



## Contents for File Viewer Help

For detailed information about help, press F1 or choose How to Use Help from the Help menu.

### How To...

[Use the File Viewer Window](#)

[Open a File in the Viewer](#)

[Search for Text in a File](#)

[Copy Text or Graphic Segments in a Viewed File](#)

[See a List of Supported Formats](#)

[Use File Viewer Command-Line Options](#)

[Use the Mouse with File Viewer](#)

[Use Keyboard Shortcuts](#)

### Menus

[File](#)

[Edit](#)

[View](#)

[Options](#)

[Help](#)

## About File Viewer

File Viewer lets you look at files created by most popular word processors, database managers, spreadsheets, and graphics programs.

For example, File Viewer automatically displays spreadsheet files approximately as they would appear in a spreadsheet program. You cannot use File Viewer to modify your file, but you can view your work without having to start the spreadsheet application.

## Open a File in the Viewer

You can start File Viewer to view files in several ways:

- ▶ Turn on the View pane in PC Tools for Windows File Manager, then press Ctrl while you click in the View pane and drag it outside the File Manager window. When you release the mouse button, File Viewer opens in full window view, displaying the file selected in File Manager. Double-click in the window to display the menu.
- ▶ Select files in File Manager, then drag the files to the File Viewer icon in Desktop.
- ▶ Select files in File Manager, then drag the files anywhere to an open File Viewer window.

## Using the File Viewer Window

The main portion of the File Viewer window is the view pane, where file contents appear.

The window also contains a customizable menu and tool bar, and a status bar.

- ▶ To pop up a menu, click the right mouse button in the view pane.

### Using the View Pane

When the view pane is active, the Page Down, Page Up, Home, End, and arrow keys scroll the viewed file in the indicated direction. When the lower-right corner of the view pane displays the crosshair icon, you can use your mouse to select text or a section of a graphics file to save or copy to the clipboard.

If you are viewing a graphics file, you can choose the Scroll Tool from the Options menu or click the icon in the lower-right corner of the view pane. The icon and the mouse cursor change to a hand symbol. Click and drag the mouse cursor in the view pane to move the graphic image in the window.

### Using Full Window View

You can increase the size of the viewing area by using the full window view, which hides the menu, tool bar, and status bar, to make more room for the viewing area.

- ▶ To switch to full window view:
  - Choose Full Window from the Options menu.
  - Double-click anywhere in the view area.
  - Click the right mouse button and choose Full Window from the pop-up menu.
- ▶ To leave full window view, double-click in the window again or press Esc.

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See Also

[Keyboard Shortcuts](#)

[Mouse Shortcuts](#)

## Using File Viewer Command-Line Options

When you start File Viewer as a custom command from a PC Tools for Windows application or from the Run dialog box in Desktop, Program Manager, or File Manager, you can add command-line options after the program name, separating each with a space (for example, WNFV.EXE /T \*.DOC).

<i>/Bn</i>	Starts File Viewer with border style <i>n</i> , where 0 is resizable, 1 is shadowed, 2 is a thin line, and 3 is no border. This option takes effect only if you add the /F option.
<i>/CXnnnn</i>	Starts File Viewer with width <i>nnnn</i> screen units.
<i>/CYnnnn</i>	Starts File Viewer with height <i>nnnn</i> screen units.
<i>/F</i>	Starts File Viewer in full window view.
<i>/T</i>	Starts File Viewer with the Always on Top option selected. This keeps the File Viewer window icon in the foreground even when another application is active. This option takes effect only when starting File Viewer in PC Tools for Windows Desktop.
<i>/Xnnnn</i>	Starts File Viewer at horizontal position <i>nnnn</i> screen units.
<i>/Ynnnn</i>	Starts File Viewer at vertical position <i>nnnn</i> screen units.
filename	Starts File Viewer and displays the file you specify. You can specify more than one file (for example, MAP.BMP OLDMAP.BMP). Use spaces to separated file names.

When you specify the window's size or position, *nnnn* must be a whole number.



## File Viewer Keyboard Shortcuts

These keystroke combinations and function keys execute File Viewer commands.

<b>Key</b>	<b>Action</b>
F3	Finds the next instance of the text string entered in the Find dialog box.
Ctrl-N	Displays the next file.
Ctrl-O	Displays the Open dialog box.
Ctrl-P	Displays the previous file.
Keypad /	Fit graphic image to window.
Keypad *	Resize graphic image to normal size.
Keypad +	Zoom graphic image to next larger magnification.
Keypad -	Reduce graphic image to next smaller magnification.

## Using the Mouse

Use your mouse to perform some tasks when you are viewing files:

To	Do This
View a file	Drag and drop a File Manager file icon to the File Viewer icon in Desktop.
Use full window view	Double-click in the viewing area.
Leave full window view	Double-click again in the viewing area.
Switch between selection and scroll mode	Click the icon in the lower-right corner.  If  appears, Viewer is in scroll mode. Click and drag the mouse in the pane to move the text or graphic image in the window.  If  appears, Viewer is in selection mode. Click and drag the mouse in the pane to select part of the text or image.
Pop up a menu	Click the right mouse button in the viewing area or the Toolbar.
Change border style	In full window view, hold down Shift while you click the right mouse button in the viewing area. This rotates among four window border styles: resizable, shadowed, thin line, and no border.
Use short title bar	Hold down Shift while you click the right mouse button on the title bar. This switches between showing the file's name only and showing the name and path.

## **File Menu**

Use commands in this menu to open, close, and save files, and to exit from File Viewer.

<u>Open</u>	Opens a file and displays it in the File Viewer window.
<u>Close</u>	Closes the open file and clears the File Viewer window.
<u>Close All</u>	Closes all open files and clears the File Viewer window.
<u>Export</u>	Lets you save a copy of a selected part of the current file with a different name and format.
<u>Exit</u>	Closes any open files and exits from the File Viewer application.



## **File Menu**

Open

Close

Close All

Export

Exit



## Open

Lets you select files to view.

- ▶ To open more than one file, select a file, then select additional files.
- With the first file selected, press Shift-End to select the entire directory.
- Drag to select a range of files.
- Press Shift while clicking any other file to select a range of files.
- Hold Ctrl and click any other file to select it. Repeat this step to add other files.

### Dialog Box Options

File Name	<p>The name of the file to open. You can type a file name, select one of the names in the File List box below, or type a <u>wildcard</u> search specification to further restrict the types of files shown in the File List.</p> <p>The file list box shows files in the current directory that have the type specified in the List Files of Type box below or that match the wildcard search specification in the File Name box.</p>
List Files of Type	<p>The type of files to list in the File List above. Select the down arrow to display a list of available file types.</p>
Directories	<p>The path of the current directory.</p> <p>Select a different directory from the directory tree.</p>
Drives	<p>The current drive. Select a different drive from the drop-down list.</p>



### **Close**

Closes the displayed file. If the current file is one of a set of files to be viewed, the next file in the set appears. You can close each file in a set in this way, or use the Close All command to close the entire set of files.



### **Close All**

Closes all open files if you are viewing a set of files, such as files you opened by specifying \*.PCX.

- ▶ To close only the displayed file, use the Close command.



## Export

Saves the contents of the entire current file, or only the selected section of the file, to a file with the same or a different format.

For example, a graphic file such as an icon can be saved as a BMP or GIF file. If the file name you specify will overwrite an existing file, File Viewer asks for confirmation.

### Dialog Box Options

- File Name**            The name of the file in the viewer window, by default. Enter a different file name for the file, or choose a different drive or directory. Names of existing files appear in the list box below the file name text box.
- Directories**        The current directory path is displayed. Select a different directory from the tree.
- Drives**              The current drive is displayed. Select a different drive from the drop-down list.
- Save File as Type**   The type of the file in the viewer window. Other file types that are appropriate for this file are shown in the drop-down list. Choose a different file type to convert the file. For example, a plain text file can be saved in either Text or Rich Text Format.
- Save Selected Area Only**  
Check this box to save only the selected section of the file. The entire file is saved if this box is not checked.



## Exit

Closes the File Viewer application. File Viewer saves its window size and position. The next time you start File Viewer, it positions the window in the same place.

▶ To save the File Viewer window position without closing File Viewer, press Shift while you choose Exit.

## **Copy**

Copies the selected section of the file to the Windows Clipboard.

Copy is the only command on the Edit menu.

You can copy any selected text or section of a graphic file to the Clipboard, then paste the copied section to another application.

## **Note**

Make sure that the application you want to paste into can read and write files of the type you copy from.

## View Menu

Use commands in this menu to view a different file, a different portion of the same file, or the same file in a different format or size.

<u>N</u> ext	Displays the next file (if any) in the group of files being viewed.
<u>P</u> revious	Displays the previous file (if any) in the group of files being viewed.
<u>F</u> iles	Displays a list of files that are opened for viewing.
<u>F</u> ind	Searches for the text that you specify.
<u>F</u> ind <u>N</u> ext	Searches for the next instance of the text entered in the Find dialog box.
<u>F</u> ormats	Displays a list of viewing formats available for the current file, such as Windows 3 Bitmap and Hex Dump. Hex Dump is always available.

## Zoom and Reduce Graphic Images

Choose one of the following options. If you select them often, you can use the shortcut keys or add them to your Toolbar by using the Customize command on the Options menu.

Shortcut keys use the keypad. The shortcut key that enlarges the image to the next larger size is Keypad +. The key that reduces the image to the next smaller size is Keypad -.

Fit to Window	Shortcut key: Keypad \ Adjusts the size of the file to the open window.
Reduce to 25%	Reduces the image to a quarter of its actual size.
Reduce to 50%	Reduces the image to half of its actual size.
Normal Size	Shortcut key: Keypad * Displays the image in its normal size.
Enlarge to 200%	Enlarges the image to twice its actual size.
Enlarge to 400%	Enlarges the image to four times its actual size.



## **View Menu**

[Next](#)

[Previous](#)

[Files](#)

[Find](#)

[Find Next](#)

[Formats](#)



### **Next**

Lets you view the next file in order. When more than one file is opened by the viewer, the files are loaded in the order that they are found on the disk.

If you are viewing the last file in the group, this command is not available.



## **Previous**

Lets you view the previous file in order. When more than one file is opened by the viewer, the files are loaded in the order that they are found on the disk.

If you are viewing the first file in the group, this command is not available.



## Find

Lets you search for specified text in the file you are viewing. If you are viewing a graphic file, Find is available only in hexadecimal view.

- ▶ To find instances of text you have entered in this dialog box after you close it, choose Find Next, or press F3.
- ▶ To change the text you search for with Find Next, or F3, choose Find from the View menu again and enter a new string.

### Dialog Box Options

- |                 |   |
|-----------------|---|
| Find What       | Specifies the text you want to search for.  |
| Whole Word Only | Finds the text only if it is one or more complete words with a space (or punctuation mark) before and after. For example, if you type "mark," View will not find "marketing" or "remarkable." |
| Match Case      | Matches uppercase and lowercase text as entered in the Find What box. For example, if you type "MANGO," File Viewer finds text containing "MANGO," but ignores "Mango," "mango," and "manGO." |

### **Find Next (F3)**

Finds the next instance of text you entered in the Find dialog box.

You can use Find Next (F3) to search through several files in File Viewer for instances of text that you entered in the Find dialog box.

- ▶ To change the search string, choose Find from the View menu and enter the new string.



## Formats

File Viewer allows you to view a file in any of the available formats for that file. You can view most files in more than one format. For instance, a text file has an ASCII representation and a hexadecimal representation. A PostScript file with an embedded TIFF preview can be viewed as TIFF, PostScript text, or hexadecimal.

The View menu lists all of the available viewing formats for the current file. You can choose any of the formats shown. They also appear in a menu that you can pop up by clicking the right mouse button in the viewing area. A checkmark to the left of a menu item indicates the current format.

File Viewer can display the following file format types:

Archive and Information

Bitmap

Database

Spreadsheet

Text

Vector

### **Note**

The file extension determines the formats available for a file. If a format that you think should be available does not appear on the Formats menu, view your COMMAND.COM file, which is usually located in the root directory. Viewing COMMAND.COM causes File Viewer to load all format libraries.

See Also

[Customizing the Formats or File Lists](#)

## Hexadecimal

The hexadecimal, or hex, view of a file shows each character's hex value and its ASCII representation (if available). The screen has three columns: a 6-digit hex number showing the location in the file of this data; the hex values for the next 16 characters in the file; and the ASCII representation of each character. If the ASCII character (for example, a line feed code) cannot be displayed, a dot appears in its place.

## Archive and Information Formats

ARC     ARC archive  
LZH     LHARC archive  
PAK     PAK archive  
ZIP     ZIP archive  
ZOO     ZOO archive

DSK     PC Tools for Windows Version 2 Disk Copy image file  
EXE, DLL     and other Windows executable files  
FON     Windows font  
FOT     Windows font  
TTF     Windows font  
WAV     Windows Wave  
AVI     Microsoft Video for Windows  
FLI     AutoDesk Flick  
FLC     AutoDesk Flick



## Bitmap Raster Image Formats

BMP	Microsoft Windows 2.x and 3.x
DIB	Microsoft Windows 3.x
EPS	Encapsulated Postscript (from embedded TIFF preview)
GIF	CompuServe Graphical Image Format
ICO	Microsoft Windows 3.x icon
IMG	GEM VDI bitmap
MAC	MacPaint
MSP	Microsoft Paint
PCX	Paintbrush
RLE	Microsoft Windows 3.x
TIF	Tagged Image File Format

## Database Formats

- DB Paradox 3.0 through 4.0
- DBF dBASE II, III, IV 1.0 through 1.2
- DBF Alpha Four, Clipper, and FoxBase+
- DBF Desktop or Desktop Accessories Databases (PC Tools for DOS)

## Spreadsheet Formats

CSV	Comma-separated value
DLM	Comma-separated value
WB1	Quattro Pro for Windows
WK1	Lotus 1-2-3 2.x
WK3	Lotus 1-2-3 3.0
WK3	Lotus for Windows
WKS	Lotus 1-2-3 1A
WKQ	Quattro Pro for DOS
WR1	Lotus Symphony
XLC	Excel 2.x, 3.0, and 4.0 Chart
XLM	Excel 2.x, 3.0, and 4.0
XLS	Excel 2.x, 3.0, and 4.0

## Text Formats

ASCII

BAT Executable ASCII command file

DCA Final Form (DOC)

DCA Revisable Form (DCA/RFT)

Desktop or Desktop Accessories Notepads (PC Tools for DOS)

DisplayWrite 3.0 through 6.0

DLL Microsoft Windows Dynamic Link Library

EXE Executable binary file

IBM DCAFF

IBM DCARF

Lotus Ami 1.x and 2.x (SAM)

Microsoft Windows Write (WRI)

Microsoft Word 5.0, Microsoft Word for Windows (DOC)

Microsoft Works W.P. (DOC)

MultiMate 3.3 and 4

Rich Text Format (RTF)

Text (TXT)

WordPerfect 4.2 through 5.1, WordPerfect for Windows

WordStar

WordStar 2000 3.0 through 5.5

XyWrite

## Vector Image Formats

CDR	CorelDRAW! 2.0 and 3.0 (from image header)
CGM	Computer Graphics Metafile
CH3	Harvard Graphics 3.0
DRW	Micrografx Designer 2.x and 3.x
EPS	Encapsulated PostScript (from embedded Windows Metafile)
GRP	PROGMAN group files
ICL	Icon library
NIL	Icon library
PCC	Paintbrush files
PIC	Lotus 1-2-3 graphics
SY3	Harvard Graphics 3.0
WMF	Aldus Metafile
WMF	Microsoft Windows 3.x Metafile
WPG	WordPerfect graphics



## Files

When more than one file is open, the name of the displayed file appears in the title bar, and the names of up to nine other open files appear in the View menu. If the name of the current file is in this list, a checkmark appears next to it.

If more than nine files are open, "More" appears at the bottom of the list.

- ▶ To view one of the listed files, choose it from the list.
- ▶ To view files that are open but not in the displayed list, choose More.

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See Also

[More Files Dialog Box](#)

[Customizing the Formats or File Lists](#)



### View File

Lets you see the file names that don't fit on the View menu. The dialog box appears when you choose More from the View menu.

- ▶ To view one of the listed files, double-click its name, or select the name and choose OK.

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See Also

Files

## Customizing the Formats or File Lists

If you choose Customize from the Options menu to modify the commands in the menus or Toolbar, two of the commands have limitations: Open File List and Viewer Formats. Open File List displays the list of viewed files usually on the View menu. Viewer Formats displays the list of available viewer formats usually on the View menu.

The Open File List and Viewer Formats commands have the following limitations:

- The commands have no effect when added to the tool bar.
- If either command appears in more than one place in the menus, the first instance works normally but the second instance has no effect.

For example, if you leave the Open File List command in the View menu and add it to the Options menu, choosing Open File List from the Options menu has no effect.

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See Also

[Customize](#)



## Options Menu

Use commands in this menu to change the appearance of the File Viewer window.

<u>Customize</u>	Lets you change the tool bar, keyboard shortcuts, and menus, and creates custom commands.
Status Bar	Displays or hides the status bar. The status bar displays information about the open file: the file type, file size in bytes, and file position in a group of files, such as File 1 of 5.
Toolbar	Displays or hides the tool bar.
Toolbar Style	Lets you choose a position and a text and icon style for the Toolbar.
Scroll Tool	For graphics files only. An icon representing a hand appears in the lower right corner of the viewer window. The mouse cursor is also shown as a hand icon. When the scroll tool is active, you can position the mouse cursor in the viewer window and drag it to move the image in the window.
Selection Tool	For text and graphic files. Changes the lower-right corner icon and mouse cursor to crosshairs. Position the crosshair cursor in the window and drag it to select text or a section of a graphic file.
Quick Zoom	Speeds up display of graphics in the viewer window, but displays the image at a lower resolution.
Full Window	Uses the entire application window to display a file. Only the scroll bars and selection or scroll tools remain in the viewer window, which is filled with the open file.  Click the right mouse button to pop up a menu. You can also double-click in the window or press Esc to restore the menu bar, status bar, and tool bar.
Always on Top	Keeps the File Viewer window or icon in the foreground even when another application is active.

## Options Menu

Customize

Scroll Tool

Full Window

Toolbar

Selection Tool

Always on Top

Toolbar Style

Status Bar



## Help Menu

Use commands in this menu to display information about File Viewer, and about the help system.

- Contents            Opens the table of contents for this help file.
- Search for Help on    Displays a list of index terms for this help file. Follow the instructions in the dialog box to search for a help topic.
- Using Help            Displays information about using Microsoft Windows help.
- About File Viewer    Displays the version number of this application, a copyright notice, and user and Windows environment information. This includes the Windows mode (enhanced or standard), the presence of a math co-processor in your computer, and the amount of free memory and resources in Windows.

## **Free Memory and Resources**

The amount of unused memory, in kilobytes (KB), and the percentage of unused system resources available to Windows.

In enhanced mode, memory includes virtual memory, which is disk space used as memory instead of as file storage. You can set up virtual memory by starting the Control Panel application and opening the 386 Enhanced dialog box.

System resources include various memory areas set aside for running Windows applications. You can use this information to give you an idea of when your system is nearing capacity.

## Help System Developers

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## Customize

Customizes the toolbar, menus, or keyboard shortcuts in your Central Point application. If you choose All from the Customize submenu, all available tabs appear in the Customize dialog box. If the application does not have a toolbar or menus, those tabs are not available.

Select a tab from the top of the Customize dialog box to customize the following:

<u>Toolbar</u>	Commands on the toolbar.
<u>Menu</u>	Commands on the menus.
<u>Keyboard</u>	Shortcut keys for commands.
<u>Commands</u>	Custom commands that start other applications.

The dialog box may contain any of the following buttons:

Buttons      Save    Default    Copy

## Toolbar

Creates a new series of toolbar commands or changes an existing one.

- ▶ To change the appearance of the buttons on the bar, choose the Style button and select a style from the choices that appear.
- ▶ To add a command to the toolbar, select the command from the Commands drop-down list box and choose Insert.

### Dialog Box Options

Toolbar Click the arrow to the right of the list box to see the toolbar schemes you have saved. The name of the current scheme appears by default. Scheme names are case-sensitive. For example, you can have a scheme named Projects and another named PROJECTS.

(Toolbar Display) A representation of the current toolbar.

Commands This drop-down list box displays the names of commands you can add to the toolbar. The list includes any custom commands you have set up.

Buttons Copy    Remove  
Insert    Delete  
↓



Default Styl

### Note

Use the toolbar only for commands that perform tasks. Some commands shown in the list box do not perform actions, but display information. These commands are not appropriate for the toolbar.

## Toolbar Style

Displays tool buttons in different styles and locations in the window.

### Dialog Box Options

Button Style	Select a style. You can display large or small icons, with or without text, or text only. When you select a style, the sample command button shows you what it looks like.
Placement	You can display the toolbar at the top of the window (the default position), the bottom, or the left or right side. In applications where you want a long screen window rather than a wide one, you might prefer to display the buttons on the side.
Show Toolbar Balloons	Displays on-screen balloons that identify a toolbar button when the mouse pointer pauses over it. Toolbar balloons appear only if the button style does not include text.

### Note

In some Central Point applications, the Placement options are not available.



## Button Style

Select one of five tool button styles.

Large Icon and Text      Shows both the large command icon and the name.

Large Icon Only          Shows only the large command icon.

Small Icon and Text      Shows both the small command icon and the name.

Small Icon Only          Shows only the small command icon.

Text Only                  Shows only the command name.

ShowToolbar Balloons    Displays on-screen descriptions of a toolbar button when the mouse pointer pauses over it. Toolbar Balloons only display if the button style does not include text.

## **Toolbar Position**

In many Central Point applications, you can display the toolbar in one of four locations in the window.

Top	Horizontally, across the top of the window, under the menu bar.
Bottom	Horizontally, across the bottom of the window, above the status line.
Left	Vertically, at the extreme left of the window.
Right	Vertically, at the extreme right of the window.

## Keyboard

Adds or removes keyboard shortcut keys for commands.

▶ To change the shortcut key associated with a command, select the command, type a new shortcut key, and choose Insert or Replace. (Replace appears if the shortcut key is already assigned to another command.)

### Dialog Box Options

<u>Shortcut Keys</u>	Click the arrow to the right of the drop-down list box to see the keyboard schemes you have set up. Scheme names are case-sensitive. For example, you can have a a scheme named Lisa and another named LISA.
(Command List)	A list of commands and associated shortcut keys.
Shortcut Key	Key names are entered automatically in the box when you press the keys. If you enter a shortcut key already in use, you replace the command currently assigned to the key.
Commands	This list box displays the names of commands you can assign shortcut keys to. The list includes any custom commands you have set up.
Buttons	<u>Replace or Insert</u> <u>Delete</u> <u>Default</u>

## **Shortcut Key Schemes**

You can create named keyboard schemes (that is, sets of shortcut keys) for special purposes.

If you choose Default, you reset the named scheme to the default keyboard settings.

## Menu

Lets you add, delete, rename, or reorder pull-down menu commands.

- ▶ To add a command to the menu at the level of the selected menu item:
  1. Scroll through the Commands list box.
  2. Select the command you want to add.
  3. Choose Insert.

### Dialog Box Options

<u>Menu</u>	Click the arrow to the right of the list box to see the menu schemes that are set up. Scheme names are case-sensitive. For example, you can have a scheme named Maria and another named MARIA.						
(Menu Display)	The Menu window shows the selected menu scheme. You can delete existing commands and add new commands at any level. Choose the <u>Separator</u> command to insert a separator bar.						
Commands	This drop-down list box displays the names of commands you can add to the menu. The list includes any custom commands you have set up.						
Buttons	<table><tr><td><u>C</u>opy</td><td><u>R</u>emove</td><td><u>I</u>nsert</td></tr><tr><td><u>D</u>elete</td><td><u>D</u>efault</td><td></td></tr></table> ↓	<u>C</u> opy	<u>R</u> emove	<u>I</u> nsert	<u>D</u> elete	<u>D</u> efault	
<u>C</u> opy	<u>R</u> emove	<u>I</u> nsert					
<u>D</u> elete	<u>D</u> efault						



### Note

Choose the Default button only if you want to change the selected menus to match the default menu scheme.

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### See Also

[Editing Command Names](#)

[About Editing Menus](#)

## About Editing Menu Schemes

In several Central Point applications, you can select a Long Menu scheme or a Short Menu scheme.

You can modify a menu scheme in the following ways:

- Delete commands you do not use.
- Add a new menu category.
- Add custom commands you have created.
- Change the order of commands on a menu.
- Move commands from one menu to another.
- Add separator bars.

## Editing Menu Command Names

You are most likely to edit the names of commands that you have created yourself. For example, you might edit a menu level header you have added, and give it a unique name.

- ▶ To change the name of any command on the menu, select the command, then press F2 to edit the name. Type the name you want to assign to the command, and press Enter.
- ▶ To create an underline character for use as a keyboard shortcut, insert an ampersand (&) before the letter you want to use. Make sure that the shortcut key you create does not conflict with another shortcut key. If you want to include a literal ampersand character in the command name, insert two ampersands.

For example,

My&Command produces MyCommand.

My&&Command produces My&Command.

## **Default Menu Schemes**

Each Central Point application with menus has a default menu scheme. When you choose the Default button in the Menus tab of the Customize dialog box, the selected menu is reset to match the default.



## Menu Schemes

Available menu schemes (sets of menus and commands) appear on the Options menu. Several Central Point applications offer default long and short menus.

If you have created custom menu schemes, they are available from the Options menu in the application.

- ▶ To switch to another menu scheme, choose a scheme from the Options menu.

## Separator

To add a line that divides one group of commands in a menu or toolbar from another group, select the Separator command from the commands shown in the list box, or click the Separator icon.

The line appears above the selected command (in a menu) or before the selected button (in a toolbar) when you choose Insert.

## Toolbar Schemes

The list of toolbar schemes (sets of toolbar buttons) appears on the pop-up menu for the toolbar.

If you have created custom toolbar schemes, the names of these schemes appear in the list.

- ▶ To change to another toolbar scheme, choose it from the pop-up menu.

## **Custom Commands**

You can add your own custom commands to Central Point applications.

Custom commands do not have online help at the menu level. If the command is a Windows program, you can use the Microsoft Windows help after you choose the command to start the program.

If the command is a DOS application or a macro from another application, help is probably not available.

## Creating Custom Commands

Adds commands to the list available for the menu and toolbar. A custom command may be any of the following programs or documents:

- Another Windows application, such as Word for Windows or Central Point Backup.
- A macro, such as a Central Point ScriptTools .RUN program.
- A DOS application you run in a DOS window.
- A document associated with an application.

To use a custom command after you create it, you need to assign it to a menu, the toolbar, or a keyboard shortcut.

### Dialog Box Options

Commands	The Commands box shows a list of custom commands that you have added.						
Command Name	The name you assign to the command.						
Command Line	The full path of the command document or application program. Use the Browse button to look for the file and insert its name.						
Working Directory	The directory where the command looks for data files and other documents. This information is optional. If you leave the working directory box blank when you first create a new command, the default is the program directory. If you delete the working directory information, the default is the Windows directory.						
Description	A descriptive comment that appears on the status bar.						
Show Style	The size of the window where the command runs: normal, minimized, or maximized.						
Button Text	A very short title to appear on a button for this command.						
Menu Text	A short title to appear in a menu listing for this command.						
Buttons	<table><tr><td><u>N</u>ew</td><td><u>C</u>opy</td></tr><tr><td><u>B</u>rowse</td><td><u>I</u>con</td></tr><tr><td><u>P</u>assword</td><td><u>D</u>elete</td></tr></table>	<u>N</u> ew	<u>C</u> opy	<u>B</u> rowse	<u>I</u> con	<u>P</u> assword	<u>D</u> elete
<u>N</u> ew	<u>C</u> opy						
<u>B</u> rowse	<u>I</u> con						
<u>P</u> assword	<u>D</u> elete						

## Select Icon Dialog Box

Selects an icon for a command or item.

You can select an icon from any file that contains icons in the standard format, such as MORICONS.DLL. You can also select an icon that you have created yourself in an application such as Central Point Icon Editor (in PC Tools for Windows).

▶ To use a different icon file, choose Browse and use the directory tree and file list to select an icon file. Then choose OK to apply it to the custom command.

▶ To select a new icon, select the icon in the selection box and choose OK.

### Dialog Box Options

Current File	The name of the file containing the current icon. A file can contain multiple icons.
Total Icons	The number of icons in the current icon file. Icons are shown in the selection box. Use the scroll bar at the bottom of the selection box to see all available icons.

### Available if you choose the Browse button:

File Name	The names of files in the current directory that might contain icons.
Directories	The directory tree on the current drive.
List Files of Type	The file types displayed in the file list. Select from the drop-down list a file type that contain icons.
Drives	The list of drives available to your computer. The current drive is displayed.

## **Icon Files**

Files that contain icons have the following file types: DLL, EXE, ICO, RSL, and ICL.

**Save**

Saves all new or changed configurations for this part of the Customize dialog box.



## Copy

Makes a copy of the named scheme so that you can modify it and create a new scheme.

## Copy

Makes a copy of the selected custom command.

You can modify the copy by editing the command line or other options in the text boxes to create a different version of the command.

## **Default**

Returns the named scheme to the default, even if it has been saved. All changes are lost.

If more than one menu scheme is shipped with the application, the scheme used to reset menus to the default is the menu scheme in use when you first installed the application.

## Password

Enter a password for this command. After you assign a password to a command, you are prompted to enter it when you choose the command. You must also enter the password to change any of the command attributes in the Commands tab of the Customize dialog box.

## Insert

Inserts the command that appears in the Commands box into the toolbar, menu, or keyboard shortcut key list into the named scheme. The command is positioned either to the left of the selected item or above it.

In the Keyboard tab, the Insert button is inactive until you specify the shortcut key.

**Delete**

Deletes the selected item on the toolbar, menu, or keyboard shortcut key list.

**Delete**

Deletes the selected custom command.

## **New**

Adds a new named configuration scheme.

When you select New, a default name appears selected in the Scheme box. To enter a different name, type over the default.



## New

Displays the generic command template.

You can enter all necessary information yourself, or choose Browse to select a .PIF, .RUN, .EXE, or other executable file. When you select the file, the Command Name, Command Line, Description, Button Text, and Menu Text boxes are automatically filled in with defaults for the executable file. You can edit these defaults to make them more descriptive.

## **Replace or Insert**

This button is labeled Insert if the shortcut key you have typed is not assigned to another command.

The button is labeled Replace if the shortcut key you have typed is already assigned to another command. No confirmation message appears.

**Remove**

Deletes the entire named configuration shown in the Scheme text box.

## **New Menu**

Adds a new menu at the level of the selected box.

The default name for the new menu is Custom Menu.

Immediately after you create the new menu item, you can enter a descriptive name to replace Custom Menu. If you want to change the name later, select the menu name, then press F2 to edit the name.

If a menu name is selected, a new menu is inserted above it. If a menu command is selected, a cascading submenu, accessed through the command, is inserted.

## Arrows

Click the arrow keys to move the selected item to the right or left in the toolbar, and up or down in the menu list hierarchy.

## Icon

The icon appears on the button if you put the command on your toolbar.

You can select any icon file available on your drive. Choose Browse in the Icon dialog box to find icon files and apply them to the new command.

### **Password for Customizing**

If you are using a Central Point application from a network, the network administrator might have password-protected the Customize command to prevent individual users from changing the toolbar, menus, shortcut keys, or custom command list.

If you find that you cannot use the Customize dialog box because it is password-protected, see your network administrator.

**Browse**

Selects a drive, directory, and file from the Browse dialog box.



## Browse Dialog Box

Selects a custom command program file from the directory tree and file list.

▶ To select a file, highlight the file name in the file list box. Then choose OK.

### Dialog Box Options


File Name	Enter the file-name pattern you are looking for. If you enter the full path of the files you want to select from, the drive and directory name change automatically.  For example, if the current directory is C:\WINDOWS, you can enter D:\LETTERS in the box. Files in D:\LETTERS appear when you press Enter. The drive and directory names shown in the Drive and Directory lists also change.
File List	Files that match the file-name pattern appear here. Select a file name and choose OK to select it.
Directory	Change the selected directory by clicking the directory folders.
Drive	Change the selected drive by clicking the arrow at the right of the box and selecting another drive from the list that appears.
List Files of Type	Click the arrow at the right of the box to select a different file category. You can override the category that appears here by typing another category specification in the File Name text box.

## File Companions

File Companions can manage files (for example, copy a file or create a directory) from the Browse, Open, or Save dialog box in any application--even non-Central Point applications--without switching to File Manager. For example, suppose you're about to save a newly-created file but need a new directory for it. From the Save dialog box you can create the directory and save the file--without leaving the dialog box.

File Companions are available when Desktop, rather than Program Manager, is your shell application. (To use Desktop as the Windows shell, open the Configure icon in the PC Tools for Windows group.)

▶ To use File Companions from any Browse, Open, or Save dialog box:

1. Click the  icon (next to the Control-menu icon) to open the File Companions menu and choose a file management command.
2. Use the Copy, Rename, or other dialog box to perform the chosen function.

You can choose the Help button for information about the active file management dialog box.

You can also display the File Companions menu by clicking the right mouse button on the background of the Browse, Open, or Save dialog box.



