Object Organizer Help

This help file is organized into three major sections, namely, Tutorial, User Interface and Menu Commands.   The Tutorial section gives you a step-by-step introduction to using Object Organizer.   The User Interface section describes the major user interface elements of Object Organizer and how to interact with them.   The Menu Commands section provides a description of each command on Object Organizer's main menu.   It is suggested that you first browse through the User Interface and Menu Commands sections, then proceed with the Tutorial, referencing the other sections as needed.

Introduction
Important Notices
Tutorial
User Interface
Menu Commands

Tutorial

Overview

This Tutorial contains 2 Parts,

Part 1, Getting Familiar
Part 2, Getting Things Done

Part 1 is presented below.   Part 2 is presented in the next topic page.   To go to Part 2, either click the ">>" button to go to the next topic page, or click on the jump-text above.

In Part 1, Getting Familiar, you'll learn how to start Object Organizer, create, load and save object-databases, and set basic options.   In Part 2, Getting Things Done, you'll learn the details on editing and manipulating your own object-database.

Before you begin, make sure that you have installed Object Organizer correctly and have read the Release Notes (RELNOTES.TXT) for any last minute information or instructions.   Also, remember that a basic understanding of using Microsoft Windows is required to complete the tutorial.   Refer to your Microsoft Windows User's Guide for more information on using Windows.   You may also want to browse through the User Interface and Menu Commands sections of this guide before you begin.   If you find that you do not understand certain terms or cannot complete the steps, than this is a good sign that you should either read the User Interface and Menu Commands sections or refer to your Windows User's Guide.

Tutorial - Part 1, Getting Familiar

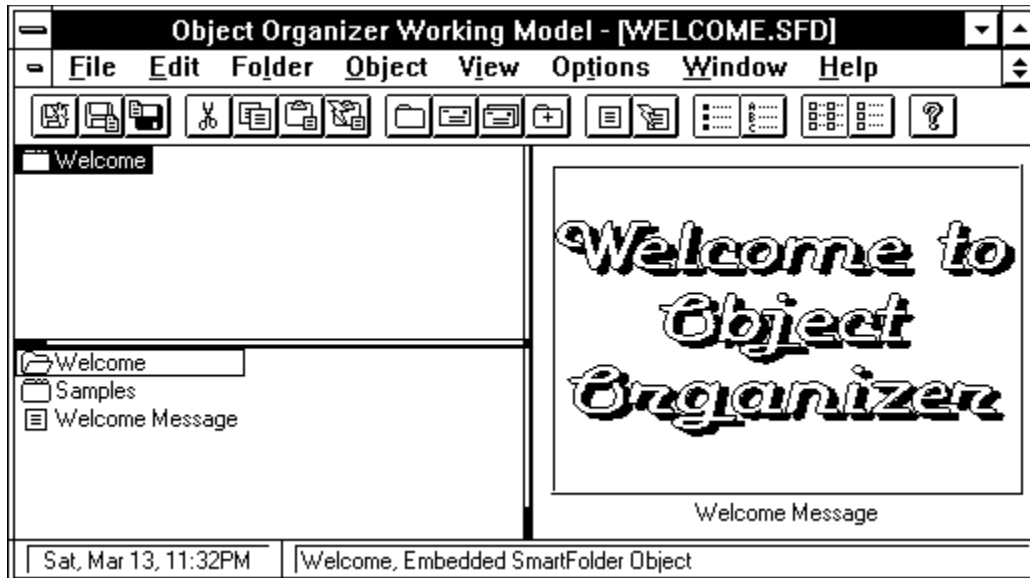In this part of the Tutorial you are going to,

1. Start Object Organizer
2. Browse the Welcome Database
3. Create a New Database
4. Arrange Windows in the Workspace
5. Access On-Line Help
6. Save the New Database
7. Close the Welcome Database
8. Set Object Organizer Options
9. Quit and Restart Object Organizer

Step 1, Start Object Organizer

To start, run Object Organizer from the Program Manager.

After you have run Object Organizer, your screen should look similar to Figure 1 below.

Figure 1, Object Organizer Welcome Screen

```
┌─────────────────────────────────────────────────────────────────┐
│ ─      Object Organizer Working Model - [WELCOME.SFD]      ▼ ▲  │
│ ═  File   Edit   Folder   Object   View   Options   Window   Help  ÷ │
├─────────────────────────────────────────────────────────────────┤
│ [toolbar icons]                                                   │
├───────────────────────────────┬─────────────────────────────────┤
│ □ Welcome                     │                                 │
│                               │                                 │
│                               │      Welcome to                 │
│                               │        Object                   │
│                               │       Organizer                 │
│                               │                                 │
│ ⊟ Welcome                     │                                 │
│ □ Samples                     │                                 │
│ ▣ Welcome Message             │                                 │
│                               │       Welcome Message           │
├───────────────────────────────┴─────────────────────────────────┤
│ Sat, Mar 13, 11:32PM  │ Welcome, Embedded SmartFolder Object      │
└─────────────────────────────────────────────────────────────────┘
```

Notice that the Database Tree contains a folder named "Welcome" and the Folder Directory contains an object named "Welcome Message".   The Object Previewer shows the one object in the "Welcome" folder, named "Welcome Message".   If you are unfamiliar with the latter terms, please refer to the User Interface section.

NOTE: To start Object Organizer automatically when you first start Windows, you can put Object Organizer in your Program Manager "Start Up" group, or optionally make Object Organizer the default shell for your Windows environment.   Making Object Organizer the default shell will automatically load it when you first run Windows, and will automatically exit Windows when you exit Object Organizer.   Program Manager is the default shell when you first install Windows. For information on putting Object Organizer in your Program Manager "Start Up" group, refer to your Windows User's Guide.   For information on making programs, like Object Organizer, the default shell, refer to your Windows Resource Kit (available from Microsoft).

Step 2, Browse the Welcome Database

To browse the Welcome Database, first double-click on the root folder (named "Welcome") with your mouse, or press the ENTER key.   When you do this, the folder should "open", showing a sub-folder named "Samples" as shown in Figure 2 below.   Now double-click on the "Samples" folder and it will open to show several sub-folders containing samples of particular categories of objects.   This is also shown in Figure 2 below.

Figure 2, Open Folders
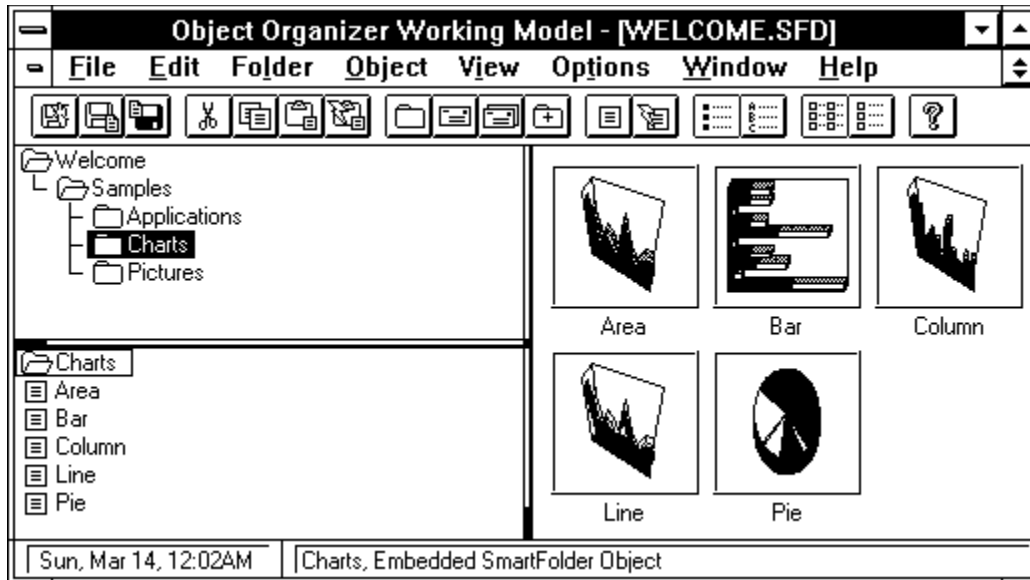
Now click on the "Charts" folder.   Notice that the Folder Directory now shows several objects and the Object Previewer now shows a "thumbnail" view of what those objects look like.

Now click on the object in the Folder Directory called "Pie".   Notice that the Object Previewer now shows a "big-picture" of the "Pie" object.   This happens because, when you select a folder in the Folder Directory a thumbnail view of all the objects in that folder is shown in the Object Previewer.   But if you select an object from the Folder Directory, the contents of that particular object are shown in the Object Previewer.

Go ahead and do some browsing on your own.   Click on some of the other folders to see what they contain.   Click on some of the objects in each of those folders to see a bigger view of those particular objects.   Later, we'll show you how to do many more interesting things to help you better manage the viewing of objects.   For now, though, let's go on to creating your own object-database.

Step 3, Create a New Database

To create your own object-database, select the "New" command from the File menu, or simply click on the File-New toolbar button.   When you do this, your screen should look similar to Figure 3 below.

Figure 3, New Database Window
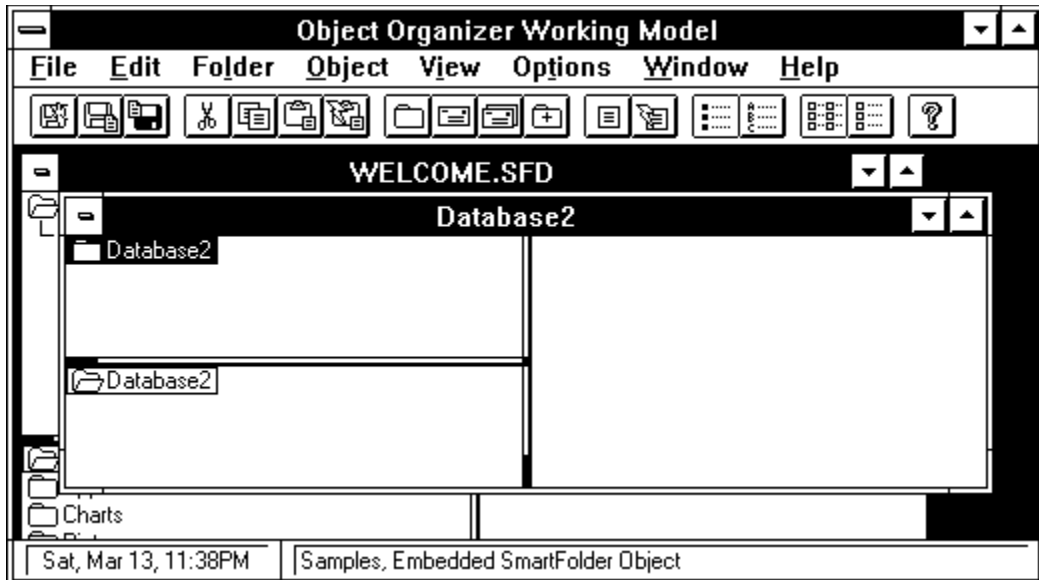
Notice that the name of the new database window is "Database2".   This name is just a temporary one given to new database windows.   The next new window you make would be "Database3", then "Database4" and so on.   The root, or first, folder in this new database window is also called "Database2".   It is temporary (i.e. you can rename it later).

Let's rename that folder now by selecting the "Name" command from the Edit menu, or just press the right mouse button while the mouse cursor is over the item (this is a shortcut).   When you do this, the Name Dialog, shown in Figure 4 below, will pop up.

Figure 4, The Name Dialog
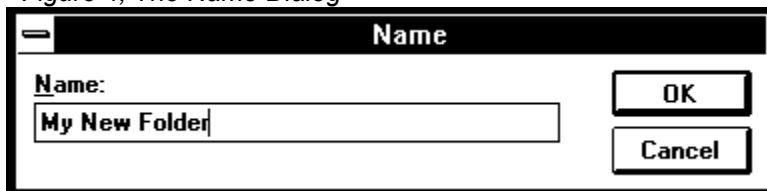
Just type in the new name of the Folder and press OK.   In our example, we'll use "My New Folder".   Later, we'll add sub-folders to this folder.   But for now, we'll learn more about manipulating windows in the workspace.

Step 4, Arrange Windows in the Workspace

Many times while your working you'll want to arrange windows in the workspace so you can more easily view your information.   There are several items in the "Window" menu to help you do this.   In this example we'll use the Tile-Vertical command to arrange the Welcome database window and our New database window on the screen so that we can see both of them.

Select the "Tile Vertical" command from the Window menu now.   After you've done this, your screen should look similar to Figure 5 below.

Figure 5, Arranged Windows
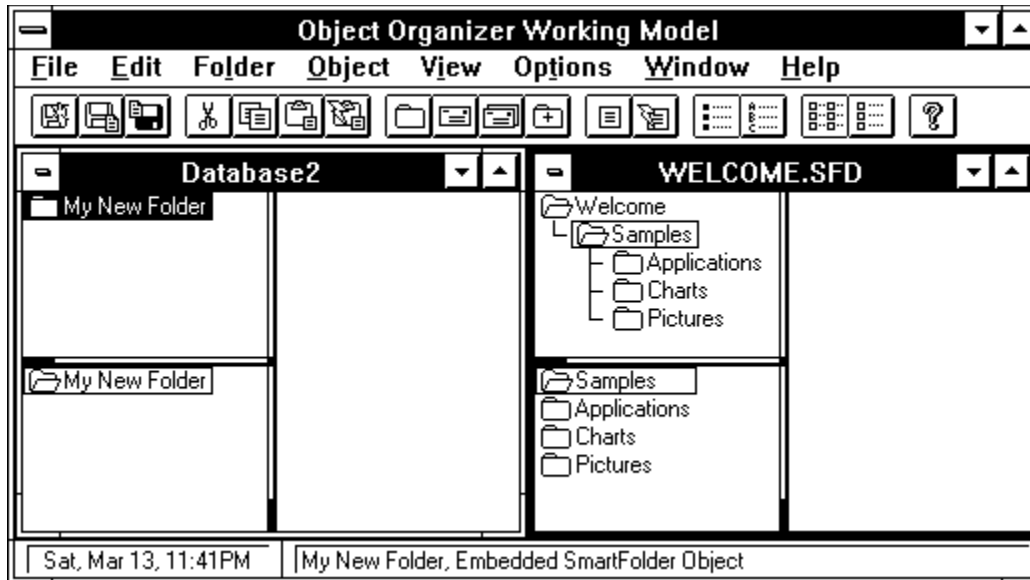
The Tile Vertical command arranges windows so that they are expanded more "vertically" than "horizontally" in the workspace, and Tile Horizontal does the converse.   See the Menu Commands section for information on the other Window menu items.   Remember these menu items are primarily for making the workspace neater by arranging the database windows.

Step 5, Access On-Line Help

Many times you will want to get help on a particular topic about Object Organizer while you are working on a Database.   To get Help quick, just click on the Help-Contents tool bar button (the question mark) to bring up the Help File (you can also select "Contents..." from the Help Menu).   Another useful command is the "Search for Help on..." command in the Help Menu.   This command not only brings up the Help file, but brings up a Search Dialog allowing you to quickly enter in a phrase or word that indexes a topic within the file.   To get Help on the "File Menu" for example, just type in "File" in the search dialog then press OK to go to the section of the Help File containing the information related to your specified topic (in this case, it would jump to the Menu Commands section).   This is shown in Figure 6 below.

*Figure 6, "Search for Help on..." Dialog*
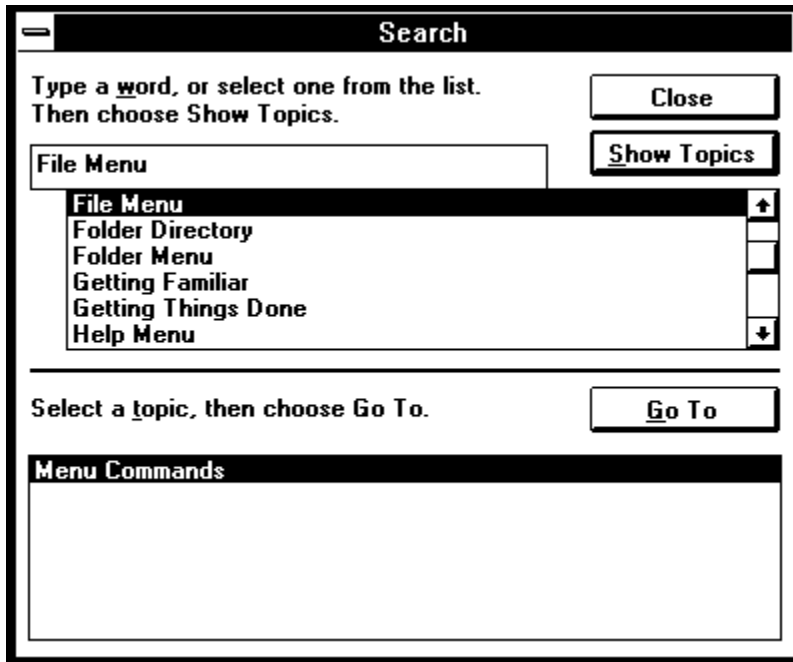
For more information on using the "Search for Help on..." Dialog, or any other part of the Windows Help system, select the "How to Use Help" command from the Help menu, or refer to your Windows User's Guide.

Step 6, Save the New Database

Now we're ready to save our new object-database.   To save the database, select the "Save As..." command from the File Menu (or select the Save As tool bar button from the toolbar). When you do, the Save As Common Dialog will appear as in Figure 7 below.

Figure 7, Save As Common Dialog
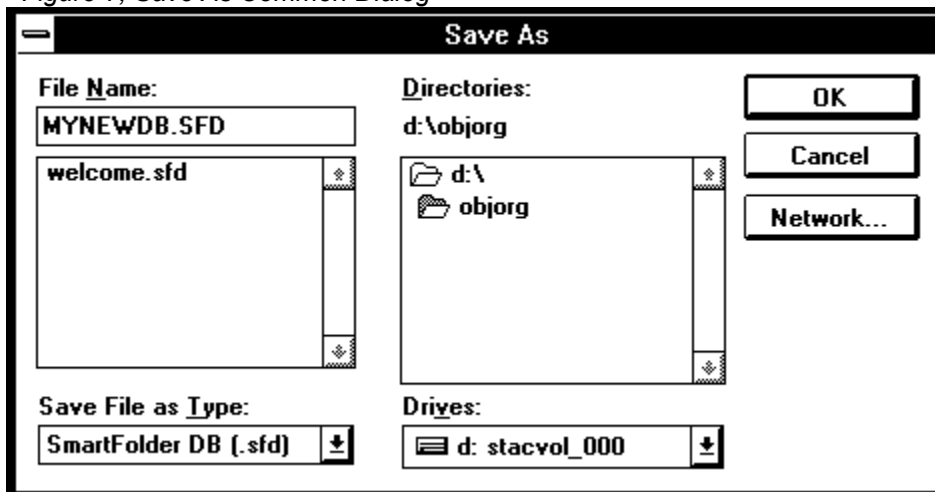
This is a dialog that is commonly used within Windows applications (thus the name Common Dialog).   Simply select the directory and filename to save the new object-database under and press the OK button to save it.   Press the Cancel button to forget about saving it.   For our

example, we'll call the new database "MYNEWDB.SFD".   For additional details on using this dialog, refer to your Windows User's Guide.   For more information about the other commands on the File Menu, refer to the Menu Commands section.

Step 7, Close the Welcome Database

Now we're going to close the Welcome database window so that we can focus on our new database.   To close this database, simply click on the window to select it.   Now select the "Close" command from the File Menu to close the Welcome database window.

Next, maximize our new database window by clicking on the maximize button.   Your screen should now look like Figure 8 below.

*Figure 8, Welcome Window Closed and New Database Maximized*
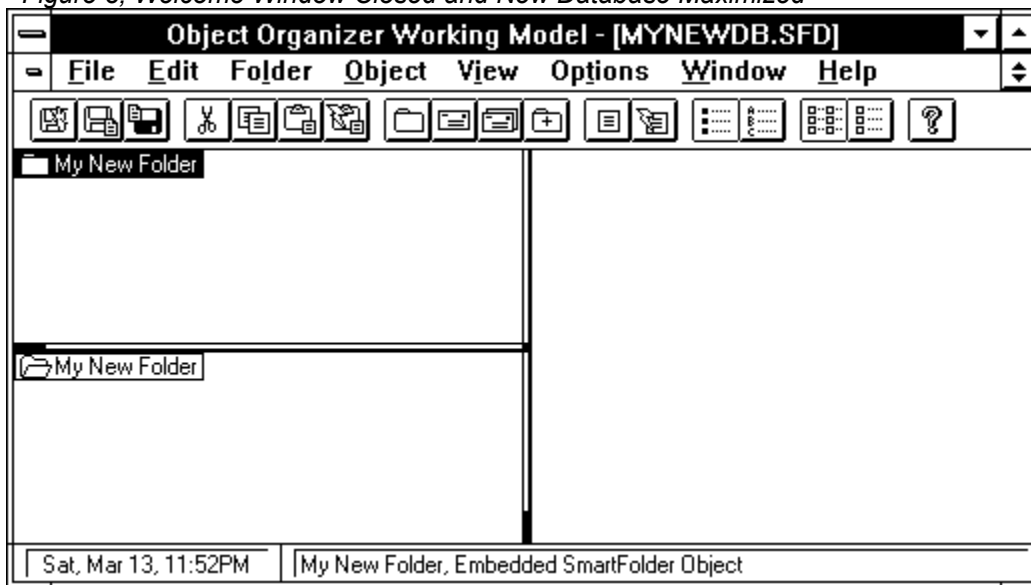
Now we're going to change some of the options in Object Organizer.

Step 8, Set Object Organizer Options

The Options menu contains several commands that show the current status of options for Object Organizer in your environment.   First on the list is the "Font..." menu command.   This will allow you to change the font that is displayed in the database windows.   Select the "Font..." command now to bring up the Font Common Dialog shown in Figure 9 below.

Figure 9, Font Common Dialog
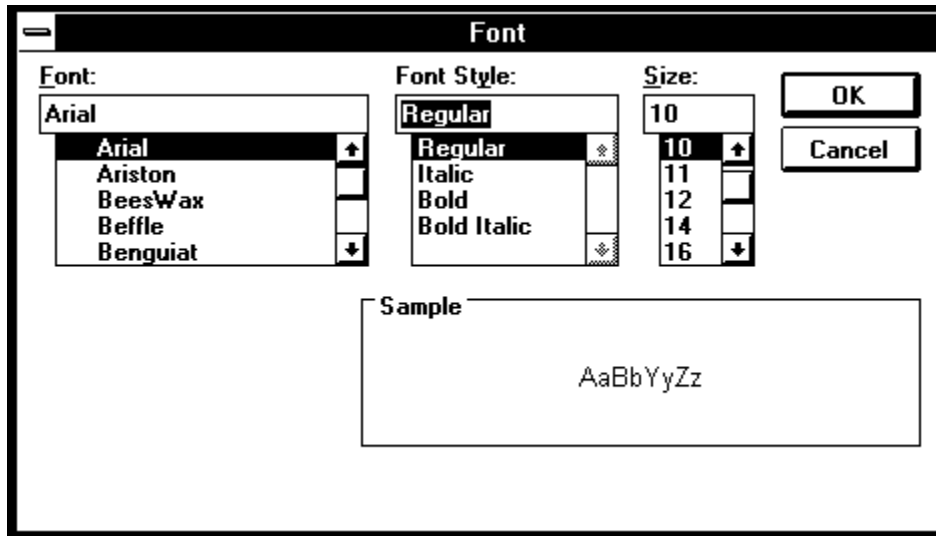
To select a font from the dialog, simply select a font face, a point size, and a style.   For our example we're going to choose a font face of "Arial", a font size of "10", and a style of "Normal". For more information on interacting with the Font Dialog, see your Windows User's Guide. When you have selected the face, size, and style, press OK to set the font in Object Organizer.

Notice how the text labels next to each item in the database window are now in the selected font!
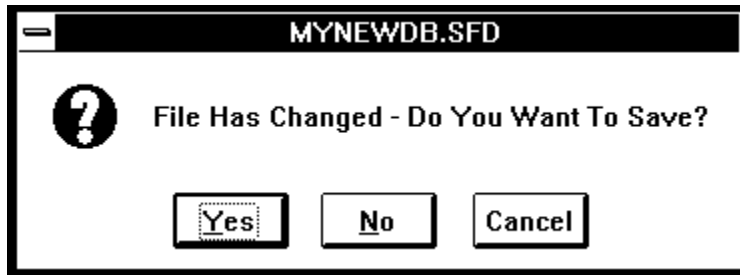
Select the Options Menu again to look at some of the other options.   One of these options is called "Save Environment on Exit".   If this command has a check mark next to it (for this Tutorial it should) then all the settings and open windows will be restored the next time you start Object Organizer.

To toggle the "check" next to each option command on the Options Menu, just select it.   If the check is on when you select it, it will be toggled off.   If the check is off when you select it, it will be toggled on.   For this Tutorial, make sure the "Save Environment on Exit" option is checked on.   For more information on the Options Menu commands, see the Menu Commands section.

Step 9, Quit and Restart Object Organizer

To quit Object Organizer, simply select the "Exit" command from the File Menu.   When you do this, Object Organizer will first see if there are any unsaved object-databases open, and if there are, Object Organizer will ask you if you want to first save it before it exits.   This question is displayed in the "Save Changes" dialog shown in Figure 10 below.

Figure 10, Save Changes Dialog

```
 ┌─────────────────────────────────────────────┐
 │ ▬            MYNEWDB.SFD                     │
 ├─────────────────────────────────────────────┤
 │                                             │
 │   ███    File Has Changed - Do You Want To Save? │
 │  ██ ██                                      │
 │   ██                                        │
 │   ██    ┌──────┐  ┌──────┐  ┌────────┐      │
 │         │ Yes  │  │  No  │  │ Cancel │      │
 │         └──────┘  └──────┘  └────────┘      │
 └─────────────────────────────────────────────┘
```

To Save the database simply press the "Yes" button.   To not save the database press the "No" button.   To cancel the Exit command and return to Object Organizer, press the "Cancel" button. After Object Organizer has done this for all of the windows, it exits.

Since we have already saved our database and have not made any new changes since we last saved it, the Save Changes Dialog will not appear and Object Organizer will simply exit.

Now, restart Object Organizer.   Notice how the new database window we created (i.e. MYNEWDB.SFD) was automatically restored to the exact state we left it.   Also notice that the Font we changed to in Step 8, is now the current font.   This automatic restoring of the environment will really come in handy as you use Object Organizer on a daily basis.   With it, you can begin right where you left off each day!

You should now be ready to move on the second part of the Tutorial.   By now you should be familiar with opening and closing databases, arranging windows in the workspace, accessing on-line help, and quitting/restoring Object Organizer.   If you are not, then simply go through the above steps again.   If you are, then go on to Part 2 of the Tutorial to learn how to "Get Things Done".

Tutorial - Part II, Getting Things Done

In this part of the Tutorial you are going to,

1. Insert New Folders
2. Open and Close Folders
3. Insert New Objects
4. Edit Object Contents
5. Copy and Paste Items
6. Paste Link Items
7. Edit Linked Items
8. Manipulate Views
9. Drag and Drop Items
10. Link & Embed SmartFolders into other Applications
11. Mailing Folders

Because the objects available to Object Organizer are limited to those installed on your system, this Tutorial will only use the "Paintbrush Picture" object that is included in all Windows environments.   Please keep in mind that the tutorial could just as well apply to the hundreds of other objects in the marketplace, including Spreadsheets and Graphs, Macro Utilities, Voice Annotators, Video Capture and Playback Objects, and many others.

Step 1, Insert New Folders

To insert a new folder into the "My New Folder" folder that we created (i.e. renamed) in Step 4 of Tutorial Part 1, select the "Insert..." command from the Folder Menu.   When you do this, the Name Dialog (described in Step 3 of Part 1) will pop up.   Enter the name of the new sub-folder (we'll call it "New Sub-Folder") and press OK.   Your database should now look similar to Figure 11 below.

Figure 11, New Sub-Folder
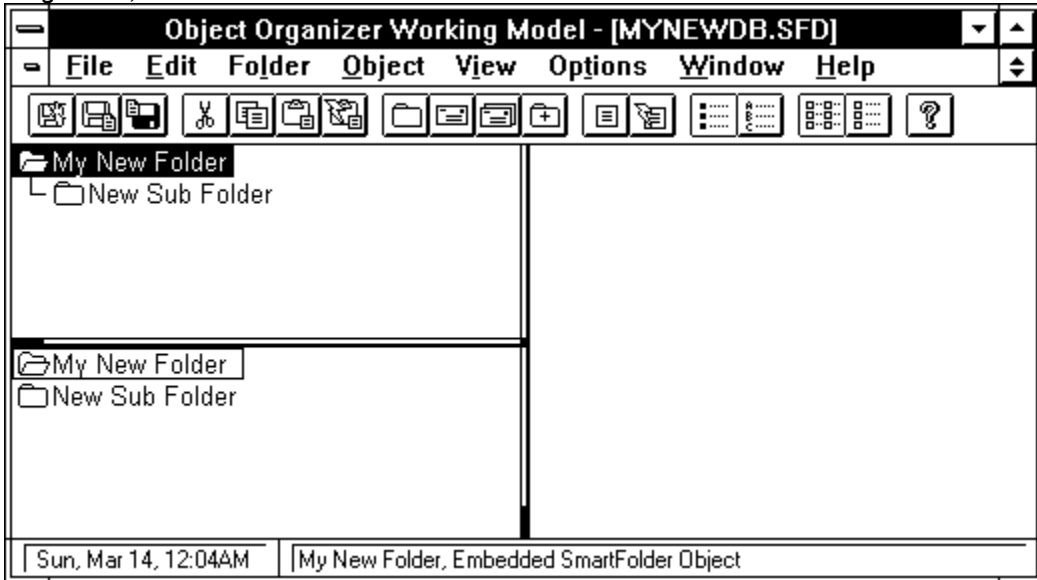
Now we'll open and close the root folder to see what happens to our "New Sub-Folder".

Step 2, Open and Close Folders

To close the "My New Folder" folder, first make sure it is selected by either clicking on it with the mouse, or using the UP-Arrow to move to it (you can also use the HOME key to move to the first/root-item in the Database Tree).   Double-click on the folder again (or press the ENTER key) to close it.   You can also select the Close command from the Folder Menu (see Menu Commands section for more information).   The folder should now be closed.   Press ENTER again, or double-click on the folder again, and then it opens.   You can do this for any folder in the Database Tree.

Notice, in particular, the difference between a folder that has sub-folders and one that does not.   For example, our root folder "My New Folder" contains a sub-folder called "New Sub-Folder", so when "My New Folder" is closed, it shows that it has sub-folders in it by the appearance of the folder icon.   Figure 12, below, shows these differences.

Figure 12, Opened and Closed Folder Icons
🗀 Closed
🗁 Open
🗁 Closed, with Sub Folders
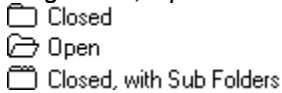
Note that there is another command on the Folder menu called "Open All".   This command will open all sub-folders (and all of there sub-folders, etc.) of the folder that is currently selected.   A short-cut way to do this is to hold down on the CTRL (Control) key and either double-click on the folder or press the ENTER key simultaneously.

Step 3, Insert New Objects

To insert a new object into our "New Sub Folder", first select that folder by clicking on it with the mouse or pressing the DOWN key to go to it.   Now select the "Insert..." command from the Object Menu.   When you do this, the Name Dialog will once again pop up.   Enter the name of the new object (we'll call it "New Object") and press OK.   After you've entered the name, the Object Types Dialog, shown in Figure 13, will appear (NOTE: The dialog that appears on your system may have different items in the "Object Types" listbox, since each environment will probably have different objects installed).
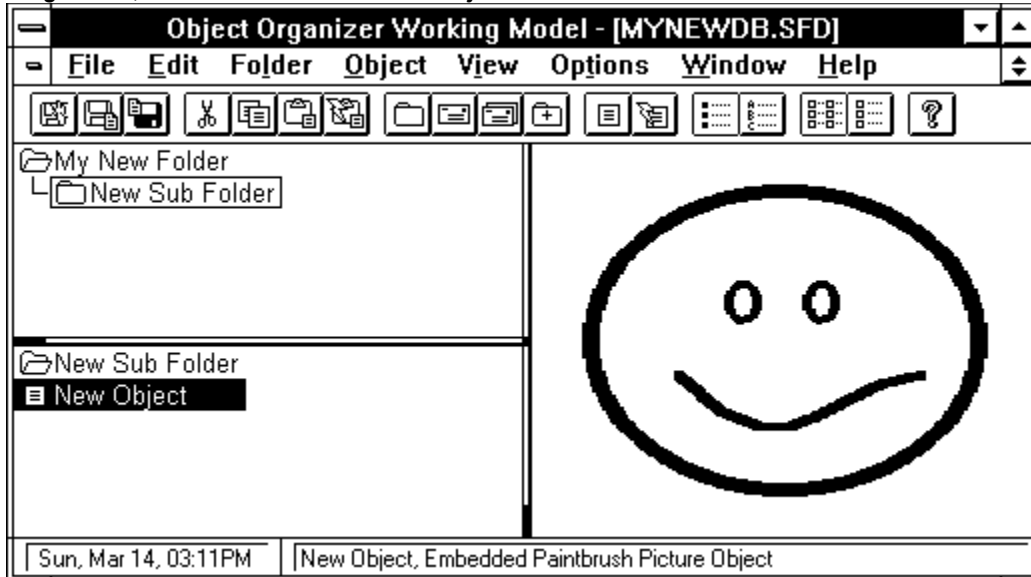
Figure 13, Object Types Dialog
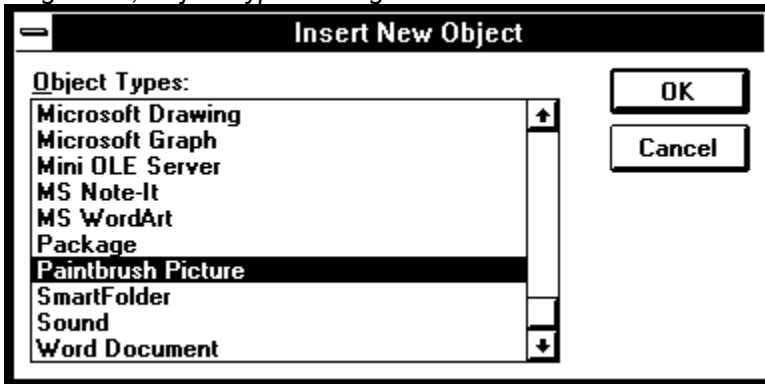
The type of object we want to insert is called a "Paintbrush Picture".   To insert this type of

object, we select it's name from the "Object Types" listbox, as shown in Figure 13.   After you have selected it, press OK to insert the new object.

The "Paintbrush" application will then appear and allow you to edit the contents of the new Paintbrush Picture object.   Go ahead and paint a simple picture using the editing tools (for information on doing this, see your Windows User's Guide).   When you're done editing it, select the "Exit and Return" command from the File Menu and the same picture will be shown in the new object we've inserted into "My New Folder".   Our new Paintbrush Picture Object (a smiley face) is shown in Figure 14 below.

Figure 14, New Paintbrush Picture Object


NOTE: You can also Insert new objects from Existing Data Files by either selecting the "<from file...>" type in the Object Types dialog, or using the File Manager to Drag and Drop items.   For instance, if you have a file named PICTURE.BMP in the directory C:\PICTURES, you could either select PICTURE.BMP from the File Manager and drag it onto the Object Previewer to insert it into the current Folder, or you could select the "<from file..." type in the Object Types dialog (after selecting Insert... from the Object Menu) and then select the file using the File Dialog.   See your Windows User's Guide for more information on the Windows File Manager.

Step 4, Edit Object Contents

Now that we've inserted our "New Object" into "My New Folder", let's edit that same object and make some changes to it.   To do this, you can either select the "Edit" verb from the Verb Menu in the Object Menu, or you can click the right mouse button in the Object Previewer when the object is selected.   When you do this, the object verb menu shown in Figure 15 will be displayed.

Figure 15, Paintbrush Picture Verb Menu

Paintbrush Picture **Object**
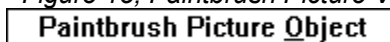
For a Paintbrush Picture this menu only contains one verb, and thus the Verb Menu contains only the Object Type name (which when selected will "Edit" that object).   Other object types

may have more than one verb.   For example, the sound object in Windows has two verbs, Edit and Play.   These would also appear in the object verb menu as separate verbs if such an object were selected.   One of the Verbs for each object is identified as the "primary" verb. For objects with one verb (such as Edit); that verb is the primary verb.   For objects with more than one verb, the first Verb that appears on the Popup Verb Menu is the primary verb.   Note that you can automatically invoke the primary verb of any object by simply double clicking on it in either the Folder Directory or the Object Previewer (when it is selected).

In our example, we'll double click on the Object Previewer while we have the "New Object" selected.   Then we'll edit it by making a small change to it (i.e. putting a nose on the face). Then we'll exit Paintbrush and return to Object Organizer.   Try it now!

For more information on the Verb Menu in the Object Menu, see the Menu Commands section. For more information on Object Verb Menus in general, see your Windows User's Guide.

Step 5, Copy and Paste Items

Now that we have a new object in the folder and we know how to edit it, let's add a few more objects.   To do this, we could select the "Insert..." command from the Object Menu again for each additional object we want to add.   A quicker way, however, is to copy the one we've already added and paste it once for each new object.   Then we can simply edit each pasted object and make the necessary changes.

To do this, first make sure the object "New Object" is selected in the Folder Directory.   Now, select the "Copy" command from the Edit Menu to copy the new object to the clipboard (you could also click on the Edit-Copy tool bar button).   Now select the "Paste" command from the Edit Menu to paste the new object from the clipboard into the same folder (again, you can also click on the Edit-Paste tool bar button).   When you do this, the Name Dialog will appear as before.   Simply enter the name for the new object and press OK.   That's it.

Perform the above steps one more time to add another object, and we now have a total of three new objects in the "New Sub Folder" (We've named them "New Object #1" and "New Object #2").

Now we'll copy a SmartFolder in the same way.   Select the our "New Sub Folder" in the Database Tree.   Now select "Copy" to copy the Folder and it's contents to the clipboard (a folders contents include the objects contained in it).   Now select our root folder "My New Folder" in the Database Tree.   Next, select "Paste" from the Edit Menu to paste the Folder from the clipboard to the root folder.   The Name Dialog will appear again.   Enter it's name and press OK.   We've called the New Sub Folder "New Pasted Folder" in this example.   Your screen should now look like Figure 16 below.

Figure 16, New Items Pasted
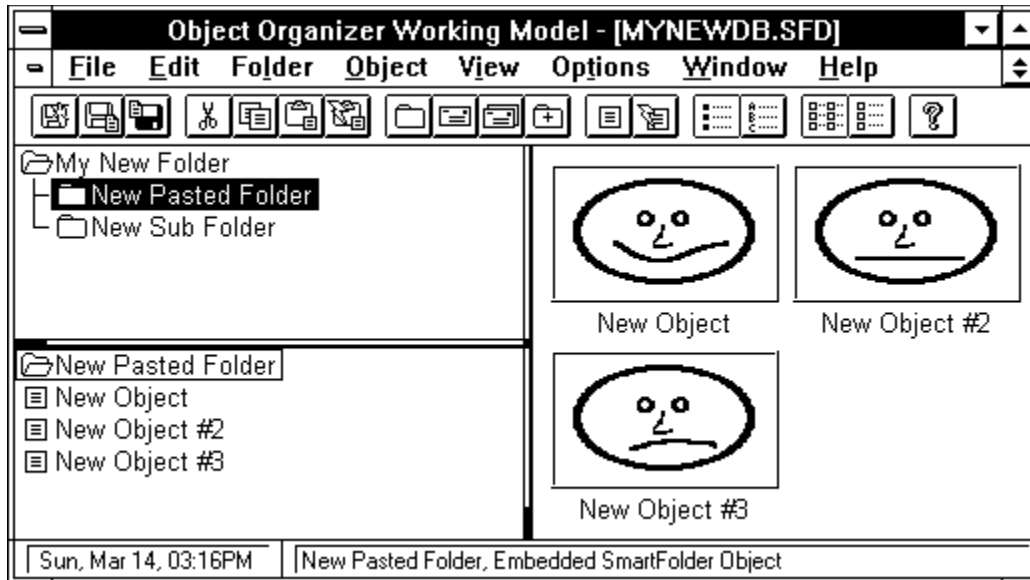
Notice that the entire contents of the SmartFolder we're copied to the new location.   Later, we'll show you how to perform Cut/Copy and Paste operations more quickly with Drag and Drop.

Another way to copy folders is to use the "Copy All" command.   This command will not only copy the objects in a folder, but also all sub-folders.   See the Menu Commands section for more information.

Step 6, Paste Link Items

The process of Linking items is much the same as that of Copying and Pasting items in the last step.   But when you link an item, it is updated automatically when it's contents change in the original location.   This is extremely productive when you have a single piece of information that is located in several places.   Linking saves you time when making changes to such a piece of information.   Simply change it in it's "source" location and it's automatically updated in all it's other locations!   If you are unfamiliar with "Linking" objects using OLE, then you may want to consider reading up on this in your Windows User's Guide.

To Link an item in Object Organizer, you do not select the "Insert..." command as we did in Step 5.   Rather, you typically run the "source" application, edit an object within a document, save the document, and then copy the object to the clipboard.   You then go back to Object Organizer and select the "Paste Link" command from the Edit Menu to Link it into a folder.

We're going to use the Paintbrush Picture object again to do our linking (for the same reason as before, it's on every Windows system).   To do this, first start Paintbrush.   Then edit the bitmap by doing some drawing.   For our example, we again draw a smiley face.

Now Save the file, then select an area of the file and copy it to the clipboard. For our example, we select the area around the eyes of the smiley face.   Saving the file is a very important step since in most applications, including Object Organizer, saving the file is what allows an object to be "linked".   This is because a link must first have a "source", namely, the saved file.

Now go back to Object Organizer and make sure that "New Sub Folder" is selected in the

Database Tree.   Next, select the "Paste Link" command from the Edit Menu.   Enter the name in the Name Dialog (we'll call it "New Linked Object") and press OK.   The linked object will then appear in the Folder Directory.   Notice that the Linked Item looks different than the Embedded Items (as shown in Step 3 above).   The Linked Item has a "lighting-bolt" on it to signify that it is linked.

Now go back to Paintbrush and make a change to the picture.   For our example, we simply erase part of the picture.   Notice that, as soon as you made a change to the picture, it was automatically reflected in the picture located in Object Organizer.   This is the result of linking.   As soon as you made a change in the "source" object (i.e. Paintbrush), the changes you made were immediately reflected in the Linked Object located in Object Organizer!   Your screen should now look similar to Figure 17, below.
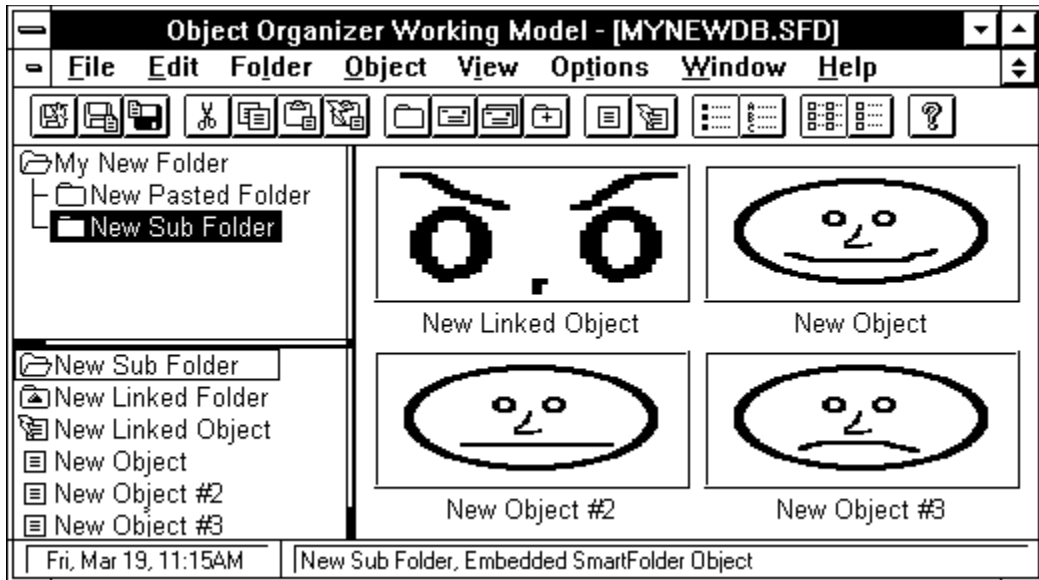
Figure 17, New Linked Object
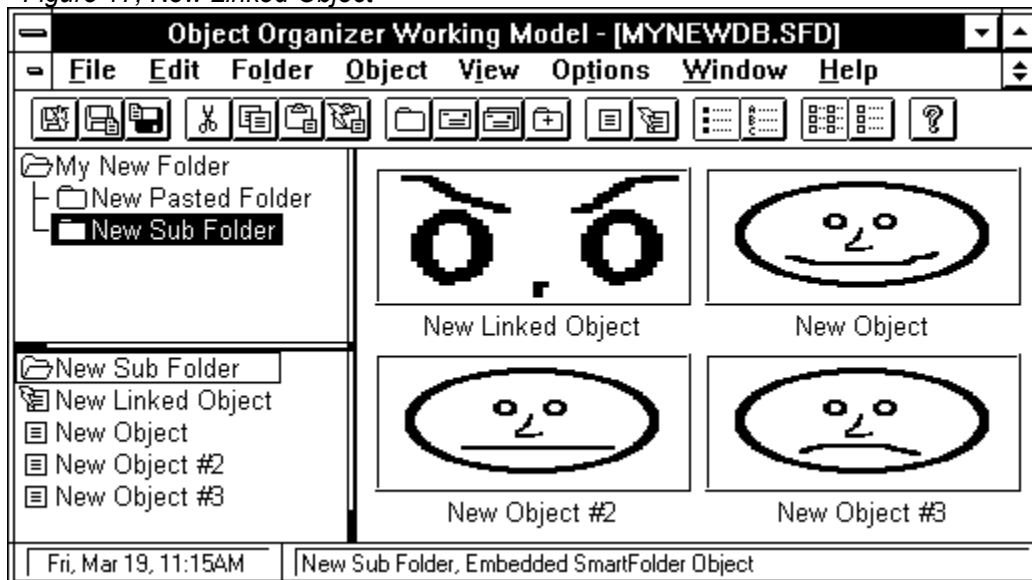
Linking can also be done within and between object databases using SmartFolders.   That is, you can create links between folders in the Database Tree of an object-database or even between databases!   To do this in our example, first make sure the folder "New Pasted Folder" is selected in the Database Tree.   Second, select the Copy command from the Edit Menu.   Third, select the folder "New Sub Folder" in the Database Tree.   Finally, select the Paste-Link command from the Edit Menu.   You will be asked to provide a name in the Name Dialog as usual, we'll call it "New Linked Folder".   Now, press OK to insert the Linked Folder.

Notice that the new Linked Folder has an arrowhead in the middle.   Just as the "lighting-bolt" differentiates linked objects from the embedded objects, the "arrowhead" in the linked folder differentiates it from embedded folders.   If you are ever unsure about what kind of item is selected, just look at the Status Bar for a description of it.   For example, the Status Bar should now read "New Linked SmartFolder, Linked SmartFolder Object".   This says that "New Linked SmartFolder" is currently selected, and that it is an Linked Object of type SmartFolder.   Please see the User Interface section for more information on the Status Bar.

Figure 18, below, shows what your object-database should look like with the new Linked Items.

Figure 18, New Linked Items

Step 7, Editing Linked Items

To edit a Linked Object or SmartFolder you use the "Edit Link..." command from the Object Menu.   For our example, make sure the "New Sub Folder" folder is selected in the Database Tree and the "New Linked Object" is selected in the Folder Directory.   Next, select the "Edit Link..." command from the Object Menu.   The Edit Link Dialog should then appear as shown in Figure 19 below.

Figure 19, Edit Link Dialog
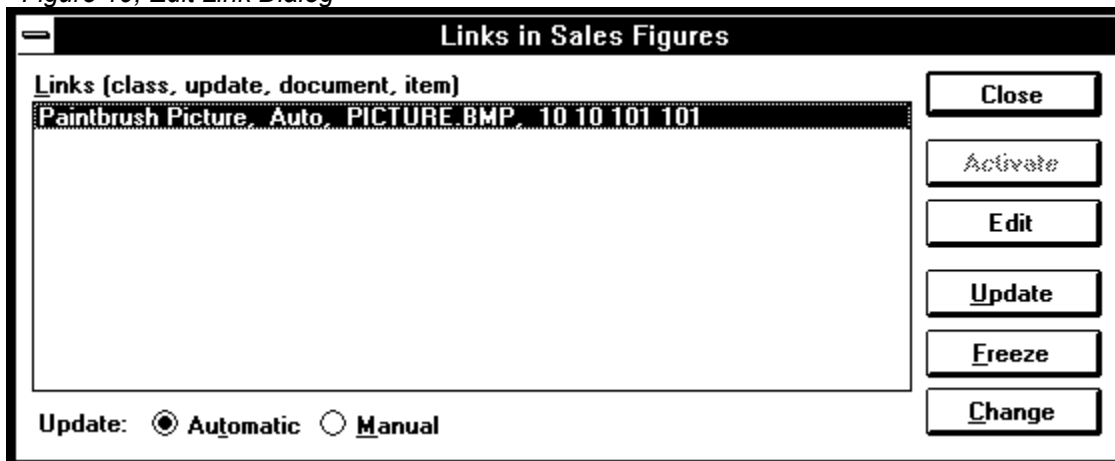
There are 9 items in the Edit Link Dialog that are of particular interest.   These are described below.

The "Links" listbox displays a list of Linked Items contained in the currently selected Folder ("New Sub Folder" in our example).   The Linked Object that was selected in the Folder Directory when you selected the "Edit Link..." command is selected in the "Links" listbox.   This is the active Edit Link item.   In it are 4 pieces of information, namely, the object type name (i.e. Paintbrush Picture), the source document (i.e. PICTURE.BMP), the item name (i.e. 10 10 100 100 - which are the coordinates of the item for a Paintbrush Picture), and the type of update (i.e.

Auto).

The "Update" selection allows us to change the update type for the item.   Automatic updating will instantaneously update an item when it is changed in it's source document.   Manual update, on the other hand, will update the item only when requested.

The "Edit" button will start the source application so you can edit the item.   If we do this for our example, Paintbrush will start and the PICTURE.BMP file will automatically be loaded and the coordinates for our item will be selected.

The "Activate" button will activate the primary verb for the selected object.   For objects with only one verb (i.e. Edit) this is the same as selecting the "Edit" button.

The "Update" button will update the contents of the item.   This is primarily for Manually Updated items.

The "Freeze" button will freeze, or cut off, the link between the Linked Item and it's source. This will turn the item in to a "static" object.   A static object is simply an object with no type (i.e. it cannot be edited).   See the User Interface section for more information on the static object.

The "Change" button will bring up a File Common Dialog (as described in Tutorial Part 1 and in your Windows User's Guide).   This dialog will allow you to select a different source document to link to.   However, the item (10 10 100 100 in this example) will remain the same until you edit the source document file and change it.

For additional details on Editing Links and using a Link Dialog, please refer to your Windows User's Guide.

An important point to make here is that Linked SmartFolders are actually Objects.   Therefore, use the Object Menu to either "Edit Link..." or jump to the Link Source via the Verb Menu.   You can also simply double click on the SmartFolder in the Object Previewer to jump to the Source location.   In general, you should treat the instructions for Editing Links the same for SmartFolders as for Linked Objects.

Step 8, Manipulate Views

Many times, while editing object-databases, you will want to view different parts of the database by creating new views and changing   the appearance of each view your working on to suit particular needs.   For instance, if you have a rather large database, you may want to create several views of that database for particular parts of it.   You may also want to manipulate the Window Panes to show more of the Database Tree, in such a case.

You can manipulate the view of a database window in two ways, namely, by manipulating the window panes, or by creating a new view.   Manipulating the window panes allows you to modify the arrangement and sizes of the Database Tree, Folder Directory, and Previewer to make viewing information more comfortable.   Creating a new view allows you to browse a different section of the same database in another window.

To manipulate the Window Panes, you use the Split Pane Bars.   See the User Interface section for information on how to interact with the Split Pane Bars.   In our example, we are

going to manipulate the window panes in three ways, namely, Split The Panes, Flip The Panes, Cycle The Panes, and Swap The Panes.

To Split The Panes, we move the mouse over the Major Anchor and drag it to the lower left corner of the database window.   This makes the Previewer wider, allowing us to view more of the selected object(s), and makes the Database Tree taller, allowing us to view more of the Database Structure.

To Flip The Panes, we move the mouse over the Minor Bar and double click on it with the mouse.   This Flips the Panes to that the two Minor Panes are now in a horizontal position and the Major Pane is in a vertically dominated position.   You can also Flip the Panes by double clicking on the Major Pane.   However, when Flipping with the Major Pane, the Minor Panes are positioned horizontally exactly where you double clicked on the Major Pane.

To Cycle The Panes, we position our mouse cursor over the Major Anchor and double click on the either the Left (to cycle clockwise) or Right (to cycle counter-clockwise) mouse buttons.   In our example, we will double click on the Left mouse button to cycle the window panes clockwise.

To Swap The Panes, we position our mouse cursor over either the Major or Minor Slots and double click on the Left mouse button.   If you double click on the Major Slot, then the two Minor Panes swap sides with the Major Panes.   If you double click on the Minor Slot, then the two Minor Panes swap sides with each other.   In our example, we will Swap the two Minor slots.

Each of the above manipulations is illustrated in Figure 19 below.   Manipulating the window panes will actually become quite easy after just a few minutes of experimenting.   Keep in mind that you can also use the Split, Flip, Cycle, and Swap menu commands on the View Menu. Please see the User Interface and Menu Commands sections for more information.

Creating a new View on the currently selected database window is actually quite easy.   Simply select the "New Window" menu command from the Window Menu.   This will create a new database window that looks exactly like the current one, except that the windows will now have a View Number in their titles.   Select the "New Window" command now.

The new view, along with the Split Bar manipulations, are illustrated in Figure 20 below.

*Figure 20, Manipulating Window Panes and Creating a New View*
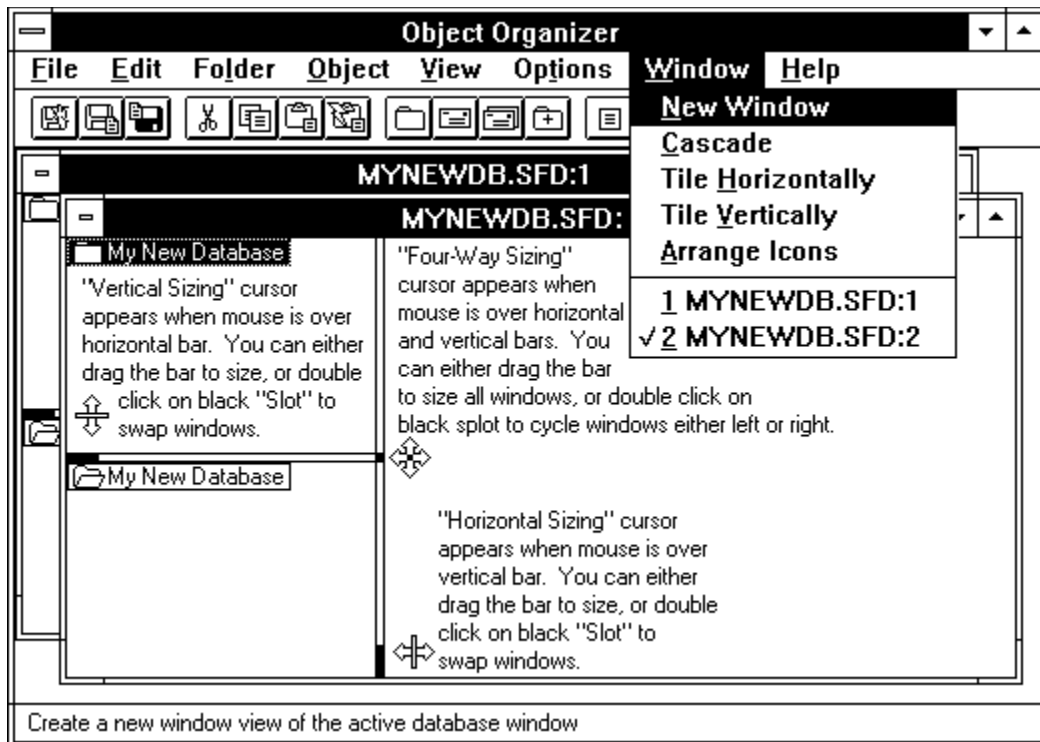
Notice that there are two windows, "MYNEWDB.SFD:1" and "MYNEWDB.SFD:2" noting the two different views of the same database.   If you create more views, they will also have numbers in their titles.   As you close each view, each window is renumbered accordingly.   However, when you get back to one view again (after closing the others) the title will no longer have a number. Again, it's worth noting that with a little experimenting, manipulating the Window Panes using the Split Bars and creating new views using the "New Window" command becomes quite easy.

Step 9, Drag and Drop Items

Dragging and Dropping items in Object Organizer is identical to dragging and dropping items in the Windows File Manager.   You simply either select a Folder in the Database Tree, or select a number of items in the Folder Directory, then click on them and hold down the mouse button and drag them to where you want them to go.   Object Organizer will then move the items.   It's that easy!   Figure 20, below, illustrates this.

Figure 21, Dragging and Dropping Items
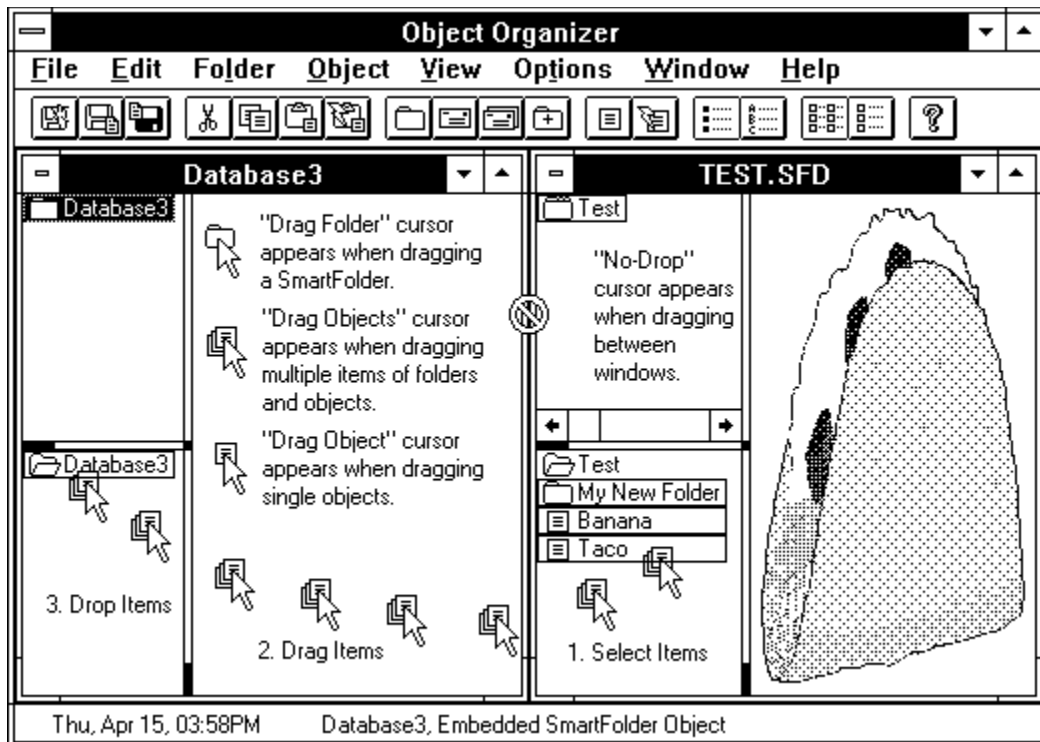
Remember that if the "Confirm" item in the Options Menu is set, you will be asked to verify the Drag and Drop operation.   Note that you cannot drag Folders into Sub-Folders.   If you do, you will be given a message indicating that such an operation is not valid.   Also note that you can drag items between database windows.   However, when dragging items between database windows, the items are only copied to the destination (versus items that are moved when dragging and dropping within the same database window).

Step 10, Link & Embed SmartFolders into other Applications

Sometimes you will want to link and embed SmartFolders into other applications so that you can make more effective use of them.   For example, you may want to embed a SmartFolder into an electronic mail application so that you can send it to a list of correspondents on your network.   You would do this by either embedding a SmartFolder from within that application (using the applications Insert Object command), or by copying and pasting the item from Object Organizer into the application.   In our example, we'll show you how to do this with the Windows Applet "Write", which is included with every Windows environment.

First, start the application "Write" by running it from your File or Program Manager.   Note that you could actually run "Write" from Object Organizer using the Packager object.   See your Windows User's Guide for information on the Packager object.

Now, select the "Insert Object..." menu command from the Edit Menu of Write.   Select "SmartFolder" as the object you want to insert.   Object Organizer will then start and create a new database titled "(Untitled) in Write".   The title tells us that this is a new object in document "(Untitled)" in application "Write".

Now simply edit the database as you would any other.   In our example, we change the name

of the root folder to SmartFolder, insert three Sub-Folders named "One", "Two", and "Three", and insert a Paintbrush object into Sub-Folder "One" and call it "Picture".

After you have edited the new object, select the File Menu.   Notice that when you select the File Menu for a new embedded object window there is an additional menu item named "Update".   This menu item will immediately update the embedded object in the client application (in our case Write).   Try it now and notice how Write is updated.   Your Write application should look similar to Figure 22 below.

Figure 22, SmartFolder Embedded into Write Document
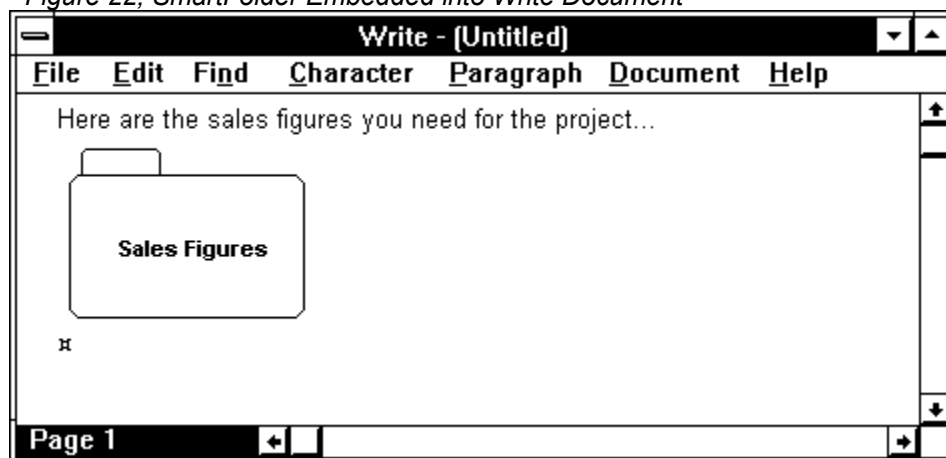
Notice that in the picture the name "SmartFolder" appears.   This is the name we gave the root folder in the document.   Thus, "SmartFolder" represents an embedded SmartFolder in Write that contains all the Sub-Folders and objects we edited in the new document.
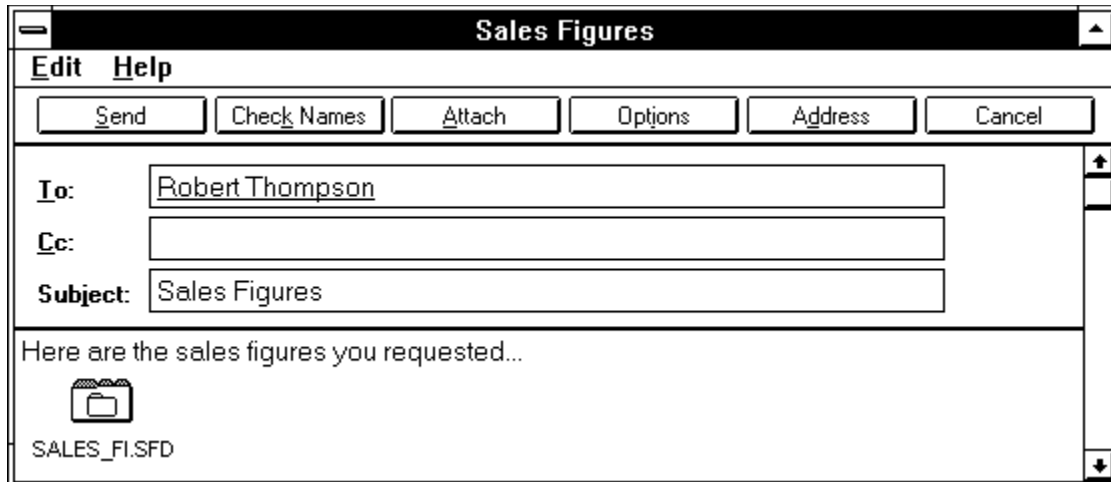
Now select the "Exit and Return to Write" command from Object Organizer's File Menu to return to Write.   From this point on, all you have to do is double click on the embedded SmartFolder object in Write to edit it's contents.   Do it now.   You'll notice that Object Organizer starts again and automatically creates a new document with the title you gave the SmartFolder before.   It also automatically shows all Sub-Folders and objects.

That's it!   Now you can embed SmartFolders into any OLE application you want.   You can even Link SmartFolders to other application documents by first Copying SmartFolders and then Paste-Linking them into other applications.   Also, remember that using the "Copy" command from Object Organizer will only copy the objects of the Folder, while selecting the "Copy All" command will copy sub-folders too.

Step 11, Mailing Folders

Sending folders via e-mail is extremely easy.   When Object Organizer is run, it automatically recognizes if you are running a Mail-Subsystem such as MS-Mail.   If you are, then the "Send Mail..." command and associated icon is added to the Menu and Tool bar respectively.   The "Send Mail..." command will be found on the last menu item in the Folder Menu.   The tool bar icon will be found just after the "Insert Folder" icon.   When you select this command, the Send Note dialog appears as shown in Figure 23 below.

Figure 23, Send Note Dialog

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├─────────────────────────────────────────────────────────────────────┤
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│                                                                    ▲ │
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│           │ Robert Thompson                                  │      │
│           └──────────────────────────────────────────────────┘      │
│  Cc:      ┌──────────────────────────────────────────────────┐      │
│           │                                                  │      │
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│           │ Sales Figures                                    │      │
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│        ┌────┐                                                        │
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When you select the Send Mail command, Object Organizer copies the selected folder to the clipboard.   To send this folder, simply select Edit-Paste from the Send Note menu (or press Shift+Ins) and the folder is embedded into the note next.   Next, type in your message, address the note using the "Address" button and send it using the "Send" button.   When the recipient(s) receive the message in MS Mail, all they must do is double click on the folder and Object Organizer is automatically loaded and the contents of the folder displayed.   Please see your MS Mail and Windows for Workgroups User's Guides for more information.

You should now be able to "Get Things Done" in Object Organizer.   By now you should be familiar with insert and manipulating items into your database, editing objects, copying and pasting objects, linking items, manipulating views, dragging and dropping items, and embedding SmartFolder objects into other applications.   If you are not, then simply go through part 2 again.   If you are, then you can get on to using Object Organizer.

User Interface

Overview

There are two major components of the Object Organizer user interface, each with sub-components and parts.   These are illustrated in Figure 24 and identified below

Figure 24: Object Organizer User Interface
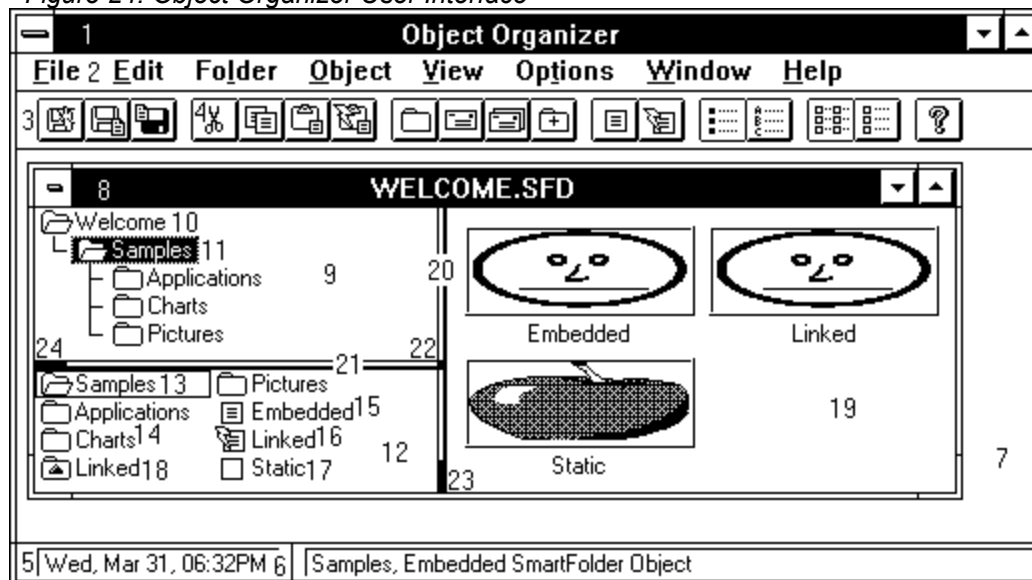
1. The Main Window
   2. Main Menu
   3. Tool bar
      4. Tool bar buttons
   5. Status bar
      6. Status bar items
   7. Workspace

8. The Database Window
   9. Database Tree
      10. Root-folder
      11. Sub-folder
   12. Folder Directory
      13. Database Tree selection
      14. Sub-folders
      15. Embedded object
      16. Linked object
      17. Static object
      18. Linked folder
   19. Object Previewer
   20. TriPane(tm)
      21. Minor Bar Hot-Spot
      22. Major Bar Hot-Spot

23. Minor Swap Hot-Spot
24. Major Swap Hot-Spot
25. Major Anchor Hot-Spot

Each major component and its parts are described below.   Please note that this section is primarily for reference purposes.   For a more complete understanding of each user interface component and its parts, please go through the Quick-Start and Tutorial sections in addition to reading this section.

The Main Window

The main window of Object Organizer is very similar to that of most Windows applications.   It has a window frame with sizing borders, minimize/maximize buttons, and a system menu.   It also has a main menu, a tool bar, a status bar, and a workspace where database windows are accessed and manipulated.

Main Menu

The main menu is where you select Object Organizer commands to execute.   Object Organizer's main menu contains 8 items, namely, File, Edit, Folder, Object, View, Options, Window, and Help.   Click on any of these items with the mouse to access it's menu item commands.

Tool bar

The tool bar is where you can quickly access a menu command by simply clicking on a button. Object Organizer's tool bar contains buttons for the most commonly accessed commands. These commands in order from left to right are File-New, File-Open, File-Save, Edit-Cut, Edit-Copy, Edit-Paste, Edit-PasteLink, Folder-Insert, Folder-Send*, Folder-SendAll*, Folder-Template, Object-Insert, Object-EditLink, View-SortByName, View-SortByType, View-CompactListing, View-LongListing, and Help.   Buttons are located in groups related to their respective popup menus.   For instance, all of the File buttons are put in the first group with a space between them and the Edit buttons, and so on.   Please see the Menu Commands section for a description of each of these commands.

* = represents buttons that only appear when a mail sub-system is present

Status bar

The status bar is where you can look for basic information about the object-database your working on.   There are two items on the status bar, namely, Time and Item information.   Time displays today's day, date, and time for your convenience.   Item information displays information about the currently selected item in the database.   For example, when you select a Folder in the Folder Directory (explained below) the Item information displays "<foldername>, Embedded SmartFolder Object".   This tells you that the folder named <foldername> is selected, and that it is an Embedded SmartFolder Object.   Alternatively, you could have something like "Linked <object-class> Object", or "Embedded <object-class> Object", where <object-class> is the type of the object selected.   Some actual examples include "Embedded Paintbrush Object" or "Linked Excel Spreadsheet Object".   An embedded object is one that is

actually contained in the folder, while a linked object is one that is contained in another document and presents itself in the folder.

Workspace

The workspace is the area where you will work with database windows.   To create a new window in this workspace you can either select the File-New command to create a new database window, or select the File-Open command to open a previously saved database.   Also, once a database is created or opened, you can select the Window-NewWindow command to create a new view on a database.   Other Window menu commands allow you to arrange windows in the workspace in a tiled or cascading arrangement.   Please see the Menu Commands section under <u>The Window Menu</u> for more information.

The Database Window

The Database Window is where you edit your database.   It contains three windows, namely, the Database Tree, the Folder Directory, and the Object Previewer.   These three child-windows are separated by the TriPane Bars (described below).   These Bars are used to control the sizing and position of the three child-windows within the database window.

Database Tree

The Database Tree is where you browse the structure of your database.   In Object Organizer, you organize your information into a hierarchy of folders that divide-and-conquer your information into topics and sub-topics.   The Database Tree allows you to quickly and easily manipulate this hierarchical outline by allowing you to expand and collapse the outline and even drag and drop folders within the tree to manipulate their organization.   Notice the difference in appearance of a folder that is opened (i.e. Root Folder) and one that is closed (i.e. Sub-folder).   Furthermore, you will notice that a folder that is closed and has sub-folders looks slightly different that one that is closed but has no sub-folders.   Specifically, you should note the appearance of additional "tabs" in the closed folders with sub-folders.   See <u>The Folder Menu</u> in the Menu Commands section for more information on expanding and collapsing the outline.

Folder Directory

The Folder Directory is where you browse the contents of a particular folder within the database.   When a folder is selected from the Database Tree, it's contents are displayed in the Folder Directory.   The Folder Directory allows you to quickly find a particular object your looking for within a folder, and folders that are contained within that folder.   See <u>The View Menu</u> in the Menu Commands section for more information on sorting objects within the Folder Directory and on changing the way the list is displayed.

There are 6 particular items of further interest that are identified in the Folder Directory of Figure 24 above.   The Database Tree selection identifies the folder that is currently selected in the Database Tree.   This is the folder whose contents are shown in the Folder Directory.   It appears in an "open" state as the first item in the Folder Directory.   The Sub-folders identify folders that are contained in the selected folder.   An Embedded object identifies an object that is embedded into the selected folder and can be edited.   The Linked object identifies an object

that is linked into the selected folder, can be edited, and is automatically updated when changed by another user.   The Static object identifies an object that is contained into the selected folder but cannot be edited.

The Linked folder identifies an object that is linked into the selected folder.   Linked folders can be edited, or "jumped-to", by double clicking on them.   Double clicking simply activates the primary verb of a SmartFolder, which is to Edit.   Edit causes the folder to be opened, or "jumped-to", whether it's contained in the same Database or a different one.   If it is contained in a different Database, that database is automatically opened and the folder then selected (i.e. "jumped-to").

Object Previewer

The Object Previewer is where your view and edit objects contained within a folder.   When a folder is selected from the Folder Directory, all the objects contained in that folder are tiled in a thumbnail view for viewing.   When a object is selected from the Folder Directory it appears "zoomed", or full-sized, in the Object Previewer for viewing.   When an object is selected, you can click the right-mouse button anywhere in the Object Previewer to bring up the Object Verb Menu for that object.   Please see the Menu Commands section under The Object Menu for information on the Object Verb Menu.

TriPane Bars

The TriPane Bars allow you to control the size, position, and arrangement of the child-windows within the database window.   There are four major types of manipulations with the TriPane Bars, namely, Split, Flip, Cycle, and Swap.   See the Menu Commands section under The View Menu for information on what these names mean.   A quicker way to manipulate the Bars, however, is to simply use the "hot-spots" with the mouse.   There are 5 basic Hot-Spots on the Bars (Minor Bar, Major Bar, Minor Swap, Major Swap, Major Anchor), as identified by Figure 24, above.   Although the descriptions below are helpful, the best way to understand how to use the TriPane Bars is to experiment with the mouse and respective View commands (Split, Flip, Cycle, Swap) until you get the "hang" of it.

To Split the Bars, simply click the left mouse button on the Major Anchor Hot-Spot (a sizing cursor will then appear), hold down the mouse button, move the mouse to change the position, and let the button go to finish changing the position.   The same can be done with the Major and Minor Bars to vertically or horizontally change the position of the bars using the Minor and Major Bar Hot-Spots, respectively.

To Flip the Bars, simply double-click the left mouse button on the Major or Minor Bar Hot-Spots and the vertical bar will now become horizontal, and the horizontal bar will become vertical -- or vice-versa if these bars had already been flipped.   Note that if you Flip using the Major Bar Hot-Spot, the Minor Bar will then be positioned where you double-clicked on the Minor Bar.   If you Flip using the Minor Bar Hot-Spot, then the Bar's will simply be Flipped and their relative positions will stay the same.

To Cycle the child-windows, simply double-click the left mouse button on the Major Anchor Hot-Spot to cycle the child-windows counter-clockwise, or double-click the right mouse button on the Major Anchor Hot-Spot to cycle the child-windows clockwise.

To Swap the Bars, simply double-click the left mouse button on the Major Swap Hot-Spot to swap the Major Pane with the two Minor Panes, or on the Minor Swap Hot-Spot to swap the two Minor Panes.

By now, you should be somewhat familiar with the Object Organizer User Interface.   If you still feel that you are not familiar with all the User Interface components, then complete the Quick-Start and Tutorial sections, reviewing this section and the Menu Commands section as needed.

Menu Commands

Overview

There are 8 popup menus on the Object Organizer main menu.   These are shown in Figure 25 and identified below.

Figure 25: Object Organizer Main Menu

⊟	**File** **Edit** **Folder** **Object** **View** **Options** **Window** **Help**

1. The File Menu
2. The Edit Menu
3. The Folder Menu
4. The Object Menu
5. The View Menu
6. The Options Menu
7. The Window Menu
8. The Help Menu

Each menu and it's associated menu items are described below.   Please note that this section is primarily for reference purposes.   For a more complete understanding of each command, please complete the Quick-Start and Tutorial sections in addition to reading this section.

The File Menu

Figure 26: The File Menu

File
New
Open...
Save
Save As...
Close

Exit

1 WELCOME.SFD

The "New" command creates a new Database window.

The "Open..." command brings up the Open Dialog that allows you to select a previously saved object-database to open.   When you have selected it, press OK and Object Organizer will create a new object-database window and load that database into it.

The "Save" command will save, or update, the contents of a currently selected object-database window.   If the selected object-database has not yet been saved, then this command will do the same as the Save As command.

The "Save As..." command will bring up the Save Dialog that allows you to select a directory and file name to save the currently selected object-database too.

The "Close" command will close the currently selected object-database.   If the database has not yet been saved, this command will bring up a dialog asking you if you want to save the database.   You can answer "Yes" to save the database, "No" to not save it, or "Cancel" for cancel the Close command.

The "Exit" command will exit Object Organizer.   But first, if there are any object-databases that have not yet been saved, you will be asked if you want to save it (just as in the Close command above).

After you have opened and saved several files, there will be additional File menu commands that will appear after the Exit command.   These are "Most Recently Used" file items.   They display the file names of the four most recently opened or saved files.   Simply select one of these to quickly load in that file instead of using the "Open..." command.

The Edit Menu

Figure 27: The Edit Menu

Edit	
Cut	Shift+Del
Copy	Ctrl+Ins
Copy All	Ctrl+Shift+Ins
Paste	Ins
Paste Link	Shift+Ins
Delete	Del
Name...	

The "Cut" command is the same as the Copy command, below, accept that after it copies the items to the clipboard, it removes them (the same as Copy then Delete).   If the currently selected item is the root folder (i.e. the top most folder) then this item is grayed (i.e. disabled) and you cannot select it.

The "Copy" command will copy the currently selected items to the clipboard for pasting.   If a folder is selected in the Database Tree, than that Folder and it's objects are copied to the clipboard.   If multiple items are selected from the Object Directory, than those items are copied to the clipboard.

The "Copy All" command is specific to copying folders to the clipboard.   If a folder is selected in the Database Tree, than that Folder and all of it's subfolders are copied to the clipboard.   If multiples items are selected from the Object Directory, than those items and those that are folders are copied, along with all their sub-folders, to the clipboard.

The "Paste" command will paste the items on the clipboard into the currently selected folder in the Database Tree.   If there is a SmartFolder on the clipboard, then it is pasted into the selected folder.   If there are multiple items on the clipboard, then they are pasted into the selected folder.   If there is an object copied to the clipboard than it is pasted into the selected folder.   SmartFolders and single objects that are pasted will first require entering a name for the folder or object using the Name Dialog.   Multiple items that are copied are automatically pasted, by-passing the Name Dialog (you can then rename them).   If, when pasting multiple

items, there are items with identical names, the new pasted items are appended with "+" to signify this.
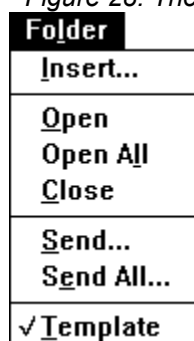
The "Paste Link" command will paste and link an object from the clipboard to the currently selected folder in the Database Tree.   If there is a SmartFolder on the clipboard, then it is pasted and linked into the selected folder.   If there is an object copied to the clipboard by another application, than it is pasted and linked into the selected folder.   If this menu command is grayed, than the item on the clipboard can either not be linked, or has not been saved in the source application to provide the link.

The "Delete" command will remove the currently selected items.   If a folder is selected in the Database Tree, then that folder and all of its sub-folders will be removed.   If items are selected in the Folder Directory, then each of those items will be removed from the currently selected folder, including sub-folders that are selected.   If the confirmation is on (see The Options menu) then you will be asked to verify the delete operation.   If the currently selected item is the root folder (i.e. the top most folder) then this item is grayed (i.e. disabled) and you will not be able to select it.

The "Name" command brings up the Name Dialog allowing you to change the name of the currently selected item.

The Folder Menu

Figure 28: The Folder Menu

The "Insert..." command allows you to insert sub-folders into the currently selected folder.   The Name Dialog is brought up for you to enter the name of the folder to insert.

The "Open" command will open the currently selected folder and expand its sub-folders beneath it in the Database Tree.   If there are no sub-folders for the selected folder, or if the folder is already open, then this command is grayed (i.e. disabled).

The "Open All" command is the same as the open command except that it opens all possible sub-folders for every sub-folder.   In other words, it expands the entire tree below the currently selected folder.

The "Close" command simply closes the currently selected folder and collapses (i.e. hides) all sub-folders beneath it in the Database Tree.   If the folder is already closed, then this command is grayed (i.e. disabled).

The "Send..." command appears only if there is a compatible mail sub-system installed. Compatible mail sub-systems include Microsoft's MAPI, which is included in Windows For Workgroups, Windows NT and Microsoft Mail, and Common Mail Calls (CMC) which is included in other popular mail products.

The "Send All..." command performs the same mail function as send except that it not only sends the currently selected folders, but all sub-folders contained in that folder.

The "Template" command toggles the "inheritance of attributes" feature on and off.   Using this feature, as described in the Tutorial section, SmartFolders can inherit the objects of parent folders so that information can be classified in hierarchies of folders.   When the Template feature is on for the selected folder, the folder is displayed with a "+" inside of it, a check-mark appears beside this menu command, and the template tool bar button appears selected. Simply select the menu command or tool bar button successively to toggle it on and off.   See the Tutorial section for more information on using this feature.

The Object Menu

Figure 29: The Object Menu

Object
Insert...
Edit Link...
MS WordArt Object
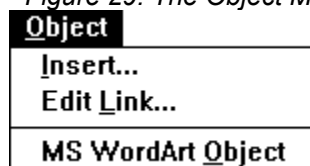
The "Insert..." command allows you to insert new objects into the currently selected folder.   The Name Dialog is brought up for you to enter the name of the object to insert.   Following the name dialog, the Object Types Dialog is brought up for you to select a type of object to insert.

The "Edit Link..." command allows you to edit the link information of a linked object.   When a linked object is selected in the Folder Directory, this command is enabled and you can select it to bring up the Edit Link dialog.   If a linked object is not selected in the Folder Directory, then this command is grayed (i.e. disabled).

The Object Verbs menu displays the Type Name of the object along with a list of verbs that you can select for that object.   Every object contains an edit verb, and some contain other verbs such as play.   Objects that contain only an Edit Verb will display their Object Type name such as "Paintbrush Picture Object" on the Object Verb Menu.   Select this item to edit the object. Objects that have more than one verb will have a popup menu that appears when selecting the object verb menu.

The View Menu

Figure 30: The View Menu

The "Tree", "Directory", and "Previewer" commands will either show or hide the respective child-window for the currently active database window.   For instance, if the Tree window is shown, a check mark will appear next to this menu command.   To then hide the Tree window, select this menu command and it will be hidden and the menu command will no longer be checked.   The same occurs for the Directory and Previewer items.

The "Sort by Name" and "Sort by Types" commands will change the sorting order of items in the Folder Directory.   If Sort by Name is checked, then objects are sorted by their names (folders, however, always appear before objects and are always sorted by name).   If Sort by Type, is checked then objects are sorted by their types, first linked, then embedded, then static.

The "Compact Listing" and "Long Listing" commands will change the display format of the Folder Directory.   If Long Listing is checked, then the Folder Directory will display items in a vertical direction from top to bottom allowing more horizontal room for item names to be displayed.   If Compact Listing is checked, then the Folder Directory will display items in an array fashion, allowing for more items to be displayed within the same area.

The "Split", "Flip", "Cycle", and "Swap" commands are used to control the sizes and positions of the child-windows in the database window.   Split allows you to change the positions of the bars.   Flip will flip the bars to their opposite orientations (e.g. the main vertical bar will flip to horizontal, and the minor horizontal bar will flip to vertical, and vice-versa on each try).   Cycle will change the ordering of the windows; each window will be moved clockwise to its next order.   Swap will swap the ordering of either the major and minor windows (if the major window is the active window) or the two minor windows (if one of these is the active window).

The Options Menu

Figure 31: The Options Menu

```
Options
 Font...

 Logon on Startup
√ Confirm Delete/Move
√ Save Environment on Exit

√ Show Tool bar
√ Show Status bar
```

The "Font..." command allows you to select the font that is used to display item names in the database windows.

The "Confirm Delete/Move" command will toggle the Confirmation flag on and off.   If the Confirm Delete/Move command has a check mark next to it, then you will be asked to verify the deletion or moving of any items.   For instance, if confirmation is on, you will be asked to verify a drag and drop operation.   If confirmation is not on, you will not be asked to verify, and the operation will be performed immediately.

 The "Save Environment on Exit" command will toggle the Save Environment flag on and off.   If the Save Environment command has a check mark next to it, then all current settings (like whether the tool bar is shown) and window views are saved before exiting.   The next time you start Object Organizer, these settings and window views are restored to their exact positions so you can begin right where you left off!

 The "Show Tool bar" and "Show Status bar" commands will remove and show the Tool and Status bars respectively.   If either of the bars is shown, it's respective menu command will have a check mark next to it.

The Window Menu

Figure 32: The Window Menu

```
Window
 New Window
 Cascade
 Tile Horizontally
 Tile Vertically
 Arrange Icons

√1 WELCOME.SFD
```

The "New Window" command will create a new view of the currently active database window. This command lets you to work with multiple views of the same database, allowing you to work with different parts of the same database.

The "Cascade" command will neatly arrange all windows in the workspace in a card-deck fashion, one over the other.

The "Tile Horizontally" and "Tile Vertically" commands will neatly arrange all windows in the workspace in a tiled fashion.   Tile Horizontal will expand the size of arranged windows more horizontally than vertically, and Tile Vertically will do the converse.

The "Arrange Icons" command will neatly arrange all windows in the workspace that are minimized as icons.

The Titles of all open database windows are displayed below the Arrange Icons command on the Window Menu.   To activate one of these databases, simply select it from one of these items.

The Help Menu

Figure 33: The Help Menu

Help	
Contents...	F1
Search for Help on...	
How to Use Help...	
About Object Organizer...	
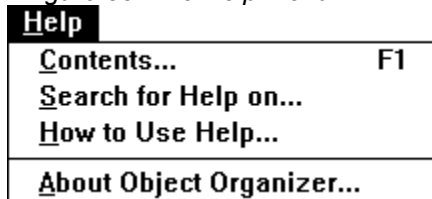
The "Contents" command will open the Object Organizer Help file, this file, which describes how to use Object Organizer.

The "Search for Help on..." command will open the Object Organizer Help file and bring up the Search dialog, allowing you to search for help on a particular topic.

The "How to Use Help" command will open the Help File describing how to use the Windows Help System.

The "About Object Organizer" command displays a dialog box that provides information about the version of Object Organizer and it's creators.   For your convenience, it also displays the currently available system memory and resources.

By now, you should be somewhat familiar with the Object Organizer Menu Commands.   If you still feel that you are not familiar with all the Menu Commands, then complete the Quick-Start and Tutorial sections, reviewing this section and the User Interface section as needed.

Welcome to Object Organizer(tm), The Personal Object Manager With The Interpersonal Touch(tm).   Using a technology called SmartShell(tm), Object Organizer allows you to easily organize packages of information using SmartFolders(tm), classify types of information using SmartTemplates(tm), and share them with others using E-Mail.   SmartFolders can be organized into topical outlines that divide your information into categories that are easy to find and use.   SmartTemplates can be organized into template outlines that divide commonly used, pre-packaged types of information in an easy to find format that promotes re-use.   Both SmartFolders and SmartTemplates can hold any type of OLE object (such as Clip-Art images, Sound files, Documents, Spreadsheets, and even Video-Clips) and can even be E-Mailed so you can share them with others.   This Help File will help you learn how to use Object Organizer.   But to really see what it can do, get yourself some good objects, a good problem, and with Object Organizer, you can produce a great solution!