



TO THE TRASH! READ ME

WWW.MIRETH.COM

SUPPORT@MIRETH.COM

THE RIGHT SOFTWARE FOR THE JOB™

Table of Contents

About To The Trash!.....	2
System Requirements.....	2
To the Trash! Demo	2
How to install and run the To the Trash! demo.....	3
How to uninstall the To the Trash! demo	3
Installing/Uninstalling To The Trash!	4
How to Install To The Trash!.....	4
How to uninstall To The Trash!	6
Running To The Trash!	7
How to Run To The Trash!	7
How to Retrieve Trash	7
How to Find an Item.....	7
How to Run To The Trash Collector.....	8
How to re-start the Trash Collector automatically	9
How to re-start the Trash Collector manually.....	9
How to check the current status of the Trash Collector	9
Troubleshooting Guide.....	9
Version History	11
Known Problems	11
ShredIt X	12

About To The Trash!

To trash or not to trash – that is the question. But what if you can't decide? Where's the holding area for those files you're not sure what to do with? You could delete them, but what if you need them again? You could put them in the trash can and never empty it (and could therefore retrieve them), but that would use a lot of disk space over time. Or you could leave them where they are, cluttering up your computer with files that you might not need and have forgotten about. Would you like more flexibility than this? The answer is To the Trash! – the Mac Trash Manager.

To the Trash! provides a place to put files you're not sure you need and an opportunity to specify how long to keep each one. To the Trash! will store the file for you until that date, allowing you to retrieve it in the mean time if you need it, and automatically deleting it for you if you don't. What a neat idea.

To The Trash! provides an easy way to manage your Trash. Features include:

- an easy to use "drag and drop" interface. Just drag the files on to the To the Trash icon to be stored until expiry date.
- a desktop To the Trash icon
- the ability to recover stored items for a selected and configurable number of days, weeks, months or years
- automatic or manual deletion of expired files using the Trash Collector

To The Trash! – the Mac Trash Manager™

System Requirements

To run To The Trash! you need

- Macintosh G3 or G4
- Mac OS X version 10.x

To the Trash! Demo

The To the Trash! DEMO is To the Trash! without a Registration Key. It is provided so that you can see how the program works. The demo looks and performs exactly like To the Trash!, but will only store the trash until the end of tomorrow.

Once you have tried it, you can enable the fully functional version of the program by purchasing a Registration Key. (For further information on buying a key, see the "Buy Me FAQ" included in the downloaded archive.)

How to install and run the To the Trash! demo

To demo trash storage.

1. Find or create a test file you want To the Trash! to store for you and make a note of its name.
2. Open the To the Trash! application folder you downloaded.
3. Drag the test file on to the To the Trash! Icon. The Trash Handling Dialog Box will be displayed.
4. Under the "Always let me choose" trash handling option, click any of the "Make it so" buttons (For the purposes of the demo, the trash handling options are disabled. To the trash will always delete items at the end of the next day, *i.e.* Always trash items in 1 day). The test file will be moved to the To the Trash! storage folder.

To demo trash retrieval.

1. Use Sherlock to find the test file.
2. Drag the test file out of the To The Trash Storage Folder. For more information about the To the Trash Storage Folder, refer to the How to Find an Item section of this document. The test file has been retrieved.

To demo trash deletion.

1. Drag the test file back on to the To the Trash! Icon. The test file will be moved to the To the Trash! storage folder and will expire at the end of tomorrow.
2. Any time after the end of tomorrow, double-click the Trash Collector icon. After 10 seconds, quit from the Trash Collector. If you look for the test file in the To the Trash Storage folder, you will find that it has been deleted.

(If you want to demo this without having to wait until after the end of tomorrow, find the test file and change the date of the dated folder it is contained within to yesterday's date before you run the Trash Collector.)

How to uninstall the To the Trash! demo

If you are planning on buying To the Trash!, don't uninstall the software, since the demo version and the full version are contained within the same program.

If you don't plan on buying To the Trash!, you can uninstall To the Trash! by doing the following:

1. Drag the preferences files to the trash
("\$HOME/Library/Preferences/ com.mireth.tothetrash.plist ")
2. Move the To the Trash! folder to the trash.
3. Empty the trash.

Installing/Uninstalling To The Trash!

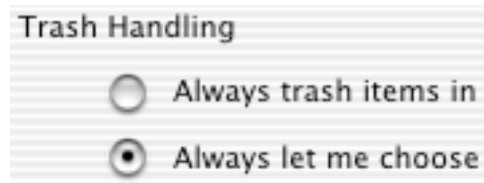
To the Trash! has two components, the To the Trash! trash application, and the Trash Collector which deletes items past their retention period.

How to Install To The Trash!

1. Drag the To The Trash! folder to wherever you keep application software.
2. Double click the To The Trash! icon.
3. *Register To The Trash!*
From the To the Trash! menu, select "Preferences". The Registration Dialog Box will be displayed. Enter the License Type, Purchaser's Email ID and Registration Key supplied when you paid for To the Trash!

If you do not enter the registration information, To the Trash will function in DEMO mode only. For further information, see the To the Trash Demo section of this document.

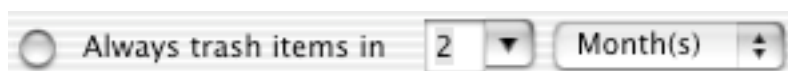
4. Configure the Trash Collector option.
This option controls what the Trash Collector does after collecting trash. Default value is "Auto Hide".
5. Configure the Trash Handling option.
This feature determines whether To the Trash will ask you how long to retain each item, or will keep each item for the retention period you have specified in the preferences. Default value is "Always Ask Me".



- If you don't want To the Trash! to ask you how long to retain each item but to retain all items for the period you specify, select "Always trash items in"
- If you want To the Trash! to allow you to specify how long to retain each item, select "Always let me choose".

6. Configure the Retention Period.
This feature determines how long an item will kept.

"Always trash items in" selected



To configure how long all items will be retained, use the popup menus to select the number of days, weeks, months or years that you want each items kept. The default value is 2 Months.

“Always let me choose” selected



With this option selected, To the Trash! will ask you to specify a retention period for each item. Optionally, you can use the “Trash In” rows provided to pre-configure up to four retention periods you use the most often, so that you can chose from these pre-configured values instead of specifying a retention period using the pop up menus.

To pre-configure a default retention period, use the popup menus to select the number of days, weeks, months or. The four default values are 1 week, 2 weeks, 3 months and 4 days.

Please Note: Changing the retention period specified will not affect the retention period of items already stored by To the Trash! If you want to change the retention period of items already stored by To the Trash!, change the retention period in the preferences, drag all of the items out of the To the Trash! Storage Folder, and drag them back on to To to Trash! These items will now be kept for the new retention period, starting from when you dragged them back on to To the Trash!

7. Once you have configured your settings, quit from To The Trash!.
8. Put To the Trash! in a convenient spot.

To put to the Trash! on the desktop,

- Select the To The Trash! application by single-clicking the To The Trash! Icon.

Ensure that you select the To The Trash! application, not the entire folder. The application is called "To The Trash!" and has a trashcan inside a clock as its icon. The folder is called "To The Trash! Folder", has a folder as its icon and contains the applications and the documentation.

- From the File menu, select Make Alias. Drag the Alias to the Desktop.

To put to the Trash! in the dock,

- If you prefer to run To The Trash! from the Dock, drag the To The Trash! icon to the Dock instead of making an alias.
9. Configure the Trash Collector. The Trash Collector is the component of To the Trash! that deletes items in the To the Trash! Storage Folder that are past their retention period. It can be started manually, or automatically every time you log in. We recommend that you have the Trash Collector started automatically.

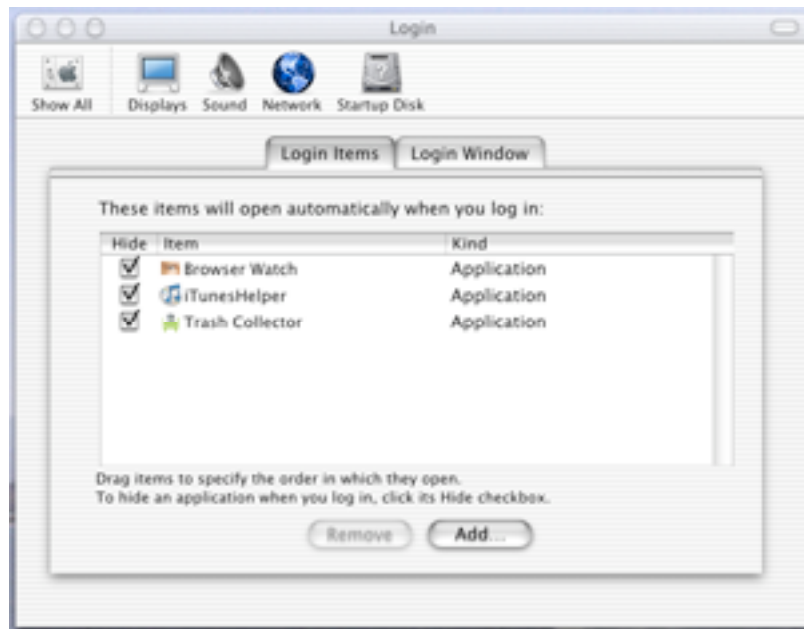
To configure the Trash Collector to start manually,

If you are going to run the Trash Collector manually, no configuration is required.

To configure the Trash Collector to start automatically

To configure the Trash Collector to run automatically every time you log in,

- From the Dock, select System Preferences and select "Login".
- Select the "Login Items" Dialog Box.
- Drag the Trash Collector icon into the "These items will open automatically when you login" list, and click the Hide checkbox.



When you login, the Trash Collector will be run in the background.

How to uninstall To The Trash!

1. Drag the preferences files to the trash
"\$HOME/Library/Preferences/com.mireth.tothetrash.plist"
2. Move the To The Trash! folder from wherever you keep application software to the trash.

3. If you've created an alias to To The Trash!, move it to the trash. If you are running To The Trash! from the Dock, drag it out of the Dock.
4. If you have configured the Trash Collector to run automatically, open the System Preferences, click Login, Single click to select the Trash Collector icon and click the Remove button.
5. Empty the trash.

Running To The Trash!

Using To the Trash! is a three part process:

- **Trash Storage**, which allows you to specify how long to keep an item and then stores it for you
- **Trash Retrieval**, which allows you to retrieve a stored item prior to deletion
- **Trash Deletion**, which deletes items past their retention period

How to Run To The Trash!

To store trash for the specified retention period, follow this procedure:

1. Drag the file or folder you want to store on to the To The Trash! icon.

If you have selected the “Always Trash Items In” trash handling option, the item will be moved to the To The Trash Storage Folder and To The Trash! will quit.

If you have selected the “Always let me Choose” trash handling options, the Trash Handling Dialog Box will be displayed. Choose a retention period. The item will then be moved to the To The Trash Storage Folder and To The Trash! will quit.

- If you want to use one of the four pre-configured retention periods, click the “Make It So” button in the corresponding row.
- If you want to specify the retention period, use the Popup menus in any of the four retention period rows and click the corresponding “Make It So” button.

How to Retrieve Trash

To retrieve an item that you have stored in To the Trash!, follow this procedure:

1. Locate the file or folder you want to retrieve from the To The Trash! Storage Folder
2. Drag the item out of the Storage Folder.

How to Find an Item

To find the item, use Sherlock, the Find utility, or navigate through the To The Trash Storage Folder.

To find an item using Sherlock

1. From the Apple menu, open Sherlock
2. Enter the file name you are trying to retrieve and click the find button.

To find an item using the Find utility

1. From the Finder, select File>Find
2. Enter the file name you are trying to retrieve and click the find button.

To Navigate through the To The Trash Storage Folder

The To the Trash! storage folder stores trash by deletion date, defined as the end of the last day of the retention period. When you drop an item on To The Trash!, it will be moved to the To The Trash Storage Folder. In the Storage folder, there will be a series of subfolders, one for each scheduled deletion date you have specified (in the form YYYY-MM-DD). In the date folder there is another series of subfolders that use a timestamp (in the form HHMMSS) for their names. This timestamp is the time of day that you dropped the item onto the To The Trash! icon.

1. Navigate to the To The Trash Storage Folder , found in the root directory of the disk and open it.. (Computer/hard drive name/ToTheTrash Storage)
2. Find the folder with the scheduled deletion date for the item you are looking for and open it. For example, if you were looking for an item scheduled to be deleted Apr 8, 2002, find the folder named "2002-04-08".
3. Within the dated folder, find the folder with the time of day that you had the item stored and open it. For example, if you were looking for an item you stored at 9:25 am, find the folder named "092500".
4. Locate the file and drag it out of the Storage Folder.

e.g. On April 7, 2002, 9:25 am, you dragged an item, "Frog Letter", on to To the Trash!. You specified a retention period of 1 day, so the scheduled deletion date for the "Frog Letter" is the end of April 8, 2002 . To the Trash moves the "Frog Letter" to the "To the Trash Storage Folder" and stores it in the following place,

Computer/hard drive/ToTheTrash Storage:2002-04-08:092500:Frog Letter

How to Run To The Trash Collector

The Trash Collector deletes all the files in the To the Trash Storage Folder which are past their deletion date. Once the Trash Collector has been started, it will run in the background, collecting and deleting trash each day at midnight, from each mounted disk.

When you logout, all running applications are shut down by the operating system, including the Trash Collector. To avoid having to re-start the Trash Collector manually every time you log in, we recommend you configure the Trash Collector as a Login item, so that the operating system will re-start it for you every time you login. For further information on how to do this, refer to the How to Install To The Trash! section of this document.

The Trash Collector must run in the background all the time in order to collect and delete the trash. If you have accidentally quit the Trash Collector, re-start it manually.

How to re-start the Trash Collector automatically

If you have configured the Trash Collector as a Login item, no further action is required. It will run as a background task, collecting and deleting expired trash each day at midnight.

How to re-start the Trash Collector manually

If you have not configured the Trash Collector as a Login item, you need to start the Trash Collector manually. To do this, follow these instructions:

1. Double-click the Trash Collector icon.
2. Move the Trash Collector to the background by selecting "hide" from the Trash Collector menu (Trash Collector>Hide)

How to check the current status of the Trash Collector

To check on the current status of the Trash Collector, follow these instructions:

Click on the Trash Collector icon in the dock. This will bring it to the foreground so you can see the status.

1. To check how long it will be before it collects and deletes expired trash again, check the countdown time to the right of the Status bar.
2. Move the Trash Collector to the background by selecting "hide" from the Trash Collector menu (Trash Collector>Hide)



Troubleshooting Guide

This section answers the most commonly answered questions about To The Trash!. There are also several faqs available on our site at:

http://www.mireth.com/text/technical_support.html.

If your question is not answered, please contact Product Support at

support@mireth.com

Trash left in the system Trash Can

To the Trash! does not empty the system trash can. It only manages the trash you have dragged on to the To the Trash! icon.

Trash left in To the Trash! Storage Folders on others disks.

Each time it is run, the Trash Collector will process the To the Trash Storage folder on every mounted disk. If a disk is not mounted when the Trash Collector runs, the storage folder will not be processed. This can occur when you have an external hard drive that is not always mounted. to process these storage folders, follow these instructions:

1. Mount the external hard drive.
2. Quit the Trash Collector.
3. Re-start the Trash Collector manually (Refer to the How to re-start the Trash Collector manually section of this document.)

Incorrect System Date

If the date on your computer is not correct, or you change it, items may be deleted sooner than or later than configured.

To the Trash and alias files

When you move an alias on to To the Trash!, it stores the file the alias points to, not the alias file itself.

For example, let's say you created an alias that pointed to your income tax file. If you drag the alias, "Income Tax File Alias" that you just created to the system trash can, the alias "Income Tax file Alias" would be moved to the system trash can, but the file it points to, "Income tax file" would remain where it was. That's because the trash can is part of the operating system and that's how the operating system handles alias files dragged on to the trash can.

However, To the Trash! is not part of the operating system - it's an application program. Applications programs don't get the same information from the operating system as the trash can does. When you drag an Alias file on to an application program, the operating system resolves the alias before passing the file name up to the application program. So if you dragged the "Income Tax File Alias" on to To the Trash!, the operating system would resolve the alias and pass the name of the file the alias points to, "Income tax file" to To the Trash!, which would then move the "Income tax file" to the To the Trash! storage folder.

It's very unlikely you would drag an alias on to To the Trash! in the first place. If the alias is no longer needed, put it in the trash can, not in To the Trash!. It doesn't make

sense to store it for awhile because it has no use.

This is not unique to the To the Trash! application. All applications on the Macintosh handle aliases this same way, since this is how the operating system works. If you do want to delete an alias file safely, put the alias file in the trash can.

Multi User Systems

When working on a multi-user system, there is a file access issue, in that every user does not have permission to create files on every drive.

If you are trying to run store trash on the boot drive and you are not the System Administrator, you will get a Permission Error. This is because only the the System Administrator has permission to create a folder on the boot drive. If this happens, have your System Administrator create the following folder:

1. Create a folder called "ToTheTrash Storage" in the root directory of the disk(s)
2. Secure the folder with global read/write access

This will allow each user to create their own user folder within the To the Trash Storage Folder and to manage their trash. A user will not be able to access the To the Trash Storage folders of other users.

Version History

2002-04-15	1.1.2	Initial Release
------------	-------	-----------------

Known Problems

- If the Trash Collector is not installed as a Login Item in the Login system preferences panel and the Trash Collector is never manually launched then To The Trash Folder items will never be automatically deleted. You need to manually drag items to the Trash.
- If the date on your computer is not correct, or you change it, items may be deleted sooner than or later than configured.
- Don't use To the Trash! to dispose of an alias file. For further information, see the Troubleshooting Guide section of this document.

ShredIt X

How secure is your trash? If you throw confidential documents into your computer's trash, they can be recovered. You need ShredIt to securely delete files, folders, or disk free space. Don't risk throwing confidential data in the trash - ShredIt. For further information, see our Web Site at <http://www.mireth.com/pub/sxme.html>.

"The right software for the job", "To the Trash", "The Mac Trash Manager " are trademarks of The Mireth Technology Corporation. All other trademarks and trade names are the property of their respective owners and used here for identification purposes only.