

WORKPLACE SHELL FOR WINDOWS

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Window List

The Window List can be used to switch to an active program, to **tile** or **cascade** open program windows, to show hidden windows, or to close a program.

Point to an empty area on the Desktop.

Click and hold mouse buttons 1 and 2 at the same time.

-OR-

Press Ctrl+ESC key at anytime.

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Menu Open

Use **Open** to open an object (such as program object or folder object) and either start the program or display its contents. Selecting **Open** is the same as double-clicking on the object.

If you select the arrow to the right of **Open**, a pop-up menu appears that enables you to choose the view in which you want to display the object. For example, for a folder you can select **Icon view** or **Details view**. **Icon view** arranges the objects randomly within the folder. **Details view** displays the **properties** of the objects (for example, the date and time created, the full name, and any special attributes).

Note: Data-file objects are displayed in an additional view, pre-associated to the Windows Registration Database.

Menu - Settings

Use Settings to display a notebook where you can view or change the current properties of the object.

Menu Refresh Now

Use Refresh now to update changed desktop or folder information to its current status.

This choice is available only from the pop-up menu of a folder. The choice is for folders whose contents change due to the status of information (for example, diskette folders or printer queues).

Menu Help

Select the arrow to the right of Help and use the choices in the Help menu to display:

- A Table of Contents
- General Information about the object
- A list and description of key you can use
- General information about the help facility
- Product information for this object.

Menu Lockup Now

Select **Lockup now** to immediately restrict access to your computer by locking the keyboard and mouse. If you have setup your screen saver to have a password, it will prompt you to enter the password before unlocking the system again.

If you do not have a screen saver setup, this function will not lockup your system. To setup a screen saver, open Control Panel applet "Desktop" and select a screen saver from the list of choices.

Menu Shutdown

You should use Shut down... command to shut down your system before turning it off. The shutdown dialog box offers you the option of preserving your desktop configuration.

Warning: You might lose information if you turn off your computer without shutting down your system. Check all sessions for unsaved information before you start the shutdown.

The next time you start the operating system, all objects that were open when you shut down are open again and are displayed with the same view they had at the time of the shutdown

Menu System setup

Use System Setup to display the contents of the System Setup folder.

Use the objects in the System Setup folder to specify your own settings for options such as colors, fonts, mouse and keyboard controls, country support, and the system time. Double-click on the folder object to display the objects contained in it.

For additional help, select the **Help** push button after the window is displayed.

NOTE:

Only the "System" object in the System Setup folder has been implemented. You can create a shadow of Windows's Control Panel or create program objects which call ControlPanel's applets directly. To accomplish this, create a program object, open its settings notebook, select "Program" page and follow the instructions below:

In all program objects type in the following in the **Path and file name** field:

CONTROL.EXE

To execute the Control Panel applet:

Type in the "Parameters" field:

"Desktop"	MAIN.CPL DESKTOP
"Colors"	MAIN.CPL COLORS
MAIN.CPL FONTS	"Fonts"
MOUSE "Keyboard"	MAIN.CPL
"International"	MAIN.CPL KEYBOARD
"Sound"	MAIN.CPL INTERNATIONAL
	SND.CPL

The corresponding icons associated with OS/2 Warp's System Setup folder's applications are in the WPSHELL.EXE file. Use the "Find..." icon dialog in the "General" page to select the equivalent icon.

Menu Find ...

Use **Find...** to search for any objects, such as program, data file and folder.

Menu Select.

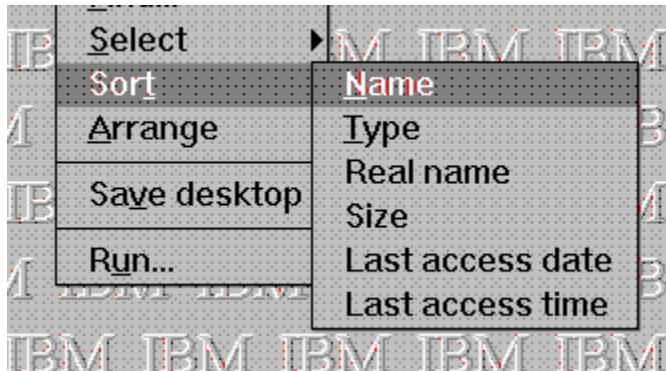
Use Select to:

- Select all objects in an open folder
- Deselect (cancel) all selected objects

Menu Sort...

Use Sort... to specify the order in which the contents of the folder will appear. All objects in a folder are sorted by name (by default) and object type. You also can sort by specified attributes.

If you select the arrow to the right of **Sort**, a pop-up menu appears that displays additional choices for sorting the folder contents.



Menu Arrange

Use **Arrange** to organize objects in any open folder. If you select **Arrange** from the Desktop pop-up menu the objects are automatically arranged on the screen

This choice is available only if the folder was opened in icon view.

Menu Save desktop

Use **Save desktop** to save the current positions the open states of the folders on the desktop.

Menu Run ...

Starts an application or opens a document. The Run dialog box has the following options:

Command Line

Type the application filename, including the path, if necessary. If you want to open a document, type the application filename following by a space and the name of the document.

You can choose the initial window state of the application by choosing appropriate radio button in the **Run Application** group.

Menu Open parent

Select Open parent to display the folder (parent) that contains the subfolder you are currently working with (child).

For example:

1. Open Windows System.
 2. Open System Setup.
 3. Click mouse button 2 somewhere in the folder.
 4. Select Open parent
- The Windows System folder will become an active window.

Menu - Create another ...

Use **Create another** to create an object that has default settings and data. If you select **Create another** from the pop-up menu of an object, a default object is created.

This choice is similar to that of dragging a template from the Templates folder.

Menu Copy ...

Use Copy ... to make a duplicate of the selected object (including a folder) and its contents.

- To a folder on the Desktop
- To any of your open folders

Menu Move ...

You can move the selected object to a new location in several ways.

- To a folder on the Desktop
- To any of your open folders

Menu Create shadow ...

Use Create shadow ... to create a new object that represents the original of an object and its contents.

This choice differs from **Copy** because the original and the copy do not automatically exchange data, but a shadow does. In effect, a shadow works with its original, while a copy works independently. An action done to a shadow (for example, a name change) occurs in the original as well. The exceptions are move and delete.

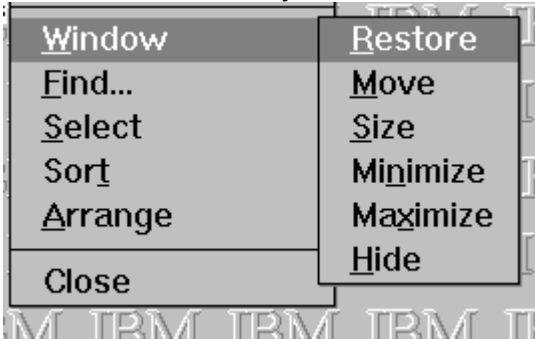
The **Create shadow** choice is useful because you can access data-file objects or program objects that are on other physical devices; for example, a second hard disk, without physically moving the data-file or program object to your primary hard disk (where your desktop is located).

Menu Delete ...

Use **Delete** to discard selected objects. Before you delete an object, consider that you might not be able to recover it. If you select **Delete**, a window appears that enables you to specify whether or not you want to receive a confirmation message prior to deleting objects. If you prefer to suppress these messages, select **Confirming delete messages** help in the System settings notebook inside System Setup folder.

Menu Window

Use Window to display a pop-up menu of choices you can select to manage the size or location of any window.



Menu Close

Use Close to remove the selected window

Menu Print

Use **Print** to print data-file objects that have a printable format supported by an associated application. Some applications will associate printing certain data files. This association is stored in the Windows Registration Database. When you select **Print**, the Workplace Shell will query the Windows Registration Database to see if there is an application associated to print this data file. If there is, the Workplace Shell will automatically load this application and notify it to print the data file. Otherwise, the Workplace Shell will notify you that the data file does not have any application associated to print it.

To view the current data-file extensions registered in your system, you can execute the REGEDIT.EXE with the "/v" command line parameter. This program is located in your default Windows directory.

Window List - Show

Use **Show** to activate and restore (if minimized) the window(s) currently selected in the Window List. If multiple windows are selected and the right mouse button was pressed on one of the selected windows, the command will be executed on all selected windows. If the right mouse button was pressed on a non-selected window, then the command will only be execute on that window.

Menu Window List Tile

Use **Tile** to resize and arrange the selected window(s) side by side on the desktop. If multiple windows are selected and the right mouse button was pressed on one of the selected windows, the command will be executed on all selected windows. If the right mouse button was pressed on a non-selected window, then the command will only be execute on that window.

Menu Window List Cascade

Use **Cascade** to resize and layer the selected window(s) so that each title bar is visible on the desktop. If multiple windows are selected and the right mouse button was pressed on one of the selected windows, the command will be executed on all selected windows. If the right mouse button was pressed on a non-selected window, then the command will only be execute on that window.

Settings - View

Use this window to select how icons and their text are displayed.

Use the **Format** field to select the positioning of icons on the desktop or in the open folder window.

Use the **Icon display** field to select the size of the icons, or to make them invisible.

Use the **Icon text** field to select the font, color, and background for the text that appears below or beside an icon. You can also choose to display the icons with or without text.

For a detailed explanation of each field, select from the list below:

Format

Icon display

Icon text

Undo

Default

Settings - Background

Use **Background page** of the Settings notebook to select a color to display in the background of any folder, including the desktop. You can use different colors in different folders at the same time.

In the future release you may be able to use images for the background of your folders. This feature is not implemented yet.

Settings - Window

System objects, such as folders, have a hide button, which you can change to minimize button. If you choose **Minimized button** you can also select a radio button in the **Minimized button behavior** section so you can hide a window or minimize window to either the desktop or the Minimized Window Viewer.

Settings - General

You can change the name of the selected object by typing a new name in the **Title** field. You can change the picture that represents this object by using the **Create another**, **Edit**, or **Find** push buttons. Or you can change the icon by dragging and dropping the icon of another object onto the icon in the **Current icon** field of this page.

For a detailed explanation of each field, select from the list below:

[Title](#)

[Current icon](#)

[Create another](#)

[Edit](#)

[Find](#)

[Undo](#)

[Default](#)

Settings - Lockup

Use Lockup page of Desktop - Settings to specify if you want the keyboard and mouse to lock automatically, and you can change the time limit for the **Automatic lockup** choice.

In this release **Automatic Lockup** will take effect if the system is already configured to use the Screen Saver. To enable the Screen Saver you can use Windows Control Panel, Desktop applet. Otherwise this setting will not have effect.

For a detailed explanation of each field, select from the list below:

[Timeout](#)

[Undo](#)

[Default](#)

Settings - Desktop

Use the **Desktop** page of Desktop Settings to indicate that subsequent changes to the desktop are not to be saved.

Select **Save Desktop Settings** when you want to have the system restart with the same desktop as when you shut down. While **Save Desktop Settings** is selected, any changes that you make to the desktop will be saved automatically when you shut down Windows. The system saves the latest changes to the icons, their locations, and the contents of any folder.

The next time you restart Windows, your desktop will look the same as when you shut down the system. Clicking on the **Default** pushbutton unselects **Save Desktop Settings**.

Deselect **Save Desktop Settings** when you want your desktop to look the same every time you restart Windows. If you deselect **Save Desktop Settings**, the system does not save any changes you make to the desktop automatically. Every time you shutdown the system will ask you if you want to save the current desktop state. Also, you can always manually save the desktop by selecting the Save desktop menu item in the Desktop system menu.

Settings - Confirmation

Use the **Confirmations** page of System - Settings to specify if you want a confirmation message displayed each time you perform one of the following actions:

- Delete a folder
- Delete an object

Select the check box next to the confirmation message you want displayed. Deselect the check box next to any confirmation message you do not want displayed.

For a detailed explanation of each field, select from the list below:

Confirm on folder delete

Confirm on delete

Undo

Default

Settings - Program

Use **Program** page to specify a working directory for the selected object. When you do this, you control how the program starts each time you open the program object.

Specifying this information is optional. Refer to the information that came with the program to learn if a working directory is required or what parameters you can use.

For example, if you use an editor, the program might enable you to define a parameter through which the editor will always start with a NOTABS option.

For a detailed explanation of each field, select from the list below:

[Path and file name](#)

[Parameters](#)

[Working directory](#)

[Undo](#)

Take note:

Don't be surprised if the program object icon suddenly changes after selecting a new program through the "Find..." file dialog. This done as a convenience so that you don't have to fill-in a lot of information.

Settings - Association

THIS FEATURE IS NOT IMPLEMENTED YET.

Use Association to create a special link (an association) between this program object. and one or more data-file objects. Then you can open a data-file object and display it in this program object in one step.

At this time, this function uses the Windows Registration Database to associate data-file objects with program objects. For example:

If a data-file object is create which represents a bitmap file (i.e.C:.BMP), and you double-click the data-file object to editit. The shell will execute the program which is currently associated withthe *.BMP extension (i.e. Paintbrush) and load the bitmap represented bythe data-file object (i.e. HONEY.BMP) automatically.

This way you can work in a document-centered environment instead ofless obvious program-centered one. Many popular applications for Windowsassociate their programs with their data-file formats using the WindowsRegistration Database. And Windows accessories also register associationswhen Windows is installed. Media Player associates *.WAV, *.MID, *.AVI,and other file types. Paintbrush associates *.BMP and *.PCX files.Notepad associates *.TXT and *.INI files.

Specifying Window Behavior Settings

Use **Window page** of System - Settings to change the system defaults that determine how objects and programs are displayed as windows, and if they are to be minimized or hidden.

Use the **Animation** field to turn window animation on or off. Window animation means that windows are displayed with a gradual graphic effect.

Use the **Object open behavior** field to specify how you want to display the window when you select an object that is already open.

Use the **Button appearance for windows** field to determine the existence of a **hide button** or **minimize button** on a window.

Use the **Minimize button behavior** field to specify where you want minimized windows to be placed, in the Minimized Window Viewer or on the Desktop.

Select **Hide window** to make windows invisible on the Desktop and have the name of the window displayed in the **Window List**. This is the default for system objects such as folders, palettes and drives.

Select **Minimize window to viewer** to cause the icons of all minimized windows to be placed in the Minimized Window Viewer. This is the default for program windows that are minimized.

Select **Minimize window to desktop** to cause the icons of all minimized windows to be displayed on the Desktop.

All windows that are hidden or minimized are always displayed as names in the Window List as long as they are active.

Settings - Type

This page is supposed to display a text description of the type of data-file currently specified in the **File** page. This type description is queried from the Windows Registration Database used to associate data-file extensions with programs. These programs are executed automatically by the Workplace Shell when data-files need to be edited and/or viewed.

To view the current data-file extensions registered in your system, you can execute the REGEDIT.EXE with the "/v" command line parameter. This program is located in your default Windows directory.

Settings - File

You can type a description of the object in the **Subject** field. You can view the name of the file object and its **path and file name**.

For a detailed explanation of each field, select from the list below:

Subject

Path and Name

Undo

General - Title

The **Title** field displays the name of the selected object. This name is displayed with the icon. Type in this field to change the title.

Your new title can be displayed on one or more lines below the icon. Press the Enter key as you type a new title to indicate the start of a newline. You can use any characters, including spaces, except the backslash. You also can change the name of the object by typing a new name below the icon. To learn how to do this, select the topic below.

If you select **Default**, the title is removed and replaced with the name of the object type, for example, **Folder**, **Program**, or **Data File**.

General Page - Current Icon

The **Current icon** field shows which picture (icon) is being displayed with this object. You can use the push buttons to the right of this field to change the current icon or select a different one. Or you can change the icon by dragging and dropping the icon of another object onto the icon in the **Current icon** field.

Initially the icon is determined by the operating system or a program.

General Page - Create Another

THIS FEATURE IS NOT IMPLEMENTED YET.

General Page - Edit

THIS FEATURE IS NOT IMPLEMENTED YET.

Settings - Find

Select **Find** to locate files that contain other icons. You can use one of those icons to replace the icon in this field.

Format Icon

Use this field to select the positioning of icons on the desktop or in the open folder window. Select **Flowed** if you want the icons arranged in columns across the screen. Select **Non-flowed** if you want the icons arranged in a column from the top to the bottom of the screen. Select **Non-grid** if you want the icons displayed without columns. This is the default setting.

If you drag an icon to a new position on the desktop and you have selected **Flowed** or **Non-flowed**, a line is displayed. This line points to the location in the column where the icon will be placed. The line moves with your icon as you drag it.

Related Information:
 [Dragging an Object](#)

Icon Display

Use this field to select the size of the icons or to make them invisible. Select **Normal size** if you want the icons displayed as the default size. Select **Small size** if you want the icons displayed smaller than the default size. Select **Invisible** if you do not want the icons displayed on the screen. When the **Invisible** radio button is selected, the icon text is displayed.

Icon Text

Use this field to change the text that appears below or beside an icon. Select **Change font** to display the Edit Font dialog that enables you to specify the font of the icon text.

The font you select is immediately shown in the sample text box.

Timeout

You can specify if you want the keyboard and mouse to lock automatically, and you can change the time limit for the **Automatic lockup** choice.

No automatic lockup this radio button to indicate that you, not the computer, will control when your keyboard and mouse will be locked.

Automatic lockup this radio button to have the system automatically lock your keyboard and mouse if you have not used them for the time specified in the Timeout field. If you want to lock up your system before the time specified in the timeout field, select *Lockup now* from the Desktop pop-up menu.

Timeout the arrows to the right of Timeout to specify the amount of time you want to elapse before your system automatically locks the keyboard and mouse. You can specify a time limit from 1 to 99 minutes.

Undo

Select **Undo** to change the settings to those that were active before the window was displayed.

Default

Select **Default** to change the settings to those that were active when you installed your system.

Path and file name

The **Path and file name** field indicates the location of the program object. If this program object was created from a template, the field is empty. If the information is not correct or the field is empty, type the correct **path and file name**, for example:

C:\EDITOR\ABC.EXE

Take note:

Don't be surprised if the program object icon suddenly changes after selecting a new program through the "Find..." file dialog. This done as a convenience so that you don't have to fill-in a lot of information.

Subject

Type a brief summary about the contents of the selected object in the **Subject** field. You can type as many as 40 characters.

For example, assume you use a word processor to create several data-file objects that contain summaries of business meetings. You can type the words **business meetings** in the **Subject** field for each of those objects.

The information you type becomes part of the properties for the object. Later, a program might use this information. For example, a word processor might categorize files according to the information in the **Subject** field.

This field is optional.

Path and Name

The physical name fields shows where the selected object is located. The *path and file name* of the selected object are shown in the For example, assume you have an editor named ABC which is started from the program file named ABC.EXE. It is in a folder you created and named EDITOR. When you first select the File tab, the **physical name** fields contain the following:

Path: \OS2\EDITOR Name: ABC.EXE

If you use the "Find..." file dialog, upon selecting a valid file name, it will fill in these fields for you.

Parameters

Type any parameters that the selected program object needs to start or that you want the program object to use when it is opened.

Not all program objects need parameters when they are opened. The documentation for the program should tell you if the program object needs any parameters and how to use them.

Working directory

Specifying a **path** to the **working directory** is optional unless you are directed to do so in the documentation that came with the program.

Type a path to the working directory if you want to store files created with this program in a directory different from the one in which the program object resides. The path consists of all directories that must be opened to get to the working directory.

For example, assume you have an editor ABC in the EDIT directory on drive C. When you use ABC, you save your created data files in the DOCUMENT subdirectory. Each time the operating system starts ABC from the program object, the working directory is the EDIT directory. Therefore, every time you want to work with one of your files, you have to type the path to the DOCUMENT subdirectory.

Instead, you can type the path to the DOCUMENT subdirectory in the **Working directory** field. Then each time you open the program object for the editor, the operating system changes the working directory from the EDIT directory to the DOCUMENT subdirectory, where your data files are stored.

Using the previous example, you would type the following in the **Working directory** field:

```
C:\EDIT\DOCUMENT
```

If the path in the **Working directory** field is not valid, you might receive a warning message from the operating system when you try to open the program object. To recover from that error, return to this notebook page and either correct or delete the path in the **Working directory** field.

Confirm on Folder Delete

Select **Confirm on folder delete** to have a confirmation message displayed each time you delete a folder.

Confirm on Delete

Select **Confirm on delete** to have a confirmation message displayed each time you delete an object

Using this option the folder will be sorted by the object's title text.

Using this option the folder will be sorted by the object's type - folders first and then other objects.

Using this option the folder will be sorted by the object's DOS file name (if applicable).

Using this option the folder will be sorted by the object's DOS file size (if applicable).

Using this option the folder will be sorted by the object's DOS file date (if applicable).

Using this option the folder will be sorted by the object's DOS file time (if applicable).

Restore window to its original size

Move window using Up, Down, Left at Right cursor keys.
Press ENTER to complete moving window or press ESC to cancel.

Resize window using Up, Down, Left at Right cursor keys.

Minimize window

Maximize Window

Hide window

Keys Help

System Keys

to switch among open objects, display the Window List, display the pop-up menu, shut down Windows etc.

Window Keys

to move around in a window, or to size, minimize, hide , maximize or restore a window.

Object Keys

to select, move, size or delete an object; display its pop-up menu; or get help for it.

Selection Keys

to select one or more objects.

System Keys

Alt+Esc

Switch to the next open window, or icon that is minimized on the desktop or viewer.

Ctrl+Esc

Display the **Window List** or whatever task manager is currently installed.

Alt+Tab

Switch between currently open windows.

Window Keys

Page Down

Scroll the contents of the window down. In icon view and details view, page down scrolls the contents by one row of icons at a time.

Page Up

Scroll the contents of the window up. In icon view and details view, page up scrolls the contents by one row of icons at a time.

Arrow keys

Move the cursor left, right, up, or down to the next choice.

Enter

Perform the default action that applies to the currently selected object(s). For example, pressing **Enter** on a program object will start the program. On a folder, it will open the default view.

Alt+Enter

Opens the **Settings** notebook of the currently selected object(s).

Ctrl+S

Select all items.

Ctrl+D

Deselect all items.

F1

Opens the "General help" for the currently active folder.

Object Keys

Ctrl+Mouse Button 2

Copy an object.

Ctrl+Shift+Mouse Button 2

Create a shadow of an object.

Delete

Remove the selected object(s).

F1

Opens the "General help" for the currently active folder.

Selection Keys

Ctrl+S

Select all items.

Ctrl+D

Deselect all items

A

active program
active window
ASCII
attribute
AUTOEXEC.BAT
available choice

B

back up
background
batch file
bit
bit map
border
button
byte

C

Cancel
Cascade
cascaded menu
check box

D

desktop

F

FAT
folder

G**H****I**

icon
INI files

M

Minimized Window Viewer

S

Shredder

active program

A program currently running on the computer.

active window

The window that you are currently interacting with. This is the window that receives mouse and keyboard input.

ASCII

American National Standard Code for Information Interchange.

attribute

A characteristic or property of a file, directory, or object; for example, its size, last modification date, or flag.

AUTOEXEC.BAT

A DOS command file that is automatically executed when the system is started.

available choice

An item that you can select depending upon current state of the program.

Backup

Background

Usually refers to an image or pattern displayed in the background of a window.

A file that contains a series of programs to be processed sequentially. A batch file can have a .BAT extension.

Bit

A binary digit (either 0 or 1).

bit map

A representation of an image by an array of bits.

border

A visual indicator of a window's boundaries.

Button

Byte

The amount of storage required to represent 1 character . A byte usually equals 8 bit.

Cancel

Cascade

cascaded menu

check box

A check box represents an option that you can enable or disable. When the option is enabled, an X appears in the box.

desktop



A folder that fills the entire screen and holds all of the objects that enable you to interact with and perform operations on the system.

FAT (File Allocation Table)

A FAT file-system name can have up to 12 characters, composed of an 8-character name, a period, and a 3-character extension.

A file-name extension is not necessary for successful naming of a file.

folder



A folder is an object that contains other objects. It can be viewed as an extension of a **group** concept in Program Manager. Use folders to organize your work.

icon

A graphical representation of an object.

INI files

The files with the .INI extension usually store system options, such as application defaults, display options, paths to the default directories etc. Workplace Shell for Windows uses WIN.INI and SYSTEM.INI files located in the Windows directory to store its settings.

Minimized Window Viewer



A folder that contains icons of minimized windows. The set-up program usually put the Minimized Window Viewer on the desktop.

Shredder



Use Shredder to permanently delete an object:

1. Point to the object.
2. Press and hold right mouse button.
3. Drag object to the Shredder.
4. Release mouse button.

