find duplicate files:

- 1 Click the **Cleanup** tab.

The Cleanup window appears.

- 2 Click the **Duplicate File Finder** icon.

The Duplicate File Finder window appears.

Related topics:

[Defining the Search Criteria](#)

[Selecting the Drive to Search](#)

[Selecting the File Type](#)

[Selecting Files](#)

Finding Infrequently Used Files

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

IMPORTANT: The CleanSweep Usage Monitor must be installed and running for this function to report accurate access information.

To find infrequently used files:

- 1 Click the **Cleanup** tab.
The Cleanup window appears.
- 2 Click the **Low File Usage Finder** icon.
The Low File Usage Finder window appears.

Related Topics:

- [Selecting File Sorting Options](#)
- [Selecting File Sorting Order](#)
- [Selecting the Drives to Search](#)
- [Selecting File Type](#)
- [File Information](#)

Finding Orphaned Files

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

To find orphan files:

- 1 Click the **Cleanup** tab.

The Cleanup window appears.

- 2 Click the **Orphan Finder** icon.

The Orphan Finder window appears.

IMPORTANT: Make sure you do not delete files that are required by applications on CD-ROM. False orphans may appear if your computer does not have access to the CD-ROM.

Related topics:

[Selecting the Orphan Type](#)

[Selecting the Drives to Search](#)

[Selecting Orphan Files](#)

Finding Redundant DLL Files

Use the Redundant DLL Finder to locate and remove duplicate DLL or VBX files. DLL (Dynamic Link Library) and VBX (Visual Basic eXtension) files can contain program code or other kinds of resources such as icons, bitmaps, controls, and dialogs, and can be used by one or more applications at the same time. Programming tools for Windows include copies of useful (and sometimes very large) DLLs that can be distributed as part of the finished application. While the installation routines for some products are intelligent enough to check your system for pre-existing copies of common DLLs, many are not so bright and instead install yet another copy. Therefore, you can have multiple copies of the same file taking up the dwindling space on your hard disk.

To find redundant DLL and VBX files:

- 1 Click the **Cleanup** tab.

The Cleanup window appears.

- 2 Click the **Redundant DLL Finder** icon.

The Redundant DLL Finder window appears.

Related topics:

[Selecting the Drives to Search](#)

[Selecting DLL or VBX Files](#)

Selecting the File Type

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

To select the file type:

- 1 Click the **Files of Type** drop-down button.

The list of file type choices appears.

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

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

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

File Information

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

To select infrequently used files:

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

Any file, regardless of how frequently it is used, could be important and should be deleted with caution. For this reason, CleanSweep displays the safety level of each file as yellow.
- 2 Scroll through the list and select all of the files you want to delete. To select a file, click anywhere on its line so that the checkmark displays in its check box. While the file is highlighted, you may choose to display more information about it (see the next topic).
- 3 To deselect a single file, click anywhere on its line to remove the checkmark. To deselect all files, click the **Deselect All** button.
- 4 Choose an action for the selected files by selecting the appropriate button (buttons are selectable only if a file is highlighted in the window).

The following actions are available in the Duplicate File Finder.

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

or files that this file uses. This button is activated only if a DLL or VBX file is selected.

Run Executes the highlighted file. This button is activated only if the selected file is executable (BAT, COM, EXE, or PIF).

Deselect All Deselects all selected files in the scrolling window.

Selecting the Drives to Search

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

To select the drives to search:

- 1 Click the **Drives to Search** field.
The Select Drive dialog box appears.
- 2 Click the desired drives to search.
- 3 Click **OK** to confirm your drive selection.

Selecting the Drives to Search

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

To select the drives to search:

- 1 Click the **Drives to Search** window.
The **Select Drive** dialog box appears.
- 2 Click the desired drives to search.
- 3 Click **OK** to confirm your drive selection.

Selecting the Drives to Search

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

To select the drive to search:

- 1 Click the **Drive to Search** field.
The Select Drive dialog box appears.
- 2 Click the desired drive to search.
- 3 Click **OK** to confirm your drive selection.

File Information

The lower scrollable list shows the name, size, path, date, and time of each file in the category selected above. It also lists the number of times the files have been accessed since CleanSweep's Usage Monitor has been enabled (the default number is 1). Beside each listed file is a box, color-coded to indicate the safety level associated with deleting the file. A red box signifies that the file is in use, and may not be deleted. A yellow box appears next to files that CleanSweep believes may be useful. Such files should be deleted with caution. A green box indicates that the file is clearly redundant, and can be removed safely. Such files are preselected for deletion.

To select unused files:

- 1 Click the check box beside the pathname for the selected file.
- 2 Scroll through the list and select all of the files you want to delete. To select a file, click anywhere on its line so that the checkmark displays in its check box. While the file is highlighted, you may choose to display more information about it (see the next topic).
- 3 To deselect a single file, click its yellow or green box. To deselect all files, click the **Deselect All** button.
- 4 Choose an action for the selected files by selecting the appropriate button (buttons are selectable only if a file is highlighted in the window).

Action	What it Does
Clean	Begins the backup and deletion process. Clean provides several options for handling selected files (see Cleaning Up Unneeded Files).
Advise	Offers a summary describing the highlighted file in more detail, and advice on what to do with it.
Custom	Provides a dialog for specifying a custom file search string. For example, you could specify *.ASC to search for all files with the .ASC extension, *.WK1 to find all of your Lotus 2.x spreadsheets. You can specify more than one extension to search for by separating each extension with a space. You can also use the DOS wildcards (* and ?) in the custom file search string. CleanSweep stores this information between sessions. Use this feature to customize CleanSweep's Unused File Type Finder to suit your needs.

View	Activates a viewer for the highlighted file. If the file contains text, the contents of the file are displayed. For most Windows application and system files, a summary of information from the file's header appears. This button can only be selected if a file is highlighted in the scrolling window.
Links	Activates a dialog that lists files that use this file, or files that this file uses. This button is activated only if a DLL or VBX file is selected.
Run	Executes the highlighted file. This button is activated only if the selected file is executable (BAT, COM, EXE, or PIF), or if the file is associated by Windows with a specific program.
Select All	Selects all files in the scrolling window.
Deselect All	Deselects all files in the scrolling window.

Selecting the Drives to Search

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

To select the drives to search:

- 1 Click the **Drives to Search** field.
The Select Drive dialog box appears.
- 2 Click the desired drives to search.
- 3 Click **OK** to confirm your drive selection.

Selecting the File Type

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

MORE INFO: For a detailed list of file types, refer to "Unused File Type Descriptions."

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

To select a file type:

- Click the file type you wish to display.

The unused files appear in the lower list.

Overview

In this topic you will learn:

- How to find and clean up duplicate files.
- How to find and clean up redundant DLL or VBX files.
- How to find and clean up unused or infrequently used files.
- How to find and clean up orphan files (files left behind by applications that have been deleted).

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

The basic steps for removing unneeded files are:

- 1 Choose a Finder from the Cleanup tab.
- 2 Determine which files are no longer needed.
- 3 Select the unneeded files.
- 4 Select an action to clean up the files.

Finding Unused Files by Type

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

To find unused files:

- 1 Click the **Cleanup** tab.

The Cleanup window appears.

- 2 Click the **Unused File Finder** icon.

The Unused File Type Finder window appears.

Related topics:

[Selecting the File Type](#)

[Selecting the Drives to Search](#)

[File Information](#)

Folder Information

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

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

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

For extra safety

CleanSweep asks whether you want to confirm the replacement of each file. The default is no. If you want the extra safety measure of confirming the replacement of each file, select yes.

To restore without confirming each file replacement:

- Click the **Next** button.

To confirm each file replacement:

- 1 Click the **Yes** button.
- 2 Click the **Next** button.

Getting Help

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

To access help:

- Click the **Help** button.

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

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

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

Related topic:

[Jump to another topic](#)

Overview

In this topic you will learn:

- How to use CleanSweep's main window tabs.
- How to exit CleanSweep.
- How to use this online Help system.



Quarterdeck CleanSweep 95

Quick Start

[Welcome to CleanSweep](#)

[Uninstalling Instructions](#)

[Archiving Instructions](#)

Getting Started

[Overview](#)

[The Main Window at a Glance](#)

[Getting Help](#)

[Exit CleanSweep](#)

[Where To Go Next](#)

Uninstalling

[Overview](#)

[Running the Uninstall Wizard](#)

[Finding and Selecting a Folder or Program](#)

[Taking Safety Precautions](#)

[Reviewing your Selection](#)

[Uninstalling](#)

[Viewing a Summary](#)

[Uninstalling on a Network](#)

Archiving

[Overview](#)

[Running the Archive Wizard](#)

[Finding and Selecting a Folder or Program](#)

[Selecting an Archive Folder](#)

[Reviewing your Selection](#)

[Archiving](#)

[Viewing a Summary](#)

Backing Up and Transporting

[Overview](#)

[Running the Backup or Transport Wizard](#)
[Finding and Selecting a Folder or Program](#)
[Selecting a Destination](#)
[Reviewing your Selection](#)
[Packaging](#)
[Viewing a Summary](#)

Moving

[Overview](#)
[Running the Move Wizard](#)
[Finding and Selecting a Folder or Program](#)
[Selecting a Destination](#)
[Reviewing your Selection](#)
[Moving](#)
[Viewing a Summary](#)

Finding Unneeded Files

[Overview](#)
[Selecting a Finder](#)
[Finding Duplicate Files](#)
[Finding Redundant DLL Files](#)
[Finding Unused Files by Type](#)
[Finding Infrequently Used Files](#)
[Finding Orphaned Files](#)
[Cleaning Up Unneeded Files](#)
[A Note on Viewers](#)

Restoring

[Overview](#)
[Running the Restore Wizard](#)
[Selecting a Backup](#)
[Taking Safety Precautions](#)
[Deleting the Backup File](#)
[Selecting a Restore Location](#)
[Restoring](#)
[Viewing a Summary](#)

Reports

Overview

View Master Log

Savings

View Folder Usage

Customizing CleanSweep

Overview

Configuring the Usage Monitor

Configuring the Install Monitor

Changing Backup and Restore Options

Changing the Default Report File

Jump to another topic

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

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

Finding and Selecting a Folder or Program

To find and select a program, you can:

- Select a folder, or open it and select one of the programs inside it.
- Browse or search for a program and then select it.

Related topics:

[Selecting a program or a folder](#)

[Finding files](#)

Finding files

The methods described in this section locate individual files, rather than entire programs or program folders. These methods can help if you wish to find a program, but cannot remember where it is stored. These are also the only ways to find orphaned or DOS programs using the Move wizard (although you may find such programs easily using options on the Cleanup tab).

More Info: You may also use the Cleanup tab to search for specific file types, such as duplicate, unused, or orphaned files.

Related topics:

[Browsing for a program](#)

[Searching for a program](#)

Selecting a program or a folder

Use this method to select either a program contained within a folder or the folder itself and its entire contents. The Move wizard displays all of your Program folders in alphabetical order.

To select a folder (or a single program inside it):

- 1 Scroll the list to find the folder. If you wish to move a single program, find the folder that contains the program.
- 2 To select all of the programs contained in a folder, simply click the folder. To select a single program from within the folder, double-click the folder to display its contents, then click the program you want. If you wish to close the folder without selecting a program, double-click the folder again.

NOTE: If you cannot find a program in a folder, it may be a DOS program or an "orphaned program." DOS programs do not appear in this list but you can use another method to find them, as described in the next topic. An *orphaned program* is a Windows program for which no icon exists in your folders.

To select a DOS program or an orphaned program, click on Find, and then use the Browse button or Search button. Browse lets you locate programs by navigating through your folders and making selections with the mouse or by selecting files by name or by wildcard. Search scans your local hard drives for all program files.

The Cleanup tab provides the best ways to find specific types of files—for example, duplicate or temporary files.

- 3 Click the **Next** button, or double-click on the selected file.

CleanSweep analyzes your hard drive to determine whether the program uses any other components. CleanSweep then asks for a destination. See [Selecting a Destination](#)

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

After the warning, CleanSweep continues with the move process. The files that CleanSweep believes should not be moved are color coded in yellow or red. Later in [Reviewing your Selection](#), CleanSweep will display a list of files to be moved, and will give you a chance to remove from the list any files marked in yellow. CleanSweep will not remove any files marked in red.

Browsing for a program

Use this method to select any single file from a folder.

To browse for a program:

- 1 Click the **Browse** button.

The Browse for a Program dialog box appears. The default folder is that of the selected program or folder. If you have not selected a program or folder, the default is the folder in which Windows resides. The main window in this dialog displays a scrollable list of files and folders.

To move up a level in the "folder tree," press the **Up One Level** button on the toolbar. To look in folder above the current one, or to look on another drive, , click the list box labelled Look in. To look in a folder within the current folder, double-click the folder in the main window below the Look in box.

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

NOTE: The dialog box arranges the items alphabetically by name—folders first, and then the files.

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

- 3 Click the **Open** button.

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

Searching for a program

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

To search for a program:

- 1 Press the **Search** button.

The Search for a Program dialog box appears.

- 2 The wizard searches all local hard drives by default. To specify other drives to search, click the **Drives To Search:** box, select one or more drives from the dialog box, then click **OK**.

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

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

NOTE: Because Windows 95 supports long filenames, some file listings may contain the symbol ~. This generally indicates that the long file or folder name is longer than what is displayed in the dialog box.

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

- 5 After you have selected a file, click **OK**.

The wizard does a quick analysis of the file, then prompts you for a destination. See [Selecting a Destination](#).

Moving

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

To move the program:

- 1 Click the **Finish** button.

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

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

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

Overview

In this topic you will learn:

- How to move a program and all of its associated components to another directory on your computer.
- How to move a program and all of its associated components from your computer to a network, or vice versa.
- How to view a summary report of what was moved.

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

The basic steps to moving a program are:

1. Run the Move wizard
2. Select the program or folder to move
3. Select a destination
4. Review your selection
5. Move the program or folder

The rest of this topic describes these steps in detail.

Reviewing your Selection

Next, the Move wizard displays a summary of what it is about to do. The summary notes which file or files will be moved and the number of bytes of disk space that will be moved.

The View button on this screen displays a description and the safety level of each file that CleanSweep believes is associated with your choice. You may be able to view some files to be sure you want to move them. You can also change or print the list of displayed files before you continue. You might want to print the list so you can cancel the move and verify each file on your own, or, you might keep the printout as a record of what you moved.

If you are sure you want to move all the files listed, continue with [Moving](#).

Related topic:

[Examining the list in more detail](#)

Examining the list in more detail

To examine the list closely:

- Click the **View** button.

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

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

To view the file:

- 1 Select the file you want to view.

If the selected file is an executable program, the Run button becomes active. You can use the Run button to launch the program.

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

- 2 Click the **View** or **Run** button.

The file appears (or the program launches).

To see a file description without launching the file:

- Select the filename in the list.

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

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

To prevent a file from being moved:

- Clear the check box by clicking on it.

To add a file to the list:

- 1 Click the **Add** button.

The Add Component dialog box appears.

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

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

To print the list:

- 1 Click the **Print List** button.

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

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

Selecting a Destination

Before CleanSweep moves anything, it asks where you want to store the program.

To select a destination:

- 1 Click the **Next** button.

A dialog box provides a input area for the destination.

You can type a destination name or choose a different destination by clicking on the ... button and browsing for a destination. The destination can be a floppy or network drive.

- 2 Click the **Next** button to store the program in the currently selected destination.

Viewing a Summary

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

To see a summary:

- Click the **Summary** button.

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

- Date and time that the move was performed
- Object that was moved
- Move destination
- Title of the folder, if applicable
- Title of the program
- The complete pathname for each program in the folder or group
- Description of the program
- Number of bytes moved.

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

To print the report:

- Click the **Print** button.

The report is printed.

To save the report in a file:

- 1 Click the **Save** button.

The Save Summary to File dialog box appears.

- 2 Type a filename for the report, then click **Close**.

To close the report:

- Click the **Close** button.

The report closes.

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

Master Log.

Moving files

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

To move files:

- 1 Click **Move** and then click **Next**.
- 2 Type the name of the folder, or click on the ...button to browse for a destination folder or directory. Click **Next** to accept the folder you have chosen.
- 3 Click **View** to see a list of files that are to be moved. Click **Finish** to move the files.
- 4 After the files have been moved, you may click on **Summary** to see a report of the action that was just performed, or you may click on **OK** to return to the Cleanup tab.

Packaging

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

To package the program:

- 1 Click the **Finish** button.

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

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

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

Preventing the Install Monitor from loading at startup

Windows automatically loads the Install Monitor when it starts, whether or not you start CleanSweep. The monitor must be running to track program installation information. However, you can prevent the Install Monitor from loading when Windows starts.

To prevent the Install Monitor from running when Windows starts:

- 1 Click the **Load Install Monitor at Startup** check box to clear it.
- 2 Click **Apply** to prevent the Install Monitor from loading at Windows startup without exiting the Install Monitor tab.

Or

- Click **OK** to prevent the Install Monitor from loading at Windows startup and exit the Install Monitor tab.

Preventing the Usage Monitor from loading at startup

Windows automatically loads the Usage Monitor when it starts, whether or not you start CleanSweep. The monitor must be running to track and report accurate information on how often files are used. However, you can prevent the Usage Monitor from loading when Windows starts.

To prevent the Usage Monitor from running when Windows starts:

- 1 Click the **Load Usage Monitor at Startup** check box to clear it.
- 2 Click **Apply** to prevent the Usage Monitor from loading at Windows startup without exiting the Usage Monitor tab.

Or

- Click **OK** to prevent the Usage Monitor from loading at Windows startup and exit the Usage Monitor tab.

Receiving a reminder to remove old backup files

CleanSweep can remind you when a backup file is older than a specified number of days. The default is 90 days.

To turn the backup reminder option off:

- 1 Clear the box: **Remind me if any backups created while uninstalling are older than 90 days.**

The checkmark disappears.

- 2 Click **Apply** to turn the backup reminder option off without closing the Backup/Restore tab

Or

Click **OK** to turn the backup reminder option off and exit the Backup/Restore tab.

To change the backup reminder time:

- 1 Type a new number over the old in: **Remind me if any backups created while uninstalling are older than 90 days.**

- 2 Click **Apply** to change the backup reminder time without closing the Backup/Restore tab

Or

- Click **OK** to change the backup reminder time and exit the Backup/Restore tab.

Overview

In this topic you will learn:

- How to view and print the Master Log report of all CleanSweep activity.
- How to view and print the Savings report, which details how much disk space CleanSweep has saved for you.

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

File Information

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

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

Relative percent	The disk space used by the file as a percentage of the total space used by all files in the folder.
Actual size	Actual space used by the file.
Allocated size	Total space allocated for the file.
Percent wasted	The difference between the allocated size and the actual size for the file (slack space).

Overview

In this topic you will learn:

- How to restore a previously backed up program and its related components.
- How to view a summary report of what was restored.

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

The basic steps to restoring a program are:

1. Run the Restore wizard
2. Select the program to restore
3. Specify what to do if older files by the same name exist and whether you want to have the wizard verify each file restoration before it happens.
4. Review which files will be restored.
5. Restore the program.

The next topics describe these steps in detail.

Restoring

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

To restore the program:

- 1 Click the **Next** button.

That's all there is to it. The files are restored. If you want to see more details on what CleanSweep did, you can view a summary, as described in the next topic.

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

Taking Safety Precautions

The Restore wizard provides two optional safety precautions: overwrite protection and confirmation of each file replacement.

Related topics:

[File replacements](#)

[For extra safety](#)

Viewing a Summary

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

To see a summary:

- Click the **Summary** button.

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

- Date and time that the restoration was performed
- Object that was restored
- Restore location, if any
- Title of the folder, if applicable
- Title of the program
- The complete pathname for each program in the folder or group
- Description of the program
- Number of bytes restored.

To print the report:

- Click the **Print** button.

The report prints.

To save the report in a file:

- 1 Click the **Save** button.

The Save Summary to File dialog box appears.

- 2 Type a filename for the report and then click **Close**.

To close the report:

- Click the **Close** button.

The report closes.

MORE INFO: The summary report describes one activity at a time. For a report on all CleanSweep activity, take a look at the Master Log report, as described in [View Master Log](#).

Running the Archive Wizard

To run the Archive wizard:

- Click the **Archive** wizard icon in the CleanSweep Program tab.

The Archive wizard lists every Program folder on your hard drive. In Windows 95, these are the folders in the Program section of the Start Menu.

The wizard will guide you through the archiving process.

Running the Backup or Transport Wizard

To run the Backup or Transport wizard:

- Click the appropriate wizard icon in the CleanSweep Program tab.

The wizard lists every Program folder on your hard drive. In Windows 95, these are the folders in the Program section of the Start Menu.

The wizard will guide you through the packaging process.

Running the Move Wizard

To run the Move wizard:

- Click the **Move wizard icon** in the CleanSweep Program tab.

The Move wizard lists every Program folder on your hard drive. In Windows 95, these are the folders in the Program section of the Start Menu.

The wizard will guide you through the moving process.

Running the Restore Wizard

To run the Restore wizard:

- Click the Restore wizard icon in the CleanSweep Restore tab.

The Restore wizard lists every backup file in the default backup folder. You can change to another backup folder, as described in [Browsing for a backup](#).

The wizard will guide you through the restoring process.

Running the Uninstall Wizard

To run the Uninstall wizard:

- Click the Uninstall wizard icon in the CleanSweep Program tab.

The Uninstall wizard lists every Program folder on your hard drive. In Windows 95, these are the folders in the Program section of the Start Menu.

The wizard will guide you through the uninstalling process.

Savings

The Savings report displays the amount of disk space freed by the Uninstall Program Wizard and the File Finders, the disk space used by backups, and the net disk space savings.

To view the Savings log report:

- Click the **View Savings** icon.

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

The first portion of the report shows the disk space freed by the wizards and the finders, and then the total disk space freed.

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

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

To clear the Savings report:

- 1 Click the **Clear** button.

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

- 2 Click **Yes** to clear the log

The program resets the values to zero, and begins a fresh log of disk space savings.

Selecting DLL or VBX Files

The scrollable list shows the name, path, version, date, and time of each redundant DLL or VBX file, and the number of times the file has been found. It also lists the number of times the files have been accessed since CleanSweep's Usage Monitor has been enabled (the default is 1). Files are listed alphabetically. Beside each listed file is a box, color-coded to indicate the safety level associated with deleting the file. A red box signifies that the file is in use and cannot be deleted. A yellow box appears next to files that have the same name as a file in the \WINDOWS or \WINDOWS\SYSTEM directory, but which are not the same version. Such files should be deleted with caution. A green box indicates that the file is clearly redundant, and can be removed safely. In the Redundant File Finder, such files are preselected for deletion.

To select DLL or VBX files:

- 1 Click the check box beside the pathname for the selected file.
- 2 Scroll through the list and select all of the files you want to delete. To select a file, click anywhere on its line so that the checkmark displays in its check box. While the file is highlighted, you may choose to display more information about it (see in the next topic).
- 3 To deselect a single file, click its yellow or green box. To deselect all files, click the **Deselect All** button.
- 4 Choose an action for the selected files by selecting the appropriate button (buttons are selectable only if a file is highlighted in the window).

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

The following actions are available in the Redundant DLL Finder.

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

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

Links

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

Deselect All

Deselects all selected files in the scrolling window.

Selecting File Sorting Options

CleanSweep can displays its list of files based on criteria you choose:

To select the file sorting option:

- 1 Click the **Sort Files By** drop-down button.

The file sorting options appear.

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

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

Selecting File Sorting Order

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

To switch to Ascending Order:

- Click the **Sort Files In** drop-down list, then select **Ascending Order**.

Selecting File Type

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

To select the file type:

- 1 Click the **Files of Type** drop-down button.

The list of file type choices appears.

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

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

Selecting Files

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

To select duplicate files:

- 1 Click the check box beside the pathname for the selected file.
- 2 Scroll through the list and select all of the files you want to delete. To select a file, click anywhere on its line so that the checkmark displays in its check box. While the file is highlighted, you may choose to display more information about it (see in the next topic).
- 3 To deselect a single file, click anywhere on its line to remove the checkmark. To deselect all files, click the **Deselect All** button.
- 4 Choose an action for the selected files by selecting the appropriate button (buttons are selectable only if a file is highlighted in the window).

The following actions are available in the Duplicate File Finder.

Action	What it Does
Clean	Begins the backup and deletion process. Clean provides several options for handling selected files (see Cleaning Up Unneeded Files).
Advise	Offers a summary describing the highlighted file in more detail, and advice on what to do with it.
View	Activates a Windows viewer or launches an application for the highlighted file. If the file is in a format unknown to Windows, but contains mostly text, the contents of the file are displayed. For most Windows application and system files, a summary of information from the file's header is displayed. The button is only active if a file is highlighted in the scrolling window.

Links	Activates a dialog that lists files that use this file, or files that this file uses. This button is activated only if a DLL or VBX file is selected.
Run	Executes the highlighted file. This button is activated only if the selected file is executable (BAT, COM, EXE, or PIF), or is associated by Windows with a specific application.
Deselect All	Deselects all selected files in the scrolling window.

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

Selecting Orphan Files

The lower scrollable list shows the name, size, path, date, and time of each orphan file in the category selected above. It also lists the number of times the files have been accessed since CleanSweep's Usage Monitor has been enabled (the default number is 1). Beside each listed file is a box, color-coded to indicate the safety level associated with deleting the file. A yellow box appears next to files that CleanSweep believes may be useful. Such files should be deleted with caution. A green box indicates that the file or association is clearly useless, and can be removed safely.

To select orphan files:

- 1 Click the check box beside the pathname for the selected file.
- 2 Scroll through the list and select all of the files you want to delete. To select a file, click anywhere on its line so that the checkmark displays in its check box. While the file is highlighted, you may choose to display more information about it (see the next topic).
- 3 To deselect a single file, click its yellow or green box. To deselect all files, click the **Deselect All** button.
- 4 Choose an action for the selected files by selecting the appropriate button (buttons are selectable only if a file is highlighted in the window).

Action	What it Does
Clean	Begins the backup and deletion process. Clean provides several options for handling selected files (see Cleaning Up Unneeded Files).
Advise	Offers a summary describing the highlighted file in more detail, and advice on what to do with it.
Attach	Activates a dialog for adding the selected executable file (EXE only) to a new folder or program group. CleanSweep can add a program to an existing group or can create a new program group for you.
View	Activates a Windows viewer, if one is available, or launches an application (such as WordPad or NotePad) for the highlighted file. For most Windows application and system files, a summary of information from the file's header appears. The button is only active if a file is highlighted in the scrolling window.

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

Run Executes the highlighted file. This button is activated only if the selected file is executable (BAT, COM, EXE, or PIF), or if the file is associated by Windows with a specific program.

Select All Selects all files in the scrolling window.

Deselect All Deselects all files in the scrolling window.

MORE INFO: See [Cleaning Up Unneeded Files](#) for details on how to use the Clean options.

Selecting Which Files to Restore

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

To restore all files:

- Click **Next**.

To remove a file from the list:

- 1 To remove a file from the list, clear its checkbox.
- 2 Click **Next**.

Selecting a Backup

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

- Select the backup from the backup folder list.
- Browse for a folder and then select a backup for it.

Related topic:

[Selecting from the default backup folder](#)

Selecting a Finder

To select a Finder:

- 1 Click the **Cleanup** Tab.
The Cleanup tab shows the Finders.
- 2 Click the icon for the desired Finder.

Finder	What it Does
Duplicate File Finder	Finds duplicate copies of files by name and size, or by criteria that you specify.
Redundant DLL Finder	Finds DLL (Dynamic Linked Library) and VBX (Visual Basic eXtension) files that exist in more than one location.
Unused File Type Finder	Finds files in categories that are typically unused, for example, screen savers, backup files, or fonts.
Low File Usage Finder	Finds files based on the number of times they have been accessed.
Orphan Finder	Finds files related to applications that are no longer installed on your computer.

Selecting a Restore Location

Before CleanSweep restores anything, it asks if you would like to restore the files to the same location they were previously stored.

To restore the files to their original location:

- Click the **Next** button.

To change the location:

- 1 Click the **No** button.
- 2 Click the **Next** button.
- 3 Type the folder or group to which you wish to restore the program.
- 4 Click the **Next** button.

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

Selecting an Archive Folder

Before CleanSweep archives anything, it asks where you want to store the archive.

To select an archive folder:

- 1 Click the **Next** button.

A dialog box shows the name of the default archive folder, which by default is

C:\PROGRAM FILES\CLEANSWEEP\BACKUP

You can choose a different archive folder by editing the displayed folder name or by clicking the ... button and browsing for a different archive folder.

- 2 Click the **Next** button to store the archive in the currently selected folder.

Selecting from the default backup folder

The Restore wizard displays all backup files in the default backup folder.

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

- 1 Click the backup you want to restore.
- 2 Click the **Next** button.

Related topic:

[Browsing for a backup](#)

Selecting the Drive to Search

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

To select the drive to search:

- 1 Click the **Drives to Search** box.
The Select Drive dialog box appears.
- 2 Click the desired drives to search.
- 3 Click **OK** to confirm your drive selection.

Selecting the Orphan Type

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

Orphan Type	Definition
Empty Groups	Groups within your Windows shell which no longer contain any icons.
Orphan DLLs	DLLs that may have been left behind when their associated programs were deleted.
Orphan File Associations	In WIN.INI, entries that tell Windows which program to run when a given document file is launched, but for which the program is missing.
Orphan Icons	Icons in your shell which are invalid because the programs to which they refer have been deleted.
Orphan INI Files	INI (initialization) files which are no longer useful because the programs to which they refer have been deleted.
Orphan OLE Embeddings	Entries in the OLE (Object Linking and Embedding) database which are no longer valid because they are associated with a program that has been deleted.
Orphan OLE Objects	Entries referring to OLE in the Registry that are no longer valid because they are associated with a program that has been deleted.
Orphan Programs	Windows programs for which no icons exist in your shell.
Zero-Byte Files	Files that have a size of 0.

IMPORTANT: Orphan Windows programs may be useful, or may be parts of other programs on

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

Setting Usage Monitor alert options

Use the Alert dialog box to control:

- The number of days a file may remain unused before the Usage Monitor alerts you.
- How often the Usage Monitor checks for unused files.
- What sound the Usage Monitor will use to alert you of unused files.

To define how often you will be alerted:

- 1 Click the **Alert** button.

The Alert dialog box appears.

- 2 Click the box next to **Alert if any file is unused for more than 90 days**. The default is 90 days.

To change the number of days, type a new number over the old.

- 3 Click **OK**.

To define how often the monitor checks for unused files:

- 1 Click the **Alert** button.

The Alert dialog box appears.

- 2 Click **Each time usage monitor starts** to check for unused files every time the usage monitor starts.

Or

Click **Every 30 days** to check for unused files every 30 days.

To change the number of days, type a new number over the old.

- 3 Click **OK**.

To define the alert sound:

- 1 Click the **Alert** button.

The Alert dialog box appears.

- 2 Click **If unused files are found, alert with the sound:** Type a sound filename, for example BELL.WAV, or click the ... button to search for another file.

- 3 Click **OK**.

The Cleanup tab

The Cleanup tab contains the Finders that locate specific types of files: the Duplicate File Finder, the Redundant DLL Finder, the Unused File Type Finder, the Low File Usage Finder, and the Orphan Finder. After you locate unneeded files with a Finder, you can delete, archive, back them up, move, or transport them.

The Main Window at a Glance

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

The main window contains five tabs: Program, Cleanup, Restore, View and Options.

Related topics:

[The Program tab](#)

[The Cleanup tab](#)

[The View tab](#)

[The Restore tab](#)

[The Options tab](#)

The Options tab

The Options tab contains the Configure CleanSweep icon, which customizes CleanSweep to suit your personal preferences.

The Program tab

The Program tab contains five *wizards*--helper programs that guide you step-by-step through a particular process. You can uninstall files, archive files, back up files, move files, or transport files to another computer.

The Uninstall wizard deletes programs and all related files in the same folder or program group. Uninstall deletes not only the individual components (files) of the program, but also any external references to the file, such as program icons or entries in system configuration files (such as the Registry or SYS.INI). The wizard is smart enough to leave program components that are used by other programs intact.

The Archive wizard uninstalls programs but saves copies of the program's files in a compressed format for future retrieval. This gives you the best of both worlds, because you can free needed space on your hard disk and still retrieve the program whenever you want. The Archive wizard creates a backup of a program file and all related files in the same folder or program group. The original files and configuration information are deleted from your hard drive. When you need the program, click its icon, and CleanSweep restores it.

The Backup wizard creates a single, compressed backup file of a program file and all related files in the same folder or program group for use as a reserve in the event that the files need to be restored. Backing up leaves all of the original files and configuration information in place.

The Move wizard moves a program file and all related files in the same program group or folder to another drive or folder location.

The Transport wizard transports a program file and all related files in the same program group or folder to a disk or other storage medium. Use this wizard to transport data to your laptop, home computer, or other computers.

To start any wizard, simply click its icon. In general, the wizards will guide you through the process by asking you a question. When you have answered the question, click Next. When you are done, click Finish.

The Restore tab

The Restore wizard restores a program to its original state.

The View tab

The View tab contains three reports that summarize your CleanSweep activities.

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

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

The Folder Usage report details folder use.

Transporting files

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

To transport files:

- 1 Click **Transport** and then click **Next**.
- 2 CleanSweep will display the default transport drive, typically A:. Click on the line displaying the default drive if you wish to select a different drive. Click **Next** to accept the currently displayed drive
- 3 If you wish, you may click **View** to see a list of files that are to be transported. Click **Finish** to transport the files to the destination drive.

Turning off Restore Wizard options

The Restore wizard gives you the following options when restoring files that already exist:

- Replace older files only
- Replace all files
- Never replace files, only add files.

Restore also gives you the option of confirming each file before it is replaced. If you do not want to be prompted for these options, you can turn them off.

To turn the restore options off:

- 1 Click the box **In restore wizard, ask what action to take if file already exists**.
The checkmark disappears.
- 2 Click **Apply** to turn the restore options off without closing the Backup/Restore tab
Or
- 3 Click **OK** to turn the restore options off and exit the Backup/Restore tab.

Turning off Uninstall Wizard file confirmation

The Uninstall wizard gives you the option of confirming each file before it is removed. This is usually unnecessary, and is not recommended.

To turn the confirmation option off:

- 1 Clear the box: **In uninstall wizard, ask if confirmation is wanted.**

The checkmark disappears.

- 2 Click **Apply** to turn the confirmation option off without closing the Backup/Restore tab

Or

- Click **OK** to turn the confirmation option off and exit the Backup/Restore tab.

Turning the Install Monitor off or on

The Install Monitor must be running to track and report accurate information on programs you install. However you can turn it off.

To turn the image monitor off:

- 1 Click **Turn Install Monitor off**.
- 2 Click **Apply** to turn the Install Monitor off without exiting the Install Monitor tab.

Or

- Click **OK** to turn the image monitor off and exit the Install Monitor tab.

The Install Monitor shuts down and the taskbar icon disappears.

To turn the install monitor on:

- 1 Click **Turn Install Monitor on**.
- 2 Click **Apply** to turn the Install Monitor on without exiting the Install Monitor tab.

Or

- Click **OK** to turn the Install Monitor on and exit the Install Monitor tab.

The Install Monitor runs in the background and the taskbar icon appears.

Turning the Usage Monitor off or on

The Usage Monitor must be running to track and report accurate information on how often files are used. However you can turn the Usage Monitor off.

To turn the usage monitor off:

- 1 Click **Turn Usage Monitor off**.
- 2 Click **Apply** to turn the Usage Monitor off without exiting the Usage Monitor tab.

Or

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

The Usage Monitor shuts down and the taskbar icon disappears.

To turn the usage monitor on:

- 1 Click **Turn Usage Monitor on**.
- 2 Click **Apply** to turn the Usage Monitor on without exiting the Usage Monitor tab.

Or

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

The Usage Monitor runs in the background and the taskbar icon appears.

Finding and Selecting a Folder or Program

To find and select a program, you can:

- Select a folder, or open it and select one of the programs inside it.
- Browse or search for a program and then select it.

Related topics:

[Selecting a program or a folder](#)

[Finding files](#)

Finding files

The methods described in this section locate individual files, rather than entire programs or program folders. These methods can help if you wish to find a program but cannot remember where it is stored. These are also the only way to find orphaned or DOS programs using the Uninstall wizard (although you may find such programs easily using options on the Cleanup tab).

MORE INFO: You may also use the Cleanup tab to search for specific file types, such as duplicate, unused, or orphaned files.

Related topics:

[Browsing for a program](#)

[Searching for a program](#)

Selecting a program or a folder

Use this method to select either a program contained within a folder or the folder itself and its entire contents. The Uninstall wizard displays all of your Program folders in alphabetical order.

To select a folder (or a single program inside it):

- 1 Scroll the list to find the folder. If you wish to uninstall a single program, find the folder that contains the program.
- 2 To select all of the programs contained in a folder, simply click the folder. To select a single program from within the folder, double-click the folder to display its contents, then click the program you want. If you wish to close the folder without selecting a program, double-click the folder again.

Note: If you cannot find a program in a folder, it may be that it is a DOS program or an "orphaned program." DOS programs do not appear in the list but you can use another method to find them, as described in the next topic. An *orphaned program* is a Windows program for which no icon exists in your folders. To select a DOS program or an orphaned program, click Find, and then use the Browse button or Search button. Browse lets you locate programs by navigating through your folders and making selections with the mouse or by selecting files by name or by wildcard. Search scans your local hard drives for all program files.

More Info: The Cleanup tab provides the best ways to find specific types of files, for example, duplicate or temporary files. See [selecting a finder](#) for more information on finding specific file types.

- 3 Click the **Next** button or double-click the selected file.

CleanSweep analyzes your hard drive to determine whether the program uses any other components. CleanSweep then asks if you want to back the program up. See [taking safety precautions](#).

IMPORTANT: During its analysis, CleanSweep may determine that you have selected a file or a group of files that you should not uninstall. If so, a dialog box will warn you not to uninstall the program and will explain the reason why. You should follow the wizard's recommendations unless you are absolutely sure that the file can be safely uninstalled. After the warning, CleanSweep continues with the uninstall process. The files that CleanSweep believes should not be uninstalled are color coded in yellow or red. Later, (in [reviewing your selection](#)), CleanSweep will give you a chance to remove from the list any files marked in yellow. CleanSweep will not remove any files marked in red.

Browsing for a program

Use this method to select any single file from a folder.

To browse for a program:

- 1 Click the **Browse** button.

The Browse for a Program dialog box appears. The default folder is that of the selected program or folder. If you have not selected a program or folder, the default is the folder in which Windows resides. The main window in this dialog box displays a scrollable list of files and folders.

To move up a level in the "folder tree," press the Up One Level button on the toolbar. To look in the folder above the current one, or to look on another drive, click the list box labelled "Look in." To look in a folder within the current folder, double-click the folder in the main window below the "Look in" box.

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

NOTE: The dialog box arranges the items alphabetically by name—folders first, and then the files.

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

- 3 Click the **Open** button.

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

Searching for a program

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

To search for a program:

- 1 Press the **Search** button.

The Search for a Program dialog box appears.

- 2 The wizard searches all hard drives by default. To specify other drives to search, click the **Drives To Search:** box, select one or more drives from the dialog box, then click **OK**.

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

- 4 Use the scroll bar to move up and down the file list, and then click the filename to select it.

You may only select one program at a time.

NOTE: Because Windows 95 supports long filenames, some file listings may contain the symbol ~. This generally indicates that the long file or folder name is longer than what is displayed in the dialog box.

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

- 5 After you have selected a file, click **OK**.

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

Overview

In this topic you will learn:

- How to delete a program and its related components to save space on your computer's hard disk, even if the program is used on a network.
- How to view a summary report of what was uninstalled.

You can reclaim hard disk space easily and safely by uninstalling programs that you no longer need. CleanSweep can remove a single program or all of the programs in a folder. Program files and all of the components associated with them are removed from your computer. The more software you remove, the more disk space you will free and the better your computer will perform.

The basic steps to uninstalling a program are:

1. Run the Uninstall wizard
2. Select the program or folder to uninstall
3. Take optional safety precautions. You can back up the program and have the wizard verify each file deletion before it happens.
4. Review your selection
5. Uninstall the program

The next topics describe these steps in detail.

Reviewing your Selection

Next, the Uninstall wizard displays a summary of what it is about to do. The summary notes which file or files will be uninstalled and the number of bytes of disk space that will be freed.

The View button on this screen lets you see a description and the safety level of each file that CleanSweep believes is associated with your choice. You may be able to view some files to be sure you want to uninstall them. You can also change or print the list of displayed files before you continue. You might want to print the list so you can cancel the uninstall and verify each file on your own, or, you might keep the printout as a record of what you undeleted or backed up.

If you are sure you want to uninstall all the files listed, continue [uninstalling](#).

Related topic:

[Examining the list in more detail](#)

Examining the list in more detail

To examine the list closely:

- Click the **View** button.

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

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

To view the file:

- 1 Select the file you want to view.

If the selected file is an executable program, the Run button becomes active. You can use the Run button to launch the program.

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

- 2 Click the **View** or **Run** button.

The file appears (or the program launches).

To see a file description without launching the file:

- Select the filename in the list.

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

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

To prevent a file from being deleted:

- Clear the check box by clicking on it.

To add a file to the list:

- 1 Click the **Add** button.

The Add Component dialog box appears.

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

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

To print the list:

- 1 Click the **Print List** button.

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

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

Taking Safety Precautions

CleanSweep provides two optional safety precautions: backup and confirmation of each file deletion.

Related topics:

[Backing up the files](#)

[Confirming file deletion](#)

Uninstalling

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

To uninstall the program:

- 1 Click the **Finish** button.

That's all there is to it. CleanSweep uninstalls the program. If you want to see more details on what CleanSweep did, you can view a summary, as described in the next topic.

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

Viewing a Summary

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

To see a summary:

- Click the **Summary** button.

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

- Date and time that the uninstall was performed
- Object that was uninstalled
- Backup destination
- Title of the folder, if applicable
- Title of the program
- The complete pathname for each program in the folder or group
- Description of the program
- Number of bytes deleted.

To print the report:

- Click the **Print** button.

The report is printed.

To save the report in a file:

- 1 Click the **Save** button.

The Save Summary to File dialog box appears.

- 2 Type a filename for the report, then click **Close**.

To close the report:

- Click the **Close** button.

The report closes.

MORE INFO: The summary report describes one activity at a time. For a report on all CleanSweep activity, take a look at the Master Log report, as described in [view master log](#).

Uninstalling Instructions

This topic explains how to uninstall a complete program from your hard drive. New users should read [Running the Uninstall Wizard](#) before using this quick start.

To uninstall a program:

- 1 Start CleanSweep

Click the **Start** button, point to **Programs**, and then click the **Quarterdeck CleanSweep 95** icon. CleanSweep appears.

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

- 2 Start the Uninstall Wizard

Click the **Uninstall Wizard** icon in the Program tab. The Uninstall Wizard dialog box appears. The wizard will guide you through the uninstall process.

- 3 Select the Program to Uninstall

Double-click a folder to open it. Click the program you want to uninstall. If you cannot find the program in a folder, click the Find button. Click **Next**.

- 4 Select Safety Precautions

Click **Next** to create a backup. Click **Next** again if the folder shown is where you want your backup copy of the program to go. To select another folder, click in the text box and type another path, or click the ... button and select a folder. Click **Next** to bypass the confirmation of each item uninstalled.

- 5 Start Uninstalling

Click **Next**. The wizard uninstalls the program and asks if you would like to view a summary. Click **Summary**.

- 6 Uninstall Complete!

Click **Finish**.

Uninstalling on a Network

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

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

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

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

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

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

To uninstall a program from a network drive:

- 1 Click the **Uninstall icon** on the Program tab.
- 2 Use the Browse or Search method to select the program you want to uninstall from the network drive.

The Select the Components to Uninstall dialog box appears.
- 3 Make sure that each component you want to uninstall is marked with a check. To select a component, select its check box. To deselect a component, clear the check box.
- 4 Click the **Select this line to create a Network Decoy** check box.
- 5 Click **OK**.

A dialog box asks you to enter a custom message.

- 6 Type message to the network users, informing them that the program has been deleted. It is a good idea to enter a message that will make it clear that the program has been deleted from the network drive and will be deleted from their hard drive to free valuable hard drive space.
- 7 When you are done typing the message, click **OK**.

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

accessible by users over the network.

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

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

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

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

View Folder Usage

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

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

For example, if you write a 2K file to a disk with a 4K cluster size, 2K of space (half the allotted space) will be wasted, or slack space. The View Folder Usage report helps you identify files that can be deleted or reallocated to make use of this wasted space.

To see the View Folder Usage reports, click the View Folder Usage Icon on the View tab. The View Folder Usage report appears. To print a copy of the report or save it to a file, click the Print or Save button.

The View Folder Usage report provides the following information for each hard drive:

Total size The total space on the drive.

Used space The space currently used.

Free space The difference between the total space and the space currently used.

Percent used The space used as a percentage of the total space on the drive.

Related topics:

[Folder Information](#)

[File Information](#)

View Master Log

The Master Log report displays all CleanSweep activity in chronological order.

To view the Master log report:

- Click the **View Master Log** icon.

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

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

To save and clear the master log:

- 1 Click the **Save** button.

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

- 2 Click the **Clear** button.

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

- 3 Click **Yes** to clear the log.

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

Viewing or deleting Install Monitor logs

Use the Install Monitor Logs dialog box to view a summary of install monitor activity or delete Install Monitor logs. You view or delete a log.

To view install monitor logs:

- 1 Click the **Logs** button.

The Install Monitor Logs dialog box appears.

- 2 Select an existing log to view.

- 3 Click **Summary**.

The **Summary of Install Monitor Log** dialog box appears.

- 4 Click **Print** to print the log, **Save** to specify a file for saving a copy of the log, or **Close** to finish viewing the log summary.

Welcome to CleanSweep

Welcome to CleanSweep 95, the premier Windows 95 cleanup program!

Windows 95 has already made your computer easier to use. But to get the most out of Windows 95, you need to manage your hard disk space. Today's programs are larger than ever and it is likely that at some point you will run out of disk space and find it necessary to delete unnecessary or infrequently used programs and files.

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

CleanSweep is the essential uninstaller program for Windows 95, because there is simply no other way to clean up the remnants of your old Windows desktop and manage your new 32-bit environment properly. CleanSweep is more than just an uninstall program. It is a multipurpose utility for minimizing hard disk clutter and reclaiming disk space.

CleanSweep can remove unneeded DOS programs and Windows 16- and 32-bit programs and system components. You can also use it to delete unneeded duplicate files. The resulting increase in available disk space will greatly improve your computer's performance and allow you to install new programs.

Where To Go Next

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

To Learn More About	See the Topic
Uninstalling a program	<u>Running the Uninstall Wizard</u>
Archiving a program	<u>Running the Archive Wizard</u>
Backing Up or Transporting a program to another computer	<u>Running the Backup or Transport Wizard</u>
Moving a program to another drive or directory	<u>Running the Move Wizard</u>
Restoring a program to its original state	<u>Running the Restore Wizard</u>
Finding specific type of files	<u>Selecting a Finder</u>
Activity & Savings Reports	<u>View Master Log and Savings</u>
Customizing CleanSweep	<u>Configuring the Usage Monitor</u> <u>Configuring the Install Monitor</u> and <u>Changing Backup and Restore Options.</u>

Which wizard should I use?

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

The basic steps to packaging a program are:

1. Run the Backup or Transport wizard
2. Select the program or folder to package
3. Select a destination
4. Review your selection
5. Package the program or folder

The rest of this topic describes these steps in detail.

