

## **Index**

Using Program Windows

## Using Program Windows

When you double-click a program group in the Program Menu, the Dashboard program group window opens and displays program items as icons. If Dashboard is the shell, you can click and drag programs into other group windows, and even create groups within groups. These functions are disabled if Program Manager is running.

*If Dashboard is the shell, you can perform the following in Program Windows:*

### **Moving and copying a program from one group to another by dragging the icon**

1. Open both group windows by double-clicking in the Dashboard Program Menu.
2. Click and drag the program item icon from one window to the next to move the item. To copy a program, hold the Control key and click to drag the program item to another window.

### **Moving a program from one group to another using the Move command**

1. Open the group window from which you want to move the program.
2. Select the program item you want to move.
3. Choose Move from the File menu.
4. Enter the name of the group to which you want to move the program.
5. Click OK.

### **Copying a program from one group to another**

1. Open the group window from which you want to copy the program.
2. Choose Copy from the File menu.
3. Enter the name of the group to which you want to copy the program.
4. Click OK.

### **Creating a new program group within an existing program group**

1. Open the existing group window by double-clicking in the Dashboard Program Menu.
2. Choose New Group from the File menu.
3. Type a name for the group and click OK. Enter a group file name as an option. Do not use an existing group file name.

The new group is displayed as an icon.

4. Double-click the icon to open the new group window.

### **Creating a new program item**

1. Open the group window by double-clicking in the Dashboard Program Menu.
2. Choose New Item from the File menu.
4. Enter a title for the program item.
5. Enter the correct command line (path name and file name) and working directory for the program. Click Browse if you don't know the path name for the program.
6. Choose the Run Minimized option if you want the program to be minimized when you open it.
7. Click OK.

### **Changing a program item's properties**

1. Open the group window by double-clicking in the Dashboard Program Menu.
2. Click the program item for which you want to change the properties.

3. Choose Properties from the File menu.
4. Enter the new information in the Program Item Properties dialog box.
5. Click OK.

#### **Deleting a program item or program group**

1. Open the group window by double-clicking in the Dashboard Program Menu.
2. Click the program item or program group you want to delete.
3. Choose Delete from the File menu.

Deleting a program group will delete all of the items and groups contained within it.

*If Dashboard is not the shell, you can use the Properties command to view the properties of a program item or program menu. However, the information within it can not be edited.*

#### **Creating a Quick Launch button from a program window**

1. Open the program window containing the program for which you want a Quick Launch button.
2. Drag the program item to one of the Quick Launch panels on Dashboard.

## **The Program Item Properties Dialog Box**

You use the Program Item Properties dialog box to set the properties for a new program item or to change the properties for an existing program item.

1. Enter a title for the program item's icon.
2. Enter the correct command line (path name and file name) and working directory for the program. Click Browse if you don't know the path name for the program.
3. Choose the Run Minimized option if you want the program to be minimized when you open it.
4. Click OK.

A program item's properties can only be modified by Dashboard if it is running as the shell.

## **The Program Group Properties Dialog Box**

You use the Program Group Properties dialog box to set the properties for a new program group or to change the properties for an existing program group.

1. Open the group window by double-clicking in the Dashboard Program Menu.
2. Choose New Group from the File menu.
3. Specify that you are creating a new group and click OK.
4. Type a name for the group and click OK.

*A new group can be created by Dashboard only if it is running as the shell.*

## **The Move Program Item Dialog Box**

1. Enter the name of the group to which you want to move the program.
2. Click OK.

A program item can moved by Dashboard only if it is running as the shell.

## **The Copy Program Item Dialog Box**

1. Enter the name of the group to which you want to move the program.
2. Click OK.

A program item can be copied by Dashboard only if it is running as the shell.

## **The Run Dialog Box**

1. Enter the command line for the program to run. Use the Browse button to find the program's location and command line.
2. Choose the Run Minimized option if you want the program to be minimized when you open it.

## **The Browse Dialog Box**

1. Under List Files of Type, use the pull-down menu to choose the types of files you want to find.
2. To choose more specific types of files, type their file extensions in the text area under File Name. For example, to look for files with .CGR and .FRG extensions, type \*.cgr; \*.frg.
3. Under Drives, use the pull-down menu to choose the drive where you want to look for files.
4. Under Directories, double-click to open directories and browse for files. When a directory is open, files matching the current file names will be displayed in the list on the left.
5. When you find the file you're looking for, double-click it or select it, then click OK.

The selected path and file name are displayed in the Command Line field in the Customize dialog box.

## **The Change Icon Dialog Box**

1. If multiple icons are displayed in the Current Icon box, click the icon you want to use.
2. Change the File Name if the icon you are looking for is associated with a different file. Changing the file here will not change the file used to launch this program.
3. Select the icon from from the box. Scroll through the box if you want to see more icons.
4. Click OK.



**Working Directory:** When you want to work with data files in a different directory than the program you use to create those files, you specify a Working Directory in the Customize dialog box. When you launch the program, the current directory will be the working directory. Here's an example: Your word processing program, WinWord, is in a directory named WORD, but you've specified a working directory named MEMOS. When you run WinWord and use the Open comand, you'll see the working directory displayed in the Open File dialog box.

