Windows Express Help Index

The index lists the Help topics available for Windows Express.   Use the scroll bar to see entries not currently visible in the Help window.

To learn how to use help, press F1 or choose Using Help from the Help menu.

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Using Windows Express with a Keyboard

Use the following keyboard commands with Windows Express.   For more information about the Windows keyboard, press F1 to open the Windows Help file.

Menu Keys

ALT+"letter"	Chooses the item on the menu bar that has the corresponding underlined letter. For example, in Windows Express, ALT+S chooses the Special menu.
"letter"	Chooses the command on the drop down menu that has the corresponding underlined letter. For example, in Windows Express, P chooses the "Preferences..." command from the Special menu.
DIR KEYS	Moves between menu items.
ENTER	Chooses the selected menu item.
ESC	Cancels the selected menu. The drop down menu disappears.

Dialog Box Keys

TAB	Moves to the next control.
SHIFT+TAB	Moves to the previous control.
ALT+letter	Moves to the control which corresponds to the underlined letter in its name. For example, in the Run dialog box, ALT+M chooses the Run Minimized option.
DIR KEY	Moves between selections within a group of options or moves through the items in a list box or text box.
ALT+DOWN	Opens a drop-down list box
SPACEBAR	Selects an item in a list box, checks or unchecks a checkbox, or chooses the current selection in a group of options.
SHIFT+DIR KEY	Extends the selection in a list box.
ENTER	Executes all the currently selected options and list items in the dialog box.
ESC	Closes the dialog box without completing the command.

Help Keys

F1	Displays the Help window, with the Help index for the application. If you have chosen a command, the Help text for the command will be displayed instead. If the Help window is already open, F1 opens the Windows Help file.

Window Keys

ALT+SPACEBAR	Opens the Control menu for the active window.
ALT+F4	Closes the active window.
ALT+ESC	Switches to the next application window or icon.

File Menu Commands

The File menu contains commands which allow you to work with different <u>master folders</u>,run <u>applications</u> not defined in your master folder, and exit Windows Express.

Note: In some cases, the "Open..." and "Run..." commands may not appear on the File menu due to a control specified by the person who set up your Windows Express system.

Related Topics:
<u>Open Command</u>
<u>Run Command</u>
<u>Outline Command</u>
<u>Startup Command</u>
<u>Exit Command</u>
<u>Opening a Master Folder</u>
<u>Running Other Applications</u>
<u>Viewing an outline of your Windows Express folder</u>
<u>Exiting Express</u>

Open Command

The "Open..." command on the File menu allows you to open a different <u>master folder</u>. Selecting this command will display a <u>dialog box</u> in which you specify the <u>filename</u> of the master folder you wish to open.   Master folder filenames usually use the extension .WEM.

Note: In some cases the "Open..." command may not appear on the File menu due to a control specified by the person who set up your Windows Express system.

Related Topics:
  <u>Opening a Master Folder</u>

Run Command

The "Run..." command on the File menu allows you to access <u>applications</u> not defined in a <u>master folder</u>.   Selecting this command will display a dialog box in which you specify the applications or <u>documents</u> you wish to execute.

Note: In some cases, the "Run..." command may not appear on the File menu due to a control specified by the person who set up your Windows Express system.

Related Topics:
<u>Running Other Applications</u>
<u>Command Builder</u>

Outline Command

The "Outline" command on the File menu allows you to view an outline of your Windows Express folder, and optionally print it, save it to a text file, or copy it to the clipboard.   This feature is particularly useful if youre working with a large folder and want to get an overview of its structure.

Related Topics:
Viewing an outline of your Windows Express folder

Startup Command

The "Startup" command on the File menu allows you to run a certain sequence of applications when you start up your computer.   Selecting this command will display a dialog box in which you specify the applications or documents you wish to execute.

Related Topics:
Command Builder

Exit Command

The "Exit" command on the File menu allows you to leave Windows Express.   Selecting this command will close the Windows Express application, and return to Windows.

If you are running Windows Express as the <u>shell</u>, the "Exit" command is replaced by the "Exit Windows..." command.   Selecting the "Exit Windows..." command will end your windows session and return you to DOS.

Note: In some cases, the "Exit Windows..." command may not appear on the File menu due to a control specified by the person who set up your Windows Express system.

Related Topics:
<u>Exiting Express</u>
<u>Ending Windows Session</u>

Special Menu Commands

The Special menu contains utility commands which allow you to end your Windows session, work with Quick Keys, customize the appearance of the Windows Express display window and set preferences on how you want Windows Express to work for you.

Related Topics:

End Session Command
View Quick Keys Command
Assign Quick Keys Command
Preferences Command
Edit Menu Command

End Session Command

The "End Session" command on the Special menu allows you to exit Windows and return to DOS.   Selecting this command will close all applications and return you to DOS after prompting for your confirmation.

Related Topics:
Exiting Express
Ending Windows Session

View Quick Keys Command

The "View Quick Keys..." command on the Special menu allows you to display a window listing each Quick Key assignment for the current master folder.   Selecting this command will display the View Quick Keys window.   If there is a check mark beside the command, the View Quick Keys window is already displayed and selecting the command will close the View Quick Keys window.

Related Topics:
Using Quick Keys
Assign Quick Keys Command

Assign Quick Keys Command

The "Assign Quick Keys..." command on the Special menu allows you to assign <u>Quick Keys</u> to automatically open an application or folder item with a keystroke you've chosen.   Selecting this command will display the Assign Quick Keys window.   While this window is displayed, you can select folder and application items to be opened with a Quick Key.

Related Topics:
<u>Using Quick Keys</u>
<u>View Quick Keys Command</u>

Preferences Command

The "Preferences..." command on the Special menu allows you to customize the appearance of the Windows Express display and the way Windows Express works for you.   Selecting this command will display the Preferences dialog box in which you specify your display and operational preferences.

Related Topics:
Changing Preferences

Edit Menu Command

The "Edit Menu" command on the Special menu allows you to edit the current master folder. Selecting this command will run Windows Express Editor.

Tasks Menu

The Tasks menu allows you to access another application simultaneously with Windows Express.   You can switch between tasks in the same manner as clicking "Switching Tasks" within the Windows Command Box in the upper left corner of the main window.   For more information on tasks, read the *Microsoft Windows User's Guide.*

Help Menu

The Help menu contains commands which allow you to access this help system, view information about your system configuration, and view information about Windows Express.

Note: The Help window provides information about using the Windows Express application. Additional "Item Help" may be available that provides further information on application and folder items.   Item help is determined by the person who set up your Windows Express system.

Related Topics:
System Information Command
Getting Item Help

System Information Command

The "System Information..." command on the Help menu allows you to view information about your current system configuration, including Windows version, Windows mode, available memory, display resolution and color capabilities.

Related Topics:
System Information

About Windows Express

Windows Express is the complete menu system for the Microsoft Windows workstation, that organizes your applications and documents in easy-to-use, graphical terms, using a familiar file folder approach.

When you open Windows Express, your documents and applications will   already be organized for you within a master folder in the form of   "application items"   and "folder items."   When you select an application item, Windows Express starts or runs an application and can also automatically open an existing document, or a new document.   Application items are stored in a master folder, or in sub-folders called "folder items."   When you select a folder item, Windows Express opens the folder and displays the application and folder items it contains.

To open a folder item or execute an application item, double-click anywhere on the item, or select the appropriate keyboard command.

Other special features of Windows Express:

Preferences gives you the ability to customize your Windows Express display window and the way it works for you.

Quick Keys   allows you to set up function key shortcuts for opening folder and application items with a keystroke.

On-line Help answers your questions on how to use any of the Windows Express commands and tells you how to perform certain tasks through context-sensitive help windows.

To change a master folder, or create a new master folder, you or the person who set up your Windows Express system can do so using Windows Express Editor.

   Related topics:
    Selecting Items
    Changing Preferences
    Using Quick Keys
    Getting Item Help

Selecting Items

Before you can perform any task with an <u>application item</u> or <u>folder item</u>, you need to select it first using either the mouse or the keyboard.   In the instructions below, we assume that you are using the default Preferences setting for Execution Style, which is <u>double-click</u>.

To execute an application item or open a folder item:
 Double-click the item or press the <u>function key</u> you assigned as a <u>Quick Key</u> to that item.

To choose another open folder
<u>Click</u> the folder tab that displays the name of the folder you want., or press BACKSPACE to choose the previous folder until you display the folder you want.

You can also run an application item minimized by pressing the SHIFT key while selecting the application item.

Related Topics:
<u>Using Express with a Keyboard</u>
<u>Changing Preferences</u>
<u>Using Quick Keys</u>
<u>Getting Item Help</u>
<u>Passwords</u>

Getting Item Help

The person who sets up your Windows Express system can write custom help text for each application item and folder item.   This help text gives you specific information about the item that you might need for your work.

Note: Item Help provides information on application and folder items.   There is further information available to you about using the Windows Express application.

To display help text for an item:
Press and hold CTRL while you select the item.

Related Topics:
Using Express with a KeyboardSelecting Items
Help Menu

Opening a Master Folder

To open a <u>master folder</u>, open its file when you start Windows Express, or if you are already in Windows Express choose the "Open..." command from the File menu.   Master folder filenames usually use the extension .WEM.   Only one master folder can be open at a time. Opening a new master folder closes the currently displayed master folder.

The master folder you select may be password protected.   If it is, you will be required to enter the correct password before Windows Express will open the master folder.   If you do not know the correct password, contact the person who set up your Windows Express system.

Note: In some cases, the "Open..." command may not appear on the File menu due to a control specified by the person who set up your Windows Express system.

To open a master folder:

1. Click File to display the File menu

2. Click "Open..." to display the File Open <u>dialog box</u>.

3. Double-click the <u>filename</u> of the master folder you want to open.

Related Topics:
<u>File Menu</u>
<u>OpenPasswords</u>

Running Other Applications

You can run applications that are not defined in a Windows Express folder by choosing "Run..." from the File menu.   This command presents the Run dialog box where you type in or choose the filename of the <u>application</u> you want to run.   You can run more than one application at a time by separating each command with a semi-colon.   You can also run applications minimized or minimize Windows Express when applications are run.

Note: In some cases, the "Run..." command may not appear on the File menu due to a control specified by the person who set up your Windows Express system.

To run applications not in a folder:

1. Click the File menu.

2. Click "Run..." to display the run dialog box.

3. Type the <u>filename</u>, or if necessary, the <u>pathname</u>, in the text box.   To run multiple applications, type the names of the applications you want to run and separate them with semicolons.

    -or-

    If you dont know the exact location of the application or document files,   or are not sure of the command syntax, click the <u>Command Builder button</u>.   This brings up   up the <u>Command Builder</u> for you to graphically create an Enhanced Command.

4. To execute the command, click the Run button.

Related Topics:
<u>File Menu</u>
<u>Run</u>

Viewing an outline of your Windows Express folder

The "Outline" command on the File menu allows you to view an outline of your Windows Express folder.   This feature is particularly useful if you're working with a large folder and want to get an overview of its structure.

Note: You must have Notepad to use this feature.

To view an outline of your Windows Express folder

1. Click the File menu.

2. Click "Outline."

3. An outline of your folder will appear, with an asterisk (*) used to denote folders and numbers (beginning with the number "1")used to label your folder hierarchy.

   Related Topics:
   File Menu
Outline

Saving your Windows Express folder outline

The "Save Outline" button in the Outline dialog box allows you to save an outline of your Windows Express folder to a text file, or copy it to the clipboard.

To save an outline of your Windows Express folder

1. Click the File menu.

2. Click "Outline."

3. An outline of your folder will appear, with an asterisk (*) used to denote folders and numbers (beginning with the number "1")used to label your folder hierarchy.

4. To save an outline of your Windows Express folder as a text file, choose Save As, and a dialog box appears asking you to name the file and specify the location where you want it stored.

   To copy an outline of your Windows Express folder to the Windows Clipboard, choose Copy.

Related Topics:
File Menu
Outline

Exiting Windows Express

When you are done working in Windows Express, you can close the Windows Express application and return to Windows.

To exit Windows Express:

1. Click the File menu.

2. Click "Exit."

or, if Windows Express is the Windows shell**:**

1. Click File to display the File menu.

2. Click "Exit Windows."

Note: In some cases, the "Exit WIndows..." command may not appear on the File menu due to a control specified by the person who set up your Windows Express system.

Related Topics:
File Menu
Exit
Ending Windows Session

Ending Windows Session

When you are done working in Windows Express, and you no longer need to work in Windows, you can close all applications and exit to the DOS prompt.

To end the Windows session:

1. Click the Special menu.

2. Click "End Session."   You will be asked if you wish to end your Windows session.

3. Choose OK.

Related Topics:
Special Menu
End Session
Exiting Windows Express

Using Quick Keys

To work more quickly and efficiently in Windows Express, you can assign a Quick Key to any application item or folder item.   You can then open that item by simply pressing the Quick Key you've defined.

To assign a Quick Key:

1. Click the Special   menu.

2. Click "Assign Quick Keys..." to display the Assign Quick Keys window.

3. Select the item in the Windows Express window you want to assign.   If necessary, open another folder by double clicking the folder item you want.

4. Press the Quick Key (function keys F2 thru F9) you want to assign to that item.   To clear the assignment, press and hold SHIFT as you press the Quick Key.

5. Repeat 3 and 4 to make more assignments.

6. Click OK to save your assignments, or choose Cancel to close the window without saving   your changes.

To view Quick Key assignments:

1. Click the Special menu.

2. Click the "View Quick Keys..."   command to display the View Quick Keys window.

3. To close the window, double click the Control menu in the upper left corner of the View Quick Keys window.

To use Quick Keys:

With the View Quick Keys window displayed, click the desired Quick Key in the View Quick Keys window, or press the Quick Key which corresponds to the desired function.

You can also run an application item minimized with Quick Keys by pressing the SHIFT key while selecting the desired Quick Key.

Related Topics:
  Selecting Items
  Special Menu
    View Quick Keys
    Assign Quick Keys

Changing Preferences

You can customize the appearance of your Windows Express display window, and the way Windows Express works for you by checking the following options in the Preferences dialog box.

Display Style
The Date <u>checkbox</u> controls the status line, which shows the day, date and time, at the top of the Windows Express window.   Check this box to display or hide the status line.

The checkboxes labelled Icons, Keys, Names, and Descriptions control the display of all the <u>application item</u>s and <u>folder items</u>.   Check any or all of the display styles you prefer.

Icon Size
There are two sizes of <u>icons</u> to choose from.   Large icons are the same size as application icons when displayed in the icon area.   Small icons are half the height of large icons.   On low-resolution monitors, this option is always set to Large.   Check the icon size you prefer.

Text Size
There are three sizes of text to choose from.   Check Small, Medium or Large to determine the size of text display.

Maximize Express
Initially   Maximizes the Windows Express window whenever you start Windows Express.   When unchecked, Windows Express opens its window the same size as when you   last closed it.

Automatically Maximizes the Windows Express window when all other <u>application</u> windows are closed.

Minimize Express
Always   Minimizes the Windows Express window whenever you execute an application item.

Never   Leaves the Windows Express window as it is when you execute an application item.

Default   Minimizes the Windows Express window according to the application item's settings which are specified by the person who set up your Windows Express system.

Note: Windows Express will not minimize itself if the application item is run minimized.   To run an application item minimized, press SHIFT while selecting the item.

Execution Style
Single click   Allows you to open items with one mouse <u>click</u> or one keypress (the selection key).

Double-click   Allows you to open items with a <u>double-click</u> of the mouse, or with two keypresses (the <u>selection key</u> and the ENTER key).

Screen Saver
The screen saver button displays the screen saver dialog box.   It allows you to control the screen saver feature of Windows Express which blanks out your computer screen after a minute or more of inactivity.   This feature preserves the life of your monitor.

To set preferences

1. Click the Special menu.

2. Click "Preferences" to display the preferences <u>dialog box</u>.

3. Click to check or uncheck each <u>checkbox</u> and <u>option button</u> you want.

4. Click This Session to save your changes for this session only, or click Permanently to permanently save your changes, or choose Cancel to return to Windows Express without saving your changes.

Related Topics:
<u>Special Menu</u>
   <u>Preferences</u>

Screen Saver

The screen saver feature blanks out your computer screen if there has been no activity for a minute or more.   This convenient feature helps to save your monitor from having images permanently etched onto the screen.   To use the screen saver, click the Screen Saver icon in the preferences dialog box.   By default, this setting is disabled.

Related Topics:
Special Menu
Preferences

Passwords

At some points while youre working (e.g., when you try to open a master folder, execute an application item, or open a folder item), Windows Express may display the Passwords window.   The window   is displayed according to settings made by the person who set up your Windows Express system.   In order to proceed, you must first enter the correct password.   If you don't know the correct password for an item, contact the person who set up your Windows Express system.

To enter a password for an item

1. Type the item's password in the text box.

2. Click OK.

    -or-

    Click CANCEL to abandon the operation which generated the password request.

   Related Topics:
   Selecting Items
   Opening a Master Folder

Converting Old Files

If you try to open a <u>master folder</u> that was created in a previous release of Windows Express, you will get a warning <u>dialog box</u> that asks you if you want to convert the file to the new format and give it a new name.   If you click OK, the Save File As dialog box will be displayed.   This dialog box allows you to name and convert the file.

To convert an older   file into the new format:

1. In the File Save As box, type the new <u>filename</u>, in the text box

2. In the Directories listbox, click the directory in which you want to save the file.

3. Click the Convert button to convert the file to the new format, or click Cancel to exit the window without converting the file.

4. If you save the converted file to the same name and location as the old file, you will receive a warning dialog that asks you if you want to replace the existing file.   Click Yes or No.   No will return you to the File Save As box to type a new name or choose a new location.

5. If you decide not to convert the file, click CANCEL in the File Save As box to abandon the conversion.

Related Topics:
<u>Opening a Master Folder</u>

System Information

The System Information dialog box displays information on your current hardware and Windows configuration, including the amount of available memory, disk space, and system resources.

folder item

An item in a Windows Express folder that displays another folder.

folder name

The name appearing on the folder tab of a Windows Express master folder.   Also, the name of the folder item.

function keys

The keyboard keys labeled F1 through F10.   Some keyboards may have more function keys.

icon

A small graphic used to depict a folder or an application item.

master folder

The first, or top-most, folder displayed on your screen, which contains all of the application and folder items.

selection key

The character next to the application or folder item that corresponds to a key on the keyboard.   You press the selection key to select the item.

status line

A line near the top of the Windows Express window that displays the current date, day and time.

active window

The window that will be affected by the next keystroke or command.   When a window is active, its title bar changes color to differentiate it from other open windows.

application
A program used to accomplish a specific task.   For example, a word processor or spreadsheet program.

application item

An item in a Windows Express folder that runs an application.   The application may be a Windows or non-Windows application.

checkbox

A small square in a dialog box that specifies whether or not the option next to it is selected.   The option is selected if the check box is filled in.

click

To press and release the mouse button.

control menu

The drop down menu that appears in the upper left corner of the Windows Express window, and which is represented by an icon that looks like a small horizontal bar.   Most window, and some dialog boxes have their own Control menu.   Commands on the Control menu allow you to move, resize and close a window.

command

An item that appears on a drop-down menu that you choose to carry out a specific activity, such as "Exit" or "Preferences...".

dialog box

A window that appears when Windows Express, or any other Windows application, needs more information before it can carry out a command. A dialog box may contain a list box, check box, text box, and option buttons, or any combination of these.

document

A file created with either a Windows or non-Windows application.

double click

To quickly press and release the mouse button twice in succession.

drop-down menu

A menu, that when selected, "drops down" on the screen displaying commands that can be chosen.

filename

The name of a document.   A filename can have up to eight alphanumeric characters, plus an extension. An extension begins with a period and can have up to three characters.   For example, MYFILE.DOC specifies the document MYFILE and a filename extension of .DOC.

keyword

An underlined term appearing in a description in the Help window for which you can display a definition.

list box

An area in a dialog box which contains a list of items for you to choose from, such as files or directories.

non-Windows application

An application that does not require Microsoft Windows in order to run.

option button

A small circle in a dialog box that specifies whether or not the option next to it is selected.   The option is selected if the option button is filled in.

pathname

The name and location of a file, including the filename, directory, and drive locations.   A full pathname includes a drive letter followed by a colon, one or more directory names separated by a backslash (\), and a filename.   For example, C:\WINDOWS\MYFILE.DOC.

Quick Key

A function key, F2 through F9, that when pressed, automatically chooses an application or folder item.

scroll

To move the contents of a window up and down,or left and right using a scroll bar or the DIRECTION keys.

scroll bar

A narrow area on the right side of a window showing an arrow at each end and a small box between the arrows.   In Windows Express, the scroll bar appears only if the entire contents of a folder are not visible.

text box

A box within a dialog box where text is typed.

Windows application

An application that requires Microsoft Windows in order to run, such as Windows Express, Windows Write, and Word for Windows.

Windows shell

The Windows application which automatically appears whenever you start Windows. Unless specified otherwise, the Windows shell is Program Manager.

Express Command Builder

The Command Builder provides an easy way to construct <u>Enhanced Commands</u> without knowing any special command syntax.   Although you may not use the Command Builder every time you create a command, it simplifies the process of building complex commands.   The Command Builder is usually accessed by clicking the <u>Command Builder button</u>.

The Command Builder contains seven buttons, described below.

Applications & Documents   Lets you select the executable and document files you want to launch.   See <u>Applications & Documents</u>

MicroApps   Lets you select the MicroApps from Express Systems and other software vendors you want to launch.   See <u>MicroApps</u>

Scripts   Lets you select the pre-defined scripts you want to launch.   See <u>Scripts</u>

Replacement Variables Lets you create dialog boxes that prompt you for a filename or parameter when you launch an application.   It also lets you access any of the environment variables currently set on your system.   See <u>Replacement Variables</u>

Enhanced Command Parameters   Lets you control the way an application is launched, including its size, position on the screen, and much more.   See <u>Enhanced Command Parameters</u>

Enhanced Command History Displays the last 20 Enhanced Commands you've run using the Launch... command.   See <u>Enhanced Command History</u>

Macro Recorder   Lets you record macros containing keystrokes and mouse actions. See <u>Macro Recorder</u>

The Command Builder also contains two dialog boxes.

<u>MicroApp Path dialog box</u>
<u>Script Library Path dialog box</u>

 Applications & Documents

This portion of the Command Builder lets you select applications and/or documents to launch.   When you click the Applications & Documents button (or press ALT+A), the Command Builder displays the options described below.

Show box	Specifies the files displayed in the **Files** box. To change the display, type the new filename (including wildcard characters, if you want) and press ENTER or click the Check button.
	You can also use this box to change the current path: simply type the new drive or directory name, and press ENTER or click the Check button.
Check button	Updates the **Files** and/or **Directories** boxes to reflect the contents of the **Show:** box.
Directory	Displays the current drive and directory.
Files box	Displays the files contained in the current directory. Use the mouse to select as many files as you want. To select files that aren't adjacent (for example, the third and fifth files in the list), hold down the CONTROL key and click the mouse.
Directories box	Changes drives or directories. To return one level toward the root directory, click "[..]".
Use Full Path option	Builds the command using the full pathname. Turn this option on if you've selected an executable or document file that is not on your DOS search path.

Related topics

Command Builder
Syntax for launching applications and documents

MicroApps

This portion of the Command Builder lets you select the MicroApps you want to launch.   It also gives you a brief description of each MicroApp, and lets you set the MicroApp path. When you click the MicroApps button (or press ALT+M), the Command Builder displays the options described below.

MicroApps box	Lists the MicroApps currently on the **MicroApp Path**. Use the mouse to select the MicroApps you want to launch. To select MicroApps that aren't adjacent (for example, the first and third MicroApps in the list), hold down the CONTROL key and click the mouse.
Describe button	Displays the version number and a brief description for the selected MicroApp.
MicroApp Path button	Displays the MicroApp Path dialog box.

Related topics
Command Builder
Syntax for launching applications and documents

Scripts

This portion of the Command Builder lets you select and launch pre-defined scripts.   When you click the Scripts button (or press ALT+S), the Command Builder displays the options described below.

Scripts box	Lists the scripts currently on the **Script Library Path**. Use the mouse to select the scripts you want to launch. To select scripts that aren't adjacent (for example, the third and fifth in the list), hold down the CONTROL key and click the mouse.
Describe button	Displays a brief description of the selected script.
Library Path button	Displays the <u>Script Library Path dialog box</u>.
Reference By buttons	Determines how the scripts appear in the **Scripts** box. **Script** lists the scripts by name; **Library and Script** lists them by library and script name. The **Library and Script** option is useful if you've got more than one script library and want to determine the scripts contained in any given library.
Sort By Library option	Sorts the scripts according to the order they appear on the **Script Library Path** in the <u>Script Library Path dialog box</u>. This is useful if you've got multiple script libraries and want to see the order in which they will be accessed.

Related topics
<u>Command Builder</u>
<u>Script synta</u>

{↻} Replacement Variables

This portion of the Command Builder lets you create dialog boxes that prompt you for a filename or other command parameter when you launch an application.   It also lets you access any of the environment variables currently set on your system.   When you click the Replacement Variables button (or press ALT+V), the Command Builder displays the options described below.

**File Prompt
edit controls**
Create a dialog box that prompts you for a filename when you launch an application.   **Wildcard** controls the type of files displayed in the dialog box.   To specify multiple wildcards, separate them with a semicolon.   **Caption** sets the text that appears in the dialog box's title bar.   The Check button adds the contents of these boxes to the **Command:** box.

IMPORTANT: As with any command line parameter, you must leave a space after the executable filename;   make sure to manually insert a space before the replacement variable.

For example, you might want to launch Write and bring up a prompt displaying your .WRI and .TXT files.   First type *write* in the **Command:** box, followed by a space.   Next, type **.wri;*.txt* in the **Wildcard** box and *Select an INI file* in the **Caption** box. Then press the Check button to update the **Command:** box. See also Replacement variable syntax: file().

**Parameter Prompt
edit controls**
Create a dialog box that prompts you for a parameter to pass to the application when it is launched.   Use the **Default** box to specify the default parameter.   The **Text** box specifies the text string that appears in the dialog box.   The Check button adds the contents of these boxes to the **Command:** box.

For example, you might want to launch Word for Windows and pass it a parameter that opens the file you last closed.   First, type *winword* in the **Command:** box.   Next, type */mFile1* in the **Default** box and *Run this WinWord macro?* in the **Text** box. Then press the Check button to update the **Command:** box.   See also Replacement variable syntax: text().

**Environment
Variables box**
Lets you select the environment variables currently defined on your system.   To select variables that aren't adjacent, hold down the CONTROL key and click the mouse.

For example, *excel: initdir={env(windir)}* will set Excel's initial directory to the value of the WINDIR environment variable.   See also Replacement variable syntax: environment variables.

Other options box
Returns various text strings.   **{date}** returns the date in *mm/dd/yy* format.   **{time}** returns the time in *hh:mm:ss* format. For example you could create a date and time stamp in a Write document with the command:

write; "Date:{date}<Enter>Time:{time}"

See also Replacement variable syntax: date, time.

{lasttext} returns the text string you last specified from a prompt created with the **Parameter Prompt** controls (described earlier in this topic).   In the example cited earlier, for example, **{lasttext}** would return *fmFile1*. **{lastfile(dpfe)}** returns the drive, path, file, and extension of the file you last selected from a prompt created with the **File Parameters** controls (described earlier in this topic).   For example, you could create a command that inserts a header listing the name of the text file you selected from the file prompt dialog box:

notepad {file(.txt,dpfe,"Select a textfile")};"Filename:{lastfile}"*

See also Replacement variable syntax: {lastfile}, {lasttext}.

Related topics
Command Builder
Syntax for replacement variables

Enhanced Command Parameters

This portion of the Command Builder lets you control the way an application or document is launched, including:

* How the application is displayed: maximized, as an icon, hidden, and more.
* Where the application is launched (absolute or relative position) and the exact size of the application's window.
* What to do if the application is already running: use the existing version, run a new version, and so on.
* What you want to display for the application's window caption and minimized icon.

When you click the Enhanced Command Parameters button (or press ALT+P), the Command Builder displays the options described below.

Show Normal box This drop-down list controls the way the application is displayed after it's launched.   See also <u>Enhanced Command Parameters: display logic.</u>

* **Show** launches the application using either the **Icon Maximize** or **Center** parameter, depending on the application. Most applications will use **Icon Maximize**, but non-sizable applications and applications with small windows (like Control Panel and PIF Editor) will use the **Center** parameter.
* **Hidden** launches the application and hides its window.
* **Icon Maximize** runs the application and maximizes its window leaving room for icons to appear at the bottom of the screen.
* **Maximized** runs the application and enlarges its window to fill the entire screen.
* **Minimized** launches the application and shrinks its window to an icon.
* **Center** positions the application's window in the center of the screen.

Use Existing box This drop-down list controls the logic used to handle applications that are already running.   If you're launching an application that is already running, **Use Existing** will not run a second instance. For example, if you're opening a Write document while Write is already running, using this option loads the document in the existing instance of the application.   If the application you're launching is *not* running, the **Use Only Existing** option ignores the command.   If the application you're launching is already running, **New Instance** will run a new copy of the program. See also <u>Enhanced Command Parameters: instance logic.</u>

Zoom box This drop-down list controls whether or not the application's window "zooms" when it is launched.   Some applications may have problems if **Zoom** is on;   if so, use the **No Zoom** option. See also <u>Enhanced Command Parameters: zoom logic.</u>

X and **Y, Width and Height boxes** These determine how an application is sized and positioned when it is launched.   You can specify any parameter in absolute terms (expressed in pixels) or relative terms (expressed in a percentage of the screen size).   You can specify parameters numerically by

typing them, or graphically using the Position button.

X and **Y** Control the vertical and horizontal position of the window.   For example, if *X=0* and *Y= 32*, the left (or vertical) border of the application's window will appear on the first pixel, while the top (or horizontal) border will appear on the thirty-third pixel.   **Width** and **Height** determine the size of the window, expressed in number of pixels or percentage of screen size. See also Enhanced Command Parameters: window size and position.

Position button   Using the Position button is probably the easiest way to size and position an application's window.

Clicking the Position button brings up the Position and Size Tool window.   To size an application's window, point to a border or corner of the Position and Size Tool window and drag it until it is the size you like.   To position an application's window, drag the title bar to the location where you want the application to appear. Press ENTER (or choose the OK button if it's visible) to save your changes.

DDE Execute box   Sends an initial DDE Execute string to an application.   The DDE topic is "system" and the application's name is the same as the executable filename.   For information on the DDE syntax for a specific application, consult the application's documentation.   For example, *excel:usee,dde=("[INSERT(1)]")* sends a DDE string to Excel that inserts a column.   See also Enhanced Command Parameters: DDE.

Initial Directory box Determines the directory used to launch an application.   You may want to set an application's initial directory to the DOS directory containing the files you want to open.   For example, if you store all of your spreadsheet files in one directory, you could set the initial directory for Lotus 1-2-3 so that it defaults to that directory.   See also Enhanced Command Parameters: initial directory.

Icon box   Determines the application's icon, allowing you to replace the default icon with one from another application.   You can use icons from any file that contains them, including .EXE, .ICO, .ICN, .IL, and .DLL files.   To specify an icon, type the filename (and path, if necessary) of the file whose icon you want to use; for example, *clock:icon=bigben.ico.*

If the file contains more than one icon, insert a comma and the number of the icon you want to use.   For example, *pbrush:min,icon=(progman.exe, 11);* launches Paintbrush and substitutes an icon from PROGMAN.EXE in place of Paintbrush's icon.   See also Enhanced Command Parameters: application icon.

Caption box   Determines the caption for the application's window and the label for the application's minimized icon.   Type the caption as you want it to appear.   See also Enhanced Command Parameters: caption.

Related topics
Command Builder
Syntax for Enhanced Command Parameters

Enhanced Command History

When you click the Enhanced Command History button (or press ALT+H), the Command Builder displays the last 20 commands you've launched from the Command Builder. Select as many commands as you like.

Related topics

Command Builder

Macro Recorder

This portion of the Command Builder lets you record macros containing keystrokes and mouse actions.   Macros are useful for automating repetitive tasks.   For example, you might create a macro that launches the Windows Control Panel, opens the Printer setup and sets the page orientation to landscape.

When you click the Macro Recorder button (or pressing ALT+M), the recorder begins recording and displays its control panel.   The recorder's control panel "floats" over the active window in order to remain visible.   As you record your macro, the Enhanced Command will appear in the control panel.   To temporarily stop the recorder, click the Pause button;   when you're ready to resume recording, click the Pause button again.   To stop the recorder, click the Stop button.

Notes on recording macros

* As with any macro recorder, keyboard macros are generally more reliable than macros containing mouse actions.   For that reason, as you record your macro it's best to use keystrokes whenever possible.

* Should you need to position a window (or configure some other portion of Windows) after you've begun recording, press the Pause button to temporarily stop recording; when you're ready to resume recording, just press the Pause button again.

* To stop the playback of a macro, press the ESC key.   You'll receive a prompt confirming your decision to stop the macro.

* Keep in mind that you can easily edit your macros. For example, if you've made a mistake while recording a macro, just press the Pause button, move the insertion point into the recorder's control panel and delete the error.   When you're ready start recording, press the Pause button again.

* To achieve the best results, you should prepare your screen before you begin recording a macro.   If there are windows on the screen that aren't part of the macro, move them out of the way or close them before you begin recording.

* Should you need to slow down the playback of a macro, you can insert one of the [Pause] scripts into a macro.

* The macro recorder does not record certain actions, such as mouse drags.   Also, it cannot record mouse actions involving the toolbar in some programs such as Word for Windows.

Related topics
Command Builder
Macro syntax

MicroApp Path dialog box

Use this dialog box to specify where your MicroApps are located;   for example, you might type *C:\WINDOWS\MICROAPP.*   If your MicroApps are stored in more than one location, separate each path with a semicolon.

Related topics
 MicroApps

Script Library Path dialog box

Use this dialog box to specify where your scripts are located, and in what order they should be searched.

Filename(s) box   Specifies the files displayed in the **Files** box.   To change the display, type the new filename (including wildcard characters, if you want) and press ENTER.   You can also use this box to change the current path: simply type the new drive or directory name, and press ENTER.

Directory   Displays the current drive and directory.

Files box   Displays the files contained in the current directory.   Use the mouse to select as many files as you want.

Directories box   Changes drives or directories.   To return one level toward the root directory, click "[..]".

Add button   Adds the selected files to the **Script Library Path**.

Remove button   Removes the selected files from the **Script Library Path**.

Script Library Path box   Displays the script libraries currently on the path.   Libraries are searched in the order specified in the list.   If the same script appears in multiple libraries, the script appearing first on the path is used.

Arrow buttons   Changes the order of the script libraries currently highlighted in the **Script Library Path** box.   Script libraries are searched in the order in which they appear in this box.

Related topics
 Scripts

Remap Key dialog box

This dialog box lets you select characters from the ANSI character set and paste them onto the Clipboard.   You can select a character using either your mouse or the arrow keys on your keyboard.   To copy the character to the Clipboard, choose the Select button or press ENTER.

Text Prompt dialog box

This dialog box appears when you've launched a command that includes a parameter prompt.   To launch the application with the specified parameter, choose the OK button.   To launch the application without a parameter, choose None.   To escape without launching the command, choose Cancel.

Related topics
 Replacement Variables

Enhanced Command syntax

Although the Command Builder lets you create commands using buttons and other graphical controls, you may find that using the Enhanced Command syntax lets you work more quickly.   Additionally, knowing the syntax enables you to do a few things that aren't possible with the Command Builder, such as call a function in a Dynamic Link Library (.DLL) file.

Application and document syntax
DOS command syntax
Enhanced Command Parameter syntax
Dynamic Link Library (.DLL) syntax
Macro syntax
Replacement variable syntax
Script syntax
Adding comments to an Enhanced Command

TIP: *You can use the Copy command from the Edit menu in Windows Help to copy any of the sample commands listed in this section, and then run the command by pasting it into the* **Launch:** *box.*

The syntax conventions are listed in the following table.

Convention	Example	Description
Boldface	**useexist**	Text that must be typed exactly as it appears.
Italic	*height*	A general placeholder for information that you provide.
[ ]	[**,** *arg*]	An optional command element. Do not type the brackets themselves (except for the brackets that surround Scripts).
…	[*keystroke*]…	Indicates that the preceding element can be repeated several times. You can repeat any number of keystrokes. Do not type the ellipsis (…) itself.
|	**zoom** | **nozoom**	Separates items in a group of mutually exclusive elements. Choose only one of the items from the group. Do not type the pipe symbol (|) itself (except for the pipe that delineates a Comment).
	`clock:min,usee`	This font is used to illustrate Enhanced Command examples. You can copy commands from online Help, paste it directly into a **Launch:** box, and edit the example to fit your needs.

Application and document syntax

In addition to launching applications and opening documents, you can optionally pass DOS command line parameters and send Enhanced Command Parameters to an application. Enhanced Command Parameters are preceded by a colon and must be separated by spaces or commas:

```
app-spec [app-parms] [: eparm] [ [,] eparm]...
```

Keep in mind that Enhanced Commands also accept replacement variables: parameters and functions that let you specify filenames, parameters, and more.

The app-spec syntax is:

```
[path]filename | replacement-var
```

Example
This example will launch Excel and open the document named Q1SALES.XLS.

```
c:\sales92\q1sales.xls
```

The app-parm syntax is:

```
command-line-parms | replacement-var
```

Example
This example launches Word for Windows and opens the last document you closed.

```
winword /mFile1
```

Related topics
Enhanced Command syntax

DOS command syntax

You can run several "internal" DOS commands from an Enhanced Command, without running a DOS session.   The DOS commands are listed below.   For complete information on DOS commands, see your *DOS User's Guide.*

Command...	What it does:
copy	Copies a file.
move, mv, rename, ren	Moves or renames a file.
delete, del, erase	Erases a file.
mkdir, md	Creates a directory.
chdir, cd	Changes the current directory.
rmdir, rd	Deletes a directory.
ddel	Deletes a directory and any files or subdirectories it contains.
dir	Uses Windows File Manager to display the current directory contents.

Notes

* Be careful when deleting files or directories: you will not receive a confirmation prompt!

* To display the current directory contents using a DOS box instead of the Windows File Manager, add the line *DOSBOXDir=1* to the [File Manager] section of the HDC.INI file.

Related topics

Enhanced Command syntax

Enhanced Command Parameter syntax

In addition to launching an application and specifying DOS command line parameters, you can also send it Enhanced Command Parameters.   These parameters are preceded by a colon and may be separated by spaces or commas:

```
app-spec [app-parms] [: eparm] [ [,] eparm]...
```

Enhanced Command Parameters fall into several logical groups, many of which contain mutually exclusive options;   for example, a window cannot be both **min**imized and **max**imized.   If conflicting options are specified, the parameter appearing last will override any that precede it.   You can substiture unambiguous abbreviations (such as **h** for **hidden** and **usee** for **useexist**) for parameters.

You can set default Enhanced Parameters--globally or for specific applications--in the HDC.INI file.   The global defaults are **useexist**, **show**, **usee, zoom**, and **env=full**.

Enhanced Command Parameters
caption
close
dde
env
forcesize
hidden
icon
imax
initdir
keys
max
min
newinst
nozoom
pos
show
useexist
useonlyexist
wait
zoom

Related topics
Enhanced Command syntax

Enhanced Command Parameters: instance logic

useexist | useonlyexist | newinst

Determine what to do if you try to launch an application that is already running.   The **useexist** parameter tries to send the command to an application that is already open;   if the application is not open, the application is launched.   **useonlyexist** forces the Enhanced Command to use an existing instance of the application;   if none is open, the command does not run.   **newinst** launches a new instance of the application.   The shortest unique abbreviations are **usee**, **useo**, and **ne**, respectively.

Example

This example will activate the existing instance of Windows Write and change its caption to "Testing."   If Write is not open, it will launch the application.

```
write: usee,caption="Testing"
```

Related topics
Enhanced Command Parameter syntax

Enhanced Command Parameters: display logic

show | hidden | max | imax | min | center
Determine how the application window is displayed.   Each parameter is explained below:

Parameter...	Abbreviation	Displays the window:
show	**s**	Displays the window using either **imax** or **center**, depending on the application. Most applications will use **imax**, but non-sizable applications and applications with small windows (like Control Panel) will use **center**.
hidden	**h**	Hidden.
max	**ma**	Maximized.
imax	**im**	Maximized with room for icons at the bottom of the screen.
min	**mi**	Minimized.
center	**ce**	Centered.

Examples
This example will launch Word for Windows and hide its window.

```
winword:h
```

This example will launch CorelDRAW and maximize its window, leaving room for icons at the bottom of the screen.

```
coreldrw: im
```

Related topics
Enhanced Command Parameter syntax

Enhanced Command Parameters: zoom logic

zoom | nozoom

Determine whether or not the application window "zooms" when it is launched.   The shortest unique abbreviations are **z** and **noz**.

Example

This example will launch the Windows Control Panel and zoom its window.

```
control: zoom
```

Related topics

Enhanced Command Parameter syntax

Enhanced Command Parameters: closing an application

close

Closes an application.   The **noclose** parameter overrides **close**.   The shortest unique abbreviations are **cl** and **noc**.

Example

This example will close an existing instance of Write.

```
write: useonlyexist, close;
```

Related topics

Enhanced Command Parameter syntax

Enhanced Command Parameters: application caption

caption= "*caption*" | **default**

Sets the caption for the application's window and icon.   The caption may include
<u>replacement variables</u>.   Choosing **default** overrides any caption setting in HDC.INI and
allows the application to set its own caption.   The shortest unique abbreviation is **ca**.

Example

This example launches Notepad and inserts the date into Notepad's caption.

```
notepad:caption="Opened on {date}"
```

Related topics
<u>Enhanced Command Parameter syntax</u>

Enhanced Command Parameters: initial directory

initdir=_initial-directory_

Sets the initial directory for the application and for any replacement variables.   The shortest unique abbreviation for **initdir=** is **in=**.

Example

The following example launches Excel and sets the initial directory to C:\BUDGET.

```
excel:initdir=C:\BUDGET
```

Related topics

Enhanced Command Parameter syntax

Enhanced Command Parameters: window size and position

pos= ([*x*[**%**]]**,** [*y*[**%**]] [**,** [*width*[**%**]]**,** [*height*[**%**]]] **)** | **default**

Positions and sizes the application window.   Each parameter must be an integer and can be expressed in absolute terms or as a relative percentage of the virtual screen size. Specifying parameters that are outside the boundaries of the current screen will position the application's window in another portion of the virtual desktop.   Choosing **default** allows the application to position and size itself.   The shortest unique abbreviation for **pos=** is **p=**.

Examples

The following example launches Paintbrush and positions it on the virtual desktop to the right of the upper left-most screen.   This command positions the window in absolute terms based on the display resolution.

```
pbrush:pos=(640, 0)
```

If you frequently change your video display driver resolution, you should position your application windows using the method shown in the next example.   Unlike the previous example, this command positions the window as an absolute percentage of the virtual screen size.

```
pbrush:pos=(100%, 0)
```

Related topics
Enhanced Command Parameter syntax

Enhanced Command Parameters: keystrokes

keys= "[*keystroke*]..."

Sends any number of keystrokes (such as a string of characters or a macro command as described later under key-stream) to the application.   Unlike the key-stream Enhanced Command used in the <u>macro recorder</u>--which sends keystrokes to the application currently active--this parameter sends keystrokes to a specific application.   In addition, it is the only way to send keystrokes to a hidden application.   The shortest unique abbreviation for **keys=** is **k=**.

Example
The following example send the text string enclosed in quotes to Word for Windows.

```
winword:keys="From the desk of Jane Doe"
```

Related topics
<u>Enhanced Command Parameter syntax</u>

Enhanced Command Parameters: application icon

icon= (*ICON-filespec*[**.ico**] | *IL-filespec* [**,** *icon-number*] **)**

Allows you to specify the icon you want to display for a minimized application.   "ICON-filespec" refers to an icon file (.ICO) containing a single icon.   "IL-filespec" may be any file that contains an icon, such as an Icon Designer library (.IL), an application (.EXE), or a Dynamic Link Library (.DLL).   If "icon-number" is not specified, the first icon in the file is used.   The shortest unique abbreviation for **icon=** is **ic=**.

Example

The example below launches Notepad, which when minimized will display the 18th icon from the file named PROGMAN.EXE.

```
notepad: icon= (progman.exe, 18 )
```

This example launches Solitaire, which when minimized will display the icon for Windows Write.

```
sol.exe: icon=(c:\windows\write.exe)
```

Related topics
Enhanced Command Parameter syntax

Enhanced Command Parameters: environment

env= full | **(***envvar* [**=** [*value*]] [**,***envvar* [**=** [*value*]]]... **)**

Sets the application's environment.   The default environment is **full**, which provides the application with the complete DOS environment.

You can use the **env=** parameter in an Enhanced Command to minimize the launch environment, thus reducing the memory that is used by an application.   For example, you can specify an environment that contains only the certain variables from the DOS environment by leaving its value field empty;   for example, *env=(COMSPEC, PATH=)* specifies that COMSPEC is to be included, and that PATH is to be removed.   The specified environment cannot be larger than the original DOS environment.

The shortest unique abbreviation for **env=** is **e=**.

Related topics
 Enhanced Command Parameter syntax

Enhanced Command Parameters: forcesize

forcesize

Some applications don't allow themselves to be sized or positioned if, during their last session, they were closed while the window was maximized; examples include Microsoft Excel and Windows File Manager.   Other applications (such as Lotus 1-2-3) do not allow themselves to be sized or positioned at all.   The **forcesize** parameter allows you to size and position such applications.   The **noforcesize** parameter will override **forcesize** (if **forcesize** were the HDC.INI default, for example).   The shortest unique abbreviations are **f** and **nof**.

Example
The following example runs Lotus 1-2-3 sized and positioned:

```
123w.exe:imax,f
```

Related topics
Enhanced Command Parameter syntax

Enhanced Command Parameters: wait

wait

In an Enhanced Command that launches multiple applications, this parameter waits until one application is finished before processing the next part of the Enhanced Command. This is particularly useful when running DOS commands.   The parameter **nowait** runs the command normally.   The shortest unique abbreviations are **w** and **now**.

Example

The following example runs A.BAT, waits until it is finished, then runs B.BAT:

```
A.BAT:wait;B.BAT
```

Related topics

Enhanced Command Parameter syntax

Enhanced Command Parameters: DDE (Dynamic Data Exchange)

dde= ("*execute-string*" [**,** "*topic*" [**,** "*application*"]] **)**

Sends *execute-string* as a Dynamic Data Exchange execution to an application.   The DDE "application" name defaults to application's filename, and the topic defaults to **"system."** The shortest unique abbreviation for **dde=** is **d=**.

Example

This example sends a DDE string to Excel that inserts a column.   You could perform the same action using Express' macro recorder, but using DDE is slightly faster and less obtrusive, since you don't see the menu drop down, the dialog box open, etc.

```
excel:s,usee,z,dde=("[INSERT(1)]")
```

This example takes a selected, tab-delimited table in a word processing application such as Write or WinWord, charts it with Excel (which remains hidden), and pastes the chart into the original document.

```
"<Menu=Edit-Copy>"; excel: h, dde=("[PASTE()][NEW(2,2)][COPY()]
[CLOSE(0)][CLOSE(0)]"), close; "<Down><Menu=Edit-Paste>"
```

Related topics
Enhanced Command Parameter syntax

Dynamic Link Library (.DLL) syntax

An Enhanced Command may call a function from a Dynamic Link Library (.DLL) file.   You can use the shortcut **win.dll** to call any Windows function contained in USER.DLL, GDI.DLL, or KERNEL.DLL.

> *dll-spec*.**dll** *procname*([*dll-arg*[**,** *dll-arg*]...] **)**

dll-arg

You can pass arguments to a DLL function using a decimal or hexadecimal number, or using a string.   The specific number and type of arguments depend upon the procedure.

> [**-**]*decimal-num*[**L**] | **0x***hex-num*[**L**] | **"***string***"**

The **L** must follow decimal-num or hex-num if and only if the function requires a long integer argument.

Examples
The following example will sound a system message beep.

```
win.dll MessageBeep(0)
```

The next example calls a function in Express' Dynamic Link Library (HDCLIB.DLL) that displays a message box.

```
hdclib.dll hDCMessageBox(0,"Your message goes here","Caption",0,0L,0L)
```

The last example will restart Windows.   (Calling this function ends the current Windows session immediately without displaying a confirmation prompt.)

```
win.dll ExitWindows(0x42L, 0)
```

Related topics
 Enhanced Command syntax

Adding comments to Enhanced Commands

Each Enhanced Command may include a comment.   Comments must be preceded by a pipe symbol (**|**).   Any text between the pipe and the semicolon that terminates the command will be ignored.   For example:

```
notepad: min, newinst | starts minimized notepad;
```

Related topics
 Enhanced Command syntax

Macro syntax

Macros use a *key-stream,* which is a sequence of *keystrokes* surround by quotation marks:

"*keystroke*[*keystroke*]..."

Each *keystroke* may be a printable character, a command combination, which is enclosed in **<angle brackets>,** or a replacement variable.   Listed below are the conventions used to translate keyboard and mouse actions into Enhanced Command syntax.

Keystroke convention	Convention	Example
Character		
character		*notepad:*"*hello*"
Non-printing keypress		
<key-label>	**<Enter>**, **<F7>,<Space>**	
	write:"*Name<Enter>Address<Enter>*"	
Modifier + key		
<modifier - key>	**<Alt-a>**, **<Ctrl-Shift-End>**	*control;*"*<Alt-S><Enter>*"
Menu selection		
<Menu=choice[**-**choice]...**>**	**<Menu=File-Open>**	*pbrush;*"*<Menu=File-Open...>*"
<Sysmenu=choice[**-**choice]...**>**	**<Sysmenu=Exit>**	
	excel;"*<Sysmenu=Restore>*"	
Button press		
<Button=button-name**>**	**<Button=OK>**	*charmap;*"*<Button=Select>*"
Move window		
<Move=title**-**xpos**,**ypos**>**	**<Move=Notepad-200,200>**	*clock;*"*<Move=Clock-200,200>*"
Size window		
<Size=title**-**width**,**height**>**	**<Size=Notepad-400,250>**	*clock;*"*<Size=Clock-400,250>*"
Mouse click		
<Mouse[**-**pos]**=**[modifier**-**]click**>**		**<Mouse=Ctrl-Shift-LeftDbl>**
	pm4;"*<Mouse=Right>*"	

The characters   ( ) [ ] { } < > | %   ^ - = ; :   have particular meanings within an Enhanced Command.   If you want to include one of these special characters within a keystream, precede it with a caret symbol (^).   For example, *write; "Express Systems ^"Partners in Group Productivity^"."*

Related topics
Enhanced Command syntax

Replacement variable syntax

Replacement variables let you create dialog boxes that prompt you for a filename or parameter when you launch an application or document.   They also lets you access any of the environment variables currently set on your system.   Replacement variables take the form:

   { *variable* | *function***(** [*arg*[**,** *arg*]...] **) }**

You can use replacement variables when you launch an application, call a .DLL function, or send a **keys=**, **caption=**, **icon=**, **initdir=**, **dde=**, or **env=** parameter.   The replacement variable functions are listed below.

Replacement variables
{file()}
{text()}
{lastfile}, {lasttext}
{date}, {time}
{env()}

Related topics
Enhanced Command syntax

Replacement variable syntax: {file()}

This function displays a dialog that asks you to select a file.   The syntax is:

   {file(*wildspec [;wildspec]...* [**,** [**d**] [**p**] [**f**] [**e**] [**,** "*prompt*"]] **)}**

Wildspec determines which files (such as **.txt*) are displayed in the **Files** box.   Note that you can specify multiple wildcards.   The caption for the dialog box's window is set by the *prompt*, which defaults to **Choose document for** *<appname>*.   The four parameters, **d**, **p**, **f**, and **e**, determine the portion of the pathname returned by **{file()}**.   A fully-qualified filename (**dpfe**) is the default.

Parameter:	What it does...
d	Requests the drive, including a trailing colon.
p	Requests the path, including a trailing slash if used together with the **f** parameter.
f	Requests the filename.
e	Requests the extension, including a leading period if used in conjunction with **f** parameter.

Example
The following command will display a prompt containing the .WRI and .TXT files in the current directory.

```
Write { file( *.wri;*.txt, dpfe, "Choose a document" ) }
```

Related topics
 Replacement variable syntax

Replacement variable syntax: {text()}

This function asks you to supply a string, which is substituted into the Enhanced Command.   The syntax is:

>   **{text(**"*default-text*" **[, "***prompt***"])}**

It is important to note that the syntax of the string you've specified is not checked.   The default prompt is **Parameters for** *<appname>*.

Example

This command will bring up a text prompt specifying */mFile1* in a text box as the default parameter for WinWord (the parameter launches a WinWord macro that opens the document last opened).

```
winword.exe {text("/mFile1","Run this macro?")}
```

Related topics
 Replacement variable syntax

Replacement variable syntax: {lastfile}, {lasttext}

The **{lastfile}** function returns the drive, path, file and/or extension of the file you've most recently selected using **{file()}.   The syntax is:**

   {lastfile} [**(** [**d**] [**p**] [**f**] [**e**] **)**]

{lasttext} returns the text most recently specified via the **{text()} function.   If you haven't called the {text()}** function, no value is returned.

Example

This command inserts the name of the text file you selected from the file prompt dialog box.

```
notepad {file(*.txt,dpfe)};"Filename: {lastfile}"
```

Related topics
Replacement variable syntax

Replacement variable syntax: {date}, {time}

{date} returns the current date in *mm/dd/yy* format.   **{time}** returns the current time in *hh:mm:ss* 24 hour format.

Example
The following command creates a date and time stamp in a Notepad document.

```
notepad; "DATE:{date}<Enter> TIME:{time}"
```

The next command launches Calendar and set its caption to the current date.

```
calendar:cap="{date}";
```

Related topics
<u>Replacement variable syntax</u>

Replacement variable syntax: environment variables

You can insert environment variables into an Enhanced Command.   Percent signs surround the variable you want to replace:

{env *(ENVVAR)* **}**

Example

This example sets Write's initial directory to the value of WINDIR .

```
write: initdir={env(WINDIR)}
```

The next example changes the directory to the value of WINDIR (that is, changes to the Windows directory).

```
cd {env(WINDIR)};
```

Related topics

Replacement variable syntax

Script syntax

Enhanced Commands can also execute the pre-defined scripts included with Windows Express.   If the library (.HSL) file containing the script is not on the <u>Script Library Path</u>, a command must explicitly reference the pathname.   The entire script reference must be surrounded by **[** square brackets **]**.

[[*scriptlib***!**]*scriptname* **]**

Example
The example will launch a script that minimizes all applications that are currently open.

```
[Minimize All]
```

The next example will launch a script that cascades all currently-open applications.

```
[sizing.hsl!Cascade All]
```

Related topics
<u>Enhanced Command syntax</u>

Enhanced Command

A superset of the Windows command line that lets you launch applications, documents, MicroApps, scripts or macros. Enhanced Commands may also contain enhanced parameters or replacement variables.

Command Builder button

Brings up the Command Builder for you to create an
Enhanced Command using icons, buttons, and other graphical
controls.

Applications & Documents button (ALT+A)

Lets you select applications and/or documents to launch.

MicroApps button (ALT+M)

Lets you select the MicroApps you want to launch.   It also gives you a brief description of each MicroApp, and lets you set the MicroApp path.

Scripts button (ALT+S)

Lets you select and launch pre-defined scripts.

Replacement Variables button (ALT+V)

Lets you create dialog boxes that prompt you for a filename or parameter when you launch an application or document.   It also lets you access any of the environment variables currently set on your system.

Enhanced Command Parameters button (ALT+P)

Lets you control the way an application or document is launched, including its appearance (hidden, minimized, and so forth), size and position, window caption, icon, initial directory, and more.

Enhanced Command History button (ALT+H)

Displays the last 20 commands you've launched from the
Launch Command Line dialog box.

Macro Recorder button (ALT+R)

Starts the macro recorder and brings up the recorder's control panel.
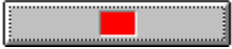
Position button

Appears in the Command Builder when you click the
Enhanced Command Parameters button.   The Position button
brings up a window for you to graphically set the size and
position an application uses when launched.

Pause button

Temporarily stops the macro recorder.

Stop button

Stops the macro recorder and returns you to the Command
Builder.

Check button

Updates the contents of an edit control such as the **Files** box
or **Command:** box.

foo