



TASKVIEW FOR WINDOWS 2.0

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Introducing DGi's TaskView for Windows

Welcome to Taskview for Windows, the desktop task viewer that works the way you want it to.

TaskView uses a floating button-bar with a movable caption bar at the top and a System Meter at the bottom. The tasks are displayed on the buttons whenever they appear on your desktop. They appear as icons and text. The text can be hidden by sizing TaskView to show only the icons.

With TaskView you can:

- Keep track of all the tasks or windows currently on your desktop and automatically restore them or iconize them with the click of a mouse.
- Individually tailor each window's size and how it is displayed on the desktop, along with being able to tile, cascade and terminate the windows on your desktop.
- Browse and run any application on your computer.
- Keep track of how much free system space you have left with the System Meter.
- Launch your favorite applications.
- Conserve as much desktop space as you want.



About DGi:

TaskView is brought to you from David Group Innovations of Annville, PA. DGi is a small computer software and information company founded by David Weaver. DGi is also the creator of DGi's Tasker for Windows and other useful desktop utilities. For more information on other products offered by us, write to:

DGi
c/o David Weaver
RD 3 Box 403
Annville, PA 17003

or contact David Weaver directly on Compuserve:

70570,3710

Using TaskView's buttons

TaskView's buttons show an icon and caption text of the tasks on your desktop.

To switch to a certain task

1. Find the button on TaskView which has the task's icon and text.
2. Click on the button with the left mouse button.

To minimize a certain task

1. Find the button on TaskView which has the task's icon and text.
2. Click on the button with the right mouse button.

Note: TaskView will only show an icon and text of a parent window.

Using the Task Operations

TaskView's Task Operations list all the visible parent windows on the desktop.

How to Terminate an application

- ▶ Select the task from the listbox and choose the Terminate button.

How to Switch to an application

- ▶ Select the task from the listbox and choose the Switch To button.

How to make a task Topmost

- ▶ Select the task from the listbox and check the Topmost box.

How to make a task Visible/Invisible

- ▶ Select the task from the listbox and check the Visible box.

How to make a task Iconic

- ▶ Select the task from the listbox and check the Iconic box.

How to move and resize an application

- 1 Select a task from the listbox.
- 2 To move, change the values in the x: and y: editboxes. Be careful, if you specify an x or y value that is too large, the application may be moved off the screen.
- 3 To size, change the values in the cx: and cy: editboxes.
- 4 Choose the Apply button.

Using the Run/Browse dialog

How to Launch an Application

- 1 Locate the correct file by browsing thru the Directory listbox.
- 2 Select the file in the Files listbox and it should appear in the Filename editbox.
- 3 Choose the OK button.
 - ▶ Or double-click on the file in the Files listbox.

The Run/Browse dialog box is a quick and convenient way to launch some of your seldom used applications. It consists of five main parts:

Filename editbox

If you enter a path and a filename in this editbox and choose the OK button Tasker will launch the application.

Directory listbox

With this listbox you can browse your directory tree. When you select a directory it fills the File Listbox with a list of the files in the selected directory. To select a directory, double-click on the one you want with the left mouse button.

Files listbox

This listbox lists the files under the selected directory. When one of the files is selected it appears in the File name listbox. You can launch one the filename by double-clicking on it with the left mouse button.

Drives combobox

When the arrow button is chosen, this combobox will allow you to choose which drive to browse.

File Type combobox

When the arrow button is chosen, this combobox will allow you to choose a file extension. This extension will be used to sort the filenames in the in the Files listbox.



Using the System Meter

TaskView's System Meter shows the percentage of free system resources for your Window's session. When the meter is black you have over 50% free, if the meter is green you have between 30% and 50%, if the meter is red you have less than 30% free.

Context Sensitive Menus

If your computer allows the use of the middle button on your mouse then you can use TaskView's Context Sensitive Menus.

When the middle button of the mouse is pressed over a button on the taskbar a menu will appear. This menu gives you the following options which will affect the task or Preloaded App of the button you clicked over:

Close Application - this closes the task.

Always on Top - this toggles the task from being always on top or not.

Restore - this restores the task to its original size.

Maximize - this maximizes the task.

Minimize - this minimizes the task.

Add to App List - this will make a task into a Preloaded App.

Edit Properties - this will allow you to edit the properties of a Preloaded App.

Option... - this will bring up the options box.

File Find

How to Find a file

- 1 Enter a filename (using standard Wildcards) into the editbox.
- 2 Choose the drive(s) to search.
- 3 Choose the Search button.

How to Delete a found file

- 1 Choose the Unfold button.
- 2 Select the file you want to delete in the Files Found listbox.
- 3 Choose the Delete button.

How to Move/Copy a found file

- 1 Choose the Unfold button.
- 2 Select the file you want to move/copy in the Files Found listbox.
- 3 Enter the destination to move/copy to in the editbox labeled To:.
- 4 Choose the Move/Copy button.

Using TaskView's Options

TaskView can be set up to work the way you want it to. The options dialog box is divided into five different categories:

Visual Options

Preloaded Apps Options

Ommitted Apps Options

Behavior Options

MouseOptions

Managing TaskView's Preloaded Applications

TaskView is able to show selected application icons which can be launched with a click on the icon bar. If it is already running or after you launch it, you will be able to restore or hide/minimize it.

How to select an application for the icon bar

- 1 Choose Applications... from the control menu. The Preload Applications dialog box will appear.
- 2 Choose the Add button.
- 3 Select an executable file or a document file from the list box.
4. Choose the OK button.
5. Edit the Application Properties. If you would like a different icon, choose Change Icon and select an icon from the listbox. If the icon you want doesn't appear in the listbox, choose the Browse button and select an executable or an icon file and choose the OK button. After you have selected the icon you want, choose the OK button.
6. Choose the OK button or Cancel button to end.

NOTE: After you have followed the above instructions, the application's icon will appear on TaskView's icon bar. Click the button to launch it.

How to remove an application

- 1 Choose Applications... from the control menu. The Preload Applications dialog box will appear.
- 2 Select the application's name from the Application's listbox.
3. Choose the Remove button.
4. Choose the OK button or Cancel button to end.

Using the No Duplicate checkbox

If this option is checked, TaskView will not show more than one icon of the same application on the taskbar. This option should usually be checked unless you operate the same application more than once at a time.

If this option is not checked, and a preloaded application is launched other than from the taskbar, a duplicate icon will appear on the taskbar.

NOTE: The No Duplicates option only affects preloaded applications.

New Features for Version 2.0

TaskView 2.0 includes many new features which help increase your productivity and ease of use, they include:

Auto Minimize/Restore - TaskView can automatically minimize when not in use and will automatically restore when touched with the cursor. This will help increase desktop space.

Horizontal/Vertical Positions - TaskView can be displayed horizontally or vertically on the desktop.

Preloaded Applications - Applications can be added to the taskbar and be launched, then switched to. Taskview is able to display only the preloaded apps and can be used just as a launch bar.

3D Appearance - The taskbar has been visually redesigned to give a 3D look.

ToolTips - TaskView will display the name of the task when the cursor is over the appropriate button, similar to Microsoft Office applications.

'Currently Running' Lights - TaskView can display a light on each button that will tell if a Preloaded App is running.

Context Sensitive Menus - When the middle mouse button is clicked over a button on the taskbar a menu will appear with selections, giving you control of that task.

AutoShape - Taskview will automatically adjust its shape and size to make sure all tasks fit within the desktop space.

File Utilities - Taskview has a File Finder, a Run/Browse utility and a Task Operations utility. The File Finder lets you find files and delete/copy/move them. The Task Operations utility lets you control the desktop and its current windows.

Redesigned Options dialog - A tabbed dialog box allows fast and easy access to TaskViews options.

Caption Strip - TaskView can be made small enough to fit in the caption bar of a maximized application.

Using the Task Omitting Option

The **Omitted Apps** section is used to remove unwanted tasks from TaskView's button bar. This is used for applications like Print Manager which sit on the desktop and don't need to be switched to.

How to omit an App

1. Select the unwanted app from the **Current Apps** listbox.
2. Then select the double-right arrows button to add the app to the **Omitted Apps** listbox.

This will remove the app from the button bar and will keep it from showing up the next time you start TaskView.

How to show an omitted App

1. Select the app you want to appear again from the Omitted Apps listbox.
2. Then click the double-left arrow button to remove it.

How to Register

TaskView for Windows is copyright 1993-1995 by David Weaver

In order for the "nag screen" to be removed you must register your copy of TaskView. When you do this you will receive the latest version and a registration number. This number can be used to register any later releases.

To register you must fill in the [registration form](#) and mail it with \$10 to the address on the form. Please print the registration form and fill in the requested information.

You may reach me on at the following EMail address:

CompuServe: 70570,3710

Distribution

If you distribute TaskView to friends, associates, or to a computer bulletin board system (BBS), you may only distribute the compressed file including the copyright and disclaimer.

Disclaimer

The Copyright Owner hereby disclaims all warranties relating to this software, whether express or implied, including without limitation any implied warranties of merchantability or fitness for a particular purpose. The Copyright Owner will not be liable for any special, incidental, consequential, indirect or similar damages due to loss of data or any other reason, even if The Copyright owner or an agent of The Copyright Owner has been advised of the possibility of such damages. In no event shall The Copyright Owner's liability for any damages ever exceed the price paid for the license to use the software, regardless of the form of the claim. The person using the software bears all risk as to the quality and performance of the software.

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TaskView Registration Form

To print this registration form, open the File menu and select Print Topic.

Please register me as a satisfied user of TaskView (ver 2.0x):

[] - # of Copies **\$10.00 - Price per Copy**

Amount Enclosed- _____

Please type or print clearly, your name, address and country as it should appear on the return envelope below:

-
-
-
-
-
-

Phone(optional): _____

Genie/CompuServe/Internet mail address: _____

Where did you get TaskView ? _____

Comments: _____

Send payment in U.S. currency only.
Make checks payable to David Weaver.

Mail to:

DGi
c/o David Weaver
RD 3 Box 403
Anville, PA 17003-7690

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Visual Options

Visual options let you customize the way TaskView appears on your desktop.

Display Vertically

This option toggles TaskView between a vertical taskbar and a horizontal taskbar.

Display Resource Bar

This option will toggle the System Meter on and off.

Display Windows Style Caption

This option will toggle the caption bar between the default 3D caption and Windows' default caption.

Display 'Currently Running' Lights

This will display lights on each task button which will indicate whether or not the Preloaded App is running or has not been launched yet.

Display Tasks on Icon Bar

TaskView can show just the Preloaded Apps you have defined and not the running tasks by unchecking this option.

Show as a Caption Strip

Checking this option will put Taskview in the caption of a maximized application. It will either align itself to the left of the screen or the right, whichever you choose.

Behavior Options

The behavior options govern the way TaskView will react.

Show ToolTips

ToolTips is a small caption that pops up when your mouse moves over a button on the taskbar. The ToolTip displays the name of the task or Preloaded App. If this option is not checked then the ToolTips will not be displayed.

NOTE: It takes about two seconds for a ToolTip caption to appear after your mouse moves over it.

Auto Minimize/Restore

This option is used to save desktop space. When it is checked, TaskView will appear minimized. To use TaskView, just position your cursor over the top of TaskView's icon and it will automatically restore to normal view. After you are finished using TaskView, move the cursor away from TaskView and it will minimize automatically. The icon caption indicates Free System Resources.

List Application Icons before Task Icons

This option lists your defined Preloaded Apps before the tasks on the taskbar.

Auto Minimize/Restore Options

These will let you adjust the way the Auto Min/Rest feature operates.

Minimize Automatically - When this is checked, TaskView will automatically minimize when your cursor moves off the taskbar

Minimize on application activation - When this is checked, TaskView does not minimize until another application is activated by clicking on it.

Use default icon - This makes TaskView use its own icon (the blue eye) when it is minimized.

User defined icon - When the default icon is not used, TaskView displays the icon that is entered in this edit box.

Icon width and Heights - This allows you to set the size of the icon TaskView displays.

Mouse Options

The mouse options is kind of limited, it allows you to define the way your middle and right mouse buttons work.

Hide/Minimize Application windows

This makes your right mouse button minimize/hide an app and the middle button show the context sensitive menus.

Show context sensitive menus

This makes your middle mouse button minimize/hide an app and the right button show the context sensitive menus.

Hide Apps with Right Mouse Button

This option will allow TaskView to hide a task when you right-click its button instead of minimizing it. This will keep your desktop clean but you will still have access to all you tasks via TaskView. Applications can still be minimized by using its own Minimize button.

