






Introducing UnInstaller


UnInstaller is the safest, easiest way to remove unwanted applications and files from your system. UnInstaller provides several powerful utilities to help you cleanup your system quickly, easily, and safely. With these cleanup tools you can delete applications, move applications, archive applications, transport applications, remove unnecessary and unwanted files, locate duplicate files, remove disconnected shell items, and much, much more.


UnInstaller contains several utilities for cleaning your system. The major cleanup tools contained in UnInstaller 4 follow:


 Application Cleanup: Application Cleanup guides you through the process of deleting, moving, archiving, or transporting applications. With Application Cleanup, you can delete an application and all of its related files, archive an application that you don't use very often, move an application to another drive or folder on the same computer, or transport an application to another computer. Application Cleanup makes cleaning up applications easy by guiding you through each step.

 File Cleanup: File Cleanup helps you locate and remove unwanted and unnecessary files from your system. File Cleanup locates dozens of categories of files on your system including duplicate files, disconnected shell items, registry items, internet files, and non-critical files. The files in each of these groups are color-coded red, yellow, and green. This color-coding makes it easy for you to determine which files can safely be deleted from your system. File Cleanup uses an Explorer-type interface that makes it easy to use.

 Quick Cleanup: Need some disk space now? Quick Cleanup helps you free up the disk space you need quickly. Just tell us how much space you need and Quick Cleanup will help you by locating files that are safe to delete. Quick Cleanup locates junk files, non-critical files, multimedia files, and old data files. These files can be deleted safely and can give you the disk space that you need fast.

 Restore: Restores files from backups and archives created by UnInstaller. Restore takes you step-by-step through the process of restoring backups of files deleted by UnInstaller. It also helps you restore application and file archives created by UnInstaller. It's easy to restore a single file or all the files from backups and archives using Restore.

 Reports: Displays reports about the operations performed by UnInstaller. Reports provides detailed text and graphical summary reports about operations performed by the UnInstaller modules. Each time you use one of the UnInstaller tools to clean your system, an event log is generated which provides information about the operations performed. Use Reports to view the information about a particular operation. You can also use Reports to view the UnInstaller Master Log which provides a summary of how much disk space UnInstaller has helped you free.

 Installation Monitor: Monitors the installation of applications. The Installation Monitor helps UnInstaller learn about applications as they are installed. By using the Installation Monitor when installing applications, UnInstaller can keep track of what changes each application makes to the your system.


Related Topics


[UnInstaller Features](#)
[Installing UnInstaller](#)
[Starting UnInstaller](#)
[Getting Help](#)
[Using the UnInstaller Manual](#)




UnInstaller Features


UnInstaller provides many key cleanup features. With UnInstaller, you can:


 **Delete Applications:** Got an application you want to get rid of? Use [Application Cleanup](#). Application Cleanup takes you step-by-step through the process of deleting unwanted applications. With the Application Cleanup, you can remove an application and all of its related files and settings quickly and easily.


 **Move Applications:** Want to move an application to another folder or drive (local, removable, or networked)? Use [Application Cleanup](#). When you move an application with Application Cleanup, the application files are moved to the new folder or drive and all application settings are updated to reflect the application's new location.


 **Archive Applications:** Do you have an application that you don't use very often but it takes up a lot of disk space? Archive it and save some disk space. Use [Application Cleanup](#) to archive applications that you don't use often. When you archive an application, all the application files and settings are stored and saved in a compressed format. Store the archive on your local drives, on a removable or network drive, or on floppy disks. When you need the application, simply launch it as you normally would. UnInstaller will automatically restore and launch the application.


 **Transport Applications:** Need to take your work home with you? Use [Application Cleanup](#) to transport an application and all of its related files to another computer. Application Cleanup guides you through the steps required to transport an application from one computer to another.


 **Cleanup Applications and Application Groups:** With [Application Cleanup](#) you are not limited to deleting a single application. You can delete, move, archive, or transport entire application groups. For example, you can delete a single application like CorelDraw or you can delete all the applications in the CorelDraw program group in one operation.







 **Delete Duplicate Files:** Remove unnecessary duplicate files with [File Cleanup](#). File Cleanup locates all the duplicate files on your system and tells you which ones you can delete. Duplicate files are color-coded red, yellow, and green for safety. Advice is provided to help you decide which duplicates to delete.

 **Remove Disconnected Shell Items:** Use [File Cleanup](#) to remove useless Desktop and Start Menu items. File Cleanup will locate and display items that are disconnected. Delete these items to cleanup your Desktop and Start Menu.

 **Locate Data Files:** Cleanup your old data files using [File Cleanup](#). File Cleanup will locate every registered data file type on your system. All data files are color-coded based on their modified and accessed dates so you can quickly identify old data files. Delete or archive the files you don't need.

 **Delete Non-Critical Files:** Get rid of all those files you don't need. [File Cleanup](#) locates over a dozen categories of non-critical files you can safely delete to save space on your hard drive. Categories include archives, clipart, Help files, fonts, multimedia files, screen savers, wallpaper, and more.

 **Cleanup Internet Stuff:** Trash all the useless stuff copied to your hard drive when surfing the Internet. [File Cleanup](#) will locate common Internet stuff such as archives, graphic files, Internet documents, files in the download and cache folders, and more. Use the built-in viewer to view the files before you delete them.

-  **Clean Your Registry:** Remove all the outdated entries in your Registry. Use [File Cleanup](#) to locate and remove registry entries that are no longer valid.
-  **Remove Windows 3.1:** Do you still have Windows 3.1 on your system? If you want to remove Windows 3.1 or Windows for Workgroups, [File Cleanup](#) can help. It will locate and display all the Windows 3.1 files you can safely delete.
-  **Restore Files from Backups and Archives:** Every UnInstaller operation allows you to create a backup of all the files deleted. You also have the option of archiving applications and files. Use [Restore](#) to restore an entire backup or archive or any portion of a backup or archive.
-  **View Your Files:** View the files listed in [File Cleanup](#) using the built-in Viewer tab. Use the Viewer tab to quickly scroll through files and view them. Delete or archive the files you don't want or need.
-  **Monitor Installations:** Use [Installation Monitor](#) when installing an application. Installation Monitor determines all the changes made to your system during an application installation. With Installation Monitor, UnInstaller always knows everything associated with an application.
-  **View Graphical Reports:** A detailed text report and graphical summary reports are generated for every operation you perform with UnInstaller. The UnInstaller [Reports](#) module allows you to view summary information about the overall operations performed by UnInstaller as well as detailed reports about each operation performed.

Related Topics

[Introducing UnInstaller](#)
[Installing UnInstaller](#)
[Starting UnInstaller](#)
[Getting Help](#)
[Using the UnInstaller Manual](#)

Installing UnInstaller

To install MicroHelp UnInstaller 4, follow these steps:

1. Locate Disk 1 and insert it into your floppy drive.
2. Select Run from the Windows Start menu.
3. In the Open edit field, type A:SETUP. Press Enter. You will need to substitute the letter A with the drive letter containing the UnInstaller disk if you are not installing from Drive A.
4. Follow the on-screen instructions.

Related Topics

[Introducing UnInstaller](#)

[UnInstaller Features](#)

[Starting UnInstaller](#)

[Getting Help](#)

[Using the UnInstaller Manual](#)

Starting UnInstaller










To start UnInstaller, select UnInstaller 4 from the MicroHelp UnInstaller 4 application group in the Start Menu. The UnInstaller 4 Launchpad will be displayed.

When you start UnInstaller 4 for the first time, UnInstaller scans every file on your system and builds the SmartLinks database. This database stores information about the files on your system including file location, size, date, and file interdependencies. This initial scan may take several minutes but only has to be performed once. The database is very important since this information is used to determine which files can safely be deleted from your system.

The file interdependency information in the SmartLinks database tells UnInstaller how the files on your system are related to each other. The SmartLinks database knows all the files associated with every executable, DLL, and DLL variant (OCX, VBX, etc.). Therefore, if you have Word for Windows installed on your system, the SmartLinks database knows which files on your system are used by Word for Windows. It also knows whether those files are associated with any other file on your system. By knowing all the file interdependencies on your system, UnInstaller can determine which files are safe to delete.

The SmartLinks database is built the first time you run UnInstaller. After that, a short initial scan is performed each time you start UnInstaller. This scan makes sure that the information in the SmartLinks database is up-to-date and no changes have been made to the system since the last time the SmartLinks database was used. If changes are detected, these changes are recorded in the SmartLinks database. The short scan is necessary for UnInstaller to safely clean your system.

The UnInstaller 4 Launchpad provides access to all of the UnInstaller modules. To open an UnInstaller module, click on the appropriate button as shown below.

<i>To Launch</i>	<i>Click On...</i>
Application Cleanup	
File Cleanup	
Quick Cleanup	
Restore	
Reports	
Preferences	
Exit	
Help	
About	

[Related Topics](#)

[Introducing UnInstaller](#)

[UnInstaller Features](#)

[Installing UnInstaller](#)

[Getting Help](#)

[Using the UnInstaller Manual](#)



Getting Help

UnInstaller provides context-sensitive online help and printed documentation. The UnInstaller Help file can be accessed in a variety of ways including the following:



From the UnInstaller 4 application window.



By pressing F1 from any UnInstaller module. When you press F1, UnInstaller will open the help topic that is most closely associated with the task you are performing.



By selecting the Help menu item from UnInstaller modules.



By clicking any of the Help buttons located throughout the UnInstaller modules.

If you can't find the information you need in the documentation or help files, you can contact our Technical Support Staff at:

UnInstaller Technical Support

Phone: (770) 591-6448

E-mail: uninstaller4@microhelp.com

Hours: 9 AM to 5 PM EST

This number is available only to our customers in the US and Canada. If you are an international customer, you must contact your local distributor for technical support.

Related Topics

[Introducing UnInstaller](#)

[UnInstaller Features](#)

[Installing UnInstaller](#)

[Starting UnInstaller](#)

[Using the UnInstaller Manual](#)



Using the UnInstaller Manual

This manual provides information that will help you become familiar with UnInstaller 4 and offers the fundamental information you need to use UnInstaller 4 and its many modules. The UnInstaller manual contains the following chapters:



Chapter 1: Chapter 1 introduces UnInstaller 4 and its modules. This chapter will help you learn what UnInstaller 4 has to offer and provides installation and technical support information.



Chapter 2: If you are upgrading to UnInstaller 4 from UnInstaller 3 or 3.5, this chapter will help you become familiar with UnInstaller 4's new features and interface.



Chapter 3: Application Cleanup deletes, moves, archives, and transports applications. Chapter 3 introduces Application Cleanup and explains how to uninstall applications.



Chapter 4: Chapter 4 introduces File Cleanup. File Cleanup provides the capabilities you need to locate and remove all types of files, shell items, and registry data. You will find detailed descriptions of all the File Cleanup file categories in this chapter.



Chapter 5: Quick Cleanup helps you free disk space fast. This chapter explains how you use Quick Cleanup.



Chapter 6: If you need to restore an UnInstaller backup or archive, Restore makes it easy. Chapter 6 explains how to use Restore and will help you through the restore process.



Chapter 7: This chapter introduces the capabilities of the Reports module. Reports allows you to view a variety of Event and Master Logs. Event and Master Logs are described in this chapter.



Chapter 8: Installation Monitor helps UnInstaller do its job by observing application installations. Chapter 8 describes how you can use the Installation Monitor to monitor application installations.

Related Topics

[Introducing UnInstaller](#)
[UnInstaller Features](#)
[Installing UnInstaller](#)
[Starting UnInstaller](#)
[Getting Help](#)



What's New in UnInstaller 4

UnInstaller 4 offers many new, exciting features and improvements to make cleaning your system easier than ever before. You will find the following features and improvements in UnInstaller 4.



New improved Interface: UnInstaller 4 features a new interface designed to make cleaning your system easier. Improvements include a launchpad on the main screen, wizards, graphical reports, advice, color-coded file lists, and an embedded file viewer pane.



Wizards: UnInstaller 4 provides wizards which take you step-by-step through the tasks required to effectively and safely clean your system.



UnInstaller Launchpad: Provides quick, easy access to the UnInstaller modules: [Application Cleanup](#), [File Cleanup](#), [Quick Cleanup](#), [Restore](#), and [Reports](#).



Advice: UnInstaller 4 offers advice to help you make those difficult cleanup decisions.



Color-Coding: Color-coding of files is used throughout UnInstaller 4. With UnInstaller's color-coding you can easily determine which files are safe to delete. Just look for the files marked in green.



Centralized, Enhanced Cleanup: UnInstaller 4 provides all the functionality of previous UnInstaller cleanup modules and more in a single utility, [File Cleanup](#).



Freeing Disk Space Quickly: Ever need some disk space in a hurry? [Quick Cleanup](#) helps you quickly identify and remove files that are safe to delete.



Improved Graphical Reporting: UnInstaller 4 offers improved reporting and features graphical displays which help you quickly analyze events performed by UnInstaller.



Easy Restoring of Archives and Backups: UnInstaller 4 provides the [Restore](#) wizard to guide you through the steps needed to restore UnInstaller archives and backups. You can restore the entire archive or backup, or restore only a few files. The choice is yours.



Internet Cleanup: [File Cleanup](#) makes it easy to clean up all the stuff left on your system when you surf the Internet. Clean up the cache and download folders for popular browsers and online services including Netscape Navigator, Internet Explorer, America Online, and CompuServe.



Group Delete, Move, Archive, and Transport: Now you can delete, archive, or transport entire

application groups. You are no longer limited to performing operations on one application at a time.



Custom Cleanup Groups: File Cleanup provides dozens of pre-defined cleanup groups. However, you are not restricted to these groups. You can create your own custom cleanup groups to help you find and clean up your files.



Self-Extracting Transports: UnInstaller 4 now creates self-extracting transports. This means you aren't required to have UnInstaller installed on the destination computer to transport the application.



Registry Cleanup: Over time, your Windows Registry can become overloaded with useless, outdated information. File Cleanup helps you locate and remove outdated information in the Windows Registry.



Windows NT 4.0 Support: UnInstaller 4 is compatible with Windows NT 4.0 and can safely uninstall applications and cleanup machines running Windows NT 4.0.



Windows 3.1 Cleanup: If you still have Windows 3.1 or Windows for Workgroups on your system, File Cleanup can help you get rid of system files and accessories.



Automatic Installation Monitor: UnInstaller 4 now features an Installation Monitor that automatically detects installation programs. You can have the Installation Monitor running in the background or start it whenever you need it.

Related Topics

[Finding UnInstaller 3/3.5 Features in UnInstaller 4](#)



Finding UnInstaller 3/3.5 Features in UnInstaller 4

UnInstaller 4 provides an entirely new interface to the features you have come to know in previous versions of UnInstaller. With UnInstaller 4, you can still delete applications, move applications, archive applications, transport applications, locate and delete duplicate files, remove disconnected files, cleanup files, and more. However, the way you perform these tasks has changed.

The following table lists the features found in UnInstaller 3/3.5 and explains where you will find the same capabilities in UnInstaller 4. Use this table as a quick cross reference to UnInstaller 3/3.5 and UnInstaller 4 modules.

UnInstaller 3/3.5 and 4 Module Cross Reference.

<i>UnInstaller 3/3.5 Module</i>	<i>Use this module in UnInstaller 4</i>
Delete Applications	Application Cleanup (Delete operation)
Archive Applications	Application Cleanup (Archive operation)
Move Applications	Application Cleanup (Move operation)
Transport Applications	Application Cleanup (Transport operation)
Restore	Restore
Windows Cleanup	File Cleanup (Non-Critical Files)
INIClean	File Cleanup (Windows Registry)
Duplicate File Finder	File Cleanup (Duplicate Items)
Orphan Finder	File Cleanup (Disconnected Items)
Disk Data	Similar functionality found in Reports

Related Topics

[What's New in UnInstaller 4](#)



UnInstaller Preferences

UnInstaller Preferences allow you to customize the way UnInstaller and its modules behave. The UnInstaller modules are available on four tabs: Global, Quick Cleanup, File Cleanup, and Installation Monitor.

The Global Preferences tab defines the global settings for UnInstaller. These global settings are divided into the following groups: Drives to Scan, Level of Thoroughness, and Default Directories.

Drives to Scan:

This list box contains all the drives detected on your system. By default, UnInstaller scans all of your local fixed (hard) drives. You can customize the drives UnInstaller scans by checking the checkbox local immediately before each drive.

Click the Select Fixed Drives button to automatically check the local fixed drives.

If you have data on drives other than your local fixed drives, you may need to select these drives to scan. UnInstaller bases all of its decisions and recommendations on the information found on the drives it scans. Therefore, you need to select all the drives that contain important data. Be aware that adding drives will also add time to the system scan performed by UnInstaller.

Level of Thoroughness:

UnInstaller scans the drive(s) indicated in Drives to Scan to determine file interdependencies. UnInstaller, by default, does a very thorough scan of all the files on the selected drive(s) and determines all the file interdependencies. This scan can take several minutes. You have the option of selecting a lower level of thoroughness to speed up the time it takes to scan the drive(s) and determine file interdependencies.

The following options are available:



Thorough: Performs a thorough file analysis to determine file interdependencies. This scan is faster than the Most Thorough option but is not as complete.



Most Thorough: Performs a complete file analysis to determine file interdependencies. This scan takes more time than the Thorough option but the analysis is more complete.

Default Directories:

The following options are available in the Default Directories options:



Backup: Specifies the default backup folder for UnInstaller Backups.



Archive: Specifies the default archive folder for UnInstaller Archives.



Transport: Specifies the default transport folder for the intermediate location of transported applications.

The Related Topics below define the options available on the remaining UnInstaller Preferences tabs.

Related Topics:

[Quick Cleanup Preferences](#)

[File Cleanup Preferences](#)

[Installation Monitor Preferences](#)



What is SmartLinks?

SmartLinks is the brains behind UnInstaller. It is the fundamental technology that ensures all applications can be safely and effectively deleted, moved, archived, and transported.

The first time you run UnInstaller, the SmartLinks database is built. This process takes several minutes because every file on your system is examined and file interdependencies are determined. This knowledge base of file interdependencies is what gives UnInstaller the ability to safely delete, move, archive, and transport applications.

Every time you start UnInstaller, the SmartLinks database is updated. The updating of the SmartLinks database is fairly quick and is necessary for UnInstaller to learn about the changes made to your system since the last time UnInstaller was used.

Related Topics

[Introducing UnInstaller](#)

[UnInstaller Features](#)

[Installing UnInstaller](#)

[Starting UnInstaller](#)

[Getting Help](#)



Introducing Application Cleanup

Application Cleanup takes you step-by-step through the process of cleaning up your applications. With Application Cleanup, you can delete, move, archive, and transport applications.



Delete

Safely removes an application from your system. Use this operation to get rid of applications that you don't want or need. Application Cleanup carefully analyzes the application and determines which files and settings are associated with the application you want to remove. It then determines which files and settings can safely be removed and deletes them from your system. Application Cleanup will even create a backup of all the deleted files for an extra measure of safety.



Move

Moves an application to another drive or folder. The Move operation is useful when you want to move an application to another drive (network, removable, or a second hard drive), or when you want to change the folder where an application has been installed. Moving an application is much easier than deleting the application and reinstalling it in a new location. When you move an application, Application Cleanup analyzes the application and determines the associated files and settings. It then moves the appropriate files to the drive/folder you select. All application settings are then updated to reflect the new location of the application.



Archive

Compresses and stores applications that you seldom use to help you save space on your hard drive. This operation is ideal for applications that you don't use often but don't want to completely remove from your system. Application Cleanup analyzes the application and locates all files and settings associated with the application being archived. All files and settings are then compressed and stored in a special archive file. The application's icon is replaced with a special icon indicating that the application has been archived. When you attempt to launch the archived application, UnInstaller will automatically open Restore so you can restore the application to its original state.



Transport

Makes a copy of an application that can be restored onto another computer system. This option makes it easy to take your favorite applications anywhere you go. For example, you can use the Transport option to transport your spreadsheet program and all your spreadsheet program files from work to your laptop or home computer. When transporting an application, Application Cleanup analyzes the application and locates all the files and settings associated with the application you want to transport. The application files and settings are then archived to an intermediate location (usually a network drive, a removable disk, or floppy disks). The application can then be restored from the intermediate location to the destination computer of your choice.

Note: Be careful not to confuse Move and Transport. If you want to move an application to another folder or drive on the same system, use the Move operation. The Move operation moves all application files to another drive or folder connected to the system.

If you want to create a copy of an application that can be installed on another system, use the

Transport operation. The Transport operation makes a copy of the application but does not remove or modify any files or settings on your system. You can then install the copy of the application on a different system.

When you start Application Cleanup, you will need to select the application you want to cleanup and the operation (Delete, Move, Archive, or Transport). The remaining steps in Application Cleanup will vary depending on the operation you select. The related topics define the actual steps that you will perform for each of the Application Cleanup operations.

Related Topics

[Deleting an Application](#)

[Moving an Application](#)

[Archiving an Application](#)

[Transporting an Application](#)



Deleting an Application



Delete

The Delete operation safely removes an application from your system. The following steps are used to delete an application with Application Cleanup.



Step 1: Select the application and the Delete operation.



Step 2: Review and set user options (backups, confirmations, data files). Optionally view the list of items to be deleted. Delete the application.

Note: Files are deleted after clicking *Delete* on Step 2.



Step 3: Review the summary report. Optionally view the detailed report for the Delete operation.

Related Topics

[Moving an Application](#)

[Archiving an Application](#)

[Transporting an Application](#)




Deleting an Application: Step 1



Step 1

The first step in using Application Cleanup to delete an application is to select the application and the operation.

Using the *Applications* tree, locate the application you want to delete. The *Applications* tree contains two primary branches, *Applications in the Start Menu* and *Applications on the Desktop*. To delete an application that is referenced in the Start Menu, expand the *Applications in the Start Menu* branch by clicking  located beside the *Applications in the Start Menu* branch. To delete an application that has a shortcut on the Desktop, expand the *Applications on the Desktop* branch by clicking the

 located beside the *Applications on the Desktop* branch.

Expand the branches of the *Applications* tree until you locate the application or application group you want to delete. You have the option of deleting a single application or all the applications in an application group. To delete a single application, expand the branch that contains the application and select the application in the *Applications* tree. To delete all the applications in an application group, expand the branches of the *Applications* tree and select the application group you want to delete.

Once you have selected the application or application group you want to delete, select the *Delete* option button.

Note: If the application you want to delete is not referenced by a shortcut in either the Start Menu or the Desktop, click the *Browse* button to locate the application you want to delete. When you click the *Browse* button, you will be able to search the entire system for the application.

After selecting the application and operation, click the *Next* button. When you click *Next*, Application Cleanup will analyze the application or application group you selected.

While Application Cleanup is analyzing the application, you can cancel the operation and return to the *Applications* tree by clicking the *Stop* button.

Related Topics

[Deleting an Application: Step 2](#)

[Deleting an Application: Step 3](#)



Deleting an Application: Step 2



Step 2

After Application Cleanup has analyzed the selected application or application group from Step 1, select from the following user options:



Create a backup of the deleted application(s) in: Check this box if you want to create a backup of the deleted application(s). It is highly recommended that you create a backup of all the applications you delete with Application Cleanup. The edit field associated with this check box indicates the destination folder for the backup. By default, all backups and archives are created in UnInstaller's Backup folder. To change the destination folder for the backup, select the Browse button or manually enter the name of the destination folder.



Confirm the deletion of all files and folders: Check this box if you want to confirm the deletion of every item deleted by Application Cleanup. It is recommended that confirmations be enabled.



Delete the data files associated with the selected application(s): When checked, all the data files associated with the selected application(s) are deleted along with the application. The data file types associated with the selected application(s) are listed underneath this check box. Do not check this box unless you are sure you want to delete the data files types listed.

If you want to view the detailed list of all the files and settings being deleted by Application Cleanup, click the *Advanced* button. Clicking the *Advanced* button displays the Advanced dialog. The Advanced dialog allows you to view, print, and customize the list of files to be deleted.

Once you have selected the appropriate user options, click the *Delete* button. When the *Delete* button is clicked, the selected application(s) will be deleted. If you enabled backups, a backup of the deleted items will be created. If you enabled confirmations, you will be asked to confirm the deletion of each file and setting.

Related Topics

[Deleting an Application: Step 1](#)

[Deleting an Application: Step 3](#)



Deleting an Application: Step 3



Step 3

After the application file(s) have been deleted, you are presented with a summary of the Delete operation. To view a detailed report of the Delete operation, click the *Report* button. The Reports module will be opened and you will be able to view and print detailed information about the Delete operation you just performed.

After you have viewed the summary and/or detailed reporting information, you have the following three options:



Undo: This option is only available if backups were enabled in Step 2. If backups were enabled, click the *Undo* button to undo all the changes made by Application Cleanup.



Continue: To delete, move, archive, or transport another application using Application Cleanup, click the *Continue* button.



Close: To close Application Cleanup, click the *Close* button.

Related Topics

[Deleting an Application: Step 1](#)

[Deleting an Application: Step 2](#)



Moving an Application



Move

The Move operation safely moves an application to another drive or folder. The following steps are used to move an application with Application Cleanup.



Step 1: Select the application and the Move operation.



Step 2: Select the destination drive and folder. Optionally view the list of items to be moved. Move the application.

Note: Files are moved after clicking *Move* on Step 2.



Step 3: Review the summary report. Optionally view the detailed report for the Move operation.

Related Topics

[Deleting an Application](#)

[Archiving an Application](#)

[Transporting an Application](#)




Moving an Application: Step 1




Step 1

The first step in using Application Cleanup to move an application is to select the application and the operation.

Using the *Applications* tree, locate the application you want to move. The *Applications* tree contains two primary branches, *Applications in the Start Menu* and *Applications on the Desktop*.

To move an application that is referenced in the Start Menu, expand the *Applications in the Start Menu* branch by clicking  located beside the *Applications in the Start Menu* branch. All applications containing shortcuts in the Start Menu will be listed. To move an application that has a shortcut on the Desktop, expand the *Applications on the Desktop* branch by clicking the

 located beside the *Applications on the Desktop* branch. All applications containing shortcuts on the Desktop will be listed.

Expand the branches of the *Applications* tree until you locate the application or application group you want to move. You have the option of moving a single application or all the applications in an application group. To move a single application, expand the application group that contains the application and select the application in the *Applications* tree. To move all the applications in an application group, expand the branches of the *Applications* tree and select the application group you want to move.

Once you have selected the application group or application you want to move, select the *Move* option button.

Note: If the application you want to move is not referenced by a shortcut in either the Start Menu or the Desktop, click the *Browse* button to locate the application you want to move. When you click the *Browse* button, you will be able to search the entire system for the application.

After selecting the application and operation, click the *Next* button. When you click *Next*, Application Cleanup will analyze the application or application group you selected.

While Application Cleanup is analyzing the application, you can cancel the operation and return to the *Applications* tree by clicking the *Stop* button.

Related Topics

[Moving an Application: Step 2](#)

[Moving an Application: Step 3](#)



Moving an Application: Step 2



Step 2

The second step in moving an application is to specify the destination folder. Enter the full path of the destination folder in the destination folder edit field or click the *Browse* button to browse for the destination folder.

Note: You can create a new folder by typing the path and new folder name in the destination folder edit field. When you click the *Move* button, you will be asked if you want to create the new folder. Click *Yes* to create the new folder.

You can move the selected application(s) to any drive or folder available on the system including network drives and removable media.

If you select a single application to move, the specified destination folder becomes the new application folder. For example, assume you selected *Myapp.exe* located in the *C:\MyApp* folder, then specified *D:\MyNewFolder* as the destination. In this case, all application files would be copied to *D:\MyNewFolder* which becomes the new application folder for *Myapp.exe*.

However, if you select an application group, the application files are copied to the destination folder using the existing file and folder structure. For example, assume you selected an application group with two applications: *App1.exe* (located in *C:\Folder1*) and *App2.exe* (located in *C:\Folder2*). You move these applications to *D:\MyApps*. *App1* would be moved to the *D:\MyApps\Folder1* folder and *App2* would be moved to the *D:\MyApps\Folder2* folder.

If you want to view the detailed list of all the files and settings being moved by Application Cleanup, click the *Advanced* button. Clicking the *Advanced* button displays the [Advanced](#) dialog. The *Advanced* dialog allows you to view, print, and customize the list of files to be moved.

Once you have specified the destination folder, click the *Move* button. When the *Move* button is clicked, the selected application(s) are moved.

Related Topics

[Moving an Application: Step 1](#)

[Moving an Application: Step 3](#)



Moving an Application: Step 3



Step 3

After the application file(s) have been moved, you are presented with a summary of the Move operation. To view a detailed report of the Move operation, click the *Report* button. The Reports module will be opened and you will be able to view and print detailed information about the Move operation you just performed.

After you have viewed the summary and/or detailed reporting information, you have the following two options:



Continue: To delete, move, archive, or transport another application using Application Cleanup, click the *Continue* button.



Close: To close Application Cleanup, click the *Close* button.

Related Topics

[Moving an Application: Step 1](#)

[Moving an Application: Step 2](#)



Archiving an Application



Archive

The Archive operation compresses and stores applications that you seldom use to help you save space on your hard drive. The following steps are used to archive an application with Application Cleanup.



Step 1: Select the application and the Archive operation.



Step 2: Select the destination drive and folder.



Step 3: Review and set user options (data files, confirmations). Optionally view the list of items to be archived. Archive the application.

Note: Files are archived after clicking *Archive* on Step 3.



Step 4: Review the summary report. Optionally view the detailed report for the Archive operation.

Related Topics

[Deleting an Application](#)

[Moving an Application](#)

[Transporting an Application](#)



Archiving an Application: Step 1



Step 1

The first step in using Application Cleanup to archive an application is to select the application and the operation.

Using the *Applications* tree, locate the application you want to archive. The *Applications* tree contains two primary branches, *Applications in the Start Menu* and *Applications on the Desktop*.

To archive an application that is referenced in the Start Menu, expand the *Applications in the Start Menu* branch by clicking located beside the *Applications in the Start Menu* branch. To archive an application that has a shortcut on the Desktop, expand the *Applications on the Desktop* branch by clicking the

located beside the *Applications on the Desktop* branch.

Expand the branches of the *Applications* tree until you locate the application or application group you want to archive. You have the option of archiving a single application or all the applications in an application group. To archive a single application, expand the application group that contains the application and select the application in the *Applications* tree. To archive all the applications in an application group, expand the branches in *Applications* tree and select the application group you want to archive.

Once you have selected the application or application group you want to archive, select the *Archive* option button.

Note: If the application you want to archive is not referenced by a shortcut in either the Start Menu or the Desktop, click the *Browse* button to locate the application you want to archive. When you click the *Browse* button, you will be able to search the entire system for the application.

After selecting the application and the Archive operation, click the *Next* button. When you click *Next*, Application Cleanup will analyze the application or application group you selected.

While Application Cleanup is analyzing the application, you can cancel the operation and return to the Applications Tree by clicking the *Stop* button.

Related Topics

[Archiving an Application: Step 2](#)

[Archiving an Application: Step 3](#)

[Archiving an Application: Step 4](#)



Archiving an Application: Step 2



Step 2

The second step in archiving an application is to specify the destination folder for the archived application. Enter the full path of the destination folder in the destination folder edit field or click the *Browse* button to browse for the destination folder.

Note: You can create a new folder by typing the path and new folder name in the destination folder edit field. When you click the *Next* button, you will be asked if you want to create the new folder. Click *Yes* to create the new folder.

Next, specify a name and a description for the archive. UnInstaller will provide default information in these fields. However, you can add to or replace this text to help you identify this archive later.

You can archive the selected application(s) to any drive and folder available on the system including network drives and removable media.

Once you have selected the destination drive and folder, click *Next* to view and set user options.

Related Topics

[Archiving an Application: Step 1](#)

[Archiving an Application: Step 3](#)

[Archiving an Application: Step 4](#)



Archiving an Application: Step 3



Step 3

After selecting a destination drive and folder, select from the following user options:



Archive the data files associated with the selected application(s): When selected, all the data files associated with the selected application(s) are archived along with the application. The data file types associated with the selected application(s) are listed underneath this check box. Do not check this box unless you are sure you want to archive the data file types listed.



Confirm all file and folder deletions after the archive operation: Check this box if you want to confirm the deletion of every file and folder after the file is archived.

If you want to view the detailed list of all the files and settings being archived by Application Cleanup, click the *Advanced* button. Clicking the *Advanced* button displays the Advanced dialog. The Advanced dialog allows you to view, print, and customize the list of files to be archived.

Once you have selected the appropriate user options, click the *Archive* button. When the *Archive* button is clicked, the selected application(s) are archived. If you enabled confirmations, you will be asked to confirm the deletion of each file and folder after it is archived.

Related Topics

[Archiving an Application: Step 1](#)

[Archiving an Application: Step 2](#)

[Archiving an Application: Step 4](#)



Archiving an Application: Step 4



Step 4

After the application files have been archived, you are presented with a summary of the Archive operation. To view a detailed report of the Archive operation, click the *Report* button. The Reports module will be opened and you will be able to view and print detailed information about the Archive operation you just performed.

After you have viewed the summary and/or detailed reporting information, you have the following two options:



Continue: To delete, move, archive, or transport another application using Application Cleanup, click the *Continue* button.



Close: To close Application Cleanup, click the *Close* button.

Related Topics

[Archiving an Application: Step 1](#)

[Archiving an Application: Step 2](#)

[Archiving an Application: Step 3](#)



Transporting an Application



Transport

The Transport operation makes a copy of an application that can be restored onto another computer system. The original files are not removed from your system during the transport process. The following steps are used to transport an application with Application Cleanup.



Step 1: Select the application and the Transport operation.



Step 2: Select the destination folder for the intermediate location of the transported application.



Step 3: Review and set user options (data files). Optionally view the list of items to be transported. Transport the application to the intermediate location.

Note: Files are transported after clicking *Transport* on Step 3.



Step 4: Review the summary report. Optionally view the detailed report for the Transport operation.

Note: These steps are used to transport an application to the intermediate location. These steps do not restore the transported application from the intermediate location to the destination computer. See [Restoring a Transported Application](#) for instructions about restoring a transported application from the intermediate location to the destination computer.

Related Topics

[Deleting an Application](#)

[Moving an Application](#)

[Archiving an Application](#)




Transporting an Application: Step 1




Step 1

The first step in using Application Cleanup to transport an application is to select the application and the operation.

Using the *Applications* tree, locate the application you want to transport. The *Applications* tree contains two primary branches, *Applications in the Start Menu* and *Applications on the Desktop*.

To transport an application that is referenced in the Start Menu, expand the *Applications in the Start Menu* branch by clicking  located beside the *Applications in the Start Menu* branch. This branch will be expanded to show the application groups and items in the Start Menu. To transport an application that has a shortcut on the Desktop, expand the *Applications on the Desktop* branch by clicking the

 located beside the *Applications on the Desktop* branch. All applications containing shortcuts on the Desktop will be listed.

Expand the branches of the *Applications* tree until you locate the application or application group you want to transport. You have the option of transporting a single application or all the applications in an application group. To transport a single application, expand the application group that contains the application and select the application in the *Applications* tree. To transport all the applications in an application group, expand the branches in the *Applications* tree and select the application group you want to transport.

Once you have selected the application or application group you want to transport, select the *Transport* option button.

Note: If the application you want to transport is not referenced by a shortcut in either the Start Menu or the Desktop, click the *Browse* button to locate the application you want to transport. When you click the *Browse* button, you will be able to search the entire system for the application.

After selecting the application and operation, click the *Next* button. When you click *Next*, Application Cleanup will analyze the application or application group you selected.

While Application Cleanup is analyzing the application, you can cancel the operation and return to the *Applications* tree by clicking the *Stop* button.

Related Topics

[Transporting an Application: Step 2](#)

[Transporting an Application: Step 3](#)

[Transporting an Application: Step 4](#)



Transporting an Application: Step 2



Step 2

The second step in transporting an application is to select the transport drive or folder for the intermediate location of the transported application. Enter the full path of the transport drive or folder in the edit field or click the *Browse* button to browse for the transport drive or folder.

Note: You can create a new folder by typing the path and new folder name in the destination folder edit field. When you click the *Next* button, you will be asked if you want to create the new folder. Click *Yes* to create the new folder.

The intermediate location for a transported application can be any drive and folder available on the system including network drives and removable media. If you are transporting an application between two computers connected via a network, a shared network drive is the best intermediate location for the transported application(s). If you are transporting an application between computers that are not connected via a network, floppy disks are usually the best intermediate location for the transported application(s).

Next, specify a name and a description for the transport. UnInstaller will provide default information in these fields. However, you can add to or replace this text to help you identify this transport later.

Once you have selected the destination drive and folder for the transported application, click *Next* to view and set user options.

Related Topics

[Transporting an Application: Step 1](#)

[Transporting an Application: Step 3](#)

[Transporting an Application: Step 4](#)



Transporting an Application: Step 3



Step 3

After selecting a destination drive and folder (intermediate location) for the transported application(s), indicate whether or not you want to take the associated files. The following user option is provided:



Transport the data files associated with the selected application(s): When selected, all the data files associated with selected application(s) are transported along with the application. The data file types associated with the selected application(s) are listed underneath this check box. Do not check this box unless you are sure you want to transport the data files types listed.

If you want to view the detailed list of all the files and settings being transported by Application Cleanup, click the *Advanced* button. Clicking the *Advanced* button displays the Advanced dialog. The Advanced dialog allows you to view, print, and customize the list of files to be transported.

Click the *Transport* button when you are ready. When the *Transport* button is clicked, the selected application(s) are transported.

Related Topics

[Transporting an Application: Step 1](#)

[Transporting an Application: Step 2](#)

[Transporting an Application: Step 4](#)



Transporting an Application: Step 4



Step 4

After the application file(s) have been transported to the intermediate location, you are presented with a summary of the Transport operation. To view a detailed report of the Transport operation, click the *Report* button. The Reports module will be opened and you will be able to view and print detailed information about the transport operation you just performed.

After you have viewed the summary and/or detailed reporting information, you have the following two options:



Continue: To delete, move, archive, or transport another application using Application Cleanup, click the *Continue* button.



Close: To close Application Cleanup, click the *Close* button.

Note: These steps are used to transport an application to the intermediate location. These steps do not restore the transported application from the intermediate location to the destination computer. See Restoring a Transported Application for instructions about restoring a transported application from the intermediate location to the destination computer.

Related Topics

[Transporting an Application: Step 1](#)

[Transporting an Application: Step 2](#)

[Transporting an Application: Step 3](#)



Restoring a Transported Application

The Transport operation in [Application Cleanup](#) is used to transport an application to an intermediate location. See [Transporting an Application](#) for more information on transporting an application to an intermediate location.

When Application Cleanup transports an application, the application is saved in a self-extracting Transport archive. To restore the transported application onto the destination system, locate the self-extracting Transport archive using My Computer or Explorer and double-click on the file. The Transport wizard will be started.

The Transport wizard contains the following three steps:



1) Select the destination drive for the application.



2) Restore the application.



3) Reboot the system.

These steps are described in more detail in the following paragraphs.

Note: Before restoring a transported application, you should close all other applications. Once the application has been restored, you will need to reboot your system. Close all applications and save all open files before beginning.



Step 1

Select the destination drive for the transported application. For most situations, this will be a fixed hard drive on your computer, typically drive C. To select a drive, click on the down arrow in the Application Drive drop-down list box. A list of available drives will be displayed.

Select a drive from the list by clicking on it. Click Next to restore the application onto the selected drive.



Step 2

During this step, the files and settings are extracted from the archive and copied to the destination drive.



Step 3

Once all the files and settings have been successfully restored onto the destination drive, you will be prompted to reboot your computer. If you have not done so already, close all open applications and save all open files.

Click Reboot to reboot your computer. Once your system has restarted, the restored application will be ready to use.

Related Topics


[Transporting an Application](#)





The Advanced Dialog (Application Cleanup)

Note: The Advanced dialog is for advanced users. We recommend you keep the settings made by UnInstaller. Making changes to the recommended settings in this dialog can result in system or application failures.


The Advanced dialog displays the complete list of files that will be deleted, moved, archived, or transported. This file list is displayed using the following file categories:

 **Main Program File:** Lists the items you selected in Step 1 of the Delete, Move, Archive, or Transport process. If you selected a single application, a single file will be listed. If you selected a file group, a file will be listed for each item contained in the file group you selected.


 **Related Program Files:** Lists all executable files associated with the item(s) listed under Main Program File.

 **Related DLLs:** Lists all the dynamic link libraries (DLLs) associated with the item(s) listed under Main Program File.

 **Program Shortcuts:** Lists all the LNK files that point to any item in the File List.

 **Data Files:** Lists all the Data Files associated with the item(s) listed under Main Program File. A separate branch is provided for each associated file type. You can expand any data file branch to see a list of all the files of that type.

If you add data files using the [Add Data Files](#) dialog, a new branch will be added under this file category.

 **Other:** All files associated with the item(s) in Main Program Files with the exception of EXEs and DLLs are listed here. You will find a variety of file types in this list such as Help files, graphics, initialization files, and more.

If you add files using the [Add Files](#) dialog, these files will be added under this file category.

The file categories are organized using a tree hierarchy. Each expandable branch in the tree has a checkbox. This checkbox can be used to select or deselect all items underneath it. The checkbox has three states which indicate the checked status of items underneath the branch. These states are:

Checked: When the checkbox is checked, it indicates that all the items in that branch are checked. To automatically select all the items underneath a branch, check this box.

Unchecked: When the checkbox is unchecked, it indicates no items in that branch are checked. To automatically deselect all the items underneath a branch, check this box.

Grayed and Checked: When the checkbox is grayed and checked, it indicates that some items, but not all items in that branch are checked. You cannot set the checkbox to this mode. This setting occurs automatically when you select and deselect items in the branch.

The files in the file list are color-coded to help you determine which files are safe to delete. The following color codes are used in the Advanced dialog:

Red: Items marked in red should not be deleted. These items may be critical to the operation of the system or other applications and should not be deleted.

Yellow: Items marked in yellow should be deleted with extreme caution.

Green: These items are safe to delete.

The color-coding is provided to help you recognize the relative importance of each file in the file list. However, you should follow the recommended settings made by UnInstaller.

The Advanced dialog displays the selection status of each item in the list of files to be deleted, moved, archived, or transported. Checked items will be deleted, moved, archived, or transported. Unchecked items will not be deleted, moved, archived, or transported. To change the selection state of an item (checked to unchecked, or unchecked to checked), simply click on the appropriate checkbox.

The Advanced dialog provides a toolbar to help you get more information on the listed files. With these buttons, you can view files, print the file list, open files, and more. See [The Advanced Dialog Toolbar](#) for a complete description of each button on the Advanced dialog toolbar.









Related Topics

[Introducing Application Cleanup](#)



The Advanced Dialog Toolbar (Application Cleanup)

The Advanced dialog Toolbar provides quick access to several file operations. The following buttons are available in the Advanced dialog:

Button	Caption	Description
	Quick View	Displays the contents of the selected file using the Quick View viewers, if available.
	File Links	Displays the <u>File Links</u> dialog. The File Links dialog displays the files that use the selected file as well as files used by the selected file.
	Open	Opens the selected file using the associated application if one is defined. You can also open a file by double-clicking on it.
	Add Files	Displays the <u>Add Files</u> dialog. The Add Files dialog allows you to locate and add files to the list of files to be deleted, moved, archived, or transported.
	Add Data Files	Displays the <u>Add Data Files</u> dialog. This dialog allows you to add a new data file group to the list of data files to be deleted, moved, archived, or transported.
	Print Tree	Prints the information in the Advanced dialog. The information is printed in a hierarchy similar to what is displayed in the Advanced dialog.
	Properties	Displays the standard Properties dialog for the selected file. The Properties dialog provides details about the selected file including file size, date, time, name, and so forth.
	Help	Displays the Advanced dialog Help topic from the UnInstaller 4 Help file.

Related Topics

[Introducing Application Cleanup](#)
[The Advanced Dialog \(Application Cleanup\)](#)



The Add Files Dialog (Application Cleanup)

The Add Files dialog allows you to add files to the file list for the current Delete, Move, Archive, or Transport operation. The Add Files feature is useful if you know you want to delete, move, archive, or transport a few extra files.

To select one or more files, locate the folder that contains the file(s) you want to add. Select the file(s) and click OK. The files will be added to the file list displayed in the [Advanced dialog](#) under the Other branch.

To add files using wildcards (*.*, *.txt, etc), enter the wildcard in the File name edit field. Click Add. When you click Add, the dialog will filter all files to display only the files that match the specified File name in the current folder. Click Select All to select all the files, then click Add again. All the selected files will be added to the File list.

Related Topics

[Introducing Application Cleanup](#)

[The Advanced Dialog \(Application Cleanup\)](#)



The Add Data Files Dialog (Application Cleanup)

The Add Data Files dialog allows you to Delete, Move, Archive, or Transport another file type along with the current operation.

To specify another data file type, you have two options. You can specify a custom file type or select from the registered file types on your system.

To add a custom file type, select the Custom File Extension option button. Next, specify a custom file type by entering a wildcard in the edit field just below Custom File Extension. For example, enter *.TXT to add all text files to the file list. Click OK. The new data file type will be added as a branch to the Data File group in the Advanced dialog. All files that match the specified file name will be listed beneath this branch.

To add a file type from the list of registered file types, select the Registered File Types option button. Scroll through the list and select the file type you want to add. Click OK. The data file type will be added as a branch to the Data File group in the Advanced dialog. All files that match that registered file type will be listed beneath this branch.

Related Topics

[Introducing Application Cleanup](#)

[The Advanced Dialog \(Application Cleanup\)](#)



The File Links Dialog (Application Cleanup)

The File Links dialog allows you to view the file interdependencies for the file selected in the Advanced dialog. The File Links dialog displays all the files that use the selected file. It also displays all the files that the selected file uses.

The file interdependencies are displayed in a hierarchical tree so you can easily identify the which files are using the selected file and which files are used by the selected file.

Related Topics

[Introducing Application Cleanup](#)

[The Advanced Dialog \(Application Cleanup\)](#)



Introducing Quick Cleanup



Quick Cleanup

Quick Cleanup takes you step-by-step through the process of cleaning your hard drive of unwanted and unnecessary files. It provides the quickest and easiest way to locate and remove files that can safely be deleted from your system. With Quick Cleanup, you have the option of freeing a specified amount of disk space or deleting as much disk space as possible.

Let's say you need to free up 15 MB of disk space to install a new application. Just tell Quick Cleanup how much space you need and Quick Cleanup does the rest. If you just want to cleanup your hard drive, let Quick Cleanup find all the files that are safe to delete.

Quick Cleanup locates and lists only files that are safe to delete from your system. You don't have to worry about deleting a file that will cause your system or applications to crash.

Note: Although all the files located by Quick Cleanup can be deleted without harming your system or applications, you should carefully review the files listed in the [Advanced](#) dialog since some of the files may be data files that you want to keep.

Quick Cleanup locates four categories of files that can safely be deleted: Junk Files, Non-Critical Files, Multimedia Files, and Old Data Files. If you are trying to free a specified amount of disk space, Quick Cleanup begins with Junk Files and continues through the list to Old Data Files until it finds the space you need. These categories are listed in recommended order with Junk Files being files you are least likely to need in the future. If you choose to let Quick Cleanup free as much disk space as possible, all files in all selected categories will be found.

The following is a description of each of the four file categories located by Quick Cleanup.



Junk Files: Junk Files are temporary files, files in the Recycle Bin, backup files, and Internet Cache files. These files are not needed by your system or applications and can safely be deleted.



Non-Critical Files: Non-Critical Files are files that can be deleted without harming the system. These include Help support files, unused fonts, setup files, archives, screen savers, and wallpaper images.



Multimedia Files: Multimedia Files are usually very large and should be deleted if they are not in use. These files include sound files, graphic files, and video files.



Old Data Files: Old Data Files are file types that have not been used or accessed recently. Quick Cleanup searches the Windows Registry and lists all the data files matching the files types registered in your Windows Registry.

Related Topics

[Using Quick Cleanup](#)



Using Quick Cleanup



Quick Cleanup

The following steps are used to clean your system with Quick Cleanup.



Step 1: Select the drive you want to clean. Choose to free a specific amount of disk space or free as much disk space as possible.



Step 2: Select the file categories you want to search. Locate the files in the selected categories.



Step 3: Review and set user options (confirmations, backups). Optionally view the list of items to be deleted. Delete the files.

Note: Files are deleted after clicking *Delete* on Step 3.



Step 4: Review summary information about the operation. Optionally view a detailed report of the operations performed.

Related Topics

[Quick Cleanup](#)



Using Quick Cleanup: Step 1



Step 1:

The first step in using Quick Cleanup is to select the drive you want to clean and the amount of disk space you want to free.

From the drive list presented in Step 1, select the drive you want to clean. By default, the drive containing Windows is selected.

Once you have selected the drive to clean, you need to decide whether you want Quick Cleanup to free as much disk space as possible or free a specific amount of disk space.

To let Quick Cleanup free as much disk space as possible, select the *As much as possible* option button. When you select this option button, Quick Cleanup will locate as many files as possible. The actual files that are located will depend on the settings you specify in Step 2 and the options you select in the Quick Cleanup preferences.

To free a specific amount of disk space, select the *At Least* option button. Specify the amount of disk space you want to free using the spin button located next to the *At Least* option button. When you choose this option, Quick Cleanup will search the file categories you specify in Step 2. The file categories are searched in the following order:



Junk Files



Non-Critical Files



Multimedia Files



Old Data Files

Quick Cleanup will search these file categories in order until it finds enough files to give you the disk space you requested or until it searches all file categories.

Note: The amount of disk space Quick Cleanup is able to locate depends on the number, size, and types of files on your system. If you request an excessive amount of disk space (for example, 200 MB), Quick Cleanup may not be able to find enough files to meet your request.

Once you have selected the drive to scan, click *Next* to go to Step 2.

Related Topics

[Using Quick Cleanup: Step 2](#)

[Using Quick Cleanup: Step 3](#)

[Using Quick Cleanup: Step 4](#)



Using Quick Cleanup: Step 2




Step 2:

The second step in using Quick Cleanup is to select the file categories you want Quick Cleanup to search.

A check box is provided for each of the following categories:





Junk Files: This category includes temporary files, files in the Recycle Bin, backup files, and Internet stuff. The following defines the exact files located by Quick Cleanup when this option is checked.

 **Temporary Files:** All files with the TMP file extension, all files in the TEMP folder, and all files that begin with ~. Any file with the current date is not listed.




Files in the Recycle Bin: Every file in the Recycle Bin is listed.


 **Backup Files:** All files with the BAK file extension, all AUTOEXEC.BAT backup files, and all CONFIG.SYS backup files.


 **Internet Stuff:** All files in your browser's CACHE folder. Quick Cleanup will automatically locate Internet Explorer and Netscape Navigator folders.





Non-Critical Files: Non-Critical Files include Help support files, setup files, archives, screen savers, wallpaper images, and unused fonts. The following defines the exact files located by Quick Cleanup when this option is checked.


 **Help Support Files:** All Help support files. Help support files are generated by the system when needed and can safely be deleted. These files have the GID or FTS file extensions.

 **Setup Files:** All the Setup.exe files found on the specified drive. Also listed are all files ending with an underscore (_). The underscore is typically used to indicate a compressed file used during Setup. These files are often copied to the system during installation but are sometimes not deleted by the installation program.

 **Archives:** All the archive files on the specified drive with an access date greater than 180 days. The 180 day threshold can be modified using the Quick Cleanup preferences. Listed archive types include ARC, ARJ, CAB, GZ, LZH, TAR, TAZ, TGZ, Z, ZIP, and ZOO.


 **Screen Savers:** All the SCR files on the specified drive. If a screen saver file is in use by Windows, it is not listed.


 **Wallpaper Images:** All bitmap (BMP) files located in the Windows folder. Any file used by Windows as the current wallpaper image is not listed.

 **Unused Fonts:** All the font files that are not registered in Windows. No critical font files are listed. Fonts registered in Windows are not listed.




Multimedia Files: The following defines the exact files located by Quick Cleanup when this option is checked.

 **Graphic Files:** All graphic files (GIF, JPG, TIF) with an access date greater than 180 days. The 180 day threshold can be modified using the Quick Cleanup preferences.

 **Sound Files:** All WAV and AU files on the specified drive with an access date greater than 180 days.

The 180 day threshold can be modified using the Quick Cleanup preferences. Any file used by Windows as a system sound is not listed.

 **Video Files:** All AVI, MOV, and FLC files on the specified drive with an access date greater than 180 days. The 180 day threshold can be modified using the Quick Cleanup preferences. These files are typically very large and should be deleted unless used frequently.



Old Data Files: The files listed in this category depend on your system and the applications you have installed. Quick Cleanup searches the Windows Registry for registered data types and locates files matching the data types found in the Windows Registry. Only files with a modified date greater than 180 days will be marked in green. The 180 day threshold can be modified using the Quick Cleanup preferences.

By using the check boxes for each of these categories, you can limit the categories Quick Cleanup will search.

After you have made your file category selections, click *Next* to continue. When you click *Next*, Quick Cleanup will search the selected drive and locate all the files in the categories you selected.

While Quick Cleanup is searching for files, you can cancel the operation and return to the file categories by clicking the *Stop* button.

Related Topics

[Using Quick Cleanup: Step 1](#)

[Using Quick Cleanup: Step 3](#)

[Using Quick Cleanup: Step 4](#)



Using Quick Cleanup: Step 3



Step 3:

After Quick Cleanup has located the files matching the specified categories, you can optionally view the list of files found by clicking the *Advanced* button. The *Advanced* button displays the Advanced dialog.

The following user options are available from this step (Step 3):



Create a backup of the deleted file(s) in: Check this box if you want to create a backup of the deleted file(s). It is highly recommended that you create a backup of the files you delete with Quick Cleanup. The edit field associated with this check box indicates the destination folder for the backup. By default, all backups and archives are created in UnInstaller's Backup folder. To change the destination folder for the backup, select the Browse button or manually enter the name of the destination folder.

Note: By default, all files with the exception of Junk Files are placed into the backup file when backups are enabled. However, you can customize which categories of files are placed into the backup file using Quick Cleanup preferences.



Confirm the deletion of all files: Check this box if you want to confirm the deletion of every item deleted by Quick Cleanup. It is recommended that confirmations be enabled.

Note: Creating a backup will reduce the amount of disk space actually freed by Quick Cleanup. For example, if you requested 10MB of disk space from Quick Cleanup and enabled backups, Quick Cleanup would locate 10 MB of files, then delete and backup the files. Depending on the amount of compression in the backup, you may only realize a portion of the 10 MB you requested. For example, if 60% compression was realized in the backup, you would free 6 MB of disk space. Keep this in mind when requesting disk space from Quick Cleanup.

After selecting the user options and optionally viewing the list of files, click *Delete* to delete the listed files.

While Quick Cleanup deletes the files from the list, you can cancel the operation by clicking the *Stop* button. If you have enabled backups, you can use the Restore module to recover the files you deleted.

Related Topics

[Using Quick Cleanup: Step 1](#)

[Using Quick Cleanup: Step 2](#)

[Using Quick Cleanup: Step 4](#)



Using Quick Cleanup: Step 4



Step 4:

After the file(s) have been deleted, you are presented with a summary of the operation. To view a detailed report of the operation, click the *Report* button. The Reports module will be opened and you will be able to view detailed information about the operation you just performed.

After you have viewed the summary and/or detailed reporting information, you have the following three options:



Close: To close Quick Cleanup, click the *Close* button.



Continue: To continue using Quick Cleanup and return to Step 1, click the *Continue* button.



Undo: To undo all the changes made by Quick Cleanup, click the *Undo* button. This option is only available when a backup was created.

Related Topics

[Using Quick Cleanup: Step 1](#)

[Using Quick Cleanup: Step 2](#)

[Using Quick Cleanup: Step 3](#)



The Preferences Dialog (Quick Cleanup)

The UnInstaller Preferences dialog contains several tabs which allow you to customize the UnInstaller modules.

The Quick Cleanup tab in the UnInstaller Preferences dialog contains the options for Quick Cleanup. These options are divided into two groups: General Settings options and Backup options.

General Settings:

These options define the modified and access date thresholds used when locating and selecting files in some file categories. For example, the Archives file groups under Non-Critical Files only lists files with an archive extension (ZIP, ARC, etc) that have not been accessed within the number of days specified in the Quick Cleanup options.

The difference between modified and access dates is quite simple. Suppose you open a document file to look at it. You then close it without saving it. In this case, Windows updates the access date because you accessed the data, but the file's modified date is not changed because you did not save the file. Now suppose you open and edit a document file. When you save the document file, the file's access and modified date is updated because you both accessed and modified (and saved) the file.

Access and modified dates are usually good indicators for determining how long its been since the file has been used. Access dates indicate when the file was last used by the system, an application, or a user. Modified dates indicate when the file was last changed or saved by the system, an application, or a user.

Some file categories are not checked for modified or access dates. Others are checked for modified or access dates. See [Using Quick Cleanup: Step 2](#) for a complete description of the file categories and their search criteria.

The following options are available in the General Settings options group:



Modified date threshold: Specifies the threshold for file categories that use modified date as file selection criteria. For example, setting this date to 90 means only files that have not been modified in the past 90 days will be selected.



Access date threshold: Specifies the threshold for file categories that use access date as file selection criteria. For example, setting this date to 90 means only files that have not been accessed in the past 90 days will be selected.

Backup options:

Backup options allow you to define which file categories are backed up when you enable backups. The following backup options are available:

Note: You should always create a backup of the files deleted by Quick Cleanup. If you do not create a backup of the files deleted by Quick Cleanup, you will not be able to recover the deleted files.



Include Junk Files in backup: When checked, all the files deleted from the Junk Files category will be added to the backup with the exception of Internet files in the Internet Cache folders and files in the

Recycle Bin.



Include Non-Critical Files in backup: When checked, all the files deleted from the Non-Critical Files category will be added to the backup. By default, this option is checked since some of these files may be data files that you want to recover later. It is recommended that you select this option.



Include Multimedia Files in backup: When checked, all the files deleted from the Multimedia Files category will be added to the backup. By default, this option is checked since these files are data files that you may want to recover later.



Include Old Data Files in backup: When checked, all the files deleted from the Old Data Files category will be added to the backup. By default, this option is checked since these files are data files that you may want to recover later.

Related Topics

[Quick Cleanup](#)



The Advanced Dialog (Quick Cleanup)

The Advanced dialog allows you to review the files found by Quick Cleanup. These files are listed by file category in the Quick Cleanup File Categories tree on the left side of the Advanced dialog.

The Quick Cleanup File Categories tree contains four main branches which correspond to the four main file categories: Junk Files, Non-Critical Files, Multimedia Files, and Old Data Files. You can expand these branches to display the file groups for each main file category as follows:



Junk Files



Temporary Files



Files in the Recycle Bin



Backup Files



Internet Stuff



Non-Critical Files



Help Support Files



Setup Files



Archives



Screen Savers



Wallpaper Images



Unused Fonts



Multimedia Files



Graphic Files



Sound Files



Video Files



Old Data Files

To view the files in a file group, select the file group from the Quick Cleanup File Categories tree. The files

in that group will be listed in the File List on the right side of the Advanced dialog.

You can determine which files have been selected to be deleted by Quick Cleanup by looking at the File List. Each item in the list has a checkbox. When the checkbox is checked, the item will be deleted. Unchecked items will not be deleted. To change the selection status of an item (checked to unchecked or unchecked to checked) simply click on the checkbox.

From the File List, you can select files, deselect files, open a file, and more. The following buttons are available on the Quick Cleanup Advanced dialog Toolbar.



View: Displays the contents of the selected file using the Quick View viewers (if available).



Open: Opens the selected file using the associated application (if an application has been associated with that file type).



Properties: Displays the properties for the selected file.



Help: Displays the UnInstaller Help file.



Deselect All: Deselects all files in the File List.



Select All: Selects all files in the File List.

From the File List, you can determine which files have been selected to be deleted by Quick Cleanup. Each item in the list has a checkbox. When the checkbox is checked, the item will be deleted. Unchecked items will not be deleted. To change the selection status of an item (checked to unchecked or unchecked to checked) simply click on the checkbox.

Related Topics

[Quick Cleanup](#)



Introducing Restore



Restore

UnInstaller's Restore module guides you through the steps required to restore an UnInstaller backup or archive. Use Restore to retrieve one or more files from any backup or archive created by the following UnInstaller modules: Application Cleanup, File Cleanup, and Quick Cleanup.

When you delete files and applications with the UnInstaller modules, a backup is created by default. This backup file contains the files and registry data that were deleted. Use Restore to retrieve all or part of any backup created by an UnInstaller module. You can also use Restore to retrieve all or part of any archive created by UnInstaller.

Related Topics

[Using Restore](#)



Using Restore



Restore

The following steps are used to restore backups and archives with the Restore module.



Step 1: Select the backup or archive you want to restore.



Step 2: Select the files you want to restore from the backup or archive.



Step 3: Select user options (confirmations, overwrites) and restore the selected files.



Step 4: Review summary information about the operation. Optionally view a detailed report of the operations performed.

Related Topics

[Restore](#)



Using Restore: Step 1



Step 1

The first step to restoring a backup or archive is to select the archive or backup you want to restore.

The archives and backups contained in the folder specified in the *Current Backup Folder* edit field are listed at the top of the screen. By default, the folder specified in the *Current Backup Folder* edit field is either UnInstaller's Backup folder or the last backup folder you selected using Restore.

View the list of backups and archives and select the archive or backup you want to restore. If the backup or archive you want to restore is not listed, change the *Current Backup Folder* to list the folder that contains the archive or backup you want to restore. You can do this by typing the path into the *Current Backup Folder* edit field or by clicking the *Browse* button and selecting a folder from the Browse for Folder dialog.

In addition to the *Current Backup Folder* group, the archive and backup list, and the standard wizard buttons, Screen 1 contains the following two buttons:



Report: Opens the Reports module and displays the Event Log associated with the archive or backup selected in the archive and backup list. This feature is useful to help you determine which archive or backup contains the file(s) and setting(s) you want to restore since Event Logs contain detailed information about each operation performed by UnInstaller modules.



Delete: Deletes the selected archive or backup. Use this button whenever you find a backup or archive you no longer want or need.

After you have located and selected the archive or backup you want to restore, click the *Next* button.

Related Topics

[Using Restore: Step 2](#)

[Using Restore: Step 3](#)

[Using Restore: Step 4](#)



Using Restore: Step 2



Step 2

The second step in restoring a backup or archive is to select the files you want to restore.

From the list of files, select the files you want to restore. By default, all files in the backup or archive are selected.

In addition to the standard wizard buttons, the following two buttons are provided:



Select All: Automatically selects all the files in the archive or backup.



Deselect All: Automatically deselects all the files in the archive or backup.

After selecting the file(s) you want to restore, click the *Next* button.

Related Topics

[Using Restore: Step 1](#)

[Using Restore: Step 3](#)

[Using Restore: Step 4](#)



Using Restore: Step 3



Step 3

You now need to select from the displayed user options. These options define the way Restore will respond to existing files with the same name. For example, these options specify what would happen if the file `Test.Exe` was restored to a folder that already contained a file called `Text.Exe`.

From the drop-down list, select one of the following options:



Only Replace Older Files with Newer Files: When selected, files are overwritten only when the restored file is newer (more recent modified date) than the existing file (recommended).



Always Replace Existing Files: When selected, the restored file replaces any existing file of the same name regardless of file date.



Never Replace Existing Files: When selected, existing files are never overwritten.

Select a confirmation option. If you want to confirm all file overwrites, select the *Yes* option button. Otherwise, select the *No* option button. *Yes* is selected by default.

After selecting the user options, click the *Restore* button. When you click the *Restore* button, the selected items will be restored. You can cancel the restore operation by clicking the *Stop* button.

Related Topics

[Using Restore: Step 1](#)

[Using Restore: Step 2](#)

[Using Restore: Step 4](#)



Using Restore: Step 4



Step 4

After the restore operation has been completed, you can view the details of the operation by clicking the *Report* button. The *Report* button opens the *Reports* module and displays the Event Log for the restore operation you just performed.

You have the following options from this point:



Close: To close Restore, click the *Close* button.



Continue: To continue using Restore and return to Step 1, click the *Continue* button.

Related Topics

[Using Restore: Step 1](#)

[Using Restore: Step 2](#)

[Using Restore: Step 3](#)



Deleting Backups and Archives

Backups and archives take up disk space. You can safely delete UnInstaller backups and archives that you are sure you no longer need.

To delete a backup or archive, open the Restore wizard. From the first step in the Restore wizard, locate the backup or archive you want to delete. Select the backup or archive you want to delete, then click the Delete button.

Related Topics

[Restore](#)



Restoring UnInstaller 3/3.5 Backups and Archives

UnInstaller 4 can be used to restore backups and archives created with UnInstaller 3 and 3.5. UnInstaller 3 and 3.5 backups and archives are restored using the same procedure as UnInstaller 4 backups and archives. See [Using Restore](#) for more information about restoring backups and archives.

Related Topics

[Restore](#)



Introducing File Cleanup

File Cleanup helps you locate and remove unwanted and unnecessary files from your system. It does this by identifying dozens of file categories on your system that you need to periodically review and clean. These file categories include duplicate files, disconnected shell items, registry items, Internet files, non-critical files, and more.

When you launch File Cleanup, you'll see the [File Cleanup window](#). The main window has the following components: the [Menu Bar](#), the [Toolbar](#), the [File Cleanup Groups tree](#), the [File List](#), the [Advice tab](#), the [Viewer](#) tab, and the [Report](#) tab. These components are described in the following sections.

Related Topics

[Using File Cleanup](#)



Using File Cleanup

Cleaning your system with File Cleanup is fairly simple. The File Cleanup Groups tree contains dozens of predefined file groups. These file groups allow you to locate and view various groups of files. To locate and view all files of a particular file type, select the appropriate file group from the File Cleanup Groups tree.

The files contained within the selected file group will be displayed in the File List. You can select files from the File List and delete, move, copy, or archive them.

File Cleanup uses color-coding to help you identify files that are safe to delete. Advice is also provided to help you along the way.

The following Related Topics provide more information about File Cleanup.

Related Topics

[File Cleanup](#)

[Deleting Files with File Cleanup](#)

[Archiving Files with File Cleanup](#)

[Understanding Color Coding](#)

[Creating a Custom File Group](#)



Deleting Files with File Cleanup

You can delete the selected files from the File List using any one of the following methods:



Select *File* | *Delete* from the File Cleanup Menu Bar.



Press the Del key.



Click the Delete button



on the File Cleanup Toolbar.



Right-click on the selected file(s) and select *Delete* from the popup menu.

Any of these methods will delete the currently selected files. When you delete the selected file(s), a backup of the deleted file(s) is created by default. Backups are always created unless you uncheck the *Create backup of deleted files* box in File Cleanup preferences.

When the *Create backup of deleted files* box is checked (the default), a backup file is created every time a delete operation is performed. Therefore, it is possible to have several backups created during a single File Cleanup session.

Use the [Restore](#) module to recover the files deleted by File Cleanup. Backups must be enabled to recover files deleted with File Cleanup.

Related Topics

[Using File Cleanup](#)

[Archiving Files with File Cleanup](#)

[Understanding Color Coding](#)

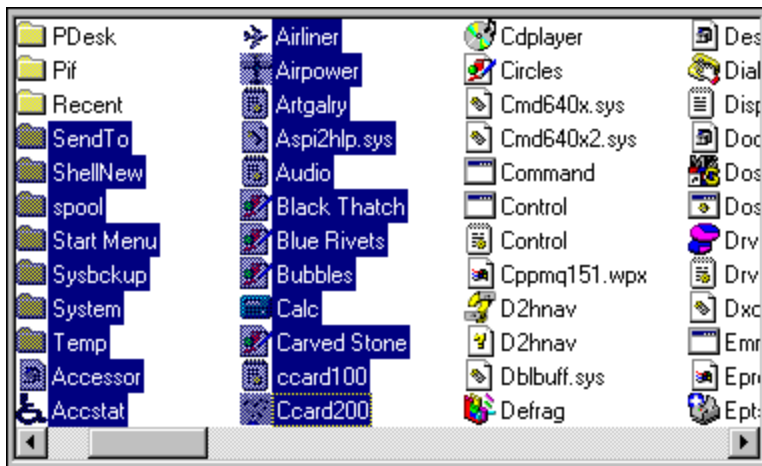
[Creating a Custom File Group](#)



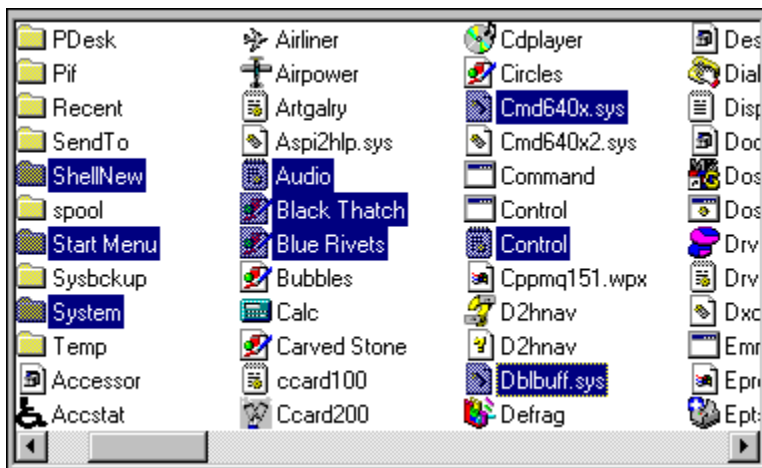
Selecting Files from the File List

The File List displays the contents of the item selected in the File Cleanup Groups tree. The File List typically contains a list of files. During file operations such as delete or archive, you will need to select one or more files. To select a single file, simply click on the file in the File List.

The File List also allows you to select more than one file from the File List. The selection can be contiguous or disjoint. A *contiguous selection* means the selected items are in a single, sequential block with no breaks in the selection. A *disjoint selection* means the selected items are not sequential (selections can be made in any combination). The following figures show the difference between contiguous and disjoint selections. A contiguous selection is shown on the left; a disjoint selection is shown on the right.



Contiguous Selections.



Disjoint Selections.

You can make contiguous and disjoint selections with the keyboard or the mouse. To make a contiguous selection with the mouse, click on the first item to select. Next, press and hold the Shift key, then click the last item to select. All items between and including the first item and the last item will be selected.

To make a disjoint selection with the mouse, press and hold the Ctrl key. Click on any item you want to add to the selection.

You can also select a block of files by clicking the mouse button and dragging the selection rectangle to surround the files you want to select.

To make a contiguous selection with the keyboard, place the focus on the list box using either the accelerator for the list box or the Tab key. Move the focus rectangle to the first item to select with the arrow keys. Press and hold the Shift key. Use the arrow keys to extend the selection to the last item to select. All items between and including the first and last item will be selected.

Related Topics

[Using File Cleanup](#)

[Deleting Files with File Cleanup](#)

[Understanding Color Coding](#)

[Creating a Custom File Group](#)



Archiving Files with File Cleanup

In addition to deleting the selected files, you can also archive the selected files from the File List using any one of the following methods:



Select *Tools* | *Archive* from the File Cleanup Menu Bar.



Click the Archive button



on the File Cleanup Toolbar.



Right-click on the selected file(s) and select *Archive* from the popup menu.

Archiving is a convenient way to compress and store numerous files in a single file, the archive. Archiving saves disk space and is great for storing files you seldom use.

To archive the files selected in the File List, use any of these methods described previously to display the Archive dialog. The Archive dialog allows you to specify the location, name, and description of the archive file that will contain compressed copies of the selected files. Specify the destination folder, the archive name, and the archive description (optional) and click *OK* to archive the selected files.

When you click *OK* in the Archive dialog, the selected files are copied in the archive using the name and location you specified. By default, the original files are then deleted after they have been copied to the archive. To prevent the original files from being deleted after they are copied to the archive, uncheck the *Delete files after adding to archive* checkbox in the Archive dialog.

Use the [Restore](#) module to recover files from any archive created by File Cleanup.

Related Topics

[Using File Cleanup](#)

[Deleting Files with File Cleanup](#)





[Understanding Color Coding](#)

[Creating a Custom File Group](#)



Understanding Color Coding (File Cleanup)

The files in the File List are color-coded to help you identify files that are safe to delete and files that you should not delete. The following color codes and icons are used in the File List.

-  **Warning:** These files are critical to the proper operation of the system and will not be deleted.
-  **Red:** Do not delete these files. These files are important to the operation of one or more applications. Although File Cleanup allows you to delete these files, it is not recommended.
-  **Yellow:** Use caution when deleting these files. Although these files can be deleted, you should review these files carefully before deleting them.
-  **Green:** These files are safe to delete according to the criteria defined in the Advice tab. Review the color-coding rules defined in the Advice tab to understand why these items are marked as safe to delete.

Note: Color-coding is a useful way to help you identify files which can be deleted safely. **However, do not make the mistake of blindly deleting all files color-coded green.** Please take the time to read the information in the Advice tab to understand how files are color-coded. You should also review *Understanding the File Cleanup Groups* in the UnInstaller Help file to get a better understanding of the file cleanup groups and the rules used for color-coding in each group.

Related Topics

[Using File Cleanup](#)

[Deleting Files with File Cleanup](#)

[Archiving Files with File Cleanup](#)

[Creating a Custom File Group](#)



Creating a Custom File Group

File Cleanup provides dozens of file cleanup groups. Most of the file cleanup groups are pre-defined. However, you have the option of creating your own custom file groups. For example, you can create a custom file group for all of your weekly reports.

To create a custom file group, select *Tools | Create Custom Group* from the File Cleanup menu bar. *The Create Custom Group* dialog will be displayed.

Type the name of the new group in the *Group name* edit field. The name you specify will be used as the description for the cleanup group in the File Cleanup Groups tree.

Specify the search drive and/or folder in the *Search in* edit field. If you want to search all the folders underneath the drive or folder specified in *Search in*, check the *Search subfolders* check box.

Specify the name of the file you want to search for in the *Search for files named* edit field. Wildcards (*.*, *.txt, etc.) are supported. You can specify several file names to search for by separating the file names by semi-colons. For example, you can search for all TXT files and all DOC files by typing *.TXT; *.DOC in the *Search for files named* edit field.

As an example of how you can create a custom file group, let's assume you wanted to create a file group containing all your weekly reports (weekly*.doc) on your C drive. To do this, enter My Weekly Reports in *Group Name*. Enter C: in *Search in* because you want to search the entire C drive. Check *Search subfolders* since you want all folders on the drive searched for text files.

Enter weekly*.doc in *Search for files named* to locate all files beginning with weekly and have the DOC file extension. Click *OK* to create the custom file group. Your custom file group *My Weekly Reports* will appear under the Custom File Groups branch of the File Cleanup Groups tree.

When you select a custom file group, File Cleanup will automatically conduct the search you defined using the Create Custom Group dialog. All files found that match the search parameters defined for the group will be listed in the File List. From the File List, you can move, copy, delete, archive, and view your files.

You can edit the settings of a custom file group by selecting *Tools | Edit Custom Group* from the File Cleanup menu bar.

To delete a custom file group, select the file group in the File Cleanup Groups tree. Then select *Tools | Delete Custom Group* from the File Cleanup menu bar.

Related Topics

[Using File Cleanup](#)

[Deleting Files with File Cleanup](#)

[Archiving Files with File Cleanup](#)

[Understanding Color Coding](#)

[Creating a Custom File Group](#)



The File Cleanup Window

The File Cleanup window contains the following major components:



Menu Bar: Provides access to the File Cleanup menus.



Toolbar: Provides one click access to the File Cleanup features you use most often.



Cleanup Groups Tree: Displays all available File Cleanup groups.



File List: Displays all the files located in the file group selected in the Cleanup Groups tree.



Advice Tab: Displays helpful information for the files listed in the File List.



Viewer Tab: Displays the contents of the file containing the focus in the File List.



Report Tab: Displays a text report for the most recent operation performed by File Cleanup.

Related Topics

[Cleanup Groups Tree](#)

[File List](#)

[Cleanup Tabs](#)



File Cleanup Menus

The Menu Bar provides access to all of File Cleanup's features and functionality. Tables 4.1 through 4.6 list the menus available in the File Cleanup Menu Bar.

Table 4.1: File Cleanup File Menu.

Menu Item	Accelerator	Description
Open	Enter	Opens the item with the input focus (indicated by the dashed rectangle) using the associated application (if one is defined). If no association is defined for the item with the focus, the <i>Open With</i> dialog is displayed.
Quick View		Displays the contents of the item with the focus in a standard Quick View viewer window.
Move To	F7	Displays the <i>Move To</i> dialog. The <i>Move To</i> dialog allows you to select the destination folder for the selected files. The selected files are moved to the destination folder.
Copy To	F8	Displays the <i>Copy To</i> dialog. The <i>Copy To</i> dialog allows you to select the destination folder for the selected files. The selected files are copied to the destination folder.
Delete	Del	Deletes the selected file(s).
Rename	F2	Allows you to rename the item with the input focus (indicated by the dashed rectangle).
File Links		Displays the <i>File Links</i> dialog. The <i>File Links</i> dialog displays the file interdependencies for the item with the focus in the File List (the focus file). File interdependencies indicate the files that use the focus file as well as which files are used by the focus file.
Properties		Displays the standard <i>Properties</i> dialog.
Print List	Ctrl+P	Displays the <i>Print</i> dialog. This dialog prints the contents of the File List.
View Report		Displays the <i>Reports</i> module. <i>Reports</i> will display the report for the most recent action performed during the current File Cleanup session.
Exit		Closes File Cleanup.

Table 4.2: File Cleanup Edit Menu.

Menu Item	Accelerator	Description
Select All	Ctrl+A	Selects all the items in the File List.
Invert Selection	Ctrl+I	Inverts the selection state of every item in the File List. Selected items are deselected. Deselected items are selected.

Table 4.3: File Cleanup Tools Menu.

Menu Item	Accelerator	Description
Archive		Displays the <i>Archive</i> dialog. This dialog allows you to archive the selected files.
Find Target		Displays the <i>Find Target</i> dialog. This dialog allows you to locate the target application for a disconnected shell item.
Connect to Start Menu		Displays the <i>Connect to Start Menu</i> dialog. This dialog allows you to connect any file to the Start Menu.
Create Custom Group		Displays the <i>Create Custom Group</i> dialog. This dialog allows you to define a custom cleanup group for the Tree List. The new group is added under the <i>Custom File Groups</i> branch.
Edit Custom Group		Displays the <i>Edit Custom Group</i> dialog. This dialog allows you to edit the settings for a custom cleanup group.
Delete Custom Group		Deletes the selected custom cleanup group.

Table 4.4: File Cleanup View Menu.

Menu Item	Accelerator	Description
List		When selected, the File List is placed in list mode. Only small file icons and file names are displayed.
Details		When selected, the File List is placed in Details mode. Full file

Arrange Icons	<p>details are displayed.</p> <p>Displays a submenu containing sorting categories: Name, Size, Type, Date, Locations, and Color.</p>
----------------------	--

Table 4.5: File Cleanup Options Menu.

<i>Menu Item</i>	<i>Accelerator</i>	<i>Description</i>
Preferences		Displays the UnInstaller <i>Preferences</i> dialog. The File Cleanup tab is displayed.
Customize Toolbar		Displays the <i>Customize Toolbar</i> dialog. This dialog allows you to rearrange or remove buttons from the Toolbar.
Toolbar		When checked, the Toolbar is displayed.
Cleanup Tabs		When checked the <i>Advice</i> , <i>Viewer</i> , and <i>Report</i> tabs are displayed.
Status Bar		When checked, the status bar is displayed.
Save Settings on Exit		When checked, the current window settings are saved when <i>File Cleanup</i> is closed.
Save Settings Now		Saves the current window settings immediately.

Table 4.6: File Cleanup Help Menu.

<i>Menu Item</i>	<i>Accelerator</i>	<i>Description</i>
Help		Displays the <i>Contents</i> tab of the <i>UnInstaller</i> help file.

Related Topics















- [The File Cleanup Window](#)
- [Cleanup Groups Tree](#)
- [File List](#)
- [Cleanup Tabs](#)



File Cleanup Toolbar

File Cleanup provides a toolbar for quick, easy access to the File Cleanup features you use most often. To access the feature associated with a particular button, simply click the button. Table 4.7 lists the default buttons provided on the Toolbar. The buttons on the Toolbar can be customized by selecting *Options | Customize Toolbar* from the File Cleanup menu bar. Table 4.8 lists the optional buttons available for your use.

Table 4.7: File Cleanup Default Toolbar Buttons.

Button	Name	Description
	Up One Level	Takes you up one level in the Tree List.
	Delete	Deletes the file(s) selected in the File List.
	Archive	Displays the <i>Archive</i> dialog. This dialog is used to archive the files selected in the File List.
	Move To	Displays the <i>Move To</i> dialog. The <i>Move To</i> dialog is used to select the destination folder for the selected files. The selected files are moved to the destination folder.
	Copy To	Displays the <i>Copy To</i> dialog. The <i>Copy To</i> dialog is used to select the destination folder for the selected files. The selected files are copied to the destination folder.
	Rename	Allows the user to rename the item in the File List that contains the focus.
	Print List	Prints the contents of the File List.
	View Report	Displays the <i>Reports</i> module. The most recent report for the current File Cleanup session should be displayed.
	Properties	Displays the standard <i>Properties</i> dialog.
	Open	Opens the item with the focus using the associated application (if one is defined). If no association is defined, the standard <i>Open With</i> dialog will be displayed.
	List	Places the List View in List mode. Only small file icons and file names are displayed.
	Details	Places the List View in Details mode. Full file details are displayed.
	Arrange by Name	Arranges the List View by file name.
	Arrange by Type	Arranges the List View by file type.










	Arrange by Size	Arranges the List View by file size.
	Arrange by Date	Arranges the List View by file date.
	Arrange by Color	Arranges the List View by the color code for the files.

Table 4.8: File Cleanup Optional Toolbar Buttons.

Button	Name	Description
	Find Target	Displays the <i>Find Target</i> dialog. This dialog is used to locate the target application for a disconnected shell item.
	Connect to Start Menu	Displays the <i>Connect to Start Menu</i> dialog. This dialog is used to connect a file or folder to the Start Menu.
	View	Displays the contents of the item with the focus in a standard Quick View viewer window.
	Help	Displays the <i>Contents</i> tab of the UnInstaller Help file.
	Linked List	Displays the Linked List dialog. This dialog allows you to see the file interdependencies for the selected file.
	Print File	Prints the selected file.

Related Topics

[The File Cleanup Window](#)

[File List](#)

[Cleanup Tabs](#)



File Cleanup Groups Tree (File Cleanup)

The File Cleanup Groups Tree lists the numerous cleanup groups. These groups are divided into the following major cleanup categories:



Non-Critical Files

Lists numerous categories of files that can safely be deleted from your system. File Cleanup locates over a dozen categories of non-critical files ranging from archives to wallpaper images.



Internet Stuff

Lists all the common Internet files that you will find on your system. As you surf the Internet, your system becomes cluttered with hundreds or even thousands of useless files. File Cleanup will help you locate and cleanup archives, graphic files, cache and download folders, Internet documents, and more.



Duplicates

Lists all the duplicate files on your system. By default, duplicate files have the same name and size. However, the definition of a duplicate is a user option in UnInstaller Preferences. File Cleanup locates all the duplicates on your system and will help you eliminate redundant files on your system.



Disconnected Items

Lists files, shell items, and registry entries that are not of use in their current state. File Cleanup locates executables that are not attached to the Start Menu or Desktop, invalid or outdated registry entries that can be deleted, and Start Menu and Desktop items that are no longer valid.



Windows Shell Items

Lists all the items on the Desktop or in the Start Menu. As you add and remove applications and files, your Start Menu and Desktop can become cluttered with items that are useless since they are associated with applications that no longer exist. File Cleanup helps you identify disconnected shell items. You can also review all the shortcuts on your system and delete those you don't need.



Windows Registry

Lists all the items in the Windows registry that can safely be deleted. Over time, your registry becomes cluttered with useless keys and entries. Use File Cleanup to delete disconnected, outdated registry entries.



Windows 3.x Items

Lists all the files you can safely remove from Windows 3.1, Windows 3.11, or Windows for Workgroups. If you still have an old 3.1x version of Windows on your system that you don't want or need, use File Cleanup to remove system files and accessories.



Registered File Types

Lists all the data file types currently registered on your system. Use File Cleanup to locate and view all your data files by type. For example, you can use this branch to quickly find all the DOC files on your system.



Custom File Groups

Lists all the custom file groups you have created. File Cleanup allows you to create custom file groups to help you quickly locate certain types of files. For example, you could create a custom group for all your weekly status reports.

These ten file cleanup categories are sub-divided into additional file cleanup groups. These file cleanup groups are listed in [Understanding the File Cleanup Groups](#). Information about each file cleanup group is displayed in the [Advice](#) tab whenever you select a cleanup group from the File Cleanup Groups tree. This information describes the file cleanup group, tells you what type of files are listed in the File List, and explains the criteria used for color-coding the contents of the File List.

Related Topics

[The File Cleanup Window](#)































[File List](#)




[Cleanup Tabs](#)



Understanding the File Cleanup Groups

The File Cleanup Groups Tree contains the following file cleanup categories. The file cleanup groups are listed under each cleanup category. Click on the appropriate file cleanup group to learn more about the file cleanup groups contained in each file cleanup category.






-  **Non-Critical Files**
-  **Archives**
-  **Backup Files**
-  **Clipart**
-  **BMP (Bitmap)**
-  **CDR (CoreIDRAW)**
-  **CGM (CGM Metafile)**
-  **DIB (Bitmap)**
-  **EPS (Postscript)**
-  **GIF (CompuServe)**
-  **JPG (JPEG)**
-  **PCD (Photo CD)**
-  **PCT (Macintosh PICT)**
-  **PCX (PC Paintbrush)**
-  **TGA (Targa)**
-  **TIF (TIFF)**
-  **WMF (Windows Metafile)**
-  **Cursors and Icons**
-  **Cursors**
-  **Icons**
-  **DOS Support Programs**
-  **Empty Folders**
-  **Fonts**
-  **Registered Fonts**
-  **Unregistered Fonts**
-  **Help Files**
-  **Lost Cluster Files**
-  **Multimedia Files**
-  **All Multimedia Files**
-  **MIDI Files**






-  **Movie and Animation Files**
-  **Wave Files**
-  **Screen Savers**
-  **Setup Files**
-  **Temporary Files**
-  **Text Files**
-  **Wallpaper Files**
-  **Zero-Byte Files**

 Internet Stuff

-  **Archives**
-  **Cache Folders**
-  **America Online**
-  **CompuServe**
-  **Microsoft Internet Explorer**
-  **Netscape Navigator**
-  **Temporary Internet Files**
-  **Download Folders**
-  **America Online**
-  **CompuServe**
-  **Graphics**
-  **Internet Documents**
-  **Movie and Animation Files**
-  **Sound Files**


-  Duplicates
-  **All Duplicate Files**
-  **Duplicate DLLs**
-  **Duplicate Executables**

-  Disconnected Items
-  **Disconnected Executables**
-  **16-bit Executables**
-  **32-bit Executables**
-  **Disconnected Registry Entries**


-  **Application Paths**
-  **Associations**
-  **Autorun Programs**
-  **OLE Objects**
-  **De-installers**
-  **Disconnected Shell Items**
-  **Desktop Items**
-  **Shortcuts**
-  **Start Menu Items**

 Windows Shell Items


-  **Desktop Items**
-  **All Desktop Items**
-  **Disconnected Desktop Items**
-  **Shortcuts**
-  **All Shortcuts**
-  **Disconnected Shortcuts**
-  **Start Menu**
-  **All Start Menu Items**
-  **Disconnected Start Menu Items**

 Windows Registry

-  **Associations**
-  **Autorun Programs**
-  **Disconnected Registry Entries**
-  **Application Paths**
-  **Associations**
-  **Autorun Programs**
-  **OLE Objects**
-  **De-installers**

 Windows 3.x Items

-  **Windows 3.x Core Files**

 [Windows 3.x Support Files](#)

 [Windows 3.x Fonts_](#)

 [Windows 3.x Driver Files](#)

 [Windows 3.x Misc. Files](#)

 [Windows 3.x Applications](#)

 [Registered File Types](#)

 [Registered Type N...](#)

 [Custom File Groups](#)

 [Custom File Group N...](#)

Related Topics

[The File Cleanup Window](#)
[Cleanup Groups Tree](#)



Non-Critical Files



Non-Critical Files

This category lists numerous file types that are commonly found on your system but are seldom used. Many of these files can safely be deleted without causing your system or applications to crash.



Archives

This cleanup group lists all archives on your system with the following file extensions: ARC, ARJ, CAB, GZ, LZH, TAR, TAZ, TGZ, Z, ZIP, and ZOO.

Archives are often used to store a group of files as a single file (the archive). The files in an archive are typically compressed which reduces the amount of disk space required to store the files. Once you extract the files from an archive, the archive can usually be deleted.

All files in this group are data files that can safely be deleted from your system. However, you should view the contents of each archive before deleting the archive.

Files marked in green have not been modified within the last xx days, where xx is the threshold specified in UnInstaller Preferences.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

You should always create a backup of any file you delete. You should note, however, that you typically will not realize any disk space savings when deleting an archive with backups enabled. The reason is that archives are already compressed and little to no additional compression is realized when adding the archive to a backup.



Backup Files

This cleanup group lists all the backup files on your system including all files with the BAK file extensions.

Backup Files are created by applications and the system as a way to store older versions of files.

Backup Files can safely be deleted from your system.

All files in this category which are not protected are marked in green.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.



Clipart

This cleanup group lists all the graphic files in formats commonly found in clipart collections and supported by most popular applications.



BMP (Bitmap)

This cleanup group lists all the graphic files in the bitmap (BMP) format.

Bitmap images are commonly used by Windows applications. However, you should view the contents of each file in this group before deleting it.

Files marked in green have not been accessed within the last xx days, where xx is the threshold specified in UnInstaller Preferences.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

You should always create a backup of any file you delete.



CDR (CorelDRAW)

This cleanup group lists all the graphic files in the CorelDRAW (CDR) format.

CorelDraw images are designed to be used with CorelDRAW. These files can safely be deleted from your system. However, you should view the contents of each file in this group before deleting it.

Files marked in green have not been accessed within the last xx days, where xx is the threshold specified in UnInstaller Preferences.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

You should always create a backup of any file you delete.



CGM (CGM Metafile)

This cleanup group lists all the graphic files in the CGM Metafile (CGM) format.

CGM images are designed to be used with almost any application and are commonly found in clipart collections.

These files can safely be deleted from your system. However, you should view the contents of each file in this group before deleting it.

Files marked in green have not been accessed within the last xx days, where xx is the threshold specified in UnInstaller Preferences.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

You should always create a backup of any file you delete.



DIB (Bitmap)

This cleanup group lists all the graphic files in the DIB (Bitmap) format.

Bitmap images are commonly used by Windows applications. However, you should view the contents of each file in this group before deleting it.

Files marked in green have not been accessed within the last xx days, where xx is the threshold specified in UnInstaller Preferences.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

You should always create a backup of any file you delete.



EPS (Postscript)

This cleanup group lists all the graphic files in the EPS (Postscript) format.

The EPS format is supported by multiple operating systems (Macintosh, Windows, etc.) and is commonly found in clipart collections.

These files can safely be deleted. However, you should view the contents of each file in this group before deleting it.

Files marked in green have not been accessed within the last xx days, where xx is the threshold specified in UnInstaller Preferences.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

You should always create a backup of any file you delete.



GIF (CompuServe)

This cleanup group lists all the graphic files in the GIF (CompuServe) format.

The GIF format is a compressed file format and was designed specifically for online use since compressed files take less time to upload and download. GIF files are commonly found on the Internet and online services.

These files can safely be deleted. However, you should view the contents of each file in this group before deleting it.

Files marked in green have not been accessed within the last xx days, where xx is the threshold specified in UnInstaller Preferences.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

You should always create a backup of any file you delete.

You should note, however, that deleting these files with a backup or archiving these files will not result in significant disk savings. The GIF file format is a compressed format. Storing these files in a backup or archive results in little to no additional compression.



JPG (JPEG)

This cleanup group lists all the graphic files in the JPG (JPEG) format.

The JPG format is a compressed file format and was designed specifically for the Internet since compressed files take less time to upload and download. JPG files are commonly found on the Internet and online services.

These files can safely be deleted. However, you should view the contents of each file in this group before deleting it.

Files marked in green have not been accessed within the last xx days, where xx is the threshold specified in UnInstaller Preferences.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

You should always create a backup of any file you delete.

You should note, however, that deleting these files with a backup or archiving these files will not result in significant disk savings. The JPG file format is a compressed format. Storing these files in a backup or archive results in little to no additional compression.



PCD (Photo CD)

This cleanup group lists all the graphic files in the PCD (Photo CD) format.

The PCD format was designed by Kodak for distributing high-quality, high-color images.

These files are often quite large and can safely be deleted. However, you should view the contents of each file in this group before deleting it.

Files marked in green have not been accessed within the last xx days, where xx is the threshold specified in UnInstaller Preferences.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

You should always create a backup of any file you delete.



PCT (Macintosh PICT)

This cleanup group lists all the graphic files in the PCT (Macintosh PICT) format.

The PICT format is the standard graphic format for the Macintosh. This format is frequently used when transporting files from the Macintosh.

These files can be safely be deleted. However, you should view the contents of each file in this group before deleting it.

Files marked in green have not been accessed within the last xx days, where xx is the threshold specified in UnInstaller Preferences.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

You should always create a backup of any file you delete.



PCX (PC Paintbrush)

This cleanup group lists all the graphic files in the PCX (PC Paintbrush) format.

PCX images are commonly used by Windows applications. However, you should view the contents of each file in this group before deleting it.

Files marked in green have not been accessed within the last xx days, where xx is the threshold specified in UnInstaller Preferences.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

You should always create a backup of any file you delete.



TGA (Targa)

This cleanup group lists all the graphic files in the TGA (Targa) format.

TGA images are supported by many Windows applications.

Files marked in green have not been accessed within the last xx days, where xx is the threshold specified in UnInstaller Preferences.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

You should always create a backup of any file you delete.



TIF (TIFF)

This cleanup group lists all the graphic files in the TIF (TIFF) format.

TIF images are designed to be used with almost any application and are commonly found in clipart collections.

Files marked in green have not been accessed within the last xx days, where xx is the threshold specified in UnInstaller Preferences.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

You should always create a backup of any file you delete.



WMF (Windows Metafile)

This cleanup group lists all the graphic files in the WMF (Windows Metafile) format.

WMF images are supported by most Windows applications and can safely be deleted from your system. However, you should view the contents of each file in this group before deleting it.

Files marked in green have not been accessed within the last xx days, where xx is the threshold specified in UnInstaller Preferences.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

You should always create a backup of any file you delete.



Cursors and Icons

This category lists all the icon and cursor files on your system.



Cursors

This cleanup group lists all the cursor (CUR and ANI) files on your system.

Cursor (CUR) files are used by applications to define the shape of the mouse pointer. Animated cursor (ANI) files are typically used by Microsoft Plus schemes to animate the mouse pointer.

All files in this category are marked in yellow and should be deleted with caution. Only delete files that you know are safe to delete.

You should always create a backup of any file you delete.



Icons

This cleanup group lists all the icon (ICO) files on your system.

Icon files are used by applications and the system for a variety of purposes.

All files in this category are marked in yellow and should be deleted with caution. Only delete files that you know are safe to delete.

You should always create a backup of any file you delete.



DOS Support Programs

This cleanup group lists all the DOS Support Programs on your system. Only files found in C:\DOS will be listed.

These files are installed by DOS and are not necessary for Windows to run properly.

All files in this category are marked in yellow and should be deleted with caution. Only delete files that you know you don't want or need.

You should always create a backup of any file you delete.



Empty Folders

This cleanup group lists all the folders that do not contain any files or subfolders.

Use caution when deleting empty folders. Do not automatically delete all empty folders. For example, some applications create empty folders for storing temporary files. While the application is running, temporary files are stored in the folder. All files in the folder are then deleted when the application is closed.

You should always create a backup of any file you delete.



Fonts

This category lists all the fonts on your system.



Registered Fonts

This cleanup group lists all the fonts (FON, TTF, and FOT) registered in Windows.

Font files are used by Windows and applications to draw text and symbols.

Although most font files can be deleted safely, you should delete these files carefully.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

You should view the contents of each file in this group before deleting it.

You should not delete any of the standard Windows fonts.

You should always create a backup of any file you delete.



Unregistered Fonts

This cleanup group lists all the font files (FON, TTF, and FOT) that are not currently registered in Windows.

Font files are used by Windows and applications to draw text and symbols.

These files can be deleted safely. However, you should view the contents of each file in this group before deleting it. Use caution when deleting any file in this group.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

You should always create a backup of any file you delete.



Help Files

This cleanup group lists all the Help Files (HLP) on your system along with the Help support files (CNT, GID, FTS).

Help (HLP) files provide on-line help for applications. These files are often quite large and can safely be deleted without harming your system or applications. However, you should only delete Help (HLP) files that you don't want or need.

Content (CNT) files define the help topics that appear on the Contents tab of the Help System. These files can be deleted if the corresponding Help file has been or is being deleted. The Help file and Content file usually have the same name but different file extensions.

GID and FTS files are generated by the Windows Help System as you use various Help files. These files can be deleted safely.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

You should always create a backup of any file you delete.



Lost Cluster Files

This cleanup group lists all lost cluster files with the CHK file extension.

Lost cluster files are created by disk scanning utilities when fixing lost clusters on your hard drive.

All lost cluster files are marked in green and can safely be deleted from your system.



Multimedia Files

This category lists all the multimedia files on your system including movie, animation, and sound files.



All Multimedia Files

This cleanup group lists all the multimedia files on your system including WAV, MID, AVI, FLC, and MOV files.

Multimedia files allow you to play sound, animation, and video. These files are usually large and can be safely deleted if not used regularly.

You should view or sample the contents of each file in this group before deleting it.

Files marked in green have not been accessed within the last xx days, where xx is the threshold specified in UnInstaller Preferences.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

You should always create a backup of any file you delete.

You should note that deleting these files with a backup or archiving these files will not always result in significant disk savings. Most multimedia file formats are already compressed. Storing them in a backup or archive results in little to no additional compression.



MIDI Files

This cleanup group lists all the MIDI music files on your system.

MIDI files allow you to play music on sound cards that support the MIDI standard.

You should sample the contents of each file in this group before deleting it.

Files marked in green have not been accessed within the last xx days, where xx is the threshold specified in UnInstaller Preferences.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

You should always create a backup of any file you delete.



Movie and Animation Files

This cleanup group lists all the movie and animation files in the common formats including AVI, FLC, and MOV files.

Movie and animation files are usually large and should be deleted unless needed.

You should view the contents of each file in this group before deleting it.

Files marked in green have not been accessed within the last xx days, where xx is the threshold specified in UnInstaller Preferences.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

You should always create a backup of any file you delete.

You should not that deleting these files with a backup or archiving these files will not result in significant disk savings. Most movie and animation file formats are already compressed. Storing them in a backup or archive results in little to no additional compression.



Wave Files

This cleanup group lists all the waveform audio (WAV) files on your system.

Wave files play audio via your sound card.

You should review the contents of each file in this group before deleting it.

Files marked in green have not been accessed within the last xx days, where xx is the threshold specified in UnInstaller Preferences.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

You should always create a backup of any file you delete.



Screen Savers

This cleanup group lists all the screen saver modules (SCR files) designed for the built-in Windows screen saver.

Most items in this category are marked in green except for the screen saver you are currently using and the standard Windows screen savers.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

You should always create a backup of any file you delete.



Setup Files

This cleanup group lists all Setup programs on the system as well as Setup files.

Setup files and programs are typically used by applications during installation and can be deleted safely. However, these files are often needed if you want to add options or reconfigure your applications.

You should use caution when deleting files from this cleanup group.

You should always create a backup of any file you delete.



Temporary Files

This cleanup group lists all the temporary files on your system.

Temporary files are created by applications and Windows during normal operations. These files store data and are usually deleted when an application or Windows is closed. However, if an application or Windows crashes or terminates abnormally, these files are left on your system.

All items in the cleanup group are marked in green and can safely be deleted.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.



Text Files

This cleanup group lists all the text files (TXT) files on your system.

Most text files on your system contain product update information about applications on your system and can safely be deleted. However, some text files may have important data you want to keep. You should carefully review the contents of each file in this category before deleting it.

Files marked in green have not been accessed within the last xx days, where xx is the threshold specified in UnInstaller Preferences.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

You should always create a backup of any file you delete.



Wallpaper Files

This cleanup group lists all the wallpaper files on your system.

Wallpaper files are BMP files in your Windows folder and are used as the Desktop image.

You should view the contents of each file in this category before deleting the file.

Most items in this group are marked in green. Exceptions include the current Wallpaper image being used by Windows, the standard wallpaper images installed by Windows, and wallpaper images that have been accessed within the last xx days, where xx is the threshold specified in UnInstaller Preferences.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

You should always create a backup of any file you delete.



Zero-Byte Files

This cleanup group lists all the zero-byte files on your system.

Zero-byte files contain no data and can typically be deleted safely.

Most items in this category are marked in green.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

Related Topics

[Internet Stuff](#)

[Duplicates](#)

[Disconnected Items](#)

[Windows Shell Items](#)

[Windows Registry](#)

[Windows 3.x Items](#)

[Registered File Types](#)

[Custom File Groups](#)



Internet Stuff



Internet Stuff

This category lists files that you commonly download from the Internet or online services. Many of these files are not needed and may be deleted.



Archives

This cleanup group lists all archives on your system with the following file extensions: ARC, ARJ, CAB, GZ, LZH, TAR, TAZ, TGZ, Z, ZIP, and ZOO.

Archives are often used on the Internet to transport a group of files as a single file (the archive). The files in an archive are typically compressed which reduces upload and download times. Once you extract the files from an archive, the archive can usually be deleted.

All files in this group are data files that can safely be deleted from your system. However, you should view the contents of each archive before deleting the archive.

Files marked in green have not been modified within the last *xx* days, where *xx* is the threshold specified in UnInstaller Preferences. Files in Cache folders are also marked in green.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

You should always create a backup of any file you delete. You should note, however, that you typically will not realize any disk space savings when deleting an archive with backups enabled. The reason is that archives are already compressed and little to no additional compression is realized when adding the archive to a backup.



Cache Folders

This category lists the files contained in the Cache folders for the top Internet browsers. It also lists files contained in the Windows Internet Cache folders.

As you are surfing the Internet, downloaded files are copied to the Cache folder. These files are used while you are connected to the Internet but can be deleted safely after disconnecting from the Internet.



America Online

This cleanup group lists all the files contained in the America Online Cache folder.

The Cache folder is used to store all the files that need to be copied locally while you are surfing the Internet. These files are used while you surf and can be deleted safely.



CompuServe

This cleanup group lists all the files contained in the CompuServe Cache folder.

The Cache folder is used to store all the files that need to be copied locally while you are surfing the Internet. These files are used while you surf and can be deleted safely.



Microsoft Internet Explorer

This cleanup group lists all the files contained in the Microsoft Internet Explorer Cache folder.

The Cache folder is used to store all the files that need to be copied locally while you are surfing the Internet. These files are used while you surf and can be deleted safely.



Netscape Navigator

This cleanup group lists all the files contained in the Netscape Navigator Cache folder.

The Cache folder is used to store all the files that need to be copied locally while you are surfing the Internet. These files are used while you surf and can be deleted safely.



Temporary Internet Files

This cleanup group lists all the files contained in the Windows Temporary Internet Files folder.

This folder is used to store all the files that need to be copied locally while you are surfing the Internet. These files are used while you surf and can be deleted safely.



Download Folders

This category lists the files contained in the Download folders for the top online service software.

Any files in the Download folder that you don't want can be deleted safely.



America Online

This cleanup group lists all the files in the America Online Download folder.

The Download folder contains all the files that you manually download from the Internet or America Online services.

Files marked in green have not been accessed within the last xx days, where xx is the threshold specified in UnInstaller Preferences.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

Files in this group are typically data files that can safely be deleted from your system. However, you should view the contents of each file in this group before deleting it.

You should always create a backup of any file you delete.



CompuServe

This cleanup group lists all the files in the CompuServe Download folder.

The Download folder contains all the files that you manually download from the Internet or CompuServe services.

Files marked in green have not been accessed within the last xx days, where xx is the threshold specified

in UnInstaller Preferences.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

Files in this group are typically data files that can safely be deleted from your system. However, you should view the contents of each file in this group before deleting it.

You should always create a backup of any file you delete.



Graphics

This cleanup group lists all the graphic files in formats commonly found on the Internet including JPG and GIF files.

Files marked in green have not been accessed within the last xx days, where xx is the threshold specified in UnInstaller Preferences. Files in Internet Cache folders are also marked in green.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

Graphic images are commonly downloaded from the Internet and can safely be deleted from your system. However, you should view the contents of each file in this group before deleting it.

You should always create a backup of any file you delete. You should note, however, that you typically will not realize any disk space savings when deleting JPG or GIF files with backups enabled. The reason is that these files are already compressed and little to no additional compression is realized when adding these files to a backup.



Internet Documents

This cleanup group lists all the Internet documents on your system. Internet documents have the HTM or HTML file extension.

Internet documents are downloaded to your system as you surf the Internet.

Files marked in green have not been accessed within the last xx days, where xx is the threshold specified in UnInstaller Preferences. Files in Internet Cache folders are also marked in green.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

Files in this group are typically data files that can safely be deleted from your system. However, you should view the contents of each file in this group before deleting it.

You should always create a backup of any file you delete.



Movie and Animation Files

This cleanup group lists all the movie and animation files in the common formats including MPG, AVI, FLC, and MOV files.

Files marked in green have not been accessed within the last xx days, where xx is the threshold specified in UnInstaller Preferences. Files in Cache folders are also marked in green.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

Files in this group are typically large data files that can safely be deleted from your system. Delete those files that you don't want or need. You should view the contents of each file in this group before deleting it.

You should always create a backup of any file you delete. You should note, however, that you typically will not realize any disk space savings when deleting an animation or movie file with backups enabled. The reason is that these files are already compressed and little to no additional compression is realized when adding the archive to a backup.



Sound Files

This cleanup group lists all the sound files in the common formats used on the Internet including WAV and AU files.

Sound files play audio via your sound card.

Files marked in green have not been accessed within the last xx days, where xx is the threshold specified in UnInstaller Preferences. Files in Cache folders are also marked in green.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

Files in this group are typically large data files that can safely be deleted from your system. Delete those files that you don't want or need. You should review the contents of each file in this group before deleting it.

You should always create a backup of any file you delete.

Related Topics

[Non-Critical Files](#)

[Duplicates](#)

[Disconnected Items](#)

[Windows Shell Items](#)

[Windows Registry](#)

[Windows 3.x Items](#)

[Registered File Types](#)

[Custom File Groups](#)



Duplicates



Duplicates

This category lists all the duplicate files on your system. By default, Duplicate Files are files with the same name, date, and size. However, you can modify the definition of Duplicate Files using UnInstaller Preferences.

Select each file for detailed information, tips, and advice for each duplicate group.



All Duplicate Files

The advice for these files depends on the file type.

Be careful when deleting duplicate files. You should view each file before deleting it. Always create a backup of the files you delete.



Duplicate DLLs

The advice for these files depends on the file type.

Be careful when deleting duplicate DLLs. Always create a backup of the files you delete.



Duplicate Executables

The advice for these files depends on the file type.

Be careful when deleting duplicate executable files. You should view each file before deleting it. Always create a backup of the files you delete.

Related Topics

[Non-Critical Files](#)

[Internet Stuff](#)

[Disconnected Items](#)

[Windows Shell Items](#)

[Windows Registry](#)

[Windows 3.x Items](#)

[Registered File Types](#)

[Custom File Groups](#)



Disconnected Items



Disconnected Items

This category lists all the items on your system that point to a file or folder that no longer exists.



Disconnected Executables

This category lists all the Windows executable (program) files that do not appear in the Start Menu or on the Windows Desktop.



16-bit Executables

This cleanup group lists all the 16-bit Windows executable (program) files that do not appear in the Start Menu or on the Desktop.

Caution should be used when deleting files from this group. Just because an executable file does not appear in the Start Menu or on the Desktop does not mean that the file is not being used. Some executable files are invoked by other executable or batch files.

To attach a disconnected executable to the Start Menu, select Tools | Connect to Start Menu.

You should always create a backup of any file you delete.



32-bit Executables

This cleanup group lists all the 32-bit Windows executable (program) files that do not appear in the Start Menu or on the Desktop.

Caution should be used when deleting files from this group. Just because an executable file does not appear in the Start Menu or on the Desktop does not mean that the file is not being used. Some executable files are invoked by other executable or batch files.

To attach a disconnected executable to the Start Menu, select Tools | Connect to Start Menu.

You should always create a backup of any file you delete.



Disconnected Registry Entries

This category lists registry keys and entries associated with applications or files that no longer exist on the system.



Application Paths

This cleanup group lists all the registry keys identifying invalid application paths. Application paths identify the location and filename of registered applications. These keys define application paths for applications that no longer exist on the system.

All items in this group are can be deleted safely.



Associations

This cleanup group lists all the registry that define file extensions used by applications that no longer exist on the system.

All items in this group can be deleted safely.



Autorun Programs

This cleanup group lists all the registry entries associated with invalid Autorun programs. Autorun programs are launched when Windows is started. These entries define applications that no longer exist on the system.

All items in this group can be deleted safely.



OLE Objects

This cleanup group lists all the registry keys associated with invalid OLE objects. These keys are associated with applications or files that no longer exist on the system.

All items in this group can be deleted safely.



De-installers

This cleanup group lists all the registry keys associated with invalid de-installers. De-installers are used by the Windows Add/Remove Programs applet to remove applications from your system. These keys are associated with de-installers that no longer exist on the system.

All items in this group can be deleted safely.



Disconnected Shell Items

This category lists all the items in the Windows shell that point to a file or folder that no longer exists.



Desktop Items

This cleanup group lists all the items on the Desktop that point to a file or folder that no longer exists.

All items in this group can be deleted safely.



Shortcuts

This cleanup group lists all the shortcuts (LNK files) on the system that point to a file or folder that no longer exists.

All items in this group can be deleted safely.



Start Menu Items

This cleanup group lists all the items in the Start Menu that point to a file or folder that no longer exists.

All items in this group can be deleted safely.

Related Topics

[Non-Critical Files](#)

[Internet Stuff](#)

[Duplicates](#)

[Windows Shell Items](#)

[Windows Registry](#)

[Windows 3.x Items](#)

[Registered File Types](#)

[Custom File Groups](#)



Windows Shell Items



Windows Shell Items

This category lists all shortcuts and all the items that appear in the Windows Start Menu and on the Desktop.



Desktop Items

This category lists all the items on the Desktop.



All Desktop Items

This cleanup group lists all the items on the Desktop.

All disconnected items on the Desktop are marked in green. Disconnected items point to a file or folder that no longer exists.

All items marked in green can be deleted safely.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.



Disconnected Desktop Items

This cleanup group lists all the items on the Desktop that point to a file or folder that no longer exists.

All items in this group can be deleted safely.



Shortcuts

This category lists all the shortcuts (LNK files) on the system.



All Shortcuts

This cleanup group lists all the shortcuts (LNK files) on your system.

Shortcuts that point to files or folders that no longer exist are marked in green.

You can safely delete any item marked in green.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.



Disconnected Shortcuts

This cleanup group lists all the shortcuts (LNK files) on the system that point to a file or folder that no longer exists.

All items in this group can be deleted safely.



Start Menu

This category lists all the items in the Start Menu.



All Start Menu Items

This cleanup group lists all the items in the Start Menu.

All disconnected items in the Start Menu are marked in green. Disconnected items point to a file or folder that no longer exists.

All items marked in green can be deleted safely.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.



Disconnected Start Menu Items

This cleanup group lists all the items in the Start Menu that point to a file or folder that no longer exists.

All items in this group can be deleted safely.

Related Topics

[Non-Critical Files](#)

[Internet Stuff](#)

[Duplicates](#)

[Disconnected Items](#)

[Windows Registry](#)

[Windows 3.x Items](#)

[Registered File Types](#)

[Custom File Groups](#)



Windows Registry



Windows Registry

This category lists entries and keys in the Windows Registry that are of most interest to users.



Associations

This cleanup group lists the registry keys for file associations. These keys define the file extensions associated with an application.

Disconnected associations define file extensions associated with applications that no longer exist on the system.

All disconnected associations are marked in green and can be deleted safely. Use caution when deleting any other association.



Autorun Programs

This cleanup group lists the registry entries for Autorun programs. Autorun programs are automatically launched when Windows is started.

All disconnected entries are marked in green and can be deleted safely. A disconnected entry defines a program that no longer exists on the system



Disconnected Registry Entries

This category lists registry keys and entries associated with applications or files that no longer exist on the system.



Application Paths

This cleanup group lists all the registry keys identifying invalid application paths. Application paths identify the location and filename of registered applications. These keys define application paths for applications that no longer exist on the system.

All items in this group are can be deleted safely.



Associations

This cleanup group lists all the registry keys associated with invalid file associations. These keys define the file extensions associated with applications that no longer exist on the system.

All items in this group can be deleted safely.



Autorun Programs

This cleanup group lists all the entries associated with invalid Autorun programs. Autorun programs are launched when Windows is started. These entries define applications that no longer exist on the system.

All items in this group can be deleted safely.



OLE Objects

This cleanup group lists all the registry keys associated with invalid OLE objects. These keys are associated with applications or files that no longer exist on the system.

All items in this group can be deleted safely.



De-installers

This cleanup group lists all the registry keys associated with invalid de-installers. De-installers are used by the Windows Add/Remove Programs applet to remove applications from your system. These keys are associated with de-installers that no longer exist on the system.

All items in this group can be deleted safely.

Related Topics

[Non-Critical Files](#)

[Internet Stuff](#)

[Duplicates](#)

[Disconnected Items](#)

[Windows Shell Items](#)

[Windows 3.x Items](#)

[Registered File Types](#)

[Custom File Groups](#)



Windows 3.x Items



Windows 3.x Items

This category lists the standard Windows 3.x files that can safely be deleted if you want to remove Windows 3.x from your system. This category appears only when Windows 3.x is installed on your system.



Windows 3.x Core Files

This cleanup group lists the core Windows 3.x files: KRNL286.EXE or KRNL396.EXE, USER.EXE, and GDI.EXE.

These files are necessary for the proper operation of Windows 3.x and must not be deleted unless you want to remove Windows 3.x from your system. If you want to remove Windows 3.x, these files can safely be deleted.



Windows 3.x Support Files

This cleanup group lists Windows 3.x support files.

These files are necessary for the proper operation of Windows 3.x and must not be deleted unless you want to remove Windows 3.x from your system.

If you want to remove Windows 3.x, these files can safely be deleted.



Windows 3.x Fonts

This cleanup group lists the standard Windows 3.x font files. These font files are used to draw text for Windows and Windows applications.

These files are necessary for the proper operation of Windows 3.x and must not be deleted unless you want to remove Windows 3.x from your system.

If you want to remove Windows 3.x, these files can safely be deleted.



Windows 3.x Driver Files

This cleanup group lists the standard Windows 3.x driver files. Driver files are used by Windows as an interface to hardware components such as printers, sound cards, video cards, networks, keyboards, and the mouse.

These files are necessary for the proper operation of Windows 3.x and must not be deleted unless you want to remove Windows 3.x from your system.

If you want to remove Windows 3.x, these files can safely be deleted.



Windows 3.x Misc. Files

This cleanup group lists the many miscellaneous files installed by Windows. These files are of all types including Help files, bitmaps, text, and more.

These files are necessary for the proper operation of Windows 3.x and must not be deleted unless you want to remove Windows 3.x from your system.

If you want to remove Windows 3.x, these files can safely be deleted.



Windows 3.x Applications

This cleanup group lists all the standard Windows applications installed with Windows 3.x. These applications include Notepad, Paintbrush, Calendar, Solitaire, and more.

These files are a standard part of Windows 3.x and should not be deleted unless you want to remove Windows 3.x from your system.

If you want to remove Windows 3.x, these files can safely be deleted.

Related Topics

[Non-Critical Files](#)

[Internet Stuff](#)

[Duplicates](#)

[Disconnected Items](#)

[Windows Shell Items](#)

[Windows Registry](#)

[Registered File Types](#)

[Custom File Groups](#)



Registered File Types



Registered File Types

This category lists all the data types registered on your system. Each data type registered on your system is listed in a separate cleanup group underneath this category. Double-click the Registered File Type icon to view the available cleanup groups.

Select the appropriate cleanup group you would like to view. For example, to view all the bitmap (BMP) files on your system, select the Bitmap Image category located beneath Registered File Types in the File Cleanup Groups tree.



Registered Type *N...*

This cleanup group lists all the *N...* files on your system, where *N...* is a registered file type.

All files in this cleanup group are data files. You should carefully review each file before deleting it.

Files marked in green have not been modified in the past *xx* days, where *xx* is the threshold set in UnInstaller Preferences.

Use caution when deleting items marked in yellow. It is recommended that you do not delete items marked in red.

You should always create a backup of any file you delete.

Related Topics

[Non-Critical Files](#)

[Internet Stuff](#)

[Duplicates](#)

[Disconnected Items](#)

[Windows Shell Items](#)

[Windows Registry](#)

[Windows 3.x Items](#)

[Custom File Groups](#)



Custom File Groups



Custom File Groups

This category lists all the Custom File Groups. Custom File Groups are added by selecting Create Custom Group from the Tools menu.



Custom File Group N...

This cleanup group lists all files on the system matching the following parameters:

Search for: xxx.xxx, where xxx.xxx is the file or wildcard to search for.

Search in: yyyy, where yyyy is the folder where the search begins.

Search subfolders: True/False, where True indicates all subfolders beneath the folder specified in *Search In* are searched.

Use caution when deleting files from this cleanup group.

You should always create a backup of any file you delete.

Related Topics

[Non-Critical Files](#)

[Internet Stuff](#)

[Duplicates](#)

[Disconnected Items](#)

[Windows Shell Items](#)

[Windows Registry](#)

[Windows 3.x Items](#)

[Registered File Types](#)



File List (File Cleanup)

The File List contains a complete listing of all the items in the file cleanup group selected in the File Cleanup Groups tree.

The files in the File List are color-coded to help you determine which files are safest to delete. See [Understanding Color-Coding](#) for more information.

The contents of the File List can be sorted by file name, date, size, type, location, and color code. To change the sort order of the File List, select *File | Arrange Icons*. A submenu will be displayed with the following options:



Name: Sorts the File List by the file name.



Type: Sorts the File List by file extension.



Size: Sorts the File List by file size.



Date: Sorts the File List by the file date.



Locations: Sorts the File List by the location of the files.



Color-Coding: Sorts the File List according to the color codes.

You can also sort the File List by clicking on the column headers in the File List. Clicking the column header of the current column used for sorting reverses the sort order of the File List. For example, assume the File List is sorted by name in alphabetical order. Click the Name column header to sort the list in reverse alphabetical order.

All file operations are performed on the files in the File List. Most operations are performed on the selected files. A selected file is highlighted by a colored background. Some operations are performed only on the item that has the focus. The item with the focus is surrounded with a dashed rectangle. The Menu Bar section of this chapter describes the file operations supported by File Cleanup and indicates whether each file operation affects the selected file(s) or the file with the focus.

Related Topics

[The File Cleanup Window](#)

[Cleanup Groups Tree](#)

[Cleanup Tabs](#)



Cleanup Tabs (File Cleanup)

The Cleanup tabs are located in the lower portion of the File Cleanup window. The following Cleanup tabs are available:



Advice Tab: The Advice tab provides useful information which will help you determine which files can safely be deleted from the File List.



Report Tab: The Report tab displays a text report of the most recent operation performed by File Cleanup.



Viewer Tab: The Viewer tab enables you to view the contents of a file without opening an external viewer window or the associated application.

You can hide or show the Cleanup tabs by selecting the *Options | Cleanup Tabs* menu item. When this menu item is checked, the Cleanup tabs are visible. When this item is unchecked the Cleanup tabs are not visible.

Related Topics

[The File Cleanup Window](#)

[Cleanup Groups Tree](#)

[File List](#)



Advice Tab (File Cleanup)

The Advice tab provides useful information which will help you determine which files can safely be deleted from the File List.

The Advice tab describes the currently selected file cleanup group. It tells you what type of files are listed in the File List and explains the criteria used for color-coding the contents of the File List.

You should always read the information displayed in the Advice tab before deleting files in any file cleanup group. The information provided will help you safely clean your system.

Related Topics

[Cleanup Tabs](#)

[Report Tab](#)

[Viewer Tab](#)



Report Tab (File Cleanup)

The Report tab displays a text report of the most recent operation performed by File Cleanup. The information displayed in this tab is the same as the information you would see in the Reports module's Report Log tab.

The information in the Report tab helps you determine the type of action that was performed most recently and identify the files affected by the most recent operation. To view and print the full report for the most recent operation, select *File | View Report* from the File Cleanup menu. The Reports module will be displayed. You can view any UnInstaller report from the Reports module.

Related Topics

[Cleanup Tabs](#)

[Advice Tab](#)

[Viewer Tab](#)



Viewer Tab (File Cleanup)

The Viewer tab enables you to view the contents of a file without opening an external viewer window or the associated application. To view the contents of a file in the File List, simply click on the file, then display the Viewer tab.

The best use of the Viewer tab is to view the contents of the files in the File List before deleting or archiving them. Use the up and down arrow keys to scroll through the files in the File List and view their contents. By viewing the contents of the files, you know exactly which files you want to keep and which files you want to delete or archive.

Note: The Viewer tab uses the Quick View viewers distributed with Windows 95. The Quick View viewers are not automatically installed when you install Windows. See [Installing the Quick View Viewers](#) for information on installing the Quick View viewers. File Cleanup also supports Quick View Plus, an enhanced version of Quick View which supports additional file formats.

Related Topics

[Cleanup Tabs](#)

[Advice Tab](#)

[Report Tab](#)



Move To/Copy To Dialog (File Cleanup)

The Move To/Copy To dialog allows you to move or copy the files selected in the File List to a new folder.

Moving Files:

To move files using the Move To/Copy To dialog, select the files from the File List that you want to move. Select File | Move To from the File Cleanup menu bar. The Move To/Copy To dialog will be displayed.

The files you selected in the File List will be listed at the top of the dialog in the Files & Folders list box. Specify the destination folder (the place where you want to move the files) in the To Folder edit field. You can manually type in the destination folder or click the Browse button to browse for the destination folder.

The Move option button will be checked by default. You can select the Copy option button to copy the files to the destination folder instead of move them.

Click OK to move the files.

Copying Files:

To copy files using the Move To/Copy To dialog, select the files from the File List that you want to copy. Select File | Copy To from the File Cleanup menu bar. The Move To/Copy To dialog will be displayed.

The files you selected in the File List will be listed at the top of the dialog in the Files & Folders list box. Specify the destination folder (the place where you want to copy the files) in the To Folder edit field. You can manually type in the destination folder or click the Browse button to browse for the destination folder.

The Copy option button will be checked by default. You can select the Move option button to move the files to the destination folder instead of copy them.

Click OK to copy the files.

Related Topics

[File Cleanup](#)



File Links Dialog (File Cleanup)

The File Links dialog allows you to view the file interdependencies for the file with the focus (as indicated by a dashed rectangle) from the File List in the Advanced dialog. The File Links dialog displays all the files that use the selected file. It also displays all the files that the selected file uses.

The file interdependencies are displayed in a hierarchical tree so you can easily identify the which files are using the selected file and which files are used by the selected file.

Related Topics

[File Cleanup](#)



Print Dialog (File Cleanup)

The Print dialog allows you to print the list of files contained in the File Cleanup File List.

To print a list of files, select File | Print List from the File Cleanup menu bar. The Print dialog will be displayed.

Enter the number of copies you want to print and click OK. The output will be sent to the default printer.

Related Topics

[File Cleanup](#)



Properties Dialog (File Cleanup)

The Properties dialog displays information about the file with the focus (as indicated by a dashed rectangle) from the File List in the Advanced dialog.

To view the properties for a file, select the file from the File Cleanup File List. Select File | Properties from the File Cleanup menu bar. The Properties dialog will be displayed.

The Properties dialog contains information including file name, type, location, modified date, and access date.

Related Topics

[File Cleanup](#)



Archive Dialog (File Cleanup)

The Archive dialog is used to archive the files selected in the File Cleanup File List. The selected files are compressed and stored in an archive file.

To archive one or more files, first select the files from the File Cleanup File List. Select Tools | Archive from the File Cleanup menu bar. The Archive dialog will be displayed.

Enter the destination folder for the archive in the Destination Folder edit field. By default, archives are created in UnInstaller's Backup folder. You can click Browse to browse for a destination folder.

You have the option of entering a description for the archive. UnInstaller provides a brief description. This description will help you identify the archive when attempt to restore its contents using UnInstaller's Restore module.

By default, UnInstaller removes the original files after they are added to the archive. If do not want UnInstaller to remove the original files, uncheck the *Delete original files after creating archive* check box.

Click OK when you are ready. When you click OK, UnInstaller will create the archive then delete the original files if the *Delete original files after creating archive* check box is checked.

Use UnInstaller's Restore module to restore any or all the files in the archive.

Note: For most file types, archiving saves disk space. However, if you are archiving files that use compressed formats (JPG, GIF, AVI, etc), you will not realize much, if any, disk space savings by archiving the files. In addition, if you are archiving to a hard drive compressed using Stacker or Double Space, you will not realize much, if any, disk space savings by archiving files of any type.

Related Topics

[File Cleanup](#)



Find Target Dialog (File Cleanup)

All shell items point to a target file or folder. Shell items that point to a target file or folder that does not exist is a disconnected shell item. The Find Target dialog allows you to browse for the target file of a disconnected shell item.

When you use File Cleanup to locate disconnected shell items (shortcuts, Start Menu items, and Desktop items), you have the option of searching for the target file of any disconnected item. This option is useful if, for example, you know you moved the target file for a shell item and you want to reconnect the target file and the shell item.

To reconnect a disconnected shell item, select the disconnected shell item in the File List. Select Tools | Find Target from the File Cleanup menu bar. The Find Target dialog will be displayed.

The File name edit field will contain the name of the target file for the disconnected item. The current folder displayed in the Find Target dialog is the path of the target file.

You can use the dialog to browse for the target file or redefine the target file. Once you have located the new location of the target file or redefined the target file, click OK. The item will no longer be disconnected and will be removed from the File Cleanup File List.

Related Topics

[File Cleanup](#)



Connect to Start Menu Dialog (File Cleanup)

The Connect to Start Menu dialog allows you to attach disconnected executables to the Windows Start Menu.

To connect a disconnected executable to the Windows Start Menu, select either 16-bit Executables or 32-bit Executables from the Disconnected Executables file cleanup group in the File Cleanup Groups tree.

Select the executable file you want to attach to the Start Menu. Select Tools | Connect to Start Menu. The Connect to Start Menu dialog will be displayed.

The current Start Menu program groups will be displayed in the Select Start Menu Group list. Select the Start Menu program group where you want to add the disconnected executable.

Next, enter the description for the item. This description is what will appear in the Start Menu.

Click OK when you have selected the program group and specified the description. The new program item will be added to the Start Menu. The item will be removed from the File Cleanup File List..

Related Topics

[File Cleanup](#)



Custom File Group Dialog (File Cleanup)

The Custom File Group dialog is used to create and edit a custom file group. Custom File Groups allow you to locate files by specifying the file type and the location.

The Custom File Group dialog contains the following options:



Group Name: This is the text that appears in File Cleanup Groups tree. This name should be descriptive but should be kept fairly short. Three or four words is usually sufficient.



Search for files named: This edit field specifies the type of files searched for. You can specify a filename, such as TEST.BMP, or a wildcard such as *.TXT. Multiple filenames and wildcards are supported. Simply separate the filenames and/or wildcards with semicolons(;). For example, TEST.BMP; *.TXT.



Search in: Specifies the starting folder for the search. You can specify any folder. To search a drive from the root, specify the drive name (for example, C:\).



Search subfolders: When checked, all the subfolders of the folder specified in *Search in* are searched for files matching those specified in *Search for files named*. To limit the search to the folder in *Search in*, uncheck this box.

Creating a Custom File Group

To create a custom file group, select *Tools | Create Custom Group* from the File Cleanup menu bar. *The Create Custom Group* dialog will be displayed.

Type the name of the new group in the *Group name* edit field. The name you specify will be used as the description for the cleanup group in the File Cleanup Groups tree.

Specify the search drive and/or folder in the *Search in* edit field. If you want to search all the folders underneath the drive or folder specified in *Search in*, check the *Search subfolders* check box.

Specify the name of the file you want to search for in the *Search for files named* edit field. Wildcards (*.*, *.txt, etc.) are supported. You can specify several file names to search for by separating the file names by semi-colons. For example, you can search for all TXT files and all DOC files by typing *.TXT; *.DOC in the *Search for files named* edit field.

As an example of how you can create a custom file group, let's assume you wanted to create a file group containing all your weekly reports (weekly*.doc) on your C drive. To do this, enter My Weekly Reports in *Group Name*. Enter C: in *Search in* because you want to search the entire C drive. Check *Search subfolders* since you want all folders on the drive searched for text files.

Enter weekly*.doc in *Search for files named* to locate all files beginning with weekly and have the DOC file extension. Click *OK* to create the custom file group. Your custom file group *My Weekly Reports* will appear under the Custom File Groups branch of the File Cleanup Groups tree.

When you select a custom file group, File Cleanup will automatically conduct the search you defined using the Create Custom Group dialog. All files found that match the search parameters defined for the group will be listed in the File List. From the File List, you can move, copy, delete, archive, and view your files.

Editing a Custom File Group

You can edit the settings of a custom file group by selecting the custom file group from the File Cleanup Groups tree, then selecting *Tools | Edit Custom Group* from the File Cleanup menu bar. The options available for editing a custom file group are the same as creating a custom file group.

Deleting a Custom File Group

To delete a custom file group, select the file group in the File Cleanup Groups tree. Then select *Tools | Delete Custom Group* from the File Cleanup menu bar.

Related Topics

[File Cleanup](#)



Preferences Dialog (File Cleanup)

The File Cleanup tab in the UnInstaller Preferences dialog provides several options which allow you to define the way File Cleanup behaves. The following options are available on the File Cleanup tab. These options are divided into the following groups: General Settings, Internet Options, and Duplicate File Options.

General Settings:

The following options are available in the General Settings group:



Modified date threshold: Specifies the threshold for file categories that use modified date as file color-coding criteria. For example, setting this date to 90 means only files that have not been modified in the past 90 days will be color-coded green.



Access date threshold: Specifies the threshold for file categories that use access date as file color-coding criteria. For example, setting this date to 90 means only files that have not been accessed in the past 90 days will be color-coded green.



Create Backup of deleted files: When checked, a backup of all the files deleted by File Cleanup is created. Each time a delete operation is performed, a new backup file is created. Keep this in mind when attempting to restore files from a backup created by File Cleanup.



Never delete items marked in red: When checked, items marked in red cannot be deleted. This item is checked by default to prevent you from accidentally deleting files that shouldn't be removed.

Internet Options:

The following options are available in the Internet Options group:



Download Folders: This button allows you to define the location of the download folders for the Download Folders cleanup group located under Internet Stuff.



Cache Folders: This button allows you to define the location of the download folders for the Download Folders cleanup group located under Internet Stuff.

To add a new download folder or cache folder, select the appropriate button. The Internet Folders dialog will be displayed. Click the Add button to add a new download or cache folder.

From the Create New Internet Group dialog, enter the name in Group Name (for example America Online). Enter the full folder path in Search In. Enter the wildcard (*.HTML, *.JPG, etc) in Search for file named. You can enter multiple wildcards but they must be separated by semicolons(;). Click OK to add the folder.

Duplicate File Options:

The following options are available in the Duplicate File Options group:



True Duplicates: When selected, duplicate files are defined as files with the same name, date, and size.



Probable Duplicates: When selected, duplicate files are defined as files with the same name and size.



Possible Duplicates: When selected, duplicate files are defined as files with the same name.

Related Topics

[File Cleanup](#)



Customize Toolbar (File Cleanup)

The File Cleanup Toolbar provides quick access to many of the File Cleanup features. When you install File Cleanup, the Toolbar is configured with the standard tool buttons. You are not, however, limited to these standard tool buttons. You can customize the Toolbar by selecting *Options | Customize Toolbar*. The Customize Toolbar dialog box will be displayed.

The Toolbar buttons list on the right side of the Customize Toolbar dialog displays the current Toolbar configuration. The Available buttons list on the left side of the dialog displays the tool buttons that can be added to the Toolbar configuration.

To add a tool button to the Toolbar, first locate and select the position for the new tool in the Toolbar buttons list. When you add a tool button, the new tool button is placed in the position directly prior to the current selection in the Toolbar buttons list. Next, select the tool button you want to add from the Available buttons list. Choose the Add button to add the button to the list.

To remove a tool button from the Toolbar buttons list, select the tool you want to delete and choose the Remove button. The tool button will be removed from the Toolbar button list and placed back into the Available buttons list.

The Customize Toolbar dialog also allows you to reposition Toolbar buttons. To reposition a Toolbar button, select the button you want to move in the Toolbar buttons list. Choose the Move Up button to move the button up the button list. Choose Move Down to move the button down the button list.

Related Topics

[File Cleanup](#)



Understanding Reports

UnInstaller records important information about every operation you perform with Application Cleanup, File Cleanup, Quick Cleanup, Restore, and Installation Monitor. This information is sorted and stored in master and event logs.



Master Logs: Master Logs are summary overviews of the total operations performed by UnInstaller.



Event Logs: Events Logs provide detailed information about each individual operation performed by the UnInstaller modules.

You can access the Reports module in several ways:



By clicking the *Reports* button on the UnInstaller Launchpad. The UnInstaller Master Log is opened by default.



By clicking the *Report* button located on the last step of Application Cleanup, Quick Cleanup, and Restore. Clicking the *Report* button displays the event log for the operation you just performed.



By selecting *File | View Report* from the File Cleanup menu. The event log for the last file operation you performed with File Cleanup will be displayed. File Cleanup also contains a Report tab which displays a text report of the most recent file operation performed.

Once the Reports module has been displayed, you can open any master or event log by clicking the *Open* button. See the [Open Report Dialog](#) for more information.

Related Topics

[Using Reports](#)



Using Reports

The Reports module displays information about a single master or event log. The information in the current master or event log is displayed using the following four tabs:



Report Summary Tab



Report Log Tab



Disk Analysis Tab



File Analysis Tab



The Report Summary Tab

The Report Summary tab provides a summary of the current log you are viewing. For example, the Report Summary tab for the UnInstaller Master Log displays (in the pie chart) the total amount of disk space freed by UnInstaller as compared to the total disk space available on the current system. The statistical data tells you how many files have been removed by UnInstaller, the average file size, and more.

The information displayed on this tab depends on the type of report you are currently viewing.

Related Topics

[Report Log Tab](#)

[Disk Analysis Tab](#)

[File Analysis Tab](#)



The Report Log Tab

The Report Log tab provides a comprehensive, detailed text report of all the events that have occurred. The contents of this tab depend on the type of log currently being viewed. For the UnInstaller Master Log, the Report Log tab lists all the events (deletes, archives, etc.) that have been performed by the various UnInstaller modules. For Event Logs, the Report Log tab lists the actual actions that were generated. For example, each file delete operation in an event log would be listed in the Report Log tab.

Related Topics

[Report Summary Tab](#)

[Disk Analysis Tab](#)

[File Analysis Tab](#)



The Disk Analysis Tab

The Disk Analysis tab provides a graphical breakdown of the log as it relates to disk space. The actual data displayed in this tab depends on the type of log you are currently viewing. For the UnInstaller Master Log, the Disk Analysis tab displays the relative amount of disk space freed by the three UnInstaller modules that support delete operations: Application Cleanup, File Cleanup, and Quick Cleanup. For event logs, this tab displays the relative amount of disk space affected by the event in each file category.

Related Topics

[Report Summary Tab](#)

[Report Log Tab](#)

[File Analysis Tab](#)



The File Analysis Tab

The File Analysis tab provides a graphical breakdown of the log as it relates to number of files. The actual data displayed in this tab depends on the type of log you are currently viewing. For the UnInstaller Master Log, the File Analysis tab displays the relative number of files deleted by the three UnInstaller modules that support delete operations: Application Cleanup, File Cleanup, and Quick Cleanup. For event logs, this tab displays the relative number of files affected by the event in each file category.

Related Topics

[Report Summary Tab](#)

[Report Log Tab](#)

[Disk Analysis Tab](#)



Viewing Master Logs

Master Logs are summary overviews of the total operations performed by UnInstaller. UnInstaller provides two master logs: UnInstaller Master Log and Installation Monitor Master Log.



UnInstaller Master Log: This master log gives you the ‘big picture’. In one report, you can determine exactly how much disk space you have freed since you installed UnInstaller. You can also determine which modules you have used and see just how many times you have used each module.



Installation Monitor Master Log: This master log provides summary information about all the applications you have monitored using UnInstaller’s Installation Monitor.

To open a master log, click the Reports button on the UnInstaller Launchpad. When you do this, the UnInstaller Master Log will be displayed by default. To open the Installation Monitor Master Log, click the *Open* button. From the Open Report dialog, select *Installation Monitor Master Log* from the *UnInstaller Reports* tree.

Related Topics

[Viewing Event Logs](#)



Viewing Event Logs

Event Logs contain detailed information about an event performed by an Uninstaller module. Events are application operations such as delete, move, archive, and transport as well as file operations such as delete, copy, move, archive, and so forth.

In Application Cleanup, an event log is generated each time you delete, move, archive, or transport an operation. For File Cleanup, an event log is created each time you perform a delete, move, archive, or copy operation. In Quick Cleanup, an event log is generated whenever you delete files. With Restore, an event log is created whenever you perform a full or partial restore of an archive or backup.

Note: In a single File Cleanup session, for example, you can generate literally dozens of event logs. Keep this in mind when you are searching for and viewing event logs.

The easiest way to open an event log is to click the Report button provided on the last step of the Application Cleanup, Quick Cleanup, and Restore wizards. Clicking the Report button will display the event log for the operation you just completed. From File Cleanup, select *File | View Report* to see the event log for the most recent file operation performed by File Cleanup.

To open an event log from the Reports module, click the *Open* button. From the Open dialog, expand the Event Logs branch and select the event log you would like to view.

Related Topics

[Viewing Master Logs](#)



Open Report Dialog

The Open Report dialog allows you to choose a report to view. From the Open Report dialog you can open reports or delete reports.

Opening a Report:

To open a report for viewing, click the Open button on the Reports module. The Open Report dialog will be displayed.

All the reports available are listed in a tree hierarchy containing two primary branches: Master Logs and Events Logs.

The Master Log branch contains two possible reports: UnInstaller Master Log and Installation Monitor Master Log. To open one of these reports, select the report you want to review and click OK.

The Events Log branch contains additional sub-branches - one for each of the UnInstaller modules (Application Cleanup, File Cleanup, and so forth) that have a current report. All current reports for a particular module will be listed underneath the appropriate sub-branch. To open an event log, select the event log you want to view and click OK.

Deleting a Report:

To delete a report, select the report you want to view and click the Delete button. You cannot delete the Master Logs.

Related Topics

[Understanding Reports](#)



Print Report Dialog

The Print Report dialog allows you to print the information in the current report.

To print information from the current report, click the Print button. The Print Report dialog will be displayed with the following options:

Printer

The options in the Printer group allow you to select the output device for the report. The default Windows printer is selected by default.

Print Range

The following options are available in the Print Range group:



Report Summary: When checked, the statistical information from the Report Summary tab is printed.



Report Log: When checked, the statistical information from the Report Summary tab is printed.



Disk Analysis: When checked, the statistical information from the Disk Analysis tab is printed.



File Analysis: When checked, the statistical information from the File Analysis tab is printed.



Graphs: When checked, the graphs on each tab are printed along with the statistical information.

Copies

These options specify the number of copies to print and indicate whether or not multiple copies should be collated.

Related Topics

[Understanding Reports](#)



Introducing Installation Monitor



Installation Monitor makes UnInstaller cleanups more accurate by tracking and recording the changes made to your system when an application is installed. You should use the Installation Monitor whenever you install an application to ensure that UnInstaller knows about every change made to your system.

The information recorded by Installation Monitor is saved for UnInstaller's use. This information can then be retrieved and used by [Application Cleanup](#) to delete, move, archive, or transport the application.

Related Topics

[Monitoring an Application Installation](#)

[Loading the Installation Monitor](#)

[Turning Off the Installation Monitor](#)

[Detecting Installation Programs](#)

[Tips on Monitoring Installations](#)

[Installation Monitor Preferences](#)



Monitoring an Application Installation



The Installation Monitor has two modes of operation: Automatic and Manual. Both modes of operation work equally well. The only difference is how the Installation Monitor is started. The following sections define the differences between the automatic and manual modes of operation.

Related Topics

[Introducing Installation Monitor](#)

[Tips on Monitoring Installations](#)

[Automatic Operation](#)

[Manual Operation](#)

[Installation Monitor Preferences](#)



Automatic Operation



By default, the Installation Monitor is configured for automatic operation. You can easily determine whether the Installation Monitor is in automatic mode by looking at your Windows Taskbar. If your Windows Taskbar contains the Installation Monitor icon as shown above, Installation Monitor is running in automatic mode.

When operating in automatic mode, Installation Monitor runs in the background and waits until an installation program (Setup.exe, Install.exe, etc.) is started. Then, Installation Monitor interrupts the installation program and asks whether you want to monitor the application installation. Click Yes to monitor the application installation.

When you click Yes, Installation Monitor examines and records the current state of your system. It then allows the installation program to continue and sits in the background watching the installation.

When the installation is complete, Installation Monitor then performs another examination of your system and determines all the changes made to your system. These changes are recorded and stored for later use.

Related Topics

[Introducing Installation Monitor](#)

[Monitoring an Application Installation](#)

[Installation Monitor Preferences](#)



Manual Operation



In manual mode, the Installation Monitor is started only when you select Installation Monitor from UnInstaller 4 program group located in the Windows Start Menu. When you start Installation Monitor in manual mode, you are presented with the Installation Monitor dialog.

From this dialog, you can specify the name of the installation program you would like to run. Simply enter the path and name of the installation program in the *Command Line* edit field or click the *Browse* button to browse for the installation program.

Once you specify the name of the installation program to run, click *OK*. Installation Monitor will then examine and record the current state of your system. It then runs the installation program and sits in the background watching the installation.

When the installation is complete, Installation Monitor performs another examination of your system and determines all the changes made to your system. These changes are recorded and stored for later use.

Related Topics

[Introducing Installation Monitor](#)
[Monitoring an Application Installation](#)
[Installation Monitor Preferences](#)



Loading the Installation Monitor



When you install UnInstaller, you have the option of loading Installation Monitor when Windows is started. By checking this option, the Installation Monitor operates in automatic mode and runs in the background waiting for an installation program to start.

If you chose not to have the Installation Monitor loaded during Startup, you can load it manually from the Installation Monitor Preferences tab.

From the Installation Monitor Preferences tab, click the *Load* button to load the installation monitor in automatic mode. To have the Installation Monitor loaded when Windows is started, check the *Load Installation Monitor on Startup* check box.

To run the Installation Monitor in manual mode, select Installation Monitor from the UnInstaller 4 program group located in the Windows Start Menu.

Related Topics

- [Introducing Installation Monitor](#)
- [Monitoring an Application Installation](#)
- [Turning Off the Installation Monitor](#)
- [Detecting Installation Programs](#)
- [Tips on Monitoring Installations](#)
- [Installation Monitor Preferences](#)



Turning Off the Installation Monitor



You can turn off the Installation Monitor when in automatic mode by right-clicking on the Installation Monitor icon in the Windows Taskbar and selecting *Shut down* from the popup menu.

In manual mode, click the *Cancel* button to close the Installation Monitor.

Related Topics

[Introducing Installation Monitor](#)

[Monitoring an Application Installation](#)

[Loading the Installation Monitor](#)

[Detecting Installation Programs](#)

[Tips on Monitoring Installations](#)

[Installation Monitor Preferences](#)



Detecting Installation Programs



When Installation Monitor is in automatic mode, it sits in the background and waits for an installation program to start. When an installation program starts, Installation Monitor interrupts and asks you whether you want to monitor the installation. By default, Installation Monitor recognizes the files listed in Table 8.1 as installation programs.

Table 8.1: Default Installation Programs

asinstal	cdsetup
instalcd	install
load	runsetup
setup	setup1
setupcd	setupw
startup	startwin
wininst	winload
winstart	

You can remove names from the list of installation programs recognized by Installation Monitor, or you can add new names. To add or remove names from this list, click the *Names* button located on the Installation Monitor Preferences tab. You will then be able to review the list and add or remove names.

Related Topics

- [Introducing Installation Monitor](#)
- [Monitoring an Application Installation](#)
- [Loading the Installation Monitor](#)
- [Turning Off the Installation Monitor](#)
- [Tips on Monitoring Installations](#)
- [Installation Monitor Preferences](#)



Tips on Monitoring Installations



In order to get the best results from Installation Monitor, please follow these simple tips:



Monitor only one installation program at the time. Do not attempt to run more than one installation program simultaneously. If you do, Installation Monitor will not be able to distinguish between the changes made by the various installation programs.



When you use Installation Monitor, don't perform other file management tasks such as copying files, renaming files, or deleting files. Performing file operations while Installation Monitor is monitoring an installation could result in erroneous data being collected.

Related Topics

[Introducing Installation Monitor](#)
[Monitoring an Application Installation](#)
[Loading the Installation Monitor](#)
[Turning Off the Installation Monitor](#)
[Detecting Installation Programs](#)
[Installation Monitor Preferences](#)



Installation Monitor Preferences



The following options are available on the Installation Monitor Preferences tab:



Load: Click Load to load Installation Monitor in automatic mode. When running in automatic mode, Installation Monitor will automatically detect installation programs such as Setup.Exe and Install.Exe.



Load Installation Monitor on Startup: Check to this box to have Installation Monitor loaded in automatic mode each time Windows is started.



Names: Click the Names button to add or remove names from the list of names that Installation Monitor recognizes as installation programs.



Reports: Click on the Reports button to view Installation Monitor Master and Event Logs.

Related Topics

[Introducing Installation Monitor](#)
[Monitoring an Application Installation](#)
[Loading the Installation Monitor](#)
[Turning Off the Installation Monitor](#)
[Detecting Installation Programs](#)
[Tips on Monitoring Installations](#)
[Installation Monitor Preferences](#)



Installing the Quick View Viewers

Windows 95 does not install the Quick View viewers as part of a standard installation. Therefore, you most likely do not have the Quick View viewers installed on your system. You can quickly determine whether or not the viewers are installed on your system by opening Windows Explorer and going to the Windows directory. Right-click on a bitmap file. If the popup menu does not contain a Quick View menu item, the viewers are not installed.

Note: The Quick View viewers are only available on the CD-ROM version of Windows 95. If you do not have the CD-ROM version of Windows 95, you can download the Quick View Viewers from most of the popular on-line services or from the Internet.

To install the Quick View viewers, insert the Windows 95 CD-ROM into your CD-ROM drive. Windows 95 will automatically recognize the Windows 95 CD-ROM as the Windows 95 Setup disk.

From the Windows 95 CD-ROM window, choose Add/Remove Software. The Add/Remove Program Properties dialog will be displayed. Select the Windows Setup tab. Choose Accessories from the Components list. Choose the Details button.

The Accessories dialog will be displayed. Review the Components list and check the Quick View option. Click OK to close the Accessories dialog. Click OK again to close the Add/Remove Program Properties dialog. The viewers will be copied to your hard drive at this point.

Close the Windows 95 CD-ROM window, restart Windows, and you're all set to use the Quick View viewers.



What is Quick View Plus?

Quick View Plus is an add-on systems utility that significantly enhances the Quick View function in Windows 95 to give users almost unlimited file sharing and organizing capabilities. Both are based on award-winning Outside In viewer technology from Inso Corporation, the leader in viewing technology.

Quick View Plus is the “big brother” to Quick View as it enhances and expands Quick View’s functionality. In addition to the basic formatting features supported by Quick View, Quick View Plus adds support for such features as typeface, type size, line spacing, embedded graphics and objects. Whereas Quick View enables users to view files in about 30 of the most popular formats, Quick View Plus allows users not only to view files in over 200 formats, but also to copy and print them with full formatting intact. The ability to read and manipulate all popular word processing, spreadsheet, database, presentation and graphic files, as well as PKZIP, without regard to their native format, greatly facilitates your ability to communicate and collaborate with others.

Take UnInstaller to new horizons.

When you use Quick View Plus with UnInstaller, you’ll have a powerful set of tools to keep your system clean and organized: easily preview and clean up long-forgotten documents; take a quick look at files before deleting or archiving them; copy, back-up, rename, move and e-mail files with confidence.

Once inside UnInstaller, simply right-click on any file name and choose the Quick View Plus option from the context menu. You’ll get an instant WYSIWYG view of the selected file in the View Window.

Communicate with anyone through Microsoft Exchange.

Imagine the ability to view, use and print any file, regardless of its source: e-mail, networks, bulletin boards, online services - even the Internet. Quick View Plus maximizes the power of Microsoft Exchange: you’ll never get stuck with “garbage” attachments, or have e-mail attachments you can’t read, or be unsure of what you’re downloading. Access Quick View Plus in Microsoft Exchange by selecting Quick View - just right-click on the file and choose Quick View, then Yes in the Quick View dialog box. A Quick View Plus Window will open with the selected file displayed.

Find anything fast.

Quick View Plus adds real power to the Find command, enabling you to save time and be more productive. It’s the fastest way to view any file - you don’t have to launch an application first when all you need is a quick look. And, if you’re searching for a specific word or phrase, simply enter the text string as one of the parameters of your search: Quick View Plus will display the file at the point of the first occurrence with the particular text highlighted.

Print anything fast, too.

Quick View Plus enables you to print all or part of any file without running its application. You’ll get instant, fully formatted output with fonts, graphics, OLE objects and tables intact - even if you don’t have the program in which it was created.

More things to try using Quick View Plus:

View multiple files with ease. You can easily view multiple files with Quick View Plus without cluttering up your desktop by having to repeat the launch process. Using the *drag & drop* feature of Windows 95 - often the quickest way to move files around - you can view one file after another in the same View Window. Simply select a file and drag the file representation graphic until it’s above the open Quick View Plus Window.

View and use embedded objects within your word processing files. Quick View Plus supports embedded objects that were created through the *Object Linking and Embedding(OLE)* process. Simply double-click on the object and a Quick View Plus Window will appear with its contents displayed.

Copy all or parts of files - graphics, too. Quick View Plus enables you to copy files, including DOS and Macintosh files, with full formatting intact, and paste them into any Windows word processing or presentation program: easily grab pieces of several documents or graphic files to build new ones without wasting time launching applications. You can use Quick View Plus to re-size and crop graphic files, too.

View ZIP files in an instant. Quick View Plus supports PKZIP files, enabling you to view, search and move individual files within an archive easily without unzipping the entire file. Quickly view the contents of an archived file as you would any other with Quick View Plus. Individual files can then be unzipped for viewing, copying or printing.

Related Topics

[How to Contact Inso Corporation](#)

[Formats Supported by Quick View Plus](#)



How to Contact Inso Corporation:

Mail

401 North Wabash
Suite 600
Chicago, IL 60611

Phone

Support: 312.527.HELP
General: 312.329.0700
Toll-Free (U.S. and Canada only): 800.333.1395

Fax

(312) 670-0820

CompuServe

72662,67

Internet

supportchi@inso.com
saleschi@inso.com

How to acquire Quick View Plus:

Quick View Plus is available wherever you buy software. Or, you can contact Inso Corporation directly at one of the numbers listed above. The estimated street price is \$49.

Related Topics

[What is Quick View Plus](#)
[Formats Supported by Quick View Plus](#)



Formats Supported by Quick View Plus

Document formats

Ami / Ami Professional	Versions through 3.1
DEC WPS Plus (DX)	Versions through 4.1
DisplayWrite 2 & 3 (TXT)	All versions
DisplayWrite 4 & 5	Versions through Release 2.0
Enable	Versions 3.0, 4.0 and 4.5
First Choice	Versions through 3.0
Framework	Version 3.0
HTML (Internet World Wide Web)	Versions through 3.0
IBM FFT	All versions
IBM Revisable Form Text	All versions
IBM Writing Assistant	Version 1.01
JustWrite	Versions through 3.0
Legacy	Versions through 1.1
MacWrite II	Version 1.1
Manuscript	Version 2.0
MASS11	Versions through 8.0
Microsoft Rich Text Format	Versions through 2.0
Microsoft Windows Write	Versions through 3.0
Microsoft Word for DOS	Versions through 6.0
Microsoft Word for Macintosh	Versions 4.0 through 6.0
Microsoft Word for Windows	Versions through 7.0
Microsoft Works for DOS	Versions through 2.0
Microsoft Works for Macintosh	Versions through 2.0
Microsoft Works for Windows	Versions through 4.0
MultiMate	Versions through 4.0
Navy DIF	All versions
Nota Bene	Version 3.0
Office Writer	Version 4.0 to 6.0
PC-File Letter	Versions through 5.0
PC-File+ Letter	Versions through 3.0
PFS:Write	Versions A, B, and C
Plain Text (including ASCII, ANSI, Unicode)	n/a
Plain Text with UUEncoded objects	n/a
Professional Write	Versions through 2.1
Professional Write Plus	Version 1.0
Q&A	Version 2.0
Q&A Write for Windows	Version 3.0
Samna Word	Versions through Samna Word IV+
SmartWare II	Version 1.02
Sprint	Versions through 1.0
Total Word	Version 1.2
Volkswriter 3 & 4	Versions through 1.0
Wang PC (IWP)	Versions through 2.6
WordMARC	Versions through Composer Plus
WordPerfect	Versions through 6.1
WordPerfect for Macintosh	Versions 1.02 through 3.0
WordPerfect for Windows	Versions through 6.1
WordStar	Versions through 7.0
WordStar 2000	Versions through 3.0
WordStar for Windows	Version 1.0
XyWrite	Versions through III Plus

Spreadsheet formats

Enable	Versions 3.0, 4.0 and 4.5
First Choice	Versions through 3.0
Framework	Version 3.0
Lotus 1-2-3 Charts for DOS & Windows	Versions through 5.0
Lotus 1-2-3 Charts for OS/2	Versions through 2.0
Lotus 1-2-3 for DOS & Windows	Versions through 5.0
Lotus 1-2-3 for OS/2	Versions through 2.0
Lotus Symphony	Versions 1.0,1.1 and 2.0
Microsoft Excel Charts	Versions 3.0 - 7.0
Microsoft Excel for Macintosh	Versions 3.0 - 4.0
Microsoft Excel for Windows	Versions 2.2 through 7.0
Microsoft Multiplan	Version 4.0
Microsoft Works for DOS	Versions through 2.0
Microsoft Works for Macintosh	Versions through 2.0
Microsoft Works for Windows	Versions through 4.0
Mosaic Twin	Version 2.5
PFS:Professional Plan	Version 1.0
QuattroPro for DOS	Versions through 5.0
QuattroPro for Windows	Versions through 6.0
SmartWare II	Version 1.02
SuperCalc 5	Version 4.0
VP Planner 3D	Version 1.0

Database formats

Access	Versions through 2.0
DataEase	Version 4.0
dBASE	Versions through 5.0
dBXL	Version 1.3
Enable	Versions 3.0, 4.0 and 4.5
First Choice	Versions through 3.0
FoxBase	Version 2.1
Framework	Version 3.0
Microsoft Works for DOS	Versions through 2.0
Microsoft Works for Macintosh	Versions through 2.0
Microsoft Works for Windows	Versions through 4.0
Paradox for DOS	Versions through 4.0
Paradox for Windows	Versions through 1.0
Personal R:BASE	Version 1.0
Q & A	Versions through 2.0
R:BASE	Versions through 3.1
R:BASE System V	Version 1.0
Reflex	Version 2.0
SmartWare II	Version 1.02

Graphic formats

Ami Draw (SDW)	n/a
AutoCAD DXF (Binary and ASCII)	Versions 12 and 13
Binary Group 3 Fax	All versions
CompuServe GIF	All versions
Computer Graphics Metafile	n/a
Corel Draw (TIFF header only)	Versions 2.0 through 5.0
DCX (multi-page PCX)	n/a
Encapsulated PostScript (TIFF header only)	n/a
GEM Paint (IMG)	n/a

HPGL Hewlett Packard Graphics Language	Version 2
JPEG	All versions
Lotus PIC	n/a
Lotus Snapshot	All versions
Macintosh PICT1 & PICT2 (Bitmap only)	n/a
MacPaint	n/a
Micrografx Designer and Draw (DRW)	Versions through 4.0
OS/2 Bitmap	All versions
PCX (Paintbrush)	All versions
TIFF	Versions through 6
TIFF CCITT Group 3 & 4	Versions through 6
Truevision TGA (TARGA)	Version 2.0
Windows Bitmap	All versions
Windows Cursor	All versions
Windows Icon	All versions
Windows Metafile	Versions through 3.1
WordPerfect Graphics [WPG and WPG2]	Versions through 2.0

Presentation formats

Freelance for OS/2	Versions through 2.0
Freelance for Windows	Version 2.0
Harvard Graphics for DOS	Versions 2.x & 3.x
Microsoft PowerPoint for Macintosh	Version 4.0
Microsoft PowerPoint for Windows	Versions through 7.0

Compressed and Collection formats

Microsoft Binder	Version 7.0
Unix Compress	n/a
Unix TAR	n/a
ZIP	PKWARE versions through 2.04g

Other formats

DOS EXE	All versions
Windows 16bit EXE or DLL	All versions
Windows 32bit EXE or DLL	All versions

Related Topics

[What is Quick View Plus](#)

[How to Contact Inso Corporation](#)

