



This file contains HELP for the RUNNER program. Below is the index of help topics available. To learn how to use the Windows HELP facility, press F1 or choose Using Help from the Help menu.

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## Introduction to RUNNER

RUNNER is a program that allows any Windows user to run ANY program, Windows or Non-Windows application, from an icon located in the icon area of the desktop. It can even run PIF files. This way a program is always available to run at the bottom of the screen.

RUNNER is useful for running frequently used programs or batch files. You can define multiple instances of RUNNER, each with its own program defined. The title of each icon is defined by you, so you know which is which. To execute the program that is defined for that particular icon, just double click on the icon, or choose RUN from its System Menu.

For example, you could have one RUNNER icon defined to run a disk-parking program, and another RUNNER icon could be defined to run a special batch file that you use a lot. How you use RUNNER is totally up to YOU!

## RUNNER Installation

The installation of RUNNER is very simple. The following are the files necessary for RUNNER to work properly:

[RUNNER.EXE](#)

main RUNNER program

[RUNDLL.DLL](#)

dynamic-link library containing several routines used by RUNNER

[RUNNER.HLP](#)

this HELP file (not necessary, but useful)

[RUNNER.INI](#)

private initialization file containing all the icon definitions and user settings (automatically created if it doesn't exist)

Simply copy all the files to any directory that is on the DOS PATH statement. The reason the directory must be on the PATH is because if the current directory is changed, RUNNER will not be able to find RUNDLL.DLL or RUNNER.HLP. Therefore, it is simpler to copy all the files to the WINDOWS directory.

However, if you want all the files in a special directory, you must edit the RUNNER.INI file and add the following line under the [RUNNER] header:

```
rundir=[full path of directory of your choice]
```

**AND THAT'S ALL THERE IS TO IT!**

### **Related Topics:**

[Defining a RUNNER application](#)

[Basic Operations and Commands](#)

[Memory usage and "techy" stuff](#)

[RUNNER initialization file format](#)

## Defining a RUNNER application

A RUNNER application is defined by using the SETUP option from the RUNNER icon's System Menu. A dialog box will appear giving you the option to Add, Change, or Delete RUNNER applications. This dialog box also displays a list box containing the currently defined RUNNER apps.

Select the following topics:

[Add \(define\) a RUNNER app](#)

[Change a RUNNER app's settings](#)

[Delete a RUNNER app](#)

### **Related Topics:**

[Basic Operations and Commands](#)

[Dialog box keys](#)

[RUNNER initialization file format](#)

## Basic Operations and Commands

Almost all of the basic operation of RUNNER is done through the icon's system menu. The system menu of each RUNNER icon has the following entries:

System Menu Entry	Action if chosen
<u>R</u> un [app icon title]	Choosing this will run the application defined for that icon.
<u>S</u> etup...	This will bring up the SETUP dialog box.
<u>C</u> lose All RUNNERS	Selecting this will close down all RUNNER icons.
<u>A</u> bout...	This will display the ABOUT dialog box.
<u>H</u> elp	This will bring up this HELP file.

Each RUNNER app can also be executed by double-clicking on the particular RUNNER icon.

### **Related Topics:**

[Defining a RUNNER application](#)

[Memory usage and "techy" stuff](#)

[Keyboard definitions](#)

## Memory Usage (and other "techy" stuff)

When a RUNNER icon is on the screen, the application you defined for that icon is not really loaded yet. That only happens when you double-click on the icon, or choose RUN from the icon's System Menu. What is really there is a place-holder of sorts.

RUNNER is a small little program that sits there and waits you to do something with it. And since there could be more than one RUNNER loaded, the size of the program must be kept to a minimum so as not to waste a user's memory. The RUNNER main program takes up approximately 9Kb of memory.

The dialog boxes and the majority of the routines used by RUNNER are in the RUNDLL.DLL dynamic-link library. This library gets loaded into memory when you run the SETUP dialog boxes. When you are done with SETUP, the DLL is unloaded, freeing up the memory it uses. This allows RUNNER to keep most of its code in the DLL, which only stays in memory for as long as it is needed. The DLL takes up approximately 10Kb of memory when loaded.

### *And now for the "techy" stuff:*

When Windows loaded a program, two things get loaded. One is the program code. The other is the data area for that program. You would think that every RUNNER icon takes up 9Kb of memory. This is not the case! When you have more than one RUNNER icon, you are running what are called "multiple instances" of RUNNER. It would be a waste of memory for Windows to load the code for RUNNER multiple times since the program code never changes. So to be smart, Windows only loads a new data area for each RUNNER icon. The data areas obviously must be unique. However, since the program code never changes, Windows simply uses only one copy of RUNNER program code for all copies of RUNNER. So any additional RUNNER icons that are loaded only take up approximately 3Kb of memory.

The main RUNNER program itself has been constructed to take advantage of a neat ability of Windows to discard code segments no longer needed. When a PC program is created, the programmer can combine different source files into one final .EXE file. The programmer can define these separate files to be different code segments. Usually a programmer would put the most often called routines in one segment, the second most used routines in another segment, and the least used routines in a final segment.

When a Windows program is created, the programmer can tell the system that certain code segments only get loaded when they are needed, and should be discarded from memory when not needed anymore. That means that if Windows needs more memory, it can throw away parts of a program to free up memory. That's OK to do, since if those segments are needed again, they are simply read in from disk. This means that RUNNER will not hog memory it doesn't need!

### **Related Topics:**

[Defining a RUNNER application](#)  
[Basic Operations and Commands](#)  
[RUNNER initialization file format](#)

## Credits



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(CompuServ - 76675,3476)

RUNNER was developed in response to requests from friends, CompuServ users, and just for the fun of it!

Special thanks to Harry for your ethereal guidance.

The source code is available for \$20. Send a check to:

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Skokie, IL. 60076

# Add (define) a RUNNER app

## **To add or define a new RUNNER app:**

1. Choose SETUP from the System Menu of any RUNNER icon.  
The SETUP dialog box will appear containing a list box of the currently defined RUNNER apps.
2. Choose the ADD button



Click the mouse on the ADD button.



Hold down the ALT key and press the letter "A"

A new dialog box will appear containing the following input fields:

Program Name  
Additional Parameters  
Startup directory  
Icon Title  
Keep icon active (checkbox)  
Change to startup directory (checkbox)  
Start program minimized (checkbox)  
Run program in background (checkbox)

3. Fill in each input field with the appropriate information to define the app to run.
4. Choose OK to accept, or CANCEL to abort this operation.



Click the mouse on the button you want.



Hold down the ALT key and press the letter "O" for the OK button; the letter "C" for the CANCEL button.

After RUNNER stores this information in the RUNNER.INI initialization file, RUNNER will ask you if you want to load the RUNNER icon you just defined. If you answer YES, the the RUNNER icon will appear on the screen and be ready for use.

### **Related Topics:**

[Dialog box keys](#)

[Change a RUNNER app's settings](#)

[Delete a RUNNER app](#)



# Change a RUNNER app's settings

## **To change the settings for a RUNNER app:**

1. Choose SETUP from the System Menu of any RUNNER icon.  
The SETUP dialog box will appear containing a list box of the currently defined RUNNER apps.
2. Use keyboard or mouse and select one or more RUNNER apps from list box.
3. Choose the CHANGE button



Click the mouse on the CHANGE button.



Hold down the ALT key and press the letter "C"

A new dialog box will appear with the following input fields containing the settings for the first RUNNER app you selected in the list box:

Program Name  
Additional Parameters  
Startup directory  
Icon Title  
Keep icon active (checkbox)  
Change to startup directory (checkbox)  
Start program minimized (checkbox)  
Run program in background (checkbox)

4. Change any of the options.
5. Choose OK to accept the changes, or CANCEL to abort this operation.



Click the mouse on the button you want.



Hold down the ALT key and press the letter "O" for the OK button or the letter "C" for the CANCEL button.

If you chose OK, then any changes made will be stored in the RUNNER.INI file. If you chose more than one RUNNER app to change, then the next app you chose will be displayed and you start back at step 4. When all the chosen apps have been cycled through, then you will be returned to the SETUP dialog box.

### **Related Topics:**

[Dialog box keys](#)

[Add \(define\) a RUNNER app](#)

[Delete a RUNNER app](#)



# Delete a RUNNER app

## **To delete on or more RUNNER apps:**

1. Choose SETUP from the System Menu of any RUNNER icon.  
The SETUP dialog box will appear containing a list box of the currently defined RUNNER apps.
2. Use keyboard or mouse and select one or more RUNNER apps from list box.
3. Choose the DELETE button



Click the mouse on the DELETE button.



Hold down the ALT key and press the letter "D"

4. At this point, RUNNER will ask you if you really want to delete these apps.  
If you answer YES, then proceed to step 5. Otherwise, the DELETE option will be aborted.
5. RUNNER will now ask you if you want to close deleted apps.  
If you answer YES, then the programs you deleted will be closed down.

## **Related Topics:**

[Dialog box keys](#)

[Add \(define\) a RUNNER app](#)

[Change a RUNNER app's settings](#)

## RUNNER initialization file format

The settings and icon app definitions are stored in an initialization file called RUNNER.INI, which normally is located in the WINDOWS directory. The following is an example of a RUNNER initialization file:

```
[Runner]
NumApps=1
RunDir=c:\runner

[App1]
ProgName=NOTEPAD.EXE
CmdLine=c:\autoexec.bat
ProgDir=
IconTitle=AUTOEXEC BATCH FILE
KeepActive=1
ChangeDir=0
RunMinimized=0
RunInBackground=0
```

The first header, `[Runner]`, contains globally defined options for all RUNNER icons. The first entry, `NumApps`, defines the number of RUNNER app icons that have been defined. In the above example, only one has been defined. The second entry under the `[Runner]` header is optional, and defines the directory where RUNNER is located. If RUNNER and its files are located in a directory on the DOS PATH statement, then this entry is not necessary.

The second header, `[App1]`, has all the settings entered in from the SETUP dialog box for each RUNNER app icon defined. If there were more apps defined, then the file would contain a `[App2]` header, a `[App3]` header, and so on for the number of apps defined. Notice that the last four entries under the `[App1]` header have either a 0 or a 1 next to it. These four fields are checkboxes in the SETUP dialog box. They indicate whether or not the box has been checked or not. (1 means it has been checked, 0 means it has not been checked)

For the exact definitions of each field, see [Add \(define\) a RUNNER app](#)

### **Related Topics:**

[Defining a RUNNER application](#)

[Basic Operations and Commands](#)



# Windows Keys and Mouse Commands

The following topics cover the standard keyboard definitions for Windows programs. They describe the keystrokes or mouse commands necessary to perform certain standard operations in Windows.

[Cursor Movement Keys](#)

[Dialog Box Keys](#)

[Editing Keys](#)

[Help Keys](#)

[Menu Keys](#)

[System Keys](#)

[Text Selection Keys](#)

[Window Keys](#)

**Note:** Some Windows programs might have slightly different variations.

## Cursor Movement Keys

<b>Key(s)</b>	<b>Function</b>
DIRECTION key	Moves the cursor left, right, up, or down in a field.
End or Ctrl+Right Arrow	Moves to the end of a field.
Home or CTRL+Left Arrow	Moves to the beginning of a field.
PAGE UP or PAGE DOWN	Moves up or down in a field, one screen at a time.

## Dialog Box Keys


<b>Key(s)</b>	<b>Function</b>
TAB	Moves from field to field (left to right and top to bottom).
SHIFT+TAB	Moves from field to field in reverse order.
ALT+letter	Moves to the option or group whose underlined letter matches the one you type.
DIRECTION key	Moves from option to option within a group of options.
ENTER	Executes a command button. Or, chooses the selected item in a list box and executes the command.
ESC	Closes a <u>dialog box</u> without completing the command. (Same as Cancel)
ALT+DOWN ARROW	Opens a drop-down list box.
ALT+UP or DOWN ARROW	Selects item in a drop-down list box.
SPACEBAR	Cancels a selection in a list box. Selects or clears a check box.
CTRL+SLASH	Selects all the items in a list box.
CTRL+BACKSLASH	Cancels all selections except the current selection.
SHIFT+ DIRECTION key	Extends selection in a text box.
SHIFT+ HOME	Extends selection to first character in a text box.
SHIFT+ END	Extends selection to last character in a text box



## Editing Keys

<b>Key(s)</b>	<b>Function</b>
Backspace	Deletes the character to the left of the cursor. Or, deletes selected text.
Delete	Deletes the character to the right of the cursor. Or, deletes selected text.

## Help Keys

<b>Key(s)</b>	<b>Function</b>
F1	<p>Gets Help and displays the Help Index for the application. If the Help window is already open, pressing F1 displays the "Using Windows Help" topics.</p> <p>In some Windows applications, pressing F1 displays a Help topic on the selected command, <u>dialog box</u> option, or system message.</p>
SHIFT+F1	<p>Changes the pointer to  so you can get Help on a specific command, screen region, or key. You can then choose a command, click the screen region, or press a key or key combination you want to know more about.</p>

(This feature is not available in all Windows applications.)

## Menu Keys

<b>Key(s)</b>	<b>Function</b>
Alt	Selects the first menu on the menu bar.
Letter key	Chooses the menu, or menu item, whose underlined letter matches the one you type.
Alt+letter key	Pulls down the menu whose underlined letter matches the one you type.
LEFT or RIGHT ARROW	Moves among menus.
UP or DOWN ARROW	Moves among menu items.
Enter	Chooses the selected menu item.

## System Keys

The following keys can be used from any window, regardless of the application you are using.

<b>Key(s)</b>	<b>Function</b>
Ctrl+Esc	Switches to the <u>Task List</u> .
Alt+Esc	Switches to the next application window or <u>minimized icon</u> , including <u>full-screen programs</u> .
Alt+TAB	Switches to the next application window, <u>restoring</u> applications that are running as icons.
Alt+PrtSc	Copies the entire screen to <u>Clipboard</u> .
Ctrl+F4	Closes the <u>active window</u> .
F1	Gets Help and displays the Help Index for the application. (See <u>Help Keys</u> )

## Text Selection Keys

<b>Key(s)</b>	<b>Function</b>
SHIFT+LEFT or RIGHT ARROW	Selects text one character at a time to the left or right.
SHIFT+DOWN or UP	Selects one line of text up or down.
SHIFT+END	Selects text to the end of the line.
SHIFT+HOME	Selects text to the beginning of the line.
SHIFT+PAGE DOWN	Selects text down one <u>window</u> . Or, cancels the selection if the next window is already selected.
SHIFT+PAGE UP	Selects text up one window. Or, cancels the selection if the previous window is already selected.
CTRL+SHIFT+LEFT or RIGHT ARROW	Selects text to the next or previous word.
CTRL+SHIFT+UP or DOWN ARROW	Selects text to the beginning (UP ARROW) or end (DOWN ARROW) of the paragraph.
CTRL+SHIFT+END	Selects text to the end of the document.
CTRL+SHIFT+HOME	Selects text to the beginning of the document.

## Window Keys

<b>Key(s)</b>	<b>Function</b>
ALT+SPACEBAR	Opens the <u>Control menu</u> for an application window.
ALT+Hyphen	Opens the Control menu for a document window.
Alt+F4	Closes a window.
Alt+Esc	Switches to the next application window or <u>minimized icon</u> , including <u>full-screen programs</u> .
Alt+TAB	Switches to the next application window, <u>restoring</u> applications that are running as icons.
Alt+ENTER	Switches a <u>non-Windows application</u> between running in a window and running full screen.
DIRECTION key	Moves a <u>window</u> when you have chosen Move from the Control menu. Or, changes the size of a window when you have chosen Size from the Control menu.



## **Clipboard**

The clipboard is a temporary storage area for cut or copied text or graphics. You can cut/paste information from one Windows program and another. The program CLIPBRD.EXE allows you to view the contents of the clipboard.



## **Enhanced 386 mode**

This is the default mode for a 386 machine with 1 meg of extended memory.

## **Standard Mode**

This is the default mode for a 286 machine with 256K of extended memory.

## **Real Mode**

This is the worst mode to be in!!!!

## Scroll Bar



A bar which appears at the right side or the bottom of the current active window when the contents of the window are not completely visible. You can use the scroll bar to move the contents of the window to see the rest .

**Active**

Describes the selected window or icon that you are currently working with. Windows always applies the next keystroke or command you choose to the active window. If a window is active, it appears in front of all other windows on the desktop, and its title bar changes color to differentiate it visually from other windows. If an icon is made active, its Control Menu appears.

Inactive is the opposite of active and describes windows or icons on the desktop that are not selected.

## **Task List**

A window that shows all the applications you have running and lets you switch among them. You can also end a program and arrange the windows and icons on the desktop. You can open the Task List window by choosing "Switch To..." from the Control Menu of any window or by pressing Ctrl+Esc.

**Scroll arrow**

An arrow on either end of a scroll bar that is used to move the contents of the window or list box. Clicking a scroll arrow moves the contents of the window one line or one screen. Pressing a scroll arrow scrolls the contents continuously.

**Scroll box**

A small box in a scroll bar that shows the position of what's currently in the window or list box relative to the contents of the entire window.



## **Control Menu**

The menu farthest to the left in the title bar, indicated by a Spacebar icon. The Control Menu, also known as the System Menu, appears on every application that runs in a window and on some non-Windows applications.. Document windows, icons, and some dialog boxes all have Control menus.

For application windows, document windows, icons, and dialog boxes, Control menu commands move, change the size of, and close windows. You can also switch to the Task List by using the Control menu. For non-Windows applications, the Control menu commands transfer information and perform other functions, depending on the application.

**Maximize button**

The small button at the right of the title bar containing an Up arrow. Mouse users can click the Maximize button to enlarge the window to its maximum size. Other users can use the Maximize command on the Control menu.

**Minimize button**

The small button at the right end of the title bar containing an Down arrow. Mouse users can click the Minimize button to shrink the window to an icon. Other users can use the Minimize command on the Control menu.

**Restore button**

The small button at the right end of the title bar containing both an Up and Down arrow. The Restore button appears only after you have enlarged a window to its maximum size. Mouse users can click the Restore button to return the window to its previous size. Other users can use the Restore command on the Control menu.

**Default printer**

The printer that Windows applications automatically use when you choose the Print command. You can have only one default printer, and the default printer must also be the active printer on the port. The printer you use most often should be made the default printer.

**Full-screen application**

A non-Windows application that uses the entire screen, rather than a window, to run in the Windows environment.

**non-Windows application**

Applications that were not designed to run in the Windows environment. Non-windows applications do not necessarily conform to Windows user-interface standards.

**Shortcut key**

A special key or key combination, available for some commands, that you can press to execute the command without first selecting the menu. The shortcut key for a menu command is listed to the right of the command name in the menu.



**Icon**

A graphical representation of a disk drive, a directory, a group folder, an application, a document, and so on. You can enlarge an application icon or document icon when you want to use that application or document.

**Desktop**

The background of your screen, on which windows, icons, and dialog boxes appear.

**Application window**

The main window for an application, which contains the application's menu bar and main workspace. An application window may contain multiple document windows.

**Document window**

A window inside an application window. Each document window contains a single document or other data file. There can be more than one document window inside an application window.

**Window**

A rectangular area on your screen in which you view an application or document. You can open, close, and move windows, and change the size of most windows. You can open several windows on the desktop at the same time and you can shrink windows to icons or enlarge them to fill the entire desktop.

**Program information file (PIF)**

A file that provides important information that Windows needs to run a non-Windows application. PIFs contain such items as the name of the file, an initial directory, whether the program write directly to the screen or to memory, and multitasking options for applications running in 386 enhanced mode.

**Application**

A computer term used to describe a particular kind of work, such as word processing. This term is often used interchangeably with "program".

**Shrink**

To reduce a window to an icon at the bottom of the desktop using the Minimize button or the Minimize command from the application's Control menu. The document or application remains open (or running).



**Active printer**

An installed printer that has been assigned to a printer port using Setup or Control Panel. More than one printer can be set up to work on a single port, but only one can be assigned an active status since only one printer at a time can be physically connected to the port.

An inactive printer is an installed printer that is not currently connected to a printer port.

**Title bar**

The horizontal bar at the top of a window that contains the title of the window or dialog box. On many windows, the title bar also contains the Control menu and Minimize and Maximize buttons.

**Dialog box**

A rectangular box that either requests or provides information. Many dialog boxes present options for you to choose among before Windows (or an application) can carry out a command. Some dialog boxes present warnings or explain why a command can't be completed.

**List Box**

A rectangular box containing a list of items. This is can contains strings of characters or pictures. The user can choose items from the list box. An example of a list box could be a list of files.

## **Program Name**

The program name is the actual file name of the program to be executed. For example, if you want to run Lotus 1-2-3 from a RUNNER icon, the program name would be "123.EXE". The program name could also be a PIF file.

Rules for program name:

1. Must have an extension of .EXE, .COM, .BAT, or .PIF
2. Should not contain a drive and/or directory specification.

## **Additional Parameters**

This field specifies the command line for the program to be run. This could be a file name or command-line settings. For example, if you define the program to run to be `NOTEPAD.EXE`, you could specify a file name in this field to be loaded automatically when Notepad starts.

## **Startup directory**

This field specifies the directory to look for the program to run. If the program is on the DOS PATH, then this field is not necessary to run the defined program. If you do not specify a drive in the directory name, then the directory is assumed to be on the current drive.

You can specify to change the current directory to the directory specified in this field by checking the CHANGE TO STARTUP DIRECTORY option located below this field.

**Icon Title**

In this field you specify the title that will be placed below the RUNNER icon you are defining. Use this to uniquely define and describe each icon so you will know what program each icon runs.



**Keep icon active**

This option allows you to control whether or not the RUNNER icon goes away when you execute the program defined for that icon. If this option is checked, then the icon remains on the screen and remains active.

**Change to startup directory**

If this option is checked, the current directory will be changed to the directory that is specified in the STARTUP DIRECTORY field. If the directory name has a drive specified, then the current drive is also changed to that drive.

### **Start program minimized**

If this option is checked, the program that RUNNER executes will start off as a minimized icon on the screen. This option is useful if you are running a batch file, or any program, and intend to have it run in the background. This way the program will start as an icon and not interfere or clutter up the screen. Useful when used in conjunction with the **RUN PROGRAM IN BACKGROUND** option.

### **Run program in background**

When this option is checked, RUNNER will execute the application defined for that icon in the background. The program will not become the active window. The current application (current active window) will remain the active window.

This option is useful when you want to run a batch file, or any program in the background and continue working with the currently active window. Useful when used in conjunction with the **START PROGRAM MINIMIZED** option.

