

## CleanUp For Windows Contents



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## Overview

CleanUp For Windows allows you to scan one or more disks to identify and remove unnecessary files, save them to a directory, create (and optionally execute) a batch file, or print a list of files. CleanUp will identify files with the same name in any directory and display them in the main window. You can also display a graph of the space used by your largest directories. Alternatively you can choose to view all files on the disks, zero length files, backup files (\*.BAK), or tagged files. In any view, you can Tag and Untag files for deletion using any or all of the following criteria:

- All Files
- Smaller File of each duplicate group
- Older File of each duplicate group
- Backup Files (\*.BAK)
- Temporary Files (\*.\$\$\$)
- All files with a specified extension
- All files with zero size
- All files with a specified size
- All files in a given directory

You can also Tag and Untag files or groups of files with the keyboard or mouse.

## Procedures

CleanUp for Windows is normally used to remove duplicate, redundant, and other unnecessary files from a disk. To do so, use the Scan menu to scan the drive(s). If two or more files are found with the same name (from different directories or from different drives), they will be displayed in the window. Use the View menu to choose different sets of files to be displayed. Tag the files to be deleted using the Tag menu and/or the mouse or keyboard. (See Tagging Files and UntaggingFiles). Then choose Delete from the Mainmenu.

## Main Menu

The following selections are available from the Main menu:

|                    |   |
|--------------------|---|
| <u>S</u> can       | Scans another disk drive or exits CleanUp   |
| <u>T</u> ag        | Tags files for deletion   |
| <u>U</u> ntag      | Untags files for deletion   |
| <u>V</u> iew       | Selects files to be displayed (Duplicates, All, Zero Length or Backup), a <u>graph</u> of your largest directories, or sets viewing preferences |
| <u>A</u> ction     | Allows you to <u>D</u> elete, <u>S</u> ore, create a <u>B</u> atch file, or <u>P</u> rint the Tagged files                                      |
| <u>D</u> uplicates | Allows you to change the definition of "duplicate"  |
| <u>A</u> bout      | Displays the About CleanUp for Windows message  |
| <u>H</u> elp       | Starts the Windows Help program   |

## **Scan Menu**

Each drive on your system will appear in the popup menu displayed when the Scan menu is selected. To select a drive to be scanned, click on the drive letter or press the key corresponding to the drive letter. CDROM and Network drives will not be included in the popup menu.

Selecting one of the drives will cause CleanUp to add all of the files on that drive to its list and note any duplicates. As the drive is scanned, a dialog box will display the progress. Each drive can be scanned only once.

In addition to the drive letters, the Scan menu has an eXit command.

## Tag Menu

The following selections are available from the Tag menu:

|           |  |
|-----------|--|
| All       | Tags All Files   |
| Smaller   | Tags the Smaller Files of each duplicate group   |
| Older     | Tags the Older Files of each duplicate group   |
| Backup    | Tags Backup Files (*.BAK)  |
| Temp      | Tags Temporary Files (*.\$\$\$)  |
| Extension | Displays an Extension Dialog, into which you can enter a three letter file extension. All files with that extension will be tagged.  |
| 0 Length  | Tags All files with zero size  |
| Length n  | Displays a Length Dialog, into which you can enter a file size. All files with that size will be tagged.   |
| Directory | Displays a <u>Directory Dialog</u> , into which you can enter a drive and directory name. All files in that directory will be tagged.  |
| Visible   | Controls whether files not in the current <u>view</u> (but which otherwise meet one of the criteria above) will be tagged also. The default state restricts tagging to file in the current view, and is indicated by a check mark to the left. Choosing this item will change the state, but leave the menu displayed. |

For the Smaller and Older selections, if there are more than two files with the same name, then all but the Largest and Newest will be Tagged.

## Untag Menu

The following selections are available from the Untag menu:

|           |  |
|-----------|--|
| All       | Untags All Files   |
| Smaller   | Untags the Smaller Files of each duplicate group   |
| Older     | Untags the Older Files of each duplicate group   |
| Backup    | Untags Backup Files (*.BAK)  |
| Temp      | Untags Temporary Files (*.\$\$\$)  |
| Extension | Displays an Extension Dialog, into which you can enter a three letter file extension. All files with that extension will be untagged.  |
| 0 Length  | Untags All files with zero size  |
| Length n  | Displays a Length dialog, into which you can enter a file size. All files with that size will be untagged.   |
| Directory | Displays a <u>Directory Dialog</u> , into which you can enter a drive and directory name. All files in that directory will be untagged.  |
| Visible   | Controls whether files not in the current <u>view</u> (but which otherwise meet one of the criteria above) will be untagged also. The default state restricts untagging to file in the current view, and is indicated by a check mark to the left. Choosing this item will change the state, but leave the menu displayed. |

For the Smaller and Older selections, if there are more than two files with the same name, then all but the Largest and Newest will be Untagged.

## View Menu

The following selections are available from the View menu:

|              |   |
|--------------|---|
| All          | All files will be displayed in the window.  |
| Duplicates   | Only files which have the same name as at least one other file will be displayed in the window.   |
| Backup       | Only files which have a suffix of .BAK (*.BAK) will be displayed in the window.   |
| 0 Length     | Only files which have a length of 0 will be displayed in the window.  |
| Tagged Files | Only files which are Tagged will be displayed in the window. Untagging a file in this view will not remove it from the window until another view is chosen.   |
| Graph        | Displays a <u>graph</u> of your largest directories.  |
| Preferences  | Displays the <u>Preferences Dialog</u> , which allows you to select the type of the graph (pie chart, vertical or horizontal bars, or three dimensional vertical bars). The number of directories in the graph, the opening screen delay, and the colors can also be set. |

By default, only duplicate files are displayed. For each file, CleanUp will show the name, extension, size, date and time stamp, and drive and directory information. If the file is a duplicate an asterisk will appear to the left of the file name, and each group of duplicate files will be displayed in a different color. Files which have been tagged are displayed in reverse colors.



## Action Menu

The following selections are available from the Action menu:

|               |  |
|---------------|--|
| <u>Delete</u> | Deletes all Tagged files.  |
| <u>Store</u>  | Moves all Tagged files to a directory you specify.   |
| <u>Batch</u>  | Displays the <u>Batch dialog</u> to create a file with the names of all Tagged files.  |
| <u>Print</u>  | Allows you to print a list of the files in the current <u>view</u> , Duplicate files, or All files, or select and configure a printer. |

## Duplicates Menu

The following selections are available from the Duplicates menu:

- Ignore Date & Time
- Match Date
- Match Date & Time

CleanUp normally considers two files to be duplicates if their names and extensions match exactly. (The drive and directory are always ignored.) By default, the date and time associated with the files are not taken into account for this purpose. This menu allows you change that to require that both the date and time must match, that the date must match, or (the default) that neither must match. The current choice is shown with a check mark to the left. If you change that selection, all files will be reevaluated to see if they now (or still) meet the new definition of "duplicate".

## **Delete Command**

Selecting the Delete Command will start the process of deleting the tagged files. (Tagged files are displayed in reverse colors - if no files have been tagged, a dialog box will note that). Before deleting the files, a dialog box with the number of files and total size to be released will be displayed to confirm the deletion. As the deletion process proceeds, a dialog box will display the progress.

If a file has been modified since the disk was scanned, the file will not be deleted.

## **Store Command**

Selecting the Store command will move all of the tagged files into a directory (which you specify in a dialog box). The attributes, date and time of the file are preserved across the move, but the Archive flag is forced on so that your disk backup program will see these have having been moved. If moving a file would overwrite another file, the Overwrite Dialog will be displayed, allowing you to choose which file to keep, or leave both files in their original locations.

## **Batch Command**

Selecting the Batch command will cause the Batch Dialog to be displayed. This allows you to create a file containing a line for each Tagged file, with a prefix, suffix, spaces around the name and other options. The created file can be processed immediately or saved for future use.

## Print Menu

The following selections are available from the Print menu:

- Current View
- Duplicates
- All
- Select Printer

The first three choices will print a list of the files in the current view, Duplicate, or All files. The listing will have all the information displayed on the screen, but will be printed only in black and white. Duplicate files will have a box drawn around each group.

If you do not have a default printer defined for your system, or if you choose Select Printer, a dialog box with all defined printers will be displayed. After selecting a printer, you may use the **Setup** button in that dialog to change the configuration and parameters for that printer.

## Graphs

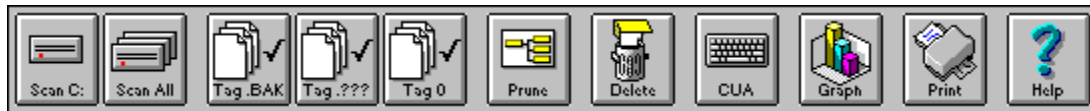
Selecting the Graph option from the View menu will display a graph of the largest directories found on all of the disks which have been scanned. Four types of graphs are available:

|                   |  |
|-------------------|--|
| Pie Chart         | Each directory appears as a "slice" of a "pie". The pie represents the space used by all of the directories shown; the size of each slice is proportional to the space used by that directory. |
| 3 D Vertical Bars | Each directory is shown as a three dimensional bar.  |
| Vertical Bars     | Each directory is shown as a vertical bar.   |
| Horizontal Bars   | Each directory is shown as a horizontal bar.   |

For all the bar graphs, each bar is scaled to be proportional to the size of the largest directory.

The type of the graph and the number of directories shown in the graph can be set from the Preferences selection in the View menu.

## Button Bar



The Button Bar displayed above allows quick access to several options normally accessed through the menus.



Scan C:

Begins a scan of drive C:



Scan All

Begins scans of all hard drives on your system



Tag .BAK

Tags all files with the extension .BAK



Tag .???

Tags all files with an extension you specify



Tag 0

Tags all files with zero length



Prune

Tags all files in a specific directory



Delete

Deletes tagged files



CUA

Toggles extended selection mode



Graph

Displays a graph of your largest directories



Help

Starts the Windows Help program





## **CUA Mode**

CleanUp for Windows complies with the standard Common User Architecture (CUA) Windows keyboard handling. Tagging multiple files is usually much easier in the extended selection mode (the default). In this mode, you can tag or untag a file simply by pressing the space bar or clicking on it with the mouse, and your other selections will not be affected. You can change between extended selection and standard modes at any time by clicking on the CUA button or pressing SHIFT + F8.

## Keys

Use the following keys in CleanUp For Windows:

| <u>Key:</u>        | <u>Function:</u>  |
|--------------------|-------------------|
| Ctrl+Slash (/)     | Tags all files.   |
| Ctrl+Backslash (\) | Untags all files. |

The following navigational keys move the selection cursor:

| <u>Key:</u> | <u>Function:</u>                                       |
|-------------|--|
| Up Arrow    | Up one line.   |
| Down Arrow  | Down one line.   |
| PgUp        | Up one window.   |
| PgDn        | Down one window.                                       |
| Home        | First file in the first window.                        |
| End         | Last file in the last window.                          |
| Letter key  | Next file whose name begins with the specified letter. |

When CUA Mode is selected, moving the selection cursor will Tag the file at the new position and Untag all other files.

Related Topics:

[Tagging Files](#)

[Untagging Files](#)

## Tagging Files

### To Tag:

A Single File

### Do this:

Hold down Ctrl and click the file. Or use the navigational keys to move to the file and press Space. If you are not in extended selection mode, click the CUA button on the button bar or press SHIFT + F8 before using the navigational keys or any previously tagged files will be untagged.

A Group of Files

Hold down Ctrl and click the first (or last) file in the group. While holding the mouse button down, move the mouse to the last (or first) file in the group. Or use the navigational keys to move to the first (or last) file in the group, press Space. While holding Shift, use the navigational keys to move to the last (or first) file in the group. If you are not in extended selection mode, click the CUA button on the button bar or press SHIFT + F8 before using the navigational keys or any previously tagged files will be untagged.

All Files

Choose Tag All from the Tag menu.

Related Topics:

[Untagging Files](#)

## Untagging Files

### To Untag:

A Single File

### Do this:

Hold down Ctrl and click the file. Or use the navigational keys to move to the file and press Space. If you are not in extended selection mode, click the CUA button on the button bar or press SHIFT + F8 before using the navigational keys or any previously tagged files will be untagged.

A Group of Files

Hold down Ctrl and click the first (or last) file in the group. While holding the mouse button down, move the mouse to the last (or first) file in the group. Or use the navigational keys to move to the first (or last) file in the group and press Space. While holding Shift, use the navigational keys to move to the last (or first) file in the group. If you are not in extended selection mode, click the CUA button on the button bar or press SHIFT + F8 before using the navigational keys or any previously tagged files will be untagged.

All Files

Choose Untag All from the Untag menu.

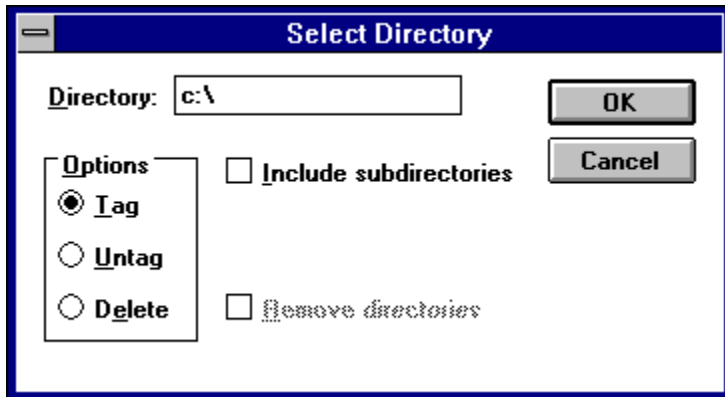
### Related Topics:

Tagging Files

## **Current View**

The set of files displayed in the main window. May be All, Duplicate, Backup, 0 length, or Tagged. A graph is also considered to be a possible View.

## Directory Dialog



The Directory Dialog is displayed when you choose **Directory...** from the Tag or Untag menu



or click on the Prune button. You may enter any directory name - a drive letter is required. The radio buttons in the **Options** group allow you to choose whether you wish to **Tag**, **Untag**, or **Delete** the files in that directory. If you choose **Delete**, the **Remove directories** checkbox will be enabled and checking that will remove any empty directories resulting from the file deletions. The **Include subdirectories** checkbox may be checked to include subdirectories of the specified directory in the operation.

## Batch Dialog

The screenshot shows a dialog box titled "Create Batch File". It features two text input fields labeled "Add Before Name:" and "Add After Name:". Below these fields are three checkboxes: "Full Path", "Spaces around name", and "PAUSE after each". At the bottom left, there is an "Example" text box containing the text "cleanup.bak". On the right side of the dialog, there are four buttons: "File Name", "Execute", "OK", and "Cancel".

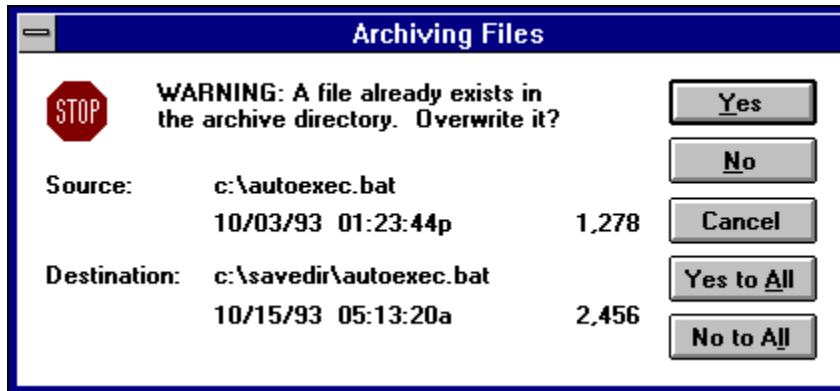
The Batch Dialog is displayed when you choose **Batch...** from the Action menu. Enter text in the **Add Before Name** and **Add After Name** edit controls that will be used as a prefix and suffix to each file name. Check **Spaces around name** when adding text before or after the name if appropriate. Check **Full Path** to include the drive and path information as well as the file name. Check **PAUSE after each** to alternate command lines with PAUSE statements.

The **Example** box will show you exactly how each line in the batch file will look as you enter text and change the options.

Use the **File Name** button to display a dialog to specify the file name to be used. If you do not need to save the file, but simply want to invoke in immediately, press the **Execute** button. The **OK** button will not be enabled unless you specify a file name - after that you can press **OK** to create the file.



## Overwrite Dialog



The Overwrite Dialog is displayed when you choose the Save option from the Action menu, and one of the files being Saved (the **Source**) has the same name as one of the files in the **Destination** directory. For each file, CleanUp shows the date, time, and size.

Press the **Yes** button to overwrite the **Destination** file.

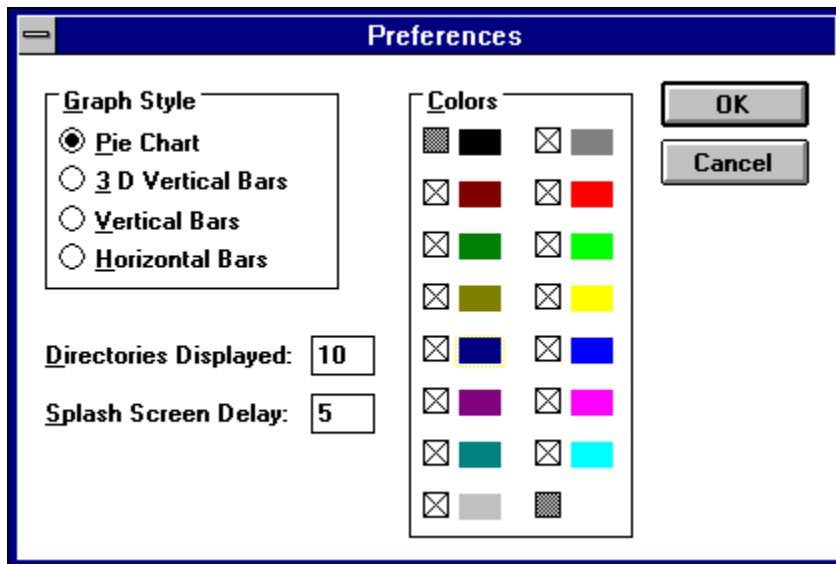
Press the **No** button to leave the **Source** file in its original location.

Press the **Cancel** button to stop the Save processing.

Press the **Yes to All** button to overwrite the **Destination** file. If CleanUp finds any other overwrite conditions during the Save process, it will not display this dialog again and will overwrite the **Destination** files.

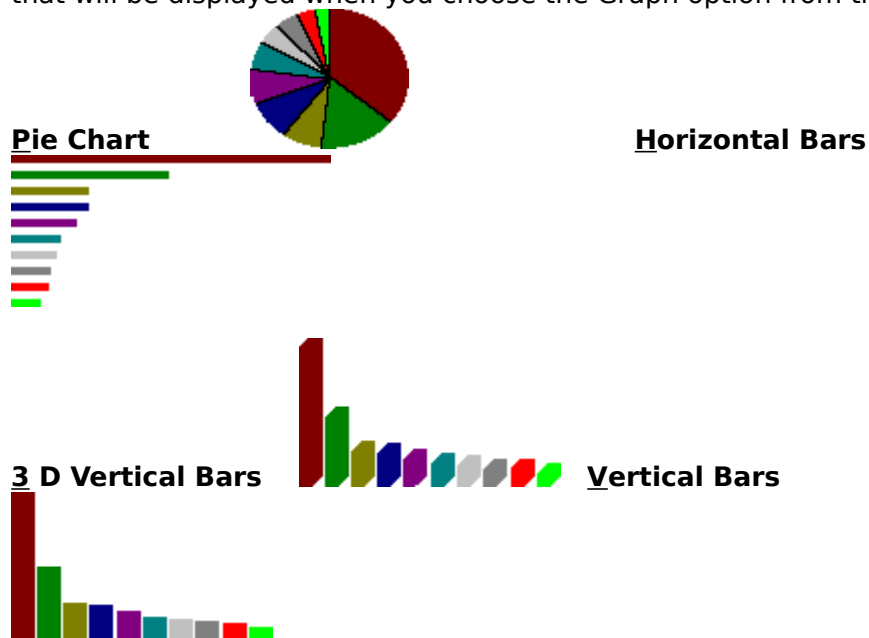
Press the **No to All** button to leave the **Source** file in its original location. If CleanUp finds any other overwrite conditions during the Save process, it will not display this dialog again and will leave the **Source** files in their original locations.

## Preferences Dialog



The Preferences Dialog is displayed when you choose the Preferences option from the View menu.

The **Graph Style** group box contains four radio buttons which control the type of a graph that will be displayed when you choose the Graph option from the View menu:



The **Directories Displayed** control determines how many directories will be displayed when the Graph option is in effect.

The **Splash Screen Delay** control determines the number of seconds the greeting screen will be displayed when CleanUp is started.

The **Colors** group box contains 16 checkboxes - one for each possible color to be used in the

graph and for highlighting duplicate groups of files. Two of these (the ones for the default window text and window background colors, as set with the Control Panel Colors utility) will be initially gray and will not be used. Checking or unchecking any of the other checkboxes will enable or disable that particular color. At least one checkbox must be checked or CleanUp will use all colors.

## Navigational Keys

The following navigational keys move the selection cursor:

| <u>Key:</u> | <u>Function:</u>                                       |
|-------------|--|
| Up Arrow    | Up one line.   |
| Down Arrow  | Down one line.   |
| PgUp        | Up one window.   |
| PgDn        | Down one window.                                       |
| Home        | First file in the first window.                        |
| End         | Last file in the last window.                          |
| Letter key  | Next file whose name begins with the specified letter. |