

*Covers  
Versions  
7.0 & 7.1*

# PC Tools

— *the* —  
**COMPLETE REFERENCE**  
*Second Edition*

**HY BENDER**

Foreword by  
Corey Smith and Michael Brown  
CEO and CTO, Central Point Software

**A COMPREHENSIVE DESKTOP RESOURCE – IDEAL FOR EVERY PC TOOLS 7.0 & 7.1 USER**

# **PC Tools: The Complete Reference Second Edition**

Hy Bender

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**PC Tools: The Complete Reference, Second Edition**

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# Foreword

At Central Point Software, our goal is to make computing safer, simpler, and faster. Safer, so your valuable data is there when you need it. Simpler, so you can get to the job at hand as quickly as possible. And faster, so you can get more done in less time.

PC Tools 7 delivers all three benefits. Now in its seventh major release, PC Tools gives you the most popular utilities in one integrated package:


- Advanced data protection and recovery
- Safeguarding against destructive viruses
- Fast, versatile, and reliable hard disk backup
- An easy-to-use DOS shell with a built-in disk and file manager
- A comprehensive desktop organizer
- Remote computing via modem, LAN, or cable
- Programs to enhance your system's performance under both DOS and Microsoft Windows

In *PC Tools: The Complete Reference*, author Hy Bender teaches you how to take full advantage of this productivity tool.

Like the software it describes, *PC Tools: The Complete Reference* is comprehensive and thorough. Its 32 chapters and more than 850 pages are well organized and clearly written; they contain step-by-step examples and quick-reference sections to help you get the most from our software. Also included are detailed appendixes that

guide you through installation and network usage, and provide time-saving reference sections on menu and function key commands.

May *PC Tools: The Complete Reference* speed you along to safer, simpler, and faster computing.

A handwritten signature in black ink, appearing to read 'Corey Smith'.

Corey Smith  
President and CEO  
Central Point Software, Inc.

A handwritten signature in black ink, appearing to read 'Michael Brown'.

Michael Brown  
Chief Technical Officer  
Central Point Software, Inc.

# Acknowledgments

It took a number of excellent people to help make this book come together.

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# Introduction

PC Tools is an amazing product. *PC Magazine* has called it “the most extraordinary bargain in the PC marketplace,” deeming it “powerful enough for advanced users and simple enough for beginners.” *InfoWorld* has proclaimed it “one of the most capable, feature-laden packages to be found at any price,” concluding “it may be the only program some users need.” These positive assessments are shared by computer owners around the world, who have purchased over a million copies of PC Tools, making it one of the most successful software products of all time.

Like PC Tools itself, this book covers a wide range of features. It is written to be understandable to new computer users, yet goes into enough depth for even the most advanced user. It contains hundreds of tutorials and screen shots, making it the most effective tool available for learning PC Tools. At the same time, its extensive use of command lists, subheadings, and cross-references make it an extremely effective reference work. In addition, the book is modular, so that you can opt to read only the chapters you’re interested in.

This introduction first outlines the features of this book, explains how to use the book, and describes the conventions employed in the book. It then covers the capabilities of PC Tools 7, how to use common PC Tools elements, and how to get online help.



*When this book uses the term “PC Tools 7,” it is referring to both version 7.0 and version 7.1. For more information, see the “PC Tools 7.0 Versus 7.1” section later in this introduction.*

## About This Book

This book is for anyone who wants to learn PC Tools 7. You'll find it useful regardless of your level of computer expertise.

If you're fairly new to PCs, you'll find the book doesn't assume you have any computer knowledge outside of a few fundamentals (such as understanding how to turn on your machine, knowing your A drive from your C drive, and recognizing the DOS prompt). Computer terms are always defined shortly after they're introduced, and explanations are as jargon-free as possible. You may have to go over certain sections dealing with advanced topics a few times to fully understand them. However, the step-by-step tutorials will guide you through even the most difficult features.

If you're an intermediate or advanced PC user, you'll find this book doesn't sacrifice depth for the sake of readability. Each of PC Tools' hundreds of features is covered, including all its advanced features. In fact, this is by far the most comprehensive book on PC Tools available.



Lastly, if you're upgrading from PC Tools Deluxe 6, you'll find this book especially useful because it points out which features are new to version 7. It details such changes in special sections in overview Chapters 1, 15, 19, and 29, and marks the discussion of each new feature in the other chapters with an icon like the one to the left of this paragraph.

## How to Use This Book

PC Tools organizes its hundreds of features into several different programs so you can skip over the operations you're not interested in. Similarly, this book divides its coverage of PC Tools into eight independent parts so you don't have to read about the topics you aren't interested in. These eight parts are as follows:

Part	Chapters	Title
Part I	Chapters 1 through 3	Using CP Backup
Part II	Chapters 4 through 8	Using the Data Recovery Utilities
Part III	Chapters 9 and 10	Using the Speedup Utilities
Part IV	Chapters 11 through 14	Using the Security and Connectivity Utilities
Part V	Chapters 15 through 18	Using PC Shell
Part VI	Chapters 19 through 28	Using the Desktop Manager
Part VII	Chapters 29 through 32	Using the Windows Utilities
Part VIII	Appendixes A through E	Appendixes

For example, if you're only concerned about file and disk management, you can restrict your reading to Part V (Chapters 15 through 18); and if you only want to

know how to back up your hard disk, you can just read Part I (Chapters 1, 2, and 3). You can therefore learn about any component of PC Tools in any order you want.

In addition, each chapter is designed to be as independent as possible. As a result, you can start reading from any chapter to learn about the topic it covers; extensive cross-referencing is employed to let you know when discussion of a particular feature requires you to be familiar with other chapters.

On the other hand, if you aren't sure which components of PC Tools you're interested in, you should use this book to help you decide. First, study the list of chapter headings in the Table of Contents. Next, turn to the chapters that sound useful. The beginning of each chapter is designed to let you know in very clear terms the purpose and benefits of the application that it's covering.

If you're in a hurry and just want to get a sense of what menu commands an application offers, you can refer to Appendix C for a brief description of each command. You can also find more detailed command reference sections for CP Backup at the end of Chapter 1, for Undelete at the end of Chapter 6, for Compress at the end of Chapter 9, for Commute at the end of Chapter 14, for PC Shell at the end of Chapter 15, and for the Desktop applications in Chapters 20 through 26.

This book's emphasis is on tutorial instruction. In other words, after explaining the nature of a particular feature, it generally provides a step-by-step example demonstrating how to use the feature. You'll get the most out of the tutorials if you work along with them on your PC. However, screen shots are provided with the tutorials, so you can often follow the effects of various steps even without executing them on your computer.

## Conventions Used in This Book

This book uses several typographical conventions to set off special sections of text. In addition, it uses certain conventions for representing keyboard and mouse commands.

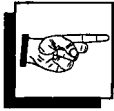
### Special Text Sections



If a feature that's about to be covered is new to PC Tools 7, a "7" icon like the one to the left of this paragraph is used to mark where the discussion of the new feature begins.

*If a section of text makes a point that's either tangentially related to previous sections or is especially noteworthy, the text is marked off by a "Note" icon like the one to the right of this paragraph.*





*If a section of text provides a useful tip, the text is marked off by a “Tip” icon like the one to the left of this paragraph.*



*If a section of text provides a warning to help prevent some serious data accident, the text is marked off by a “Caution” icon like the one to the left of this paragraph.*

## Keyboard Commands

Any PC Tools menu or option can be selected by pressing the highlighted letter in its name. This book indicates which letter is highlighted on screen by boldfacing the letter in the text. For example, if a menu named File can be selected by pressing the letter “F,” the menu is represented as **F**ile; and if a dialog box option named Exit can be selected by pressing the letter “X,” the option is represented as **X**it.

In some PC Tools programs, you can select a menu or option by just pressing its highlighted letter. In these cases, to select the **F**ile menu, for example, you’re instructed to press F. Similarly, to select the **X**it option, you’re instructed to press X.

In other PC Tools programs, selecting a menu or option requires holding down the ALT key and then pressing the highlighted letter. In these cases, to select the **F**ile menu, for example, you’re instructed to press ALT-F. Similarly, to select the **X**it option, you’re instructed to press ALT-X.

Finally, in Desktop Manager applications, you can select a menu by pressing the ALT key, releasing ALT, and then pressing the highlighted letter of the menu. For example, to select the **F**ile menu, you’re instructed to press ALT, F; and to select the **F**ile **X**it option, you’re instructed to press ALT, F, X. However, in such cases you also have the option of keeping ALT pressed down. For example, if you’re instructed to press ALT, F, X, you can press ALT-F, X instead. Which you choose is entirely a matter of taste.

## Mouse Commands

In this book, an instruction on selecting a command using your keyboard is often directly followed by a comparable instruction on selecting the command using your mouse. For example, to select the **F**ile **X**it command, you’ll typically be told to “press ALT, F, X, or click on the File menu and select Exit.” The latter instruction is telling you that instead of using your keyboard, you can position your mouse pointer over the word “File” on the second line of the screen (called the *menu bar*, because it contains the names of application menus), click your mouse button to bring down the menu, position your mouse pointer over the Exit option on the menu, and then click your mouse button to select the option.

Several conventions are employed in mouse instructions. First, the highlighted letters in menu and option names are *not* boldfaced in such instructions. This helps emphasize that you're using your mouse, not pressing keys on your keyboard.

Second, instructions will usually not specify whether to press your left or right mouse button. That's because most PC Tools operations will work with a click from either button equally well. On the rare occasion when an operation requires you to use a particular button, this book will specify which button to click.

Third, instructions will sometimes ask you to *drag* your mouse. This means that instead of clicking your mouse button and then immediately releasing it, you should keep the button held down, move your mouse pointer to the specified location, and then release the button.

## About PC Tools 7

The PC Tools 7 package consists of the following broad range of programs:

- CP Backup, a feature-packed hard disk backup application
- Mirror, Data Monitor, PC Format, and Install, a set of data safeguarding utilities that protect critical areas of your hard disk, deleted files, and formatted data
- Undelete, Unformat, Rebuild, DiskFix, and File Fix, a set of recovery utilities that restore deleted files, formatted data, defective disks, and damaged 1-2-3 and dBASE files
- Compress and PC-Cache, a pair of utilities for speeding up your hard disk and your access to frequently-used data
- PC Secure, Wipe, VDefend, and Commute, a collection of security and connectivity utilities
- PC Shell, an extremely powerful but easy-to-use file and disk manager, and its related programs Directory Maintenance, File Find, System Information, and View
- The Desktop Manager, a collection of over a dozen full-featured applications including a word processor, a dBASE-compatible database, telecommunications programs for both modems and fax cards, simulations of Hewlett-Packard calculators, and an appointment scheduler
- The Microsoft Windows utilities CP Launcher, CP Scheduler for Windows, CP Backup for Windows, Undelete for Windows, and TSR Manager

In a nutshell, PC Tools can protect and recover your data, manage your data, and provide virtually every type of major PC application, continuing what Ed

Mendelson of *PC Magazine* has called its “relentless quest to include every known utility in a single package.” Tom Bigley of *InfoWorld* recently wrote, “It’s amazing what you get for your money with the new PC Tools. If you make a list of the fundamental things you want to do with your computer, scratch off spreadsheets (but not sophisticated calculators) and graphics editors (but not a PCX viewer), you’ll probably be able to find utilities in the PC Tools 7 package to handle most of your remaining tasks—all for well under \$200. To top it off, version 7 adds a wealth of unexpected features.”

## PC Tools 7.0 Versus 7.1

PC Tools 7 was first released in May 1991. Several revised versions of this original release were then produced between May and September 1991. All these versions are now referred to as “version 7.0.”

In September 1991, “version 7.1” of PC Tools was released. This version didn’t introduce any new features, but it fixed a number of problems that were discovered in existing features. (Some of the most significant of these problems are discussed in appropriate sections of this book.)

In addition to relatively invisible fixes, version 7.1 created some conspicuous changes to help avoid problems. Most notably, it set PC Shell to use the file editor of PC Tools Deluxe 6 rather than the Desktop Manager’s Notepads application, and to provide the directory maintenance commands of PC Tools Deluxe 6 as an alternative to the new Directory Maintenance program. For more information on these changes, see “Editing Text Files” in Chapter 16 and “Managing Your Directories” in Chapter 17.

Since in most cases versions 7.0 and 7.1 are identical, this book typically uses the term “PC Tools 7” to refer to *both* versions. In the rare instances when there are notable differences between the versions, however, explicit distinctions are made between them.

If you have PC Tools 7.0 (which you can determine quickly by checking to see if your file dates precede September 1991), you’ll probably find that most of its features work perfectly on your system. However, if you *do* experience any problems, it’s highly recommended that you upgrade to version 7.1, which is available *free* to any registered user of PC Tools 7.0. For more information, call Central Point Software, the publisher of PC Tools, at (503) 690-8090.

## Using Windows, Menus, and Dialog Boxes

Most PC Tools programs are made up of windows, menus, and dialog boxes. The following sections briefly explain how to use these elements. More detailed information on this subject appears in appropriate spots throughout the book.

### Using Windows

Most PC Tools applications place your data into a section of the screen called a *window*. Some programs only provide one window, while others (such as PC Shell and the Desktop Manager) allow you to open multiple windows. A window typically has the following elements:

- A *title bar* at the top identifying the application the window is associated with. You can move a window by clicking on its title bar and dragging it to another area on the screen.
- A *close box* in the upper-left corner. Clicking on this box closes the window.
- A *resize box* in the bottom-right corner. Clicking on this box and dragging changes the size of a resizable window.
- A *zoom icon* in the upper-right corner. Clicking on this triangle symbol expands a resizable window to fill the screen or contracts it to its previous size.
- *Scroll bars* along the bottom and/or right side. Clicking in the bottom bar scrolls the data in the window horizontally, while clicking in the side bar scrolls the data in the window vertically.
- *Scroll arrows* at both ends of each scroll bar. Clicking on a scroll arrow scrolls the data in the window a short distance in the direction of the arrow. If you click on the scroll arrow and keep your mouse button held down, the data scrolls continuously.
- A *scroll box* within the scroll bars. You can scroll to a particular section of a window's data by clicking on the scroll box and dragging. For example, to move to the middle of your data, drag the scroll box to the middle of its scroll bar.



Using these window elements and your mouse, you can easily resize and move windows on your screen, navigate the data in each window, and close windows.

If you don't have a mouse, you can also perform all these operations using your keyboard. This subject is covered in "The Control Menu" section that follows shortly.

## Using Menus and Dialog Boxes

A PC Tools program typically provides dozens of commands. Rather than require you to memorize all these commands, the program divides them into organized lists called *menus*. For example, file-related commands are placed in a menu named **File**, editing commands are placed in a menu named **Edit**, and so on.

As explained previously, you can display a menu by pressing the menu's highlighted letter in combination with the ALT key, or by clicking on the menu's name. Once the menu is displayed, you can select any of its listed commands, or *options*, by pressing the highlighted letter of the option, or by clicking the option.

If the command doesn't lead to other options, it's executed immediately. However, if the command offers additional choices, a dialog box appears. You can move from option to option in the box by pressing TAB or SHIFT-TAB. You can also move to or select a particular option directly by simply clicking it.

## The Control Menu

Menu names and options in PC Tools generally vary from program to program. However, there's one special menu, named *Control*, that's present in virtually all PC Tools applications. This menu is represented by a dash symbol in the upper-left corner of the screen, and is similar to the Control menu provided in Microsoft Windows applications. As in Windows, you can select it by pressing ALT-SPACEBAR or by clicking on its dash symbol.

The Control menu always contains at least two options: **Version**, which displays the version number of the application, and **Close**, which exits the application. In addition, if a program has windows which can be adjusted, the menu typically also provides the options **Size**, **Maximize**, and **Restore** to resize windows using the keyboard; the option **Move** to reposition windows using the keyboard; the option **Application Colors** to change window colors; and the option **Switch To** to switch to a different open window.

For more information on using Control menu options, see "Using the Control Menu" in Chapter 15, "PC Shell Overview."