Desktop Reference

General Information

Tutorial

The Toolbox Utilities

Overview

Microworks Toolbox is a powerful and easy to use open desktop for Windows v3.1. It comes as a set of eight   utilities that together   radically transform Windows into highly functional and productive workplace with a drag and drop icon-based interface, multiple desktop drive icon access to the Windows File Manager, a unique pop up program launcher with unlimited subgroup capabilities, a   folder based system of file management , an Autoload utility,   a Resource Alarm, file protection, and much more.

Toolbox v1.2 is very much like an 'OS/2 Desktop for Windows'.   It's intuitive, easy to use and presents a similar icon-based interface that lets you drag and drop program files (icons) directly onto your desktop. It's highly customisable, user friendly and provides all the tools you'll need to keep your workplace well organised.

Drivepak, Toolbox   and Workbench are the three main utilities and together form the open desktop. The other utilities are Attache, Resource Alarm, Runfile, System Tools and Shredder.

See Also
> Drivepak
> Toolbox
> Workbench
> Attache
> Resource Alarm
> Runfile
> System Tools
> Shredder

System Requirements

The **recommended minimum** system requirements to run Toolbox are:

- a 386 DX Windows compatible PC

- Minimum 2 megabytes of RAM

- Windows version 3.1 or higher

- MS-Dos version 5.0 or higher

- Minimum 1.5 megabytes of hard disk space

File List

TBox12.zip contains the following files.

Toolbox.zip
IF640.zip
IF800.zip
IF1024.zip
Bwcc.dll
ReadMe.txt

See Also

About the Data Files

New Features

Just about everything in version 1.2 is a new feature. There's the new Workbench with its drag and drop icon-based interface, there's the slick new Toolbox with its unlimited subgroup capabilities and there's the new Drivepak with it's unlimited number of desktop drive icons.   But there's more!

• 	 You can choose any icon in any file (almost).

• 	 You can store up to 20 programs in a tool box.

• 	 You can float tool boxes (groups) above all other windows.

• 	 You can give any tool box its own icon.

• 	 There's a new free standing Resource Alarm.

• 	There have been some minor improvements to Shredder.

• 	There's an improved Run Command line dialog box.

• 	The Runfile utility has been turned into an 'advanced options' dialog box so you wont need to use Runfile with Toolbox or Workbench. From this dialog box you can easily set an application's window title, screen location and size.

• 	There's a new set of custom dialog boxes. (The best this side of the black stump).

• 	And there's even a hidden options dialog box that lets you control the way Workbench starts up, if you can find it.

There have been some fundamental changes to the way Toolbox is run.

• 	Workbench (mwb.exe) is now the Windows Shell not Toolbox (toolbox.exe).

• 	Tbrun.exe is no longer used. Toolbox (toolbox.exe) can now be run as the task manager replacement file.

• 	There is an introductory splash panel that can't be removed. If you try you'll just damage the 'mwb.exe' file and Workbench wont run. Just be thankful it's not an ugly nag screen.

• 	When you boot into Windows Workbench automatically runs Toolbox. You can only run Toolbox (ie the main tool box with the title Toolbox) as a hidden or minimised window. (You can't run it from the desktop like you can a tool box group.)

• 	You cannot close Toolbox down while Workbench is the Windows shell. Closing Toolbox closes Workbench and exits Windows.

• 	Toolbox and Workbench no longer store their installed program information in 'ini' files but in special data files kept in your Toolbox directory. These data files end with the extension 'TBX'.

• 	There is now only one toolbox.ini file. It's a small ini file that contains only your options.

• 	This version of Toolbox does not have a button view.

Getting Started

Microworks Install will set Toolbox up using the default options. When you run Toolbox for the first time you wont see very much apart from your wallpaper and a few icons.

You should see 4 <u>Drivepak</u> drive icons down the left hand side of your screen.   These are titled A for drive a, B for drive b, C for drive c and 'EXE'. The corresponding ini files for these drive icons are winfile1.ini for A, winfile2.ini for B, winfile3.ini for C and winfile4.ini for 'EXE'. Each of these drive icons access the customised File Manager setup stored in its ini file. You can use these ini files or create your own. The drive icon titled 'EXE' is an example to show you what can be done with Drivepak. It displays only EXE files. File Manager has been setup so it appears centre screen. This is the best setup because it prevents the file manager window   from covering any of the icons you place around the edge of your desktop. You can give any drive icon any ini file by entering the ini file name in the 'parameters' entry field of the drive icon's properties dialog box. You can access this dialog box by single clicking the right mouse button on the drive icon.   If you remove the ini file name and close the dialog box, double clicking the left mouse button on the drive icon will launch the ini file setup utility. You can give ini files any name you want just as long as the extension is 'ini'. (***See*** <u>Setting up a Drivepak Icon</u>).

Across the top of your screen and down the right hand side there are a few icons. There is one for Program Manager, Toolbox.hlp, Toolbox.wri, and three sample tool boxes (groups) with some Windows applets installed. Applications and System have been set to display a large tool box and Tools a small tool box. Holding the left mouse button down lets you drag any tool box program out onto the desktop. When you do drag a program out onto the desktop you should see the cursor change to a 'set of tools'. When you let the mouse button go the program's icon will appear on the desktop. Don't move the cursor away too fast. Wait until the program icon appears then move the cursor.

If you drag a tool box group out onto the desktop only a default tool box, titled 'Group' will appear. This is the same as dragging the toolbox.exe file out from file manager and dropping it on the desktop. To create a new tool box (group) drop the toolbox.exe file on the desktop. Click the right mouse button on its icon to make the properties dialog box appear and enter a name for the group in the **parameters** entry field. That's it. You can also change the program caption, program file, program icon and startup directory from this dialog box.

You can place icons anywhere on your desktop. When you move an icon and let go it automatically realigns itself along the invisible grid. If you move an icon a short distance and let go it will jump back to where it came from. This also happens if you drop one desktop icon on another desktop icon. If you move an icon far enough it will jump into the next grid position (if its empty). You can only drop one file on the desktop at a time and if you drop a file beside an existing desktop icon it will replace it. The Workbench grid automatically updates itself every time you move an icon so there is no need for a 'save configuration' command. They way you leave Workbench is the way it will appear the next time you start Windows.

Single clicking the right mouse button on the title bar of any tool box displays its options dialog box. From the options dialog you can change tool boxes, change
the way a tool box is run, set a new tool box (group) icon and change dialog box styles.

Double clicking the left mouse button on a window or dialog box title bar will close the window or dialog box. If optional closure is available, as with System Tools and Toolbox, the window will close according to the option you chose in it's options dialog box. (eg If you chose minimise the tool box will be minimised.)

Along the bottom of your desktop there are two icons. One for Shredder and one for Resource Alarm. If you try and move either of these icons you can't. That's because their minimised position has been set. You can release the icons by selecting the 'Release Icon' menu item from their control menu. You can reset their icon's position by selecting the 'Set Icon Position' menu item. You will also notice a <u>Float</u> command. This command lets you float a window or icon across the top of all other windows. This is very useful when running a window   maximised. You can float or set the minimised position for any tool box, the Resource Alarm and Shredder.

Lastly   there is Toolbox itself. If you double click anywhere on the desktop Toolbox will appear. This tool box is the main tool box and has the title Toolbox.   It is currently running as a hidden window. The only other way to run Toolbox is as a minimised window. If you minimise Toolbox it's icon will appear next to the Resource Alarm icon. To release the Toolbox icon select the 'Release Icon' menu item. When you double click the left mouse button on its title bar Toolbox will either hide itself or minimise itself depending on your choice in the Toolbox options dialog box. Ten tool boxes (groups) have been preset as an example. You can change them if you want.

You will find a set of 75 icons in the toolbox.exe file. Many of them were created by me in one way or another so I hope you like them.

Once you have played around a bit with the options and setup you will have to start thinking about setting up your tool boxes and desktop with programs. The easiest   way to do this is to drag and drop some 'EXE' files from File Manager. Your desktop is a good place to keep your most   frequently used applications. As you work you can temporarily drop programs and documents onto your desktop and remove them later. You should keep a few tool boxes on your desktop and you might find it useful to set up a tool box with all the programs your likely to need when you run certain applications maximised. Then by floating the tool box and minimising it all those programs will be kept easily accessible.

The standard setup has Workbench (mwb.exe) running as the shell. Workbench then automatically launches Toolbox (toolbox.exe) and Toolbox launches the Autoload programs. Most people should be happy with this setup. As Toolbox was nearing completion I found it a bit of problem. It meant every time I wanted to test Toolbox I had to reboot Windows. So I put in some hidden options. I was going to remove these options but thought some of you might find them useful. Since these options break up my open desktop design concept I've kept them hidden. If you want them you'll have to find them. It shouldn't be too hard, just look in the most logical place. When you find the options you'll be able to prevent Workbench from either launching Toolbox, Autoload or both.

See Also
    <u>View Toolbox</u>
    <u>View Workbench</u>

Registration

Toolbox   v1.2 is   shareware and comes with a 30 day free trial period. If you continue to use Toolbox or any of the Toolbox utilities (be it one or all) beyond the trial period you are obliged to register the program.

Registration is very reasonable:

→ **$US20.00** Anywhere outside Australia and New Zealand.

→ **$A20.00** Within Australia an New Zealand.

Toolbox is **nag screen free** so registration relies totally on your honesty.

If you register your copy of Toolbox you will be encouraging Toolbox's continued development, you wont be supporting over priced commercial software and you can run Windows with a clear conscience.

Payment can be made by one of the following methods. (Please include your name and address)

→ **Postal or Money Order** payable in Australian dollars if registered within Australia or New Zealand else payable in US dollars if registered anywhere outside Australia and New Zealand.

→ **Credit card** payment is available on-line on COMPUSERVE. Log onto Compuserve, type "Go SWREG". Choose the registration menu choice, Quote ID 491, and provide your credit card details. Registration is $US20.00.

If you have already registered Toolbox v1.0 or v1.1 then upgrading to Toolbox v1.2 (or any other 1.x version) is free.....with my thanks.

<u>PLEASE MAKE POSTAL PAYMENTS TO</u>

      Jeff Franks(Microworks)
      33 Bayview st,
      Bronte Beach,
      Sydney, Australia. 2024

If you have registered Toolbox thank you for your support.   It's most appreciated. If you haven't   then Please Consider!

• A lot of blood, sweat and tears have gone into Toolbox's development, not to mention sacrifice and all to give you a high quality shareware desktop for Windows at very reasonable cost.

• Just imagine if Toolbox had stopped at version 1.1, you wouldn't have this program.

• How unfortunate if version 1.2 were the last.   I guess when it wore out you could always upgrade to Program Manager.

• The only limit to Toolbox's development is my imagination and your money. I've got lots of imagination.

- A wise man once said 'a computer programmer cannot live by imagination alone'.

Support

If you have any problems/suggestions I can be contacted in the following ways;

- On **Compuserve**: leave   a message for **100026,1134.**

- **Within Australia (Sydney)** you can leave a message for me at the following BBS's.

    →The Sydney PC User Groups' IBM BBS (members) on (02) 7246813

    →The Starship Heart of Gold (Great BBS) (02) 7445544

     At either BBS just address the   message to 'Jeff Franks'.

- **Otherwise you can send me a letter:**

    Jeff Franks(Microworks)
     33 Bayview st,
     Bronte Beach,
    Sydney, Australia. 2024

Licence Agreement

You are encouraged to distribute Toolbox and its utilities to your friends, enemies, and anybody who will accept a copy provided it is distributed as TBox12.zip. and the files have not been tampered with in anyway. You can freely upload this program (as TBOX12.ZIP) to any electronic Bulletin Board service.

It is illegal to distribute or sell this program on a disk alone or with other programs for moneys other than the reasonable cost of the supplied disk .

It is illegal, totally dishonest, a kin to stealing, and down right despicable to continue to use Toolbox beyond the 30 day free trial period without registering the program.

Acknowledgments

Toolbox v1.2 was programmed in Borland Pascal   7.0 with Objects.

Many thanks to   Borland and all those individuals who make examples of source code available on the Compuserve BPascal Forum. Also many thanks Neil J. Rubenking for his authoritative book (a must for every   Windows pascal programmer) Turbo Pascal for Windows -- Techniques and Utilities.

All reference to other products in this documentation are the property of there respective owners.

Future Plans

Toolbox v1.2 was supposed to be version 2.0 and rightly so, it's a completely new program. However, after much thought I decided to stick with the point numbering system and call it v1.2. The next major upgrade will be v1.3 and so on.

In v1.3 I hope to concentrate more on the utilities. I need to rewrite shredder to make it more efficient, I need to do something with Attache and I would like to include a fast text editor. There are several enhancements I would like to make to Workbench (including multiple desktops) and if I get time work on improving the icon display speed.

If you like this version of Toolbox and would like to encourage it's continued development please consider registering your copy of the program. Thank you.

Uninstalling Toolbox

If you want to remove Toolbox then **Uninstall** will do it in seconds. You can choose to reinstall your old shell leaving Toolbox as the Task Manager replacement. You can remove Workbench as the Shell and Toolbox as the Task Manager replacement but leave the files and directory or you can remove Toolbox completely. Uninstall can be run from your Toolbox directory.   If you choose to completely remove Toolbox the last thing Uninstall will do is delete itself.

View Toolbox

This is **Toolbox,** the main tool box, displaying the 10 preset groups.

Toolbox is a pop up program launcher that replaces the Windows Task Manager. Whenever you double click the left mouse button on the desktop Toolbox will appear.You can hide or minimise Toolbox (depending on your choice in its options dialog box) by double clicking the left mouse button on its title bar.

Click the left mouse button on different parts of the picture to find out more about Toolbox (**See** Toolbox).

View Workbench

Workbench lets you drag program and document files from File Manager or Toolbox and drop them anywhere on your desktop. Once on your desktop a file is represented by its icon and a caption. Icons must have a caption and no two captions should be the same. An icon on the desktop is not a running program but a representation used to run a program. To launch a desktop program just double click on its icon.
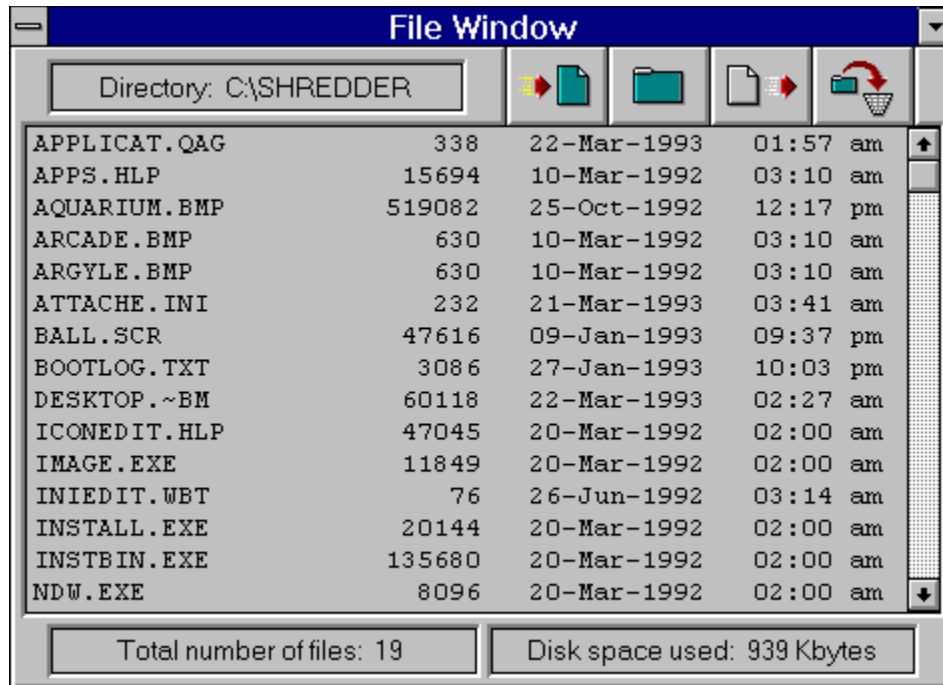
Click the left mouse button on different parts of the picture to find out more about Workbench (**See** Workbench).

View Shredder's File Window

This is Shredder's File Window. It lists all the files that you delete into Shredder's hidden directory. You can display the file window by selecting the **view directory** menu item in Shredder's control menu

Click the left mouse button on different parts of the picture to find out more about Shredder's File Window. (**See** Shredder).

File Window

Directory: C:\SHREDDER

APPLICAT.QAG	338	22-Mar-1993	01:57 am
APPS.HLP	15694	10-Mar-1992	03:10 am
AQUARIUM.BMP	519082	25-Oct-1992	12:17 pm
ARCADE.BMP	630	10-Mar-1992	03:10 am
ARGYLE.BMP	630	10-Mar-1992	03:10 am
ATTACHE.INI	232	21-Mar-1993	03:41 am
BALL.SCR	47616	09-Jan-1993	09:37 pm
BOOTLOG.TXT	3086	27-Jan-1993	10:03 pm
DESKTOP.~BM	60118	22-Mar-1993	02:27 am
ICONEDIT.HLP	47045	20-Mar-1992	02:00 am
IMAGE.EXE	11849	20-Mar-1992	02:00 am
INIEDIT.WBT	76	26-Jun-1992	03:14 am
INSTALL.EXE	20144	20-Mar-1992	02:00 am
INSTBIN.EXE	135680	20-Mar-1992	02:00 am
NDW.EXE	8096	20-Mar-1992	02:00 am

Total number of files: 19   Disk space used: 939 Kbytes

Drivepak

One problem with File Manager is that you can only set it up one way at a time. When you need to work with File Manager in a different way you first have to rearrange its main window. With Drivepak that's no longer a problem. Drivepak lets you keep several customised File Manager setup's at one time, on the desktop, just a double mouse click away.

How does Drivepak work.   Drivepak   is a small utility that lets you run multiple instances of itself.   Each instance is given its own ini file to store a different File Manager setup. If no parameter is specified double clicking the left mouse button on the Drivepak icon will launch the **ini file setup utility**. When you specify an ini file name as a parameter double clicking the left mouse button on the Drivepak icon first copies that ini file to **winfile.ini** (the File Manager ini file) and then launches the Windows File Manager.

See Also
        Setting up a Drivepak Icon

Toolbox

Toolbox (the utility) is a pop up program launcher that replaces the Windows Task Manager. Whenever you double click the left mouse button on the desktop Toolbox will appear. You can hide or minimise Toolbox (depending on your choice in its options dialog box) by double clicking the left mouse button on its title bar.

The Toolbox Main Window. Toolbox can store up to twenty programs and has two views, a small toolbox and a large tool box. The small tool box displays five icons across and lets you scroll to the other fifteen. The large tool box displays two rows of five icons and lets you scroll to the other ten. Toolbox and its subgroups all use the same main window.

The main Window has a **top system bar**, a **client area** and a **bottom system bar**.

The top system bar displays the date and a row of four buttons. The buttons from left to right access a Dos Window, a Run command line dialog box, the Restart Windows function and the Exit Windows function.

The bottom System bar displays a clock, the free system memory (includes swap file size) and the free system resources.

The client area is a scrollable window that displays twenty icon blocks. Each icon block displays one icon and its caption. Single clicking the right mouse button on an icon brings up its properties dialog box.   Single clicking the right mouse button on the window background brings up the colour change dialog box. You can use this dialog box to change the colour of the window background. Single clicking the right mouse button on any text item will bring up the font change dialog box. You can use this dialog box to change the display font. The font displayed on the icon blocks is different to the font displayed on the system bars.

You can **install a program** onto an icon block   either by dragging the program file from File Manager and dropping it on the icon block or by selecting the program's file name from the file listing in the program browse dialog box. You can bring up the program browse dialog box by clicking the browse button in the properties dialog box. You can also enter program details directly into the entry fields.

See Also
       Creating a New Tool Box
       Autoload
       The Properties Dialog Box
       The Advanced Options Dialog Box
       Toolbox Control Menu
       The Options Dialog Box
       The Command Line Dialog Box
       Using the Keyboard with Toolbox
       View Toolbox

Workbench

Workbench is Toolbox's new drag and drop icon-based interface. It lets you drag program and document files from File Manager or Toolbox and drop them anywhere on your desktop. Once on your desktop a file is represented by its icon and a caption. Icons must have a caption and no two captions should be the same. An icon on the desktop is not a running program but a representation used to run a program. To launch a desktop program just double click on its icon.

How does Workbench work. Workbench is an invisible grid that overlays your Windows desktop dividing it into sections approximately 80 by 70 pixels in size.   When you drop a file onto your desktop its icon is automatically aligned along the grid, centring itself within the nearest section. An icon moved anywhere within its section recentres itself when you let the mouse button go. If you move an icon into an empty section the icon centres itself within that section. If the section isn't empty the icon moves back to the section you dragged it from.

 The file mwbhook.dll is responsible for activating the grid and should be kept in you Windows System directory.

The Mwb.tbx file. The Workbench data file (mwb.tbx) is automatically updated every time you move an icon or change an icon's program information so there's no need for a 'save configuration' command.   The position of the icons on your desktop depends on your screen resolution. If you change your screen resolution you will either have to pick every icon up and move it   or use a new mwb.tbx file.   I recommend you use a new mwb.tbx file. Every time you start Windows the mwb.tbx file is backed up to **mwb.~tb**. Should you ever accidentally loose or damage your data file just rename the backup file   mwb.tbx and restart Windows.

See Also

> Using Workbench
> Some Important Rules
> The Properties Dialog Box
> The Advanced Option Dialog Box
> Using the Keyboard with Workbench
> View Workbench

Attache

Attache is an executive files manager that lets you create a system of folders to manage your documents and files. It appears like run dialog box but its more than that. Rather than running only executable files with Attache you can run any file type you like. You select a file extension and associate an application and startup directory with the extension. The information is stored in a folder in Attache.ini. Every time you select the folder a dialog box appears displaying all the files with that extension in the startup directory. When you double click on a file name in the list or click the run button the associated application is launched displaying the file.

Each folder can be given a name up to 30 characters long. You can associate one file extension with multiple applications by creating a different folder for each application.

See Also
>   The Attache Main Window
>   The Folders Dialog Box
>   Creating a New Folder
>   Changing an Existing Folder
>   Launching a Folder

Resource Alarm

Resource Alarm is a small utility that you can use to warn you when system resources are running low. This will give you a chance to save your work and restart Windows before your system freezes

See Also

>   The Resource Alarm Main Window
>   The Control Menu
>   Launching resource Alarm
>   Setting Resource Alarm

Runfile

Runfile is a command line utility that lets you launch a program and have it appear in the same screen location every time. It also lets you change a program's window title. Runfile accepts the new screen coordinates, the program file name and the new window title as parameters after its file name **runfile.exe**.

To use Runfile the file runfile.exe must be entered into the program file name entry field. If runfile.exe wasn't in a directory in your dos path you would need to specify its directory as well. The set of parameters you need to use must be entered into the parameters entry field of the properties dialog box. If you use a program launcher that doesn't have a parameters entry field leave a space after the file name runfile.exe and then add the parameters. You must leave at least one space between each parameter.

The parameter format. There are two parameter formats you can use. They are:

- Format 1.   Letter Program Title Title

- Format   2.   X Y W H Program Title Title

Format 1. You can use format 1 to run a program either maximised, minimised or normal and to change it's window title. The **Letter** is either   **M** for maximised, **I** for iconised or **N** for normal. The **Program** is either the **filename** or   drive\directory\filename. The **Title is optional**. It provides the program with a new window title and can be one or two words. Some examples are;

→   M Notepad.exe

→   M Notepad.exe Editor

→   N C:\Icon\Iconedit.exe

→   N C:\Icon\Iconedit.exe Icon Editor

Format 2. You can use format 2 to make an application window appear anywhere on screen, to change its size and to change its title. The X and Y are the new X and Y coordinates of the windows top left hand corner.   The W and H are the windows new width and height. If the window is non resizeable enter the width and height as W and H and the window wont be resized. The **Program Title Title** part is the same as in Format   1. Some examples are;

→   75 85 450 300 Notepad.exe

→   75 85 450 300 Notepad.exe Editor

→   75 85 W H Calc.exe My Calculator

→   75 85 W H C:\Icon\Iconedit.exe Icon Editor

Some Rules. When using Runfile enter the parameters carefully.

- Leave a space between each parameter.

- Some programs may not function properly if you change their size or title. If you have

any problems with a particular program don't use Runfile.

System Tools

System Tools is a Control panel replacement that lets you launch the individual Control Panel utilities without running control panel. It's a panel of twelve handcrafted buttons, each representing one of the twelve most frequently used Control Panel utilities. If you use More Control (available on any BBS), System Tools will display a button for it instead of the Keyboard utility.

The utilities that don't appear on a button (Ports and/or Keyboard) can be launched from the System Tool's control menu.

The Options dialog box. You can bring up the options dialog box by single clicking the right mouse button on the System Tools title bar.   From this dialog box you can choose whether to close System Tools, minimise it or keep it open after launching one of the utilities.

You can launch the Control Panel help file from the System Tools control menu.

Shredder

Shredder is a complete file deletion and recovery utility for the Windows File Manager. You can delete files in the usual way but you can also protect files by having Shredder delete them into a hidden directory.

To delete files into Shredder's hidden directory check the **Delete to Directory** control menu item.The first time you delete some files Shredder will create its hidden directory. All the files you drag to the Shredder icon are then deleted into this directory. They're not really deleted, they're just copied. The directory is kept hidden so it doesn't appear in File Manager's   directory listing.

Autoloading Shredder. One thing you might want to do is keep Shredder on the desktop all the time. Just load Shredder into the Autoload tool box (without the /P). If Autopurge is enabled Shredder should appear twice. Once with **/P** in the parameters entry field for Autopurge and once without to load the program.

About Shredder.tbx. Shredder.tbx is Shredder's data file. It will be created in your Toolbox directory the first time you delete some files. Shredder uses this file to store the information it needs to recover a file. **You must not attempt to edit this file**. The size of the file will shrink and grow depending on the number of files in your hidden directory.

See Also
>   Configuring Shredder
>   Recovering Files
>   Enable Autopurge
>   The Shredder Control Menu
>   View Shredder's File Window

The Toolbox Program Files

Toolbox.zip contains the following program files:

File	Description
Alarm.ex_	Alarm.exe (Resource Alarm).
Attache.ex_	Attache.exe (Attache).
Drivepak.ex_	Drivepak.exe (Drivepak)
Mwb.ex_	Mwb.exe (Workbench)
Mwbhook.dl_	Mwbhook.dll (Workbench dynamic link library)
Runfile.ex_	Runfile.exe (Runfile Command line utility)
Shredder.ex_	Shredder.exe (Shredder)
Systool.ex_	Systool.exe (System Tools)
Toolbox.ex_	Toolbox.exe (Toolbox)
Toolbox.hl_	Toolbox.hlp (Toolbox help reference)
Toolbox.wr_	This file
Uninstal.ex_	Uninstal.exe (Uninstall utility)
Install.exe	Installation utility
DosWin.ba_	DosWin.bat (Dos Window batch file)
DosWin.pi_	DosWin.pif (Dos Window Pif file)

The Sample Toolbox Data Files

The files in **IF640.zip**, **IF800.zip** and **IF1024.zip** contain the same data files but with settings and options appropriate for each screen resolution.   IF640.zip is for VGA screens (640 by 480), IF800.zip is for SuperVGA screens (800 by 600) and IF1024.zip is for Extended VGA screens (1024 by 768 or greater). The data files are:

File	Description
Attache.ini	The Attache ini file.
Toolbox.ini	The Toolbox Ini file.
Mwb.tbx	The Workbench data file.
Toolbox.tbx	The Toolbox data file.
Winfile1.ini	Sample Drivepak Ini file for drive icon 'A'.
Winfile2.ini	Sample Drivepak Ini file for drive icon 'B'.
Winfile3.ini	Sample Drivepak Ini file for drive icon 'C'.
Winfile4.ini	Sample Drivepak Ini file for drive icon 'EXE'.

About the Data Files

Shredder's data file **shredder.tbx** will be created in your Toolbox directory the first time you delete some files. All files with the extension **tbx** are data files and are kept in your Toolbox directory. The INI files are kept in your Windows directory.   The files **mwb.tbx** and **toolbox.tbx** are backed up to **mwb.~tb** and **toolbox.~tb** every time you start Windows. You will find them in   your Toolbox directory. Should you ever loose your data files just rename these backup files Mwb.tbx and Toolbox.tbx   and restart Windows. The file **mwbhook.dll** is the dynamic link library that activates the drag and drop interface. It should be kept in the Windows System directory.

The Attache Main Window

The Attache main window is a dialog box that displays the folders you create. It displays the host application, the startup directory, the chosen file extension and a list of all the files in the startup directory with that extension.

Clicking **the Run button** will run the current file list selection.

Clicking **the Update button** will update the file list after entering a new file filter.

Clicking **the Delete button** will delete the current file list selection.

The Folders Dialog Box

Clicking the **folders** button brings up the folders dialog box. The folders dialog box displays a list of all the folders you create. Double clicking on a folder in the list or highlighting a folder and clicking the **open** button will display the folder in the attache main window. To delete a folder highlight the folder you want to delete and click the 'delete' button.

Creating a New Folder

To create a new folder click the 'setup' button to bring up the Setup dialog box. Click on the **new** button to clear the entry fields. Click on the **directory** button to select the startup directory and on the **host** button to select a host application. Enter the file extension to use in the **filter entry field** and choose how you want to run the file - minimised, maximised or normal. Check the 'Use Host Application' checkbox. If your file filter is 'exe' then leave this checkbox unchecked. Click the **save as** button, enter a name for the folder, and click **Ok**.

Changing an Existing Folder

To change the information in an existing folder select the folder from the list in the folders dialog box, click **ok** and then click the **setup** button on the Attache main window. The folder's details will appear in the entry fields of the **setup dialog box**. Be sure to save any changes you make.

Launching a Folder

You can launch straight into a folder by loading the attache.exe file onto an icon block (or desktop) and entering the folder name in the parameters entry field in the icon's properties dialog box. When you double click on the icon Attache will be launched displaying that folder.

The Resource Alarm Main Window

The main window is a gauge that displays two lines - a **yellow** line for **free GDI resources** and a **red** line for **free User resources**. The actual free system resources is always the lesser of the two.

You can bring up the options dialog box by either single clicking the right mouse button on Resource Alarm's title bar or on its icon. From this dialog box you can choose whether to run Resource Alarm hidden, minimised or keep it on show.

If you want to have Resource Alarm automatically launched every time you start Windows load it into the Autoload   tool box.

The Control Menu

From the control menu you can use the **float** command to float Resource Alarm above all other windows. You can use the **set icon position** command to set it's icon's desktop position and you can access the **options** and **set Alarm** dialog boxes.

Launching Resource Alarm

You can choose to launch Resource Alarm as a **hidden** window or as a **minimised** icon on your desktop. If you run it hidden it will reappear whenever system resources reach your preset low level. If you run it minimised it's caption will display the current free system resources.

Setting Resource Alarm

To set the minimum system resource level that will activate the alarm click the **Set Alarm button**. This brings up the **Set Alarm dialog box**. The default is 25%.

Whenever the system resources drop to your preset low level the Resource Alarm main window appears displaying the title **Low System Resources**.

Configuring Shredder

To prevent Shredder's hidden directory becoming to large just configure Shredder to purge files from the directory after so many days. You can do this from the **Configure dialog box** accessed by selecting the Configure menu item   or by single clicking the right mouse button on Shredder's icon. You can choose to delete files from the hidden directory after 1, 2, 3, 5 or 7 days. By clicking on the directory button you can change the directory's name (and drive) if you don't like the default   - C:\Shredder.

Recovering Files

Shredder comes with its own file window that makes recovering files easy. The file window displays the name of your hidden directory and four buttons at the top, a list box listing all the files in your hidden directory, and a status bar at the bottom that tells you   the number of files in the directory and the amount of disk space used. The   buttons from left to right recover a file, change the recovery directory, delete a file and delete all files.

The File Window displays all the files in the hidden directory. Single clicking the left mouse button on a file will display the directory it was deleted   from. To recover the file into this directory double click the left mouse button on the file name or press the Recover File button. To change the recovery directory click the Change Recovery Directory button and enter the new directory name. To delete a file from the directory select the file from the list and click the Delete File button. Holding down the shift key while you click the mouse (or button) will suppress some of the message boxes.

The File Window accepts the usual list box keyboard input as well as the numbers 1 to 4 for the buttons (from left to right), and ESC to close the window.

Enabling Autopurge

If Autopurge is enabled Shredder will **automatically purge files** from your hidden directory **once a day** with the first Windows boot. It wont do it on subsequent reboots the same day. To enable Autopurge you must load Shredder into the Autoload tool box with the **/P** parameter. The /P parameter does not load Shredder. It just runs Autopurge and terminates. There is no icon to see as it all happens in the background and takes only seconds.

The Shredder Control Menu

From the control menu you can enable the **Delete to Directory** feature by checking the delete to directory menu item. You can purge the directory of all its files, remove the directory or   check for the number files in the directory and the amount of disk space used. You can display an animated shredder icon or   an animated trashcan icon. You can **set the screen position** for the Shredder icon and you can <u>float</u> Shredder above all other windows.

Setting the Icon Position. To set the icon position move Shredder to where you want it to appear on your desktop and select the 'Set Icon Position' menu item. To release the Icon select the 'Release Icon' menu item.

Setting up a Drivepak icon

To setup a Drivepak drive icon you have to **create an ini file** for that icon.   Just drag the drivepak.exe file out onto the desktop. Since you haven't specified an ini file yet double clicking on the icon will launch the **ini file setup utility**. The setup utility will create all the ini files you need to use Drivepak.   It's easy to use,   just follow the instructions.

When it comes to naming the ini files you can use any name you like as long as the extension is 'INI'. The sample ini files are named winfile1.ini to winfile4.ini. This is so their names appear next to winfile.ini and winfile.exe in the file manager's file listing.

Having created the ini file(s) you'll need to enter a ini file name in the parameters entry field of the icon's properties dialog box. You will also need to choose a new icon. You will find several icons in the drivepak.exe file. There is a   drive A, drive B, drive C and dual drive icon.   You can access the properties dialog box by single clicking the right mouse button on the Drivepak icon.

Creating a New Tool Box

There is no limit to the number of tool boxes (groups) you can create. To create a new tool box load the toolbox.exe file onto an icon block (or desktop). Bring up the properties dialog box by single clicking the right mouse button on the icon and enter a name for the tool box in the parameters entry field. The tool box name will appear in the title bar of the tool box and in the title bars of all its dialog boxes.   All the program information for the tool box is stored in the toolbox.tbx data file.

The two special tool boxes are **Toolbox** and **Autoload**. Toolbox is the main tool box and is run as the Task Manager replacement. All other tool boxes are just   copies of   Toolbox with a different name. One such tool box is Autoload. When you give a tool box this name you create a tool box that automatically loads applications every time you start Windows.

See Also

> Autoload
> Properties Dialog Box
> The Advanced Options Dialog Box

Autoload

Autoload is a special tool box that lets you launch up to 20 applications every time you start Windows. Any program loaded into this tool box will be automatically launched if Autoload is enabled. You can enable Autoload by checking the **enable Autoload checkbox** in the Toolbox Options dialog box. When you run Toolbox for the first time you will find three programs already loaded, the Resource Alarm, Purge and Shredder. Purge is Shredder loaded with the **/P** command line option. When you specify /P Shredder is loaded, it deletes any old files from its hidden directory and then terminates. This all happens in the background so there's nothing to see.   When you have a lot of files in your directory that need deleting, starting Windows will take a few seconds longer. If you load toolbox.exe from the command line and add **NoAuto** (ie toolbox.exe noauto) Toolbox is launched without running Autoload. **Holding down the shift key** while Toolbox is being launched has the same effect.

The Properties Dialog Box

You can display the properties dialog box by single clicking the right mouse button anywhere on an icon block or icon but not on the text. You can enter program details directly into the dialog's entry fields, use the Browse button to find a program, use the Icon button to change a program's icon, access the advanced options dialog box or clear all the entry fields.

See Also

     Creating a New Tool Box
     Autoload
     The Advanced Options Dialog Box

The Advanced Options Dialog Box

Using this dialog box you can change a window's title, set it's desktop position and set it's size.   For most well behaved Windows applications this shouldn't cause a problem. You may find however, that some   programs don't like having their window title changed or their window resized. If any problems do occur with a particular program don't use this dialog box with the program.

The advanced options dialog box is intended to give you control over those programs that launch themselves all over your screen.

To set a program's window position but not size click the 'X + Y' button (the cursor will change to a bent cross), move the cursor to where you want the top left hand corner of the window to appear on screen and click the left mouse button. The coordinates of that position will appear in the   X and Y entry fields of the dialog box. You will notice that W and H appear in the width and height entry fields. When you enter W and H for a windows width and height the window is not resized.

When you want to set the window size hold down the left mouse button and drag the cursor across the screen. As you drag the cursor a resizeable rectangle appears. Use this rectangle to visually set the window   size. When you let the left mouse button go the rectangle's coordinates will appear   in the dialog's entry fields.

If you want to cancel or remove the entry click the Clear button and then click Ok.

The Tool Box Control Menu

From the control menu you can choose to <u>float</u> any tool box across the top of all other windows, **arrange** any minimised icons (only in Toolbox), set the tool box's desktop **icon position**, set the tool box's desktop **window position**, exit to the **Dos prompt**, run the Windows **Task Manager**, launch the **Options** dialog box, read the Toolbox help file, **Exit Windows** (only in Toolbox), **Restart Windows** (only in Toolbox) and read the About Box.

Floating a tool box. To float a tool box above all other windows select the 'Float' command from the tool box control menu. You should find this feature especially useful when working with a maximised   window. Just set up a tool box with all the applications your likely to need and run the tool box as an icon.   When you need to run one of the programs just double click on the icon. You wont need to minimise your window to find the program you need. After selecting the Float menu item it is replaced by the 'Sink' menu item. To return a floating window or icon to normal select the 'Sink' menu item.

Setting an icon's desktop position.   You can set a tool box's minimised window position by moving it's icon to where you want it to appear on the desktop and selecting the 'Set Icon Position' menu item. After selecting the 'Set Icon Position' menu item it is replaced by the 'Release Icon' menu item. To release the icon select the 'Release Icon' menu item.

The Toolbox Options Dialog Box

You can display a tool box's Options dialog box by single clicking the right mouse button anywhere on its title bar or by selecting the Options menu item from the tool box's control menu. From this dialog box you can select the tool box icon, choose to run Toolbox hidden or minimised, choose to run the tool box group normal or minimised, choose whether to use a small tool box or large tool box and change dialog box styles. When you change tool boxes you have to click the 'Reset' button to exit the dialog box. You can also enable Autoload, disable the exit and restart messages and display seconds on the clock.

The tool box icon is the icon a tool box displays when it's minimised. You can set a tool box icon for any tool box except 'Toolbox' and 'Autoload'.

The way you choose to run a tool box determines what happens when you double click the left mouse button on it's title bar. For example, if you run a tool box minimised then double clicking on it's title bar will minimise the tool box.

There are three custom dialog box styles to choose from - Glaze, Borland's chiselled steel look and Gates grey.

The Run Command Line Dialog Box

You should find the Run dialog box the fastest way to start an application. If the application is in a directory in your DOS path or in your Toolbox directory you need only enter the application name, not extension. (eg calc instead of calc.exe or systool instead of systool.exe). If the application is in another directory you need to enter it's full path statement (ie drive\directory\filename).

Files with an extension associated with an application can also be run from the command line.

Using the keyboard with Toolbox

Toolbox v1.2 has almost full keyboard support. For the keyboard   to work the tool box window must have the focus.

Key	Function
Esc	Closes all windows and dialogs.
F1	Launches Toolbox Help
F3	Dos Window
F4	Command Line dialog
F5	Runs the Autoload tool box
F6	Runs the Windows Task Manager
F7	Restarts Windows
F8	Exits Windows

On the tool box main window the icon blocks are numbered 1 to 20, from top left to bottom right.

Key	Function
1 to 9	Launches programs on icon blocks 1 to 9
Control + 0 to 9	Launches programs on icon blocks 10 to 19

I couldn't think of one for 20 that didn't get your fingers in a knot so it's up to the mouse.

Holding down the Shift key while pressing a key or double clicking the left mouse button will keep the tool box open after launching a program. This works for keys on the QWERTY keyboard but not on the number key pad.

See Also
> Using the Keyboard with Workbench
> Windows Keys

Using   Workbench

You can use Workbench to store up to 61 programs on your desktop. To store a program on your desktop drag its 'EXE' file from File Manager or its icon from Toolbox and drop it onto the desktop. When you drop a document file onto your desktop, if the document extension has been associated with an application (in File Manager or RegEdit) then the associated application's icon is displayed with the document's filename as the caption. Double clicking on the icon launches the application displaying the document. If no association exists the default Workbench icon is displayed and double clicking on the icon does nothing. When you drag document files and drop them directly onto a desktop icon (eg. text files onto an editor icon) the program is launched displaying those documents. For this to work a program must accept command line parameters.

If you drop a file on the desktop beside an existing desktop icon the dropped file replaces the desktop icon.

See Also

> Some Important Rules
> TheProperties Dialog Box
> The Advanced Option Dialog Box
> Using the Keyboard with Workbench

Some Important Rules

The Workbench grid is extremely robust and should withstand all the punishment you can throw at it. However, there are a few operating rules you need to be aware of.

- **Use the Arrange Icons command with care.** When you use the arrange icons command the whole grid   collapses but then bounces back. 99% of   the time there is no problem but on the odd occasion one or two icons wont bounce all the way back.   If this happens just pick up the icons   and put them back in their place. If it becomes annoying you can either lock the offending icons or the lock whole grid (***See*** <u>The Properties Dialog Box</u>).

- **Using Workbench with a virtual screen**. Workbench is compatible with most virtual screens. I tested it with Amdesk, Bigdesk and Topdesk. When you change screens all the Workbench desktop icons follow.   Occasionally some icons might want to do their own thing and go elsewhere. The worst offenders were the Amdesk and Bigdesk icons.   If this does occur then either **lock the icon** into place or don't run the program as a desktop icon.

- **Try to give each desktop icon a unique name**. Most of time you can give a desktop icon the same name as the application it runs and nothing will happen.   Sometimes however, having the same name can cause problems (That's why you can't run Toolbox from the desktop).   What can happen? Well usually its flying or disappearing icons. If this happens try giving the offending icon a different name or   **lock the icon** down.

- **Try and match the background text colour with the wallpaper.** Matching the background text colour with your wallpaper will make looking at the icon captions more bearable. The background colour is the colour you chose for the desktop in control panel. Open the colour utility in System Tools (Control Panel)   and choose the desktop colour that best   matches you wallpaper. If no colours match try black. It's always a good compromise.

The Workbench Properties Dialog Box

You can display an icon's properties dialog box by single clicking the right mouse button on the icon. You can enter program details directly into the dialog's entry fields, use the Browse button to find a program, use the Icon button to change the program's icon, access the advanced options dialog box or close the desktop icon. You can also choose to lock the icon or lock the whole grid.

Locking an Icon. Checking the **Lock Icon** checkbox lets you lock an icon's position on the desktop.

Locking the Grid. Checking the **Lock Grid** checkbox lets you lock the positions of all the icons on the desktop. When the grid is locked you cannot move the icons.

Most of the time you shouldn't need to use either of these commands.

See Also
> The Advanced Options Dialog Box

Using the Keyboard with Workbench

When you have your desktop loaded up with icons, more often than not one of those icons will have the focus and its caption will be highlighted. When one of the desktop icons does have the focus the keyboard can be used to quickly access certain functions.

Key	Function
F1	Launches Toolbox Help
F2	Displays Toolbox (same as Ctrl+Esc)
F3	Dos Window
F4	Command Line dialog
F5	Runs the Autoload tool box
F6	Runs the WindowsTask Manager
F7	Restarts Windows
F8	Exits Windows

See Also

Using the Keyboard with Toolbox
Windows Keys

Drivepak is a small utility that lets you place an unlimited number of drive icons   on your desktop. Each drive icon uses its own ini file to store a customised   File Manager Setup. When you double click on a desktop drive icon the Windows File Manager is launched displaying that drive icon's setup.

Toolbox is a pop up program launcher that replaces the Windows Task Manager.   It comes with a transmutable 3-D interface, unlimited subgroup capabilities and displays the date, time, free memory and free system resources. Using Toolbox you can arrange all your applications into a system of tool boxes (folders).   Each tool box can store up to 20 programs. You can choose to display either a small tool box or a large tool box. The small tool box displays 5 icons across and lets you scroll to the other 15. The large tool box displays 10 icons and lets you scroll to the other 10.   There is no limit to the number of tool boxes you can create and you can keep tool boxes within tool boxes.

Workbench is Toolbox's new drag and drop icon-based interface. It lets you drag program and document files from File Manager or Toolbox and drop them anywhere on your desktop. It's an invisible grid that overlays your entire screen so there's nothing to see, except your wallpaper.   When you drop an icon on the desktop it gets automatically aligned along the grid. To launch a desktop program you just double click on its icon. You can also drop launch a desktop program by dragging one or more of its working files from File Manager and dropping them on the icon.

Attache is a utility that lets you arrange your documents and files into a system of folders. You just choose a directory, a file extension and an application to run the files and save the information into a folder. When you run the folder a dialog box appears displaying the files. Just double click on a file and the application is launched running that file. You can launch straight into any folder by specifying the folder name as a parameter.

Resource Alarm is a system resource monitor that warns you when system resources are low. You can either run Resource Alarm as a hidden window or as a minimised icon on your desktop. When system resources fall below a preset low level the alarm's main window appears displaying the current free system resources in its title bar and the warning 'Low System Resources'. In its minimised state Resource Alarm displays the current free system resources as its caption.

Runfile is a command line utility that lets you launch an application at the same screen location every time. You can also use it to run an application minimised, maximised or to change its window title.

System Tools is a Control Panel replacement that lets you run only the Control Panel utility you want rather than the entire Control Panel. Its fast, fun and looks great.

Shredder is a complete file deletion and recovery utility for the Windows File Manager.   To delete files just drag them from File Manager and drop them on the Shredder icon. If you don't like the shredder you can use the trashcan icon. If you want to protect your files set Shredder up to delete files into its hidden directory,   then have Shredder automatically purge older files from the directory once a day, at boot time.   When you want to recover a file just double click on the file name in   shredder's   file window and the file is recovered into the directory it was deleted   from.

Bwcc.dll is the Borland Windows Custom Control dynamic link library. It is used by many programmers to give their applications the distinctive Borland look (bitmapped buttons, a grey 'chiselled steel' background for dialog boxes and 3-d check boxes and radio buttons). Bwcc.dll is periodically updated by Borland and distributed by programmers with their applications. It should be kept in your Windows System directory.

If an application you use comes with bwcc.dll always check its' file date. If it's later than the file you already have copy it into your Windows System directory.

Tool Box.

 A Group in Toolbox is called a **tool box**. The main tool box has the title Toolbox and is run as the Task Manager replacement. All other tool boxes are just copies of Toolbox with a different name. (**See** <u>Creating a New Toolbox</u>).

Float

Float is a new command that has been added to some control menus. It is used to keep a window or icon on top of all other windows. After selecting the float command it is replaced by the **Sink** command. To return a floating window or icon to normal select the sink command.

Workbench Desktop Icons

These icons are desktop icons. You can use Workbench to store up to 61 programs as desktop icons. To store a program on your desktop drag its 'EXE' file from File manager or its icon from Toolbox and drop it onto the desktop.

Small Tool Box

This is Toolbox displaying the small tool box view. Each tool box stores up to 20 programs. The small tool box view displays 5 icons across and lets you scroll to the other 15. The large tool box view displays 10 icons and lets you scroll to the other 10.

Top System Bar

This is the top system bar. It displays the date and a row of four buttons. The buttons from left to right access a Dos Window, a Run command line dialog box, the Restart Windows function and the Exit Windows function.

Bottom System Bar

This is the bottom system bar. It displays a clock, the free system memory (includes swap file size) and the free system resources.

Client Area

This is the client area. It is a scrollable window that displays twenty icon blocks. Each icon block displays one icon and its caption. Single clicking the right mouse button on an icon brings up its properties dialog box.   Single clicking the right mouse button on the window background brings up the colour change dialog box. You can use this dialog box to change the colour of the window background. Single clicking the right mouse button on any text item will bring up the font change dialog box. You can use this dialog box to change the display font. The font displayed on the icon blocks is different to the font displayed on the system bars.

Title Bar

Single clicking the right mouse button on the title bar will bring up the options dialog box. From this dialog box you can select the tool box icon, choose to run Toolbox hidden or minimised, choose to run the tool box group normal or minimised, choose whether to use a small tool box or large tool box and change dialog box styles. When you change tool boxes you have to click the 'Reset' button to exit the dialog box.

Double clicking the left mouse button on the title bar closes the tool box according to the choice you made in the options dialog box. For example, if you choose to run a tool box minimised then double clicking the left mouse on its title bar will minimise the tool box.

File Window Title Bar

Double clicking the left mouse on the title bar closes the file window.

File Window's Top System Bar

The top system bar displays the name of your hidden directory and four buttons.   The buttons from left to right recover a file, change the recovery directory, delete a file and delete all files.

The File Window List Box

The list box displays all the files in the hidden directory. Single clicking the left mouse button on a file will display the directory it was deleted   from. To recover the file into this directory double click the left mouse button on the file name or press the Recover File button. To change the recovery directory click the Change Recovery Directory button and enter the new directory name. To delete a file from the directory select the file from the list and click the Delete File button. Holding down the shift key while you click the mouse (or button) will suppress some of the message boxes.

File Window's Status Bar

The status bar at the bottom of the file window dislays the number of files in Shredder's hidden directory and the amount of disk space it uses.

Windows Keys

Choose from the following list to review the keys used in Windows:

Cursor Movement Keys
Dialog Box Keys
Editing Keys
Help Keys
Menu Keys
System Keys
Text Selection Keys
Window Keys

Cursor Movement Keys

Key(s)	Function
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

Key(s)	Function
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 dialog box 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

Key(s)	Function
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

Key(s)	Function
F1	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.
	In some Windows applications, pressing F1 displays a Help topic on the selected command, dialog box option, or system message.
SHIFT+F1	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.

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

Menu Keys

Key(s)	Function
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.

Key(s)	Function
Ctrl+Esc	Switches to the Task List.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+TAB	Switches to the next application window, restoring applications that are running as icons.
Alt+TAB+TAB	Switches in turn to every open application (same as Alt+Esc) and displays the title bar only. Release Tab to redraw window.
Alt+PrtSc	Copies the entire screen to Clipboard.
Ctrl+F4	Closes the active window.
F1	Gets Help and displays the Help Index for the application. (See Help Keys)

Text Selection Keys

Key(s)	Function
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 window.
	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

Key(s)	Function
ALT+SPACEBAR	Opens the Control menu 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 minimized icon, including full-screen programs.
Alt+TAB	Switches to the next application window, restoring applications that are running as icons.
Alt+TAB+TAB	Switches in turn to every open application (same as Alt+Esc) and displays the title bar only. Release Tab to redraw window.
Alt+ENTER	Switches a non-Windows application between running in a window and running full screen.
Ctrl+Tab	Jumps to the next child window in an application that supports the Multiple Document Interface.
DIRECTION key	Moves a window 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.