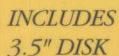


FROM CHAOS TO CONTROL

Includes 3.5-Inch Disk Packed with Crucial Shareware Utilities and Tools:



FILE & DISK MANAGEMENT: FROM CHAOS TO CONTROL

Alfred Glossbrenner

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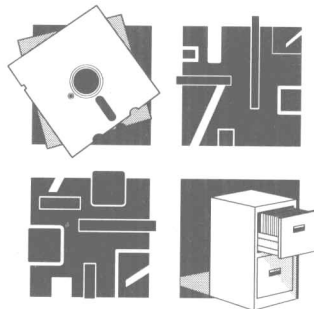
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ISBN 0-07-881834-6

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FILE & DISK MANAGEMENT: FROM CHAOS TO CONTROL



About the Enclosed Software

Disk Contents There are 11 shareware programs on the disk—a toolkit to hard disk management. Appendix B of this book will explain how to install and get up to speed with these programs.

The disk includes the complete McAfee Anti-Virus Package consisting of three programs: SCAN, CLEAN, and VSHIELD that find, kill, and protect against viruses. DIET, the superb dynamic file compressor that allows you to compress and decompress files on the fly is also here along with ORG, the terrific disk defragmenter. FORMATQM allows you to format disks just by feeding them into the disk drive. *Back Off!* searches for unnecessary files for deletion. CLEANUP finds all the little 0, 1, or 2 byte files that other programs leave behind. FD finds duplicate files and lets you do as you wish with them. DISKID handles volume and disk labels. Finally, FINDTYPE lets you display all of the drive type settings in your BIOS drive tables to help with installation of a disk drive.

All of these programs represent the best in quality for managing your hard disk. If you do intend to use them, each program tells you how to register the shareware (a small fee is required).

System Requirements IBM PC or compatible Intel 8086 machines or higher, MS DOS 3.0 or higher, hard disk, and 640K of memory with at least 1.4 MB disk space.

WARNING: BEFORE OPENING THE DISK PACKAGE OPPOSITE, CAREFULLY READ THE TERMS AND CONDITIONS OF THE DISK WARRANTY FOUND ON THE BACK OF THIS PAGE.

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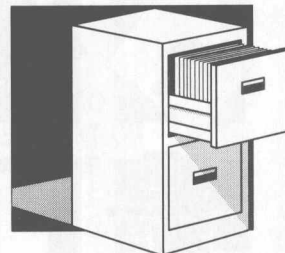
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INTRODUCTION

No personal computer user can get very far these days without a hard disk drive. For all but the most elementary computing tasks, a hard drive is as essential as a monitor, keyboard, or random access memory. So it's no accident that hard disk drives are now considered standard equipment and are included in even the least expensive computer packages.

Yet a hard disk is far more than just another system component. It is not something you can merely plug in, turn on, and forget about. A hard disk drive is a *system* in and of itself.

It is a powerful, sophisticated, infinitely customizable tool that forms the very heart of your personal computer. If it isn't chosen with care, if it isn't regularly maintained, if it isn't tuned to its peak performance, *all* of your personal computing activities will suffer.

Unfortunately, the ins and outs of hard disk drives have always been shrouded in mystery. This guide rips away the veil. It will tell you everything you need to know to take full advantage of today's hard disk technology—regardless of your level of personal computing experience:

- ▶ If you have yet to buy a computer, this book will show you what to look for in a hard disk system—and possibly save you from making a terrible mistake by buying a drive too small, too slow, or too costly for your needs. It lays out your options, explains the various features to consider, and shows you how to get the best deal.
- ▶ If you already have a system, the book will show you how to get more speed, more performance, and even more storage space out of your current drive. Remember—if your hard disk drive isn't performing at its best, you can't perform at your best.
- ▶ If you're an old hand and long-time hard disk user, you're sure to find some tips, tricks, and techniques that have eluded you over the years. How long has it been since you *really* tweaked your system? Is it time at last to get a tape backup system?
- ▶ What are you doing about security these days? This guide contains the answers, information, and contacts you need.

But the good news doesn't end there. This guide not only tells you what you need to know, it gives you the software tools you need to put this knowledge into practice. On the disk bound into this book, you will find many of the key programs you need to whip your hard drive into shape and keep it in fighting trim, while protecting it from invasion by computer viruses.

For example, the disk includes the complete McAfee Anti-Virus package. McAfee's famous SCAN program will examine your entire system for preexisting virus infections. Detected viruses can then be rooted out and removed with CLEAN. Once you're certain your system is virus-free, VSHIELD can keep it that way by shielding your computer from future virus infections.

There is also a clutch of utilities that can free up an amazing amount of disk space simply by identifying and letting you delete old, unused, and "accidental" files. For major space recovery, there is DIET, a program that can reduce the space occupied by both your program and data files by as much as 40 percent. Yet "DIET-ed" programs and files run and load so fast that you will never suspect that they have been compressed. And those are just a few of the goodies you will find on the disk.

For a complete explanation and software installation instructions, please see Appendix B, "About the Disk Included with This Book." Appendix B will also tell you how to obtain the software on a 5 1/4-inch disk if you do not have a 3 1/2-inch disk drive.

The supplied software constitutes nothing less than a complete hard disk toolkit—programs you'll use again and again to keep your disk in shape, maximizing both disk performance and capacity.

And there's still more! By special arrangement with Athena Software, every reader of this book is entitled to receive a special edition of Disc Director, one of the best DOS shell programs on the market. Even experienced DOS users will find that Disc Director makes routine tasks so easy that it is irresistible. (See Appendix C, "Disc Director Documentation," for details.)

And even more? Yes, absolutely. Not only is this guide packed with vital hard disk information; not only does it place an entire software toolkit in your hands; it also offers you inexpensive access to scores of personally selected utilities and tools that can make using a computer easier than you ever thought possible. (See Appendix D, "Glossbrenner's Choice," for details.)

The author and publisher have made every attempt to create what can only be called "the ultimate hard disk book." So when the question is asked: Who is this book for?, the answer is plain. It is for anyone interested in selecting, installing, maintaining, backing up, protecting and *using* a hard disk drive.

If this description applies to you, the book you're holding can save you a great deal of time and a great deal of money—while helping you get the *most* out of your hard disk investment.

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QUICK-START GUIDE

A personal computer without a hard disk is like a car without an engine—you can push it around the parking lot, but you're never going to get it onto the highway. This wasn't always the case. Less than a decade ago, a computer with 64K of memory and one single-sided floppy drive was considered to be a very respectable business system. At the time, the few low-capacity hard disk drives that were available were financially out of reach for all but the most affluent computer users.

Things have changed enormously since then. Prices have plummeted and capacities have soared. And software has changed as well. Like two escapees from a chain gang, computer hardware and software alternately run ahead or behind, but they can never run very far from each other. Many programs today cannot be used on an all-floppy system. Their size and performance *require* a hard disk.

Thus, while it is possible to use a computer without a hard drive, it is increasingly impractical to do so. This is not to say that you should avoid buying a floppy-only system—that's still a reasonable, low-cost way to get started in computing. But if you're thinking of buying such a system, it is unrealistic to assume that it will give you everything you need. At some point in the very near future, you're going to need a hard drive. Only then can your computer approach its full potential.

HOME IS WHERE THE HARD DISK IS

Why are hard drives so important? The two most obvious answers are capacity and speed. A hard drive of modest size can hold the equivalent of more than a hundred floppy disks. And even the slowest unit can make the contents of those disks available to you instantaneously, at least when compared to the time-consuming process of shuffling floppies into and out of a drive.

But even more important than these obvious advantages, a hard disk is where you *live* on your system. It is the very heart of your computer. After all, data processing equipment is worthless if it doesn't have data to process. The hard disk thus holds both your raw materials and your finished inventory. The keyboard, monitor, and system unit are just the machines on the shop floor.

As you might imagine, given the critical role it plays, a hard disk is not just another appliance. Its internal disk platters spin at 60 revolutions per second (or faster!), and its read/write heads dart back and forth across the surface in mere milliseconds, supported on an incredibly thin cushion of air. A hard disk drive is, in short, a complex piece of equipment. Everything about it requires a certain amount of care, from deciding where and how you buy your unit, to how you organize your information on the drive, to how you tweak it for maximum performance.

The dilemma faced by most current and prospective computer owners is this: They need dependable advice on these issues, but unfortunately have relatively few places to turn. A hard disk is the quintessential "black box"—you can't tell from the outside how it works, what it's doing, or what makes one model worth more than another. It was to answer questions like these that this book was written.

A BOOK FOR ALL USERS

Whether you currently have a hard disk and are interested in upgrading or buying a second drive, or you have yet to purchase your first computer, the information on these pages can save you time and money. As a help to brand-new and prospective users, the book is designed to be read from cover to cover, with each chapter building on the last, paving the way to true enlightenment. But it is also possible for more experienced users to plug in anywhere to pick up some tips and tricks or fill in the odd