

SmartErase Help Index

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SmartErase Commands



File Commands

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The File Menu

Commands in this menu allow you to select/deselect files to erase. For help on any of the items in this menu, select it from the following list.

- Select Alt+F,S** Display the **File Select** cascading menu which provides tools for selecting files.
- Deselect Alt+F,L** Display the **File Deselect** cascading menu.
- Exit Alt+F,X** Close the drive window and exit from SmartErase.

File Exit Command

Closes SmartErase's drive window and exits. You can also exit by double-clicking the application Control-menu box or pressing **Alt+Spacebar,C**.

The Configure Menu

This command displays a Configure SmartErase dialog box which lets you choose SmartErase options, including what types of files to protect and how often to purge. It also lets you temporarily disable and enable SmartErase protection.

Note: SmartErase configuration options are saved automatically when you click on **OK**.

The Help Menu

Commands in this menu provide help on using SmartErase and access to the standard Windows help-for-help information.

Index **Alt+H,I** Index to the SmartErase help system.

Keyboard **Alt+H,K** Quick reference to keystrokes for SmartErase.

Commands **Alt+H,C** Menu commands. You can also get help on a particular menu item by selecting it and then pressing **F1**.

Procedures **Alt+H,P** Common procedures and general topics.

Using Help **Alt+H,U** How to use the Windows help system. You can press **F1** now to see this help file.

About... **Alt+H,A** Product name, copyright, credits, and version of this program.

Configure SmartErase Dialog Box

This dialog box lets you control the amount of deletion protection provided by the SmartCan program. SmartErase works in conjunction with SmartCan to protect and recover deleted files. If SmartCan is not installed, SmartErase still can recover most files.

Enable SmartErase Protection

When checked, SmartErase tracks file deletion operations, making it possible to recover deleted files with 100% accuracy. When unchecked, deleted files are not protected, but it is often possible to recover files if you use SmartErase quickly.

When this check box is dimmed, it means that the SmartCan TSR program has not been loaded into memory. To ensure file protection, you should load SmartCan from your AUTOEXEC.BAT file.

Files To Protect

These options allow you to specify what types of files to protect. Customize the settings to suit your needs.

All files (*.*): Select this option button for full protection of all files.

Only the files listed: To protect only certain types of files, select this option button then enter the desired file extensions in the File Extensions text box.

All files except those listed: To protect all files except for those you designate, select this option button then enter file extensions in the File Extensions text box.

Protect archived (backed up) files: When unchecked, files which have been backed up (and have not changed since the last backup) are not protected. SmartErase assumes you can recover them from the backups.

When checked, protection is provided only for files which have NOT been backed up (or have changed since the last backup). Files which have NOT been backed up are shown with a file attribute of **a** in the drive windows.

File Extensions: Enter one or more file extensions, separated by spaces or commas.

A common way to configure SmartErase is to select the **All files except those listed** option button, then enter: BAK, OLD, OBJ, TMP, SWP in the File Extensions text box to disable protection on these types of files.

SmartErase Storage Limits

SmartErase requires disk space for its SMARTCAN sub-directory. SmartCan uses this hidden directory to temporarily store deleted files until they are automatically or manually purged. As long as the disk space used by the protected files is not needed, you can recover deleted files with 100% reliability.

Purge files held over [xxx] days: Check this check box and enter a number to set a time limit on the file protection. Entering a smaller number minimizes the SMARTCAN disk usage. The default is 5 days. When unchecked, only the Kbytes limit applies.

Hold at most [xxx] Kbytes of erased files: To allocate a maximum amount of disk space to the SMARTCAN directory, check the Hold at Most check box and enter a number in kilobytes. When the SMARTCAN reaches this limit, SmartErase purges files as necessary to make room, starting with the files it has protected for the longest period. The minimum limit is 16K.

Note: You may want to leave this check box unchecked and simply specify a time limit.

Deleting a large file (thereby adding it to the SMARTCAN directory) can cause many files to be purged at once. If you become short on disk space, you can always purge files manually by clicking the **Purge** button on the SmartErase drive window button bar.

Drives to Protect

Highlight the hard disk drive(s) you wish to protect. Click on a drive to select or deselect it.

OK

Click this or press **Enter** to confirm the option settings. Changes take effect immediately

and are saved and used as the default.

Cancel

Click this or press **Esc** to exit the dialog box without saving any changes.



SmartErase Button Bar Commands

The button bar at the bottom of the SmartErase drive window provides the following commands:

- UnErase** Recovers the files that are currently highlighted in the drive window. If the file being recovered was not stored in the SMARTCAN, the UnErase dialog box will prompt you for the first letter of the filename.
- Purge** Purges deleted file tracking data displayed in the current SmartErase drive window (this frees up disk space).
- Show Old** (toggles to **Hide Old**) Displays [all](#) of the deleted file information that is in the directory, including duplicate directory entries and entries that were deleted months ago. In the normal Hide Old mode, only recent file deletions are displayed.
- Help** Displays the **Help Index** for this file.

The status area on the right side of the button bar shows how much deleted file data is in the SMARTCAN directory and the percentage of the allocated space that is currently in use.

Notes: The maximum size of the SMARTCAN directory is set via the **Configure SmartErase** menu command.

The **n**KBytes value is the amount of disk space that is freed if you use the **Purge** button.

UnErase Dialog Box

This dialog box allows you to specify the first letter of the file to UnErase. The ? character is where you need to supply at least the first letter of the name of the file to be recovered.

Norton SmartErase Keys

Use the following keys in Norton SmartErase:

Ctrl+click Add file/directory to disjoint selection.

Shift+click Extend selection to this item.

Shift+drag Extend selection (rather than drag and drop).

Tab Move keyboard focus to next pane or control.

Shift+Tab Keyboard focus backward one pane or control.

↓

→ Select file/directory below or to the right.

↑

← Select file/directory above or to the left.

Shift+↑

↓

←

→ Extend selection.

Ctrl+/ Select all.

Ctrl+ Deselect all except current item.

Home Select top file/directory.

End Select bottom file/directory.

PgDn; PgUp Scroll list by one screenful; select top or bottom item.

Shift+F8 Start/stop disjoint selection mode.

Spacebar Select or deselect item (in disjoint selection mode).

F1 Help.

Alt+F4 Exit.

Norton SmartErase Procedures

[Using Norton SmartErase](#)

[Recovering Erased Files](#)

[How SmartErase Protects Files](#)

[Installing the SmartCan TSR](#)

[Working with Drive Windows](#)

Using Norton SmartErase

While Norton Desktop is running, drag files you wish to delete to the SmartErase [tool icon](#).

Note: To provide maximum protection for your files, (and to give SmartErase the best chance of recovering deleted file data), be sure to install the SmartCan program **before starting Windows**. See [Installing SmartCan](#).

Norton SmartErase works in three modes:

As a command in the Norton Desktop Tools menu: Choose the **Tools UnErase** command (**Alt+T,U**) to display a SmartErase drive window and begin recovering erased files.



SmartErase

As a tool icon on the Norton Desktop: To delete files, open a [drive window](#), select the files or directories to delete and [drag and drop](#) them into the SmartErase [tool icon](#). SmartErase prompts you to confirm the action.

Or double-click the tool icon to bring up the SmartErase drive window to recover deleted files.



SmartErase

As a stand-alone application: If Norton Desktop is not running, you can launch SmartErase by double-clicking on its icon in a Quick Access or Program Manager group window. Or you can use the **File Run** command with the command line SMTERASE.EXE.

Related Topics:

[Installing the SmartCan TSR](#)

[Recovering Erased Files](#)

[Permanently Deleting Files](#)

How SmartErase Protects Files

SmartErase is the display and recovery portion of a dynamic duo of erasure protection. It works with a TSR (terminate and stay resident) program called SmartCan, which remains in memory, tracking each file which is deleted.

Instead of actually deleting files, SmartCan transfers their information into a hidden sub-directory named SMARTCAN located in the root directory of each hard disk drive. This prevents the deleted files from being overwritten - so the data is 100% protected.

Later, after some pre-determined interval or when the maximum amount of storage is reached, SmartCan releases the deleted file's data area for reuse by other files.

Even if SmartCan is not installed, SmartErase can often recover deleted files. It depends upon how fragmented the file was and whether you have written new file data over the erased file.

Related Topics:

[Installing the SmartCan TSR](#)

[Recovering Erased Files](#)

[Permanently Deleting File](#)

Recovering Erased Files

The best time to recover a deleted file is immediately after the deletion takes place. If a file was deleted some weeks ago, some or all of its data may have been overwritten by other file data.

To recover an erased file:

- 1** Start SmartErase from the **Tools UnErase** command in the Norton Desktop menu, or by double-clicking its icon in your Norton Desktop Applications group window.
- 2** Choose the tree pane of SmartErase's drive window to view the directory of the deleted file.
- 3** Examine the filenames in the file pane. The deleted file may be listed with a question mark (?) as its first character. Move the highlight to the file of interest.
- 4** Use the **View View Pane** command to inspect the file's data area.
- 5** Click the **UnErase** button on the button bar to recover the file.
- 6** Next, verify the data in the recovered file by trying to load it into the application which created it.

In some cases, you might recover only a portion of a file, especially if you're trying to recover a file deleted some time ago or a file deleted when SmartCan was not running.

If it appears that part of the file is corrupted or missing:

- * Exit Windows and run **UNERASE.EXE** from the Fix-It Disk.
UnErase can collect bits and pieces of lost file data and may even salvage the entire file.

Installing the SmartCan TSR

The program **SMARTCAN.EXE** is located on the Fix-It Disk of Norton Desktop for Windows. It is a TSR; that is, a program which after it has been executed remains in memory and continues to perform. When installed and enabled, it tracks all file deletions and ensures that you can recover deleted files with 100% accuracy.

SMARTCAN.EXE must be loaded [before you start Windows](#). It is commonly loaded from your AUTOEXEC.BAT file.

To load SmartCan from AUTOEXEC.BAT:

- 1 Start the Desktop Editor (or any text editor) and open the file C:\AUTOEXEC.BAT.
- 2 Insert the line [SMARTCAN /ON /SKIPHIGH](#) into the file.
- 3 Save the AUTOEXEC.BAT file.
- 4 Exit from the editor and Windows.
- 5 Reboot your computer by pressing **Ctrl+Alt+Del**.
Next time you use Norton Desktop, select the **Configure SmartErase** command to verify that SmartCan is active. The **Configure** command also allows you to modify various SmartCan options.

Note: If you already use the DOS 5.0 program MIRROR.EXE and install its deletion tracking TSR (via Mirror /T), then you should consider switching over to SMARTCAN.EXE. Although SmartErase can use the deletion-tracking file that is created by Mirror, you'll receive better protection if you use SmartCan in conjunction with SmartErase.

Purge: Permanently Deleting Files

While SmartCan is installed, deleted files are not immediately purged. Instead, the file's directory entry is temporarily moved to a hidden directory named SMARTCAN in the root directory of the hard drive.

These entries remain in the SMARTCAN directory until a pre-determined amount of time has elapsed or a file-tracking limit is reached. You can set the file limit and deletion delay via the **Configure** command or the Norton Desktop **Configure SmartErase** command.

Since files actually remain undeleted for some period of time, you may find that even if you do housekeeping -- deleting unwanted files -- you may still not free up much disk space.

To reclaim the deleted file disk space, start SmartErase and click the **Purge** button on the button bar. Do note, however, that purging the directory removes your chance of ever recovering the purged files.

Using Drive Windows

Norton Desktop provides [drive windows](#) which allow easy access to your data.

To open a drive window:

- * Double-click its drive icon.
Or,
- * Choose the **Window Open Drive Window** command.

To select more than one file:

- * Press **Ctrl** while clicking each file.
Or,
- * Click one file, then press **Shift** while clicking another, to select all files between the two.
Or,
- * Choose the **File Select Some** command to select by wildcards.
Or,
- * Press **Shift** while clicking a file to select all between two clicks.

See [Selecting Files](#) for related information.

To view many files in the [file pane](#):

- * Choose the **View File Details** command and uncheck everything except for Icon. This results in a multiple column file display.
Or,
- * Increase the size of the drive window via its [Maximize button](#).

To quickly move to a directory in the [tree pane](#):

- 1 Give the tree pane the keyboard focus by clicking it or pressing Tab a few times (its borders darken).
- 2 Type the first few characters of any directory name.
Or,
Type one character and press ↓ to find the next match.

To perform global disk housecleaning:

- 1 Choose the **View Show Entire Drive** command.
- 2 Choose the **View Sort by Type** command and look for .BAK, .OLD, and other targets for deletion. Ctrl-click to select them.
- 3 Choose the **View Sort by Size** command and Ctrl-click large, unneeded files.
- 4 Choose the **View Sort by Date** command and Ctrl-click obsolete files.
- 5 Choose the **View Sort by Name** command and Ctrl-click unneeded duplicate files.
- 6 Press **Delete** to delete the unwanted files.

To copy files:

- 1 Highlight the files to copy.
- 2 Open another drive window, if you want to copy between drives.
- 3 [Drag and drop](#) the selection.

Hint: You can drop files right into a [drive icon](#).

To delete files:

- 1 Highlight the files to delete.
- 2 Press **Delete**.
Or,
Drag the selection into the SmartErase [tool icon](#).

To close a drive window:

- * Double-click its Control-menu box.
Or,
- * Press **Ctrl+F4**.

SMARTCAN

- * This is a special directory in the root of each drive. It is created and maintained by the SmartCan program. When you erase a file, it is moved into this directory and the SmartErase utility can recover the file with 100% reliability. Old files in the smartcan directory are deleted periodically to free up disk space.
- * The SmartErase tool icon works as a "smart file delete." When you drag a file into the icon, the file is deleted, but is fully recoverable.

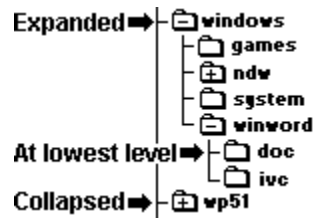
The SmartCan Program



SmartErase (a.k.a UnErase) is able to recover deleted files with 100% accuracy only when the SmartCan program has been installed in memory [before you start Windows](#).

The SmartCan program is named SMARTCAN.EXE. It is a TSR (terminate and stay resident) program which remains in memory and tracks file deletions transparently to DOS and applications.

For best results, install SMARTCAN.EXE by placing the command SMARTCAN /ON /SKIPHIGH in your AUTOEXEC.BAT file. To check if SmartCan is enabled or to set its options, select the **Configure SmartErase** command from the Norton Desktop Menu.

Expandable/Collapsible Tree

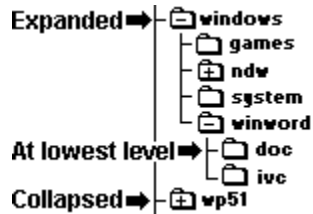


This method of displaying your directory structure lets you expand and collapse branches of the directory tree in the tree pane. To expand a branch, double-click a  folder. To collapse, double-click a  folder.

When using expandable/collapsible trees, you may experience short delays as Norton Desktop reads the disk for directory information. To switch to a faster method of tree display, uncheck the **Use Collapsible Tree** menu item on the **Tree** menu.

Using Expandable/Collapsible Tree Displays

Norton Desktop features two methods of displaying and utilizing directory tree displays. To toggle between the two methods, choose **Use Collapsible Tree** from the **Tree** menu. When this menu item has a check mark to its left, expandable/collapsible trees are enabled in all drive windows and Standard Browse... dialog boxes.



When using expandable/collapsible trees, you never need to refresh the tree display, but you may have to wait for short periods as Norton Desktop reads your disk for directory information.

Initially, the tree is mostly collapsed, displaying only directories that are at the same level as the current directory.

To expand a branch:

- * Double-click the  icon.
- * Or, select the branch and press + (plus) on the numeric keypad.
- * Or, choose the **Tree Expand One Level** command.

To expand all branches:

- * Press **Ctrl+*** (asterisk)
- * Or, choose the **Tree Expand All** command.

To collapse a branch:

- * Double-click the  icon.
- * Or, select the branch and press - (minus) on the numeric keypad.
- * Or, choose the **Tree Collapse Branch** command.

Standard Browse Dialog Box

Whenever a Norton Desktop application prompts you to enter a filename, you can click **Browse** and use the handy dialog box which appears to find the file (and avoid typing a long pathname).

Directory

This line displays the current default or currently-selected directory. This text changes automatically when you select from the **Drives** and **Tree** list boxes.

File

- * Type the filename and press **Enter**.
- * Or, select a file from the **Files** list box.
- * Or, type a wildcard file specification and press **Enter** to see only files matching that wildcard. You can type multiple wildcards, separating them with a comma (for example, *.WK?,*.XLS).
- * Or, select from the **List Files of Type** drop-down list box to display only files matching a listed wildcard.

When you click **OK**, the selected filename is appended to the text in the **Directory** line and the result is returned to the parent dialog box.

Files

This list shows the names of files in the current directory, in alphabetical order.

- * You can type the first few characters of a filename to quickly scroll to that part of the list. Press **↓** to find other matches.
- * Or, use the scroll bar to look through this list. You can double-click a filename to select it and automatically confirm the dialog box.

Tree

- * You can type the first few characters of a directory name to quickly scroll to that part of the list. Press **↓** to find other matches.
- * Or, use the scrollbar to look through this list. When you click a directory, its files are shown in the **Files** list.

Note: If the **Tree** display is expandable/collapsible, some directories may not be listed. To expand or collapse a directory, double-click its folder icon. See Using the Expandable/Collapsible Tree Display for related information.

Drives

- * You can type a drive letter.
- * Or, click the prompt button (or press **Alt+↓**) and use the scrollbar to look through this list. When you select a drive, its directories will be listed in the **Tree** list.

Refresh

Use this button to refresh the listings in the **Tree** and **File** lists. This is needed when you change diskettes in a floppy-disk drive, or after you've created a directory or file from a DOS window or another application.

OK

Click this button, or double-click a filename, or press **Enter** to confirm your selection of drive, directory, and filename. The combined full file specification will be used as input for the dialog box from which this Browse dialog box originated.

Cancel

Exits the dialog box without selecting a file.

Standard Directory Browse Dialog Box

Whenever a Norton Desktop application prompts you for a directory name, you can click the **Directory** button, and use this handy dialog box to locate the directory.

Drive

Enter a drive letter. Or, click the prompt button (or use **Alt+↓** to display the drop-down list box containing available drives and select a drive from the list. The Tree list box is refreshed and displays all of the directories on the selected drive.

Tree

- * Type the first few characters of a directory name to quickly move to that part of the list box. Press **↓** to find other matches.
- * Or, use the scroll bar to look through this list box. When you select a directory, its files are shown in the **Files** list box.

Note: If the **Tree** display is expandable/collapsible, some directories may not be listed. To expand or collapse a directory, double-click its folder icon. See Using the Expandable/Collapsible Tree Display for related information.

OK

Click this button, or press **Enter** to confirm your selection of drive and directory. The result is used as input for the dialog box from which this Browse dialog box originated.

Cancel

Exits the dialog box without selecting a directory.

Viewer Dialog Box

This dialog box lets you choose a file viewer from among those that are installed on your system.

Current or Default Viewer

Select a viewer from the list box. Use the scroll bars to display additional viewer names. Click **OK**.

Norton Viewer (or the view pane of a drive window) automatically uses one of these viewers each time you open a file for viewing. The viewer used is based on the file's extension.

See [Viewer File Types](#) for a summary of applications, file types, and extensions associated with each viewer.

See [Associating a Viewer to a File Type](#) for information on how to tell Norton Viewer which viewer to use for an uncommon file extension or to force the use of a viewer other than the default viewer assigned to a supported file type.

Find Dialog Box

Use this dialog box to locate a specific string in the Viewer window. When viewing spreadsheet or database files, use it to specify what part of the document you to search.

Find

Type the text you want to find into the text box.

Match Upper/Lowercase

Check this check box if you want Norton Desktop to find an exact match. When cleared, an UPPERCASE string is considered a match with a lowercase or MixedCASE string.

Where to Search

This group box appears when the active window contains a spreadsheet or database file. First select one of the option buttons:

Entire Document: When this option button is selected, the entire spreadsheet or database file is searched.

Partial Document, starting at: When this option button is selected, the two text boxes below indicate the starting row (record) and column (field) where the search is to begin. The search includes the specified location, plus all columns and rows that are to the right of and below it.

Column (or Field): When this option button is selected, only text in the specified column (or database field) is searched. This is ideal for searching records of a database file to locate, for example, a specific customer name or city. If you are viewing a spreadsheet, enter a value in the text box or use the spin buttons to select a value. If you are viewing a database file, click the prompt button and select an item from the drop-down list box.

Row (or Record) When this option button is selected, only text in the specified row (or database record) is searched.

OK

Click this button or press **Enter** to begin the search.

Goto Dialog Box

This dialog box appears when you choose the **Goto** command while viewing a spreadsheet or database file. It lets you specify the address of a cell or database record you want to view. With a large spreadsheet or database this may be faster than using the scroll bars to move through the file.

Column (or Field)

Specify a spreadsheet column or a database field.

If you are viewing a database file, click the **Prompt** button or press **Alt+↓** to display the drop-down list box. Or, type the first character of any item in the list to move to that item.

If you are viewing a spreadsheet, enter a value in the text box or use the spin buttons to locate the desired value.

Row (or Record)

Specify a spreadsheet row or a database record number.

Norton Viewer File Types

The default viewer for a particular file type depends on settings in the NDW.INI file.

See [Associating a Viewer with a File Type](#) for related information.

Note: You may have viewers not in the list below, or some viewers listed here might not be installed on your system. In addition, the viewer filenames may be different from those shown here. This list shows a representative sample. Actual viewer names and filenames are found in the [Viewer-Parser] section of the NDW.INI file.

Documents & Text (DOC.PRS)

Microsoft Word & Word for Windows .TXT .DOC .SYS .BAT
WordPerfect (5.0 & above)
Amí & Amí Pro
Any ASCII text file

Spreadsheet

Lotus 1-2-3 (L123.PRS) .WK1 .WKT .WKS
Quattro .WKQ .WQ1
Microsoft Excel (EXCEL.PRS) .XLS

Database (DBASE.PRS)

dBASE and compatibles .DBF

Graphics

Tagged Image (TIFF.PRS) .TIF
Compuserve (GIF.PRS) .GIF
Windows Bitmap (BMP.PRS) .BMP
Paintbrush (PCX.PRS) .PCX
Icons (ICO.PRS) .ICO .NIL .DLL .EXE
WordPerfect Image (WPGI.PRS) .WPG

Compressed Archives (ZIP.PRS)

PkZip; PkPak .ZIP .PAK
Sea Arc, Zoo, Lzh .ZOO .ARC .LZH

Programs (PROG.PRS)

DOS Executables .COM .DLL .EXE
Windows Executables .DLL .EXE

Hex Dump (HEX.PRS)

Any binary file

Associating a Viewer with a File Type

When you open a file for viewing, Norton Viewer checks the file's extension and selects a viewer that is associated with that extension. The topic [Norton Viewer File Types](#) lists the standard extension-to-viewer associations.

Note: Regardless of the default viewer used for a file, it is always possible to select a different view parser.

You can add to the viewer association list or modify some part of it. For example, you may want to display .EXE files as a hex dump or you may want to add .C and .H to the extensions associated with the Documents & Text viewer.

Viewer associations are set up in the NDW.INI file and can be modified using Desktop Editor or any standard text editor. To add or modify an association:

- * Use Desktop Editor or Notepad to open NDW.INI from your Windows directory.
- * Look for the section labeled [Viewer-FileMap]. Lines in this section are in the form:

ext= viewer [viewer]

where *ext* is a file extension and *viewer* is the name of a view parser program. Additional *viewers* (if any) are used only if the first viewer cannot understand the file's format.

- * Add a new association by inserting a line in this section. The names of the view parsers are listed in NDW.INI under the [Viewer-Parser] section.
- * Save changes to the NDW.INI file and restart Norton Desktop to put the changes into effect.

Select Cascading Menu

These commands are available in the **File** menu, under the **Select** menu item.

All Alt+F,S,A (or **Ctrl+/**) Highlights (selects) all displayed files in the active file pane.

Some Alt+F,S,S (or **Ctrl+S**) Displays a Select Some dialog box which lets you highlight a subset of the displayed files--those that match a specified wildcard.

Invert Alt+F,S,I Inverts the current selection; that is, all highlighted files are deselected and all others are selected.

This can be very handy. For example, if you want to select all files **except** .DOC files, choose **Select Some** to highlight all .DOC files, then choose **Select Invert** to deselect the .DOC files and highlight all other files.

Related Topics:

[Selecting Files](#)

[Using Drive Windows](#)

[File Pane Display Options](#)

Deselect Cascading Menu

These commands are available in the **File** menu, under the **Deselect** menu item.

- All** **Alt+F,L,A** (or **Ctrl+/**) Highlights (selects) all displayed files in the active file pane.
- Some** **Alt+F,L,S** Displays a Deselect Some dialog box which lets you deselect a subset of the displayed files--those that match a specified wildcard.
- Invert** **Alt+F,L,I** Inverts the current selection; that is, all highlighted files are deselected and all others are selected.
-

Related Topics:

[Selecting Files](#)

[Using Drive Windows](#)

[File Pane Display Options](#)

The View Menu

Commands in this menu provide drive window display options and options for viewing the contents of selected files. For help on any item in this menu, select it from the list.

- Tree Pane** **Alt+V,T** Show or hide the tree pane.
- File Pane** **Alt+V,F** Show or hide the file pane.
- View Pane** **Alt+V,V** Show or hide the view pane.
- Show Entire Drive** **Alt+V,E** Show all files on drive in the file pane. Closes tree pane.
- Refresh** **Alt+V,R** Read the disk and update display.
- File Details** **Alt+V,D** Choose how much information to show for each file.
- Filter** **Alt+V,L** Include or exclude files from display.
- Font** **Alt+V,N** Choose a font typeface and point size for drive window panes.
- Sort By** **Alt+V,S** File pane sort options.
- Viewer** **Alt+V,W** View pane commands (search for text, choose viewer, etc.).

View Tree Pane Command

Shows or hides the tree pane portion of the active drive window.

When the tree pane is open, you can select an entire directory or subtree and drag and drop it onto a tool icon, another drive window, or into a different part of the same tree pane.

Note: It is possible for Norton Desktop to be unaware of recent changes to your directory tree. You may need to use the **View Refresh** command to rescan the disk and get an updated, accurate picture.

Related Topics:

[Using Drive Windows](#)

View File Pane Command

Shows or hides the file pane portion of the active drive window.

When the file pane is open, you can select one or more files and drag and drop onto a tool icon, another drive window, a directory of the tree pane of the same drive, or directly onto the desktop to create a desktop item icon.

Tip: To see a multiple-column display of files in this pane, choose the **View File Details** command and clear all check boxes except Icon.

Related Topics:

[Using Drive Windows](#)

View View Pane Command

Shows or hides the view pane portion of the active drive window.

When the view pane is open, the contents of the currently selected file in the file pane are displayed.

Note: Commands in the **View Viewer** cascading menu are disabled unless a view pane is open.

Related Topics:

[Using Drive Windows](#)

View Show Entire Drive Command

When checked, all the files on the drive are displayed in the [file pane](#). When unchecked, only the files in the selected directory are shown.

Note:In all cases, only the files which match the filter criteria are shown. Choose the **View Filter** command to specify which files to display and which to "filter out."

This command is handy for disk housecleaning, as you can:

- * [Find duplicate files](#) in more than one directory (Sort by Name)
- * [Find large files](#) when trying to reclaim disk space (Sort by Size, Descending)
- * [Find unwanted files](#), such as all files that have an extension of .BAK, .OLD, etc. (Sort by Type)

Related Topics:

[Using Drive Windows](#)

[File Pane Display Options](#)

View Refresh Command

This command updates the tree pane and file pane by scanning the selected drive and displaying the most recent information.

Norton Desktop maintains a file (TREEINFO.DT in the root directory of the drive) that describes each drive's directory structure. If you use a DOS command line to add or remove directories, the information in this file can become out-of-date.

Thus, you may need to use the **View Refresh** command occasionally to make sure that Norton Desktop is displaying accurate directory and file information. Incidentally, if you use NCD (the Norton Change Directory program of the Norton Utilities) to rescan your disk, its information is used by Norton Desktop to maintain an accurate tree file.

Note: If you prefer, you can display directory information using expandable/collapsible trees. Each time you expand or collapse a directory, Norton Desktop reads directly from your drive and provides you with an up-to-date picture of the contents. See Using Expandable/Collapsible Trees for details.

Related Topics:

[Using Drive Windows](#)

[Missing Directories?](#)

View Filter Command

This command displays a [Filter dialog box](#) which lets you select the types of files you want displayed (or filtered out) of the file pane of the active [drive window](#). You can specify a filter using [wildcard file specification](#) or by [file attribute](#).

When you enable a filter, the drive window title bar changes to describe the filter.

Tip: When the message "No Files Found" is displayed in a file pane, it really means no files match the filter criteria. You may want to reset to an **All Files** filter as soon as possible to avoid confusion.

The filtering affects directory [drag and drop](#) operations. For instance, when you drag a directory into the Shredder, only the unfiltered files (those that are displayed) are shredded.

Related Topics:

[Using Drive Windows](#)

[File Pane Display Options](#)

View File Details Command

This command displays a [File Details dialog box](#) which lets you determine which file attribute information you want displayed in the [file pane](#).

You can hide the directory names that are normally shown in the file pane; they are displayed in the [tree pane](#), if open.

Tip: To see a multiple-column display of files in this pane, choose the **View File Details** command and clear all check boxes except Icon.

Related Topics:

[Using Drive Windows](#)

[File Pane Display Options](#)

View Font Command

This command displays the [Font dialog box](#) which lets you select the font to be used in the different parts of a [drive window](#).

Tip: When viewing program source code and other text files created in DOS text mode, a monospaced font such as Terminal or Courier best portrays a text mode display. Furthermore, a small size such as 8 point or 9 point helps display more information in the window.

Related Topics:

[Using Drive Windows](#)

[Font Dialog Box](#)

View Sort By Cascading Menu

These commands are available in the **View** menu, under the **Sort** cascading menu. Use these options to specify the order in which filenames appear in the file pane.

| | |
|------------------------------------|--|
| Name Alt+V,S,N | Sort by filename. |
| Type Alt+V,S,T | Sort by file extension; puts same-type files together. |
| Size Alt+V,S,S | Sort by file size; use to look for large files. |
| Date Alt+V,S,D | Sort by date and time; use to look for old or new files. |
| Unsorted Alt+V,S,U | Display as found in the directory on the disk. |
| Ascending Alt+V,S,A | a,b,c,...z (or small...large or old...new). |
| Descending Alt+V,S,D | z ,y,x...a (or large...small or new...old). |

Related Topics:

[Using Drive Windows](#)

[File Pane Display Options](#)

View Viewer Cascading Menu

These commands are available in the **View** menu, under the **Viewer** menu item. They are enabled only when the view pane is open.

- Find Alt+V,V,F** Activate the Find dialog box to search for text in the view pane.
- Find Next Alt+V,V,N** Locate next occurrence of found text.
- Find Previous Alt+V,V,P** Locate previous occurrence of found text.
- Goto Alt+V,V,G** Activate the Goto dialog box to display the file at a specified row and column (when viewing a spreadsheet).
- OEM Text Alt+S,O** Display the file contents using the OEM character set instead of the ANSI character set (active when checked).
- Change Viewer Alt+S,G** Activate the Set Viewer dialog box to select a different viewer to display the file.

Hint: For a comprehensive search of many files, you can use Norton SuperFind (choose **Find** from the **File** menu) to scan through files.

Related Topics:

Using Drive Windows

Select Some or Deselect Some Dialog Box

This dialog box appears when you choose the **File Select Some** and **File Deselect Some** commands. It lets you quickly select (or deselect) files in a file pane by using wildcards.

Tips: Files not included in the wildcard specification are still displayed, but not selected. If you want to see only certain types of files, choose the **View Filter** command.

For help with making disjoint selections, see Selecting Files.

File

Enter one or more wildcard file specifications, separated by spaces or commas. For instance, entering *.WK?,*.XLS selects all Lotus 1-2-3 and Excel spreadsheet files.

Or, click the prompt button (or press **Alt+↓**) to display a drop-down list containing previously used wildcard file specification sets. Select an item from the list box.

OK

Click this button (or press **Enter**) to save your settings and close the dialog box.

Filter Dialog Box

This dialog box appears when you choose the **View Filter** command. Use it to specify the types of files you want displayed in the file pane.

You can specify a filter using wildcard file specification and/or file attributes. Using a filter is a convenient way to locate and collect a group of files, such as all files ending with .BAK, files which are hidden or files which have not been backed up.

Tip: When the message "No Files Found" is displayed in a file pane, it really means no files match the filter criteria. You may want to reset to an **All Files** filter as soon as possible to avoid confusion.

The filtering affects directory drag and drop operations. For instance, when you drag a directory onto the Shredder, only the unfiltered files (those that are displayed) are shredded.

File Type

Select an option button:

All Files: All filenames are included under this option -- there is no filtering on filename or extension.

Programs: Only files having an extension of .EXE, .COM, and .BAT are displayed.

Documents: Only files having an extension of .DOC and .TXT are displayed.

Custom: Select this option if you want to see only those files matching wildcard file specifications. Enter one or more file specifications, separated by spaces or commas. For instance, entering *.WK?,*.*XLS filters out all files except for Lotus 1-2-3 and Excel spreadsheet files.

Or, click the prompt button or press **Alt+↓** to display a drop-down list box containing previously used file specifications. Select an item from the list box.

Attributes

Choose settings for the three-state check boxes. The three selectable states are:

- (grayed) Ignore the attribute.
- (checked) Filter-out files that **don't have** the attribute.
- (cleared) Filter-out files that **do have** the attribute.

Read Only (Can't be deleted or modified) When checked or grayed, files tagged as read only are included in the display.

Archive (Needs to be archived) When checked or grayed, files which have not been backed up are displayed.

Hidden When checked or grayed, hidden files are displayed.

System When checked or grayed, system files are displayed.

Show Directories

When checked, subdirectories are shown in the file pane along with files.

When unchecked, only files appear in the file pane.

Set Default

If you want the same filter specifications to be used each time you open a new drive window, select the desired filter options, then click this button. The settings you specify take effect for the currently active drive window and all subsequently opened drive windows. By default, Norton Desktop displays all files.

OK

Saves your settings and closes the dialog box.

Note: These settings are part of the Norton Desktop configuration and can be saved as the defaults for future sessions.

File Details Dialog Box

This dialog box appears when you select the **View File Details** command. Use it to specify the file attributes to be shown in the file pane of a drive window. You can display many files at once, in a three, four or five column list.




Details

Check the check boxes containing the attributes you want displayed in the file pane.

Tip: To display files in a multi-column format, clear all but the **Icon** check box.

To see the maximum number of files, disable the tree and view panes and maximize the drive window.

Icon When checked, a small icon appears to the left of each filename. The icon visually represents the type of file. It is one of the following:

- Executable program or batch file
-  Text file or word processor document
-  Generic document (data file)
-  Directory

Size When checked, the file size is displayed.

Date and **Time** When checked, the date and/or time that the file was created or most recently modified is displayed.

Tip: The format used to display time and date (leading zeros, AM/PM vs. 24-hour, etc.) is a system-wide setting you change from the Windows Control Panel (CONTROL.EXE). Double-click the International item to display the International dialog box.

Attributes When checked, the file attribute codes are displayed. Any of the following codes may appear:

- r** Read only: The file cannot be deleted or modified.
- a** Archive: Needs to be archived. The file has not been backed up since it was created or last modified.
- s** System: Special support file used by DOS. The file usually has the Hidden attribute.
- h** Hidden: Not displayed when you use the DOS DIR commands.

Directory When checked, the name of the file's directory is displayed.

Tip: Some of the file details can extend past the right edge of the file pane. To see the **Attributes** and **Directory** details, you may need to enlarge the file pane.

Sample

This area shows an example file entry that corresponds to the check boxes you have checked in the **Details** group box.

Set Default

If you want the same file details to be displayed each time you open a new drive window, check the appropriate check boxes, then click this button. The settings you specify take effect for the currently active drive window and all subsequently opened drive windows. By default, Norton Desktop displays only the file's icon.

OK

Saves your settings and closes the dialog box. The settings take effect for the currently active drive window.

Font Dialog Box

This dialog box appears when you select the **View Font** command. Use it to select a font typeface, style and point size to use in the panes of a drive window.

Font

Select a font from the combo box.

Font Style

Select a style. By default, "Regular" is selected.

Size

Choose a font size, in points. The combo box displays the available sizes of pre-generated bitmap fonts. For TrueType and other scalable fonts, standard point sizes are listed, although the list is not exhaustive.

Panes

Check one or more check boxes. The font settings affect only the selected panes:

Tree and File: Settings apply only to the tree pane and file pane.

View: Settings apply only to the view pane.

Tip: To choose different settings for different panes, use this dialog twice, checking only one of the check boxes each time.

Sample

This area shows an example of the font in the currently-selected style and size.

Apply to All Open Drive Windows

Check this check box if you want these settings to be used in all other open drive windows. If checked, the settings are saved as part of your desktop configuration.

If unchecked, the settings apply to just the active drive window.

OK

Saves your selections and closes the dialog box. The settings affect the active drive window.

File Pane Display Options

You have considerable control over the file pane display.

To view a multiple-column list of files:

- 1 Choose the **View File Details** command.
- 2 Clear all check boxes except Icon.
- 3 Click **OK**.

To sort the files:

- 1 Open the **View Sort By** cascading menu (**Alt+V,S**).
- 2 Select a sorting option; Name, Type (i.e., extension) Date (and time) or Size.
- 3 To view the files in reverse order, choose the **View Sort By** command again and select **Descending (Alt+V,S,D)**.

To view ONLY files matching a wildcard:

- 1 Choose the **View Filter** command.
- 2 Select the Custom option button.
- 3 Enter one or more wildcard file specifications, separated by spaces or commas.
- 4 Click **OK**.

Tip: When the message "No Files Found" is displayed in a file pane, it really means no files match the filter criteria. You may want to set the filter to **All Files** to avoid confusion.

To view all files on a disk (great for disk housecleaning):

- 1 Choose the **View Show Entire Drive** command.
- 2 You can sort by size, in descending order, to display the largest files on top; or sort by type to display files with the same extensions grouped together.

To remove the directory names from the file pane:

- 1 Choose the **View Filter** command.
- 2 Clear the Show Directories check box.
- 3 This option makes sense when the tree pane is displayed.

Selecting Files

There are several convenient ways to select (highlight) files in a file pane. Only the highlighted files are affected by commands such as **File Delete** and **File Copy** and by drag and drop operations.

Selecting with the mouse:

- 1 Click on a filename to select that file.
- 2 To extend the selection, press **Shift** while clicking.
- 3 To add one file to the selection, press **Ctrl** while clicking (this lets you select multiple files which are not next to each other).

Selecting with the keyboard:

- 1 Choose **↓** and **↑** to move the highlight, selecting one file.
- 2 To extend the selection, choose **Shift+↓** and **Shift+↑**.
- 3 To select non-contiguous files, first press **Shift+F8**. Use **↓** and **↑** to move the selection rectangle without selecting. Press **Spacebar** to select a file. Press **Shift+F8** when finished selecting.

Selecting with menu commands:

- * To select all files in the view pane, choose the **File Select All** command.
- * To select all files matching one or more wildcards, choose the **File Select Some** command.
- * To select all files except a few, first select the files you don't want, then choose the **File Select Invert** command.
- * To select all files with a specific file attribute, first choose the **View Filter** command to display only files with that attribute, then choose the **File Select All** command.

Refresh: Updating the Drive Window

The information in a drive window can become out of date when the layout of your directory structure changes after the drive window was opened or when you insert a different diskette into a drive.

In order to show the directory tree quickly, Norton Desktop maintains a data file named TREEINFO.DT in the root directory of each disk. If, at the DOS prompt or using some file utility, you add, remove or rename directories, Norton Desktop is not aware of the changes. (Exception: changes made using the Norton Utility NCD are tracked automatically.)

Note: If you prefer, you can use expandable/collapsible trees which forces a disk read whenever tree information is needed. See Using Expandable/Collapsible Trees for details.

To force Norton Desktop to rescan the disk and display the updated tree structure, choose the **View Refresh** command.

Tip: To refresh the file pane quickly, just click on a different directory in the tree pane, then return to the original.

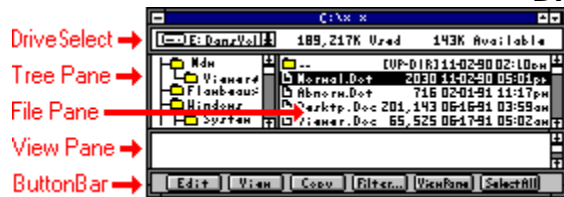
Drive Icons



Drive icons are graphical representations of each floppy, hard and network drive on your system. This also includes RAM, Bernoulli and CD-ROM drives. Having all drive icons on the desktop provides you with a quick and easy way to open a drive window and access the contents of the selected drive.

The Norton Desktop **Configure Drive Icons** command lets you choose which, if any, drive icons to display and where on the desktop to display them. You are not limited to displaying drive icons in a column on the side of your desktop--just drag them with the mouse to any location and their positions are saved as part of your desktop configuration.

Drive Window



Drive windows are used in Norton Desktop and the desktop tools such as **UnErase** and **SuperFind** to display and manipulate files and directories.

A drive window helps you to copy, move, delete and view files, organize your directories, launch programs and documents, and create Quick Access items.

To open a drive window, double-click a drive icon or choose the **Window Open Drive Window** command.

Button Bar



A button bar appears at the bottom of each drive window. You can customize every button on the button bar, if desired.

Choose the **Configure Button Bar** command to:

- * Change the command that each button executes.
- * Change the text displayed in a button.
- * Disable or enable display of the button bar.

Drive Selector



Above the tree pane is a control which lets you select a different drive for display in the drive window.



Click the prompt button and select a drive.



Move the keyboard focus to drive selector control by pressing **Tab**. Type a drive letter ID or press **Alt+↓** to display the drop-down list box.

File Pane



The file pane, in the upper right side of a drive window, displays file information for the directory selected in the tree pane. If more than one directory is selected, information for the last directory appears.

- * You can drag files from a file pane into a directory in the tree pane, into another drive window, into a drive icon or onto any tool icon.
- * To select multiple files, press **Ctrl** while clicking files.
- * **Speed Search**: Type the first part of a filename to highlight the first match, then press **↓** to find other matches.
- * To display multiple columns, choose the **View File Details** command and uncheck all check boxes except Icon.
- * Choose the **View Filter** command to display only the types of files desired.
- * Choose the **File Select Some** command to highlight files matching a wildcard.

Tree Pane



The tree pane, at the left side of a drive window, displays a hierarchical representation of the directories in the drive.

- * Select a directory by clicking on it; its files are displayed in the file pane.
- * **Speed Search**: Type the first part of a directory name to highlight the first match, then press **↓** to find other matches.
- * Choose the **View Tree Pane** command to enable or disable the tree display and leave more room for the file pane.
- * Choose the **View Refresh** command to ensure that the tree display contains up-to-date directory information.
- * Choose the **Configure Drive Window** command if you prefer an expandable/collapsible tree display.

View Pane



The view pane, at the bottom of a drive window, displays the contents of the file currently selected in the file pane.

- * Choose the **View View Pane** command (or the View button) to enable or disable the view pane.
- * Choose the **View Viewer Find** command to search for text.
- * When viewing a spreadsheet or database file, choose the **View Viewer Goto** command to quickly find a cell.
- * Choose the **View Viewer Change Viewer** command to view the file in a hex dump or alternate format.

File Attribute

Every file is associated with a set of on/off flags that describe certain traits of the file:

- r** Read only (can't be deleted or modified)
- a** Needs to be archived (hasn't been backed up)
- s** System (a DOS system file; usually hidden too)
- h** Hidden (not displayed from DOS DIR commands)

These attributes are displayed in the file pane. You can use the **View Filter** command to show only files with (or without) certain attributes. You can change attributes of file(s) via the **File Properties** command.

Wildcard

You can use wildcard characters to specify a set of files which share similar names. The wildcard characters are:

- * any 1-to-8 character filename (or 0-to-3 character file extension)
- ? any single character

Examples:

- *.* any filename and any extension
- *.bak any filename with an extension of .BAK
- *.? any file that has a 1-character extension
- *. any file that has no extension
- *.WK? any filename that has an extension that starts with .WK and then any other single character
- rpt??jul.* any filename starting with RPT, then any two characters, then JUL, and having any extension

File Extension

A file extension is the last part of a filename, consisting of a period and up to 3 characters. A file is fully identified by its drive ID, directory and name. The file's name consists of a base portion (1 to 8 characters), a period, and the type (0 to 3 characters). For example, in the filename `AUTOEXEC.BAT`, the extension is `.BAT`.

Three-State Check Box Control

A three-state check box has three possible states:



Gray-filled: Ignore the attribute or condition.




Checked: Include the file if the attribute or condition IS true.





Cleared: Include the file only if the attribute or condition is NOT true.

Click the check box (or press Spacebar) until the check box is in the desired state.

Minimize and Maximize

When you click  the [Minimize button](#) (**Alt+Spacebar,N**) located near the top-right corner of a window, that window shrinks into an icon and appears at the bottom of your desktop. You can double-click the icon to restore it to its previous size.

When you click  the [Maximize button](#) (**Alt+Spacebar,X**) located at the top-right corner of a window, that window instantly expands to fill the screen.

You can click  the [Restore button](#) to restore the window to its previous size.

Tip: You can also maximize or restore a window by [double-clicking its title bar](#).

Tool Icons



Tool icons are displayed opposite your drive icons by default. However, they can be moved to any location on the desktop.

You can drag files from a drive window onto a tool icon to use that tool on a file or group of files.

You can double-click a tool icon to display its window for interactive use.

To remove a tool icon from your desktop, click it once and choose **Close** from its Control menu. Or, clear its check box in the **Preferences** dialog box of the Norton Desktop **Configure** menu.

“Drag and Drop”

This is a very useful file-handling technique supported by Norton Desktop for Windows. It lets you use the mouse to perform complex operations on-screen, with instant visual feedback.

Just select files and directories in a drive window and **drag** them (move the mouse while holding down the left mouse button) to a different location. The mouse pointer changes to a drag/drop cursor which indicates when and where it is possible to **drop** the files. Release the mouse button to complete the operation.

Some things that you can do with drag-and-drop might surprise you. For a complete discussion, see the help topic, 'Using Drag and Drop' in Help for Norton Desktop.

Drag/Drop Cursors

Norton Desktop provides visual feedback to help you perform drag-and-drop operations on files and desktop items. As you start dragging, the mouse cursor changes to one of the following:



You are dragging a [file](#).



You are dragging [two or more files](#).



You are dragging a [directory](#).



You are dragging [two or more directories](#).

While the cursor remains one of these, it means a drop is acceptable. As you drag the item, the cursor may change to:



Can't drop here.



Target is an application which will be launched to process the dragged object(s).