

It can sometimes be hard to keep track and manage the work you do on your computer. That's why we offer Workspace, the automatic application launcher and file manager for your Packard Bell computer.

Workspace helps you take care and manage the work you do. It's like having a personal assistant to store and retrieve the things you create on your computer. And it's simple and easy to use.

We think you'll find yourself using "Workspace" all the time and spending more time getting work done on your Packard Bell computer and less time managing the work you do.

{ewl sldshw,SlideShow2,9 400 280 500 1 n 0 0 0 s 0 0 n 0}

- [Applications](#)
- [Documents](#)
- [Command Bar](#)
- [Control Panel](#)

Overview

The left side of Workspace holds software programs and eight different categories which you can customize according to your own needs. Each program is launched by double-clicking on its icon.

As you use software programs and save your work, Workspace will then put it into the folder you want, automatically.

```
{ewl sldshw,SlideShow2,9 100 280 505 1 n 0 0 0 s 0 0 n 0}
```

- [Software Categories](#)
- [Creating New Categories](#)
- [Running your Software from Workspace](#)
- [Moving or Deleting Software](#)
- [Adding Software to a Software Category](#)

On the far left hand side of Workspace you'll see icons that represent the different groups of software loaded on your Packard Bell computer. By clicking the mouse over one of these buttons you will see which applications are included in each group or category. To launch an application within the category, double-click the mouse on its icon.

You can create as many categories as you like. Just click the mouse over the "Modify" button at the bottom of the screen. Click on "New Category". You will be prompted to type in the new category name and choose an icon. Click OK and your new software category will be added to the list.

NOTE: You can have 8 different software categories in all.

Held within the software categories are buttons representing individual software programs. Each category already has several software applications loaded and ready to run. As you click your mouse on different categories, the software buttons change to reveal the programs located in the category.

To run an application just position the mouse over the button for that application and double-click the mouse, or press the "enter" key. The button will push in and out and the application will begin running. When you are done and have saved your work, you will go back to Workspace and the document you just created will appear in an open file folder. (More later in [Documents](#))

To move or delete software, just position the mouse arrow over the software you want, hold down the mouse button, and drag the software to its new location. You can move software to another folder, or delete it by dragging it to the waste basket at the bottom of the screen. Deleting software removes it from Workspace only.

```
{ewc sldshw,SlideShow2,9 100 280 505 1 n 0 0 0 s 0 0 n 0}
```

To add software to a category, open the Software Category you want and click the mouse on the "Add" button at the bottom of the Software side of Workspace. Follow the simple instructions to choose the software, assign an icon and even give it your own name.

If your software is not installed it must first be loaded on your computer following the installation instructions in your software manual.

Note: If you have applications that use their own data (such as "Personal Information Management" software), You may need to turn off the automatic file saving feature in Workspace by selecting the application name in its category list then checking the "Disable automatic document collection" option at the bottom.

Specify Command Line

There are certain applications that require additional instructions to work properly. These instructions are given in a command line that supplements application launch commands. If an application calls for this additional instruction, refer to your application manual and place the command line in the box provided.

```
{ewc sldshw,SlideShow2,9 400 260 501 1 n 0 0 0 s 0 0 n 0}
```

Managing Documents and Folders

The right side of the Workspace screen is the filing system for all your work. Here there are folders that open and close when you click them with the mouse. Inside the folders are documents, or files, that you've created with your software applications. You can have as many Documents in a folder as you wish.

As you use software programs and save your work, Workspace puts it into the folder you want, automatically. You always know where it is and where to find it later.

{ewl sldshw,SlideShow2,9 300 280 506 1 n 0 0 0 s 0 0 n 0}

- [Working with Folders](#)
- [Creating New Folders](#)
- [Deleting Folders](#)
- [Renaming Folders](#)
- [Working with Documents](#)
- [Moving or Deleting Documents](#)
- [Adding Existing Documents to a Folder](#)
- [Renaming Workspace Documents](#)

Workspace folders hold documents you create. You can have as many folders as you want. If you have more than 8, a scroll bar will highlight and prompt you to scroll down the list to see additional folders.

```
{ewc sldshw,SlideShow2,9 100 280 507 1 n 0 0 0 s 0 0 n 0}
```

You can create as many folders as you like. Just click the mouse over the "New" button at the bottom of the Document Section. (Red box around "New" button.) A screen will prompt you to give the new folder a name. Click OK, and your new folder will appear with all the others. When there are more than 8 folders, a scroll bar will appear that lets you page up or down to view additional folders.

{ewc sldshw,SlideShow2,9 250 125 502 1 n 0 0 0 s 0 0 n 0}

To delete a folder, just position the mouse arrow over the folder you want, hold down the left mouse button, and drag it to the waste basket located at the bottom of the screen.

Deleting a folder also deletes the Documents inside. You will be asked whether you are sure you want to delete the folder permanently from Workspace.

You may re-name a folder at any time. Just position the mouse arrow over the folder name, hold down the left mouse button and drag the cursor over it. This will highlight the folder name and you may type in the name you want.

Documents within a folder represent the work you've created. When you click on a file folder with the mouse, an area will appear on the right where your Documents are kept. Each folder can hold as many Documents as you want. When there are more than 24 Documents, a scroll bar will appear that allows you to move the screen up or down to see additional Documents.

{ewc sldshw,SlideShow2,9 400 280 500 1 n 0 0 0 s 0 0 n 0}

It's easy to move or delete Documents in Workspace. Just position the cursor over the file you want, hold down the left mouse button, and drag it to where you want it to go. You can move Documents to another folder, to a floppy disk or to the waste basket, both located at the bottom of the screen.

When deleting a file to the Wastebasket, you will be asked whether you want to delete the file permanently or have it kept in a special "Holding Bin" at the bottom of the screen where it can be retrieved later.

{ewc sldshw,SlideShow2,9 400 280 500 1 n 0 0 0 s 0 0 n 0}

To add Documents to a folder from a floppy disk or your hard drive, simply select the folder you want to have it in, then click the mouse on the "Add" button at the bottom of the screen. Follow the simple instruction to find the file you want on your disk, select it, and add it to your Workspace folder.

You may give the file your own, 32 character name that will appear along with its icon inside its folder. The new name will exist only within the Workspace environment. Its original name will remain as it appears in the computers own operating system.

{ewc sldshw,SlideShow2,9 400 200 503 1 n 0 0 0 s 0 0 n 0}

You may re-name a Workspace file at any time. Just position the mouse over the file name, hold down the mouse button and drag the cursor over the name. This will highlight the file name and you may type in the name you want.

The buttons at the top of the Workspace screen perform important, global commands. Clicking the mouse on each button will:

Running man - Shows which applications you have running

Help - Outlines all the features of Workspace

Preferences - Lets you set up Navigator to fit your personal preference

Exit to Windows - Exits Navigator and takes you to Windows.

Exit to DOS - Exits Navigator and Windows directly to DOS.

Clock - Displays the time. Click on it to set the current time and date.

{ewc sldshw,SlideShow2,9 400 100 504 1 n 0 0 0 s 0 0 n 0}

Overview

Advanced users working in the Windows environment can also use Workspace in a smaller, "Control Panel" version. You'll find all the functionality of Workspace available in this reduced mode, as well as additional features, by clicking the mouse on one of the buttons located on its icon bar. They include:



- [Tool Caddy](#)
- [Application manager](#)
- [Documents manager](#)
- [Resource Indicator](#)
- [Help](#)
- [Trash](#)



The Tool Caddy accesses important information to help organize your time, schedule appointments, make a note, or even see how much memory your system is using. Once Tool Caddy is running, you can carry it with you whatever you're doing on your computer.



The Tool Caddy comes with several useful Windows utilities such as Card File, Calculator, Notepad and PaintBrush.

Clicking the mouse on the application button brings up a reduced version of the Workspace application manager. In it you will see the different categories of software. Selecting a category will bring up the applications inside.

You may add, delete or modify categories and software by clicking on the modify button.



The Document Manager button brings up another panel with a representation of the Workspace document manager. In it you will see the different folders and the documents held within. Double clicking on a document will launch the application and bring up the document you want.





Resource Indicator shows the currently available system memory (RAM) and system resources used by programs.

Pressing this button will bring up the Workspace Help file.



You can drag and drop documents over the Trash to delete them from your disk.

