

## Folders Maintenance

Hard disks and networks aren't static, they change over time. And, as they do, the names and locations of the folders saved in your Gather Sets can change.

Managing Editor XT Pro provides two functions, one in Sets View and the second when in Folders View, which allow you to check the validity of its folder lists.

When in Sets View, you can choose the Check All Sets option found on the Do Menu. Managing Editor XT Pro will scan all sets in the list and "flag" any it can no longer locate.

If it finds a folder that is missing, Managing Editor XT Pro will display an alert asking you whether you want to remove the folder's name from the Gather Set. Click the Yes button if you want it to be removed otherwise, click No.

The same function is available when in Folders View by selecting Check Folders from the Do Menu. In this case, Managing Editor XT Pro will only check the folders within the Gather Set being viewed.

Sometimes a Folder is marked as missing just because a disk drive somewhere on your network is not turned on. You can verify whether the drive is "offline" by going to the Folders View for a given Gather Set and looking at the names that appear in the list.

Whenever a disk drive is not currently available, and it contains a folder that is listed in your Gather Set, the message "Couldn't find disk drive (is it turned on?)" will appear in place of the usual folder name within the Gather List.

Similarly, if the disk drive indeed is turned on but Managing Editor XT Pro still can't locate the named folder, the message "Couldn't find folder (has it been deleted?)" will be displayed in place of the folder name. In this case, the folder most likely has been deleted so you should choose to remove it from the Gather Set.

## Deleting Sets, Folders and Files

You can delete entire Gather Sets, selected folders from a set, or files from your hard drive or network within the appropriate Managing Editor XT Pro view.

To delete any list item, select its name and drag it to the trash icon. The icon will "bulge" as you drag the item over it. To complete the deletion, release the item into the trash.

If your Alerts box is checked, Managing Editor XT Pro will display an alert message, checking to make sure that you really want to delete the item. If you do, click the Yes button, otherwise click No.

In both Sets and Folders View, the delete option also shows up on the respective Do Menu for that view. To delete using the menu, first select the item you want to remove then choose the appropriate Delete... item from the Do Menu.

### Delecting Pict Previews

The menu selection Delete Local Picts shown in the Do menu when in 'Sets' view clears the MEXT prefs of thumbnails that were imported from Fetch™ or Search™. From time to time, this function may be used when these 'local' copies of the PICT's are no longer needed.

Finally...

Once you've got your sets to the state you want them, you might want to make a back-up copy of your Gather Prefs file located in your System Folder (or in the Preferences folder within the System folder for System 7 users). That way, should anything untoward happen, you can always restore the back-up copy.