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The Filing Cabinet Backup Utility enables you to perform backup and general maintenance on your Filing Cabinet.

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The Filing Cabinet Conversion Utility enables you to convert Filing Cabinets created with versions of WinCIM, DOSCIM, and CSNav to the CompuServe 3.0 format.

Converting your Filing Cabinet

Backing up your Filing Cabinet

To back up (copy) your Filing Cabinet, start the Filing Cabinet Backup Utility, and then choose **Copy to file** from the File menu.

A window will be displayed where you can specify the current Filing Cabinet directory and the name of the file (backup file) you want to create.

Restoring your Filing Cabinet

To restore (update) your Filing Cabinet, start the Filing Cabinet Backup Utility, and then choose **Import from file** from the File menu.

A window will be displayed where you can specify the Filing Cabinet directory, as well as the file (or files) you want to import (restore) into the Filing Cabinet.

Eliminating Unused Space

To reduce the physical size of your Filing Cabinet, start the Filing Cabinet Backup Utility, and then choose **Eliminate unused space** from the Filing Cabinet menu.

This will remove unused space in the Filing Cabinet, resulting in additional free disk space.

In order to eliminate unused space, you must have free space on your hard drive equal to the size of the current Filing Cabinet file (FCABINET.CIF).

(You can find the current size of your Filing Cabinet file by choosing **Statistics** from the Filing Cabinet menu.)

Rebuilding (Repairing) your Filing Cabinet

To rebuild (repair) your Filing Cabinet, start the Filing Cabinet Backup Utility, and then choose **Repair** from the Filing Cabinet menu.

You might want to choose this if you find that the folders listed in your Filing Cabinet do not accurately reflect what you believe should be there.

(This can happen when you restore records without indexing or experience minor corruption of the disk file used to track the folder information.)

Reviewing the size of your Filing Cabinet

To review Filing Cabinet size information, start the Filing Cabinet Backup Utility, and then choose **Statistics** from the Filing Cabinet menu.   This will open a window where you can learn the amount of space that is currently not be used (wasted) in your Filing Cabinet file, as well as the current size of your Filing Cabinet and the percentage of the total size that the unused space represents.

(If you find that the unused space is physically very large or consumes a large percentage of the total Filing Cabinet size, you should choose **Eliminate unused space** from the Filing Cabinet menu.)

Reviewing and Setting Preferences

To review or change Filing Cabinet Utility preferences, start the Filing Cabinet Backup Utility, and then choose **Preferences** from the Filing Cabinet menu.

This will open a window where you can review or specify preferred (default) directories for the Filing Cabinet Utility.

Converting your Filing Cabinet

To convert the contents of a Filing Cabinet created with versions of WinCIM, DOSCIM, and CSNav to the CompuServe 3.0 format, start the Filing Cabinet Conversion Utility, provide the appropriate information at the Convert Filing Cabinet window, and then click Begin.

Copy Filing Cabinet to File

The Copy Filing Cabinet to File window enables you to back up your Filing Cabinet.   You might simply want to create a backup file for security reasons.   You might also want to make a backup file to be able to update a second Filing Cabinet with any recent changes, so as to keep both Filing Cabinets in sync with one another.

1   Specify the location (Directory) of the Filing Cabinet you want to back up in the box beside Directory. (You can click Browse to locate this information.)

2   Specify the name of the backup file you want to create in the box beside File.   (You can click Browse to locate this information.)

3   Click Change to review or specify whether your Filing Cabinet should be backed up in a particular way, such as by date.

4   If you want to delete records (items) from your Filing Cabinet as they are backed up, mark the Delete original file(s) checkbox. (This is useful for archiving old records that you do not want to lose, but do not want cluttering your Filing Cabinet.)   A deletion will occur only after a record has been successfully backed up.   If, however, you cancel the backup while in progress, or if the backup terminates prematurely for another reason (perhaps due to errors), the records which were saved no longer exist in your Filing Cabinet.

5   If you want a summary (text file) of your backup, mark the Log transactions to text file checkbox.   The summary will be named FCUTIL.LOG and will include the names of all records not written to the backup file.   (This is useful should your backup result in warnings or errors.)

6   Click Begin.

Choose Item Selection Method Window

The Choose Item Selection Method window gives you the opportunity to select the type of backup you want to perform.

1   Select your desired backup method.

   The whole Filing Cabinet option will back up all records in the Filing Cabinet.

   All items added to the Filing cabinet since last copy option will backup all records (items) in the Filing Cabinet added since you last performed a full or incremental backup.   If no last date is known for the Filing Cabinet, all records will be backed up.

   All items added between option will backup all records that fall within the range of dates you provide.   (Specify the dates in the corresponding boxes.)

   All items added within the last option will backup all records that fall within the number of days you specify.   (Specify the number in the corresponding box.)

   All items matching option allows you to select items via matching keyword.   (Specify the wording in the corresponding box.)

2   Click OK.

Choose Directory Window

The Choose Directory window enables you to specify a directory on your computer.

1   Click the appropriate drive in the Drives box.   (Click the down arrow, and then click a drive from the ensuing list.)

2   Click the appropriate directory in the Directories box.   (You can click folders to open and close directories.   You can also use the scroll bar when appropriate.)

3   Click OK.

Progress Indicator Window

The Progress Indicator window indicates the ongoing status of a particular process, such as repairing a damaged Filing Cabinet or recovering space from deleted items.

If you want to cancel the process at any time, simply click Cancel.

Item Already Exists Window

The Item Already Exists window informs you that you are attempting to restore records that already exist in your current Filing Cabinet.

1   Consider the solution for the situation.

2   Click the appropriate button:

Add will add the current record in question.

Add All will cause all duplicate records to be added.   (This could result in a large number of duplicate entries in your Filing Cabinet.)

Skip will cause the current record in question to be ignored.

Skip All will cause all duplicate records to be ignored.

Import Items from a File Window

The Import Items from a File window restores previously archived Filing Cabinet entries.

1   Select one or more files (in the Import Files list) that you want to import.   (You can click Browse to locate the appropriate directory.)   If you want to select multiple files, hold down the Ctrl key on your keyboard while clicking the various files.

2   Specify the Filing Cabinet directory in the appropriate Directory box. (You can click Browse to locate this information.)

3   Select the appropriate option:

Delete original files(s) checkbox indicates whether your backup files, once restored, will be deleted. Deletion will occur only after a successful restore has occurred.   You will be asked to confirm the removal if suspected duplicate records in the backup file were skipped.   (Otherwise the file removal is automatic.)   If you have multiple backup files selected for the restore, the file removal will take place before proceeding to the next backup file.   (Files that have been completely processed and deleted before cancelling a multi-file restore will have been deleted.)

Log transactions to text file checkbox indicates whether you want a summary (text file) of your restore.   The summary includes all records from the backup file not added due to errors or skipped because they were considered duplicates.   (This is useful if your restore results in warnings or errors.)

Index the added items checkbox indicates whether the target Filing Cabinet will be indexed after all records have been restored.   (Indexing must be completed before full-text searched can be performed.   Otherwise, the search results might not accurately reflect the contents of the Filing Cabinet.)

4   Click Import.

Statistics Window

The Statistics window shows how much of your Filing Cabinet is unused (wasted) space so that you can determine whether you should eliminate it.

To eliminate unused space from your Filing Cabinet, choose **Eliminate unused space** from the Filing Cabinet menu.

If you want to eliminate unused space, you must have free space on your hard drive equal to the size of the current Filing Cabinet file (FCABINET.CIF).

Preferences Window

The Preferences window enables you to assign preferred (default) directories when using the Filing Cabinet Utility.   This can be useful if you use the Filing Cabinet Utility frequently without need for changing critical information.   For example, your Filing Cabinet might always reside in the same directory or you might always prefer to name the backup file (or import file) a particular way.

1   Type the name (and path) of the default backup file (and import file) in the File directory box.

2   Type the directory of the Filing Cabinet in the Filing Cabinet directory box.

3   Click OK.

Convert Filing Cabinet Window

The Convert Filing Cabinet window enables you to convert Filing Cabinets created with versions of WinCIM, DOSCIM, and CSNav to the CompuServe 3.0 format.

1   Type the source directory (the directory in which the WinCIM, DOSCIM, or CSNav Filing Cabinet resides) in the box below Convert old Filing Cabinet located in folder.   (If you installed your Version of WinCIM, DOSCIM, or CSNav to their default directories, you would type \CSERVE\FCABINET.   If, on the other hand, you installed to a non-default directory, such as D:\TELECOM\CIS, you would type D:\TELECOM\CIS\FCABINET.)

2   Type the destination directory (the directory in which the CompuServe 3.0 Filing Cabinet will reside) in the box below To new Filing Cabinet located in folder.

3   Mark the following checkboxes as appropriate:

   Delete original Filing Cabinet checkbox indicates whether you want to delete the old Filing Cabinet entries after importing them into the CompuServe 3.0 Filing Cabinet.   This will help conserve space on your hard drive.   (You should make sure you have backed up your old Filing Cabinet before importing it in this way.)

   Log transactions to text file checkbox indicates whether a text file of activities that occur during the conversion process should be generated.   The resulting text file will be named FCLOADER.LOG and will be placed in the CompuServe 3.0 Filing Cabinet.

   Index items upon completion checkbox indicates whether the CompuServe 3.0 Filing Cabinet should be re-indexed upon completion of the conversion process.   (This is necessary if you wish to be able to perform full-text searches on the contents of your CompuServe 3.0 Filing Cabinet.)

4   The Duplicate Records options enable you to control how records should be handled if they exist in both the source (WinCIM, DOSCIM, or CSNav) and destination (CompuServe 3.0) Filing Cabinets. For example, such duplicate records could occur if you attempt to import (convert) the same Filing Cabinet twice.   Click the appropriate option:

   Prompt option will cause the Filing Cabinet Loader Utility to prompt you as to whether a detected duplicate record should be added or skipped.

   Add All option will cause the Filing Cabinet Loader Utility to add, but not overwrite, records if they already exist in the target (CompuServe 3.0) Filing Cabinet.   (This will result in multiple copies of the same entry in the CompuServe 3.0 Filing Cabinet.)

   Skip All option will cause the Filing Cabinet Loader Utility to ignore duplicate records.

5   Click the Begin button to start the conversion process.