MicroApp Manager help index

The index lists the Help topics available for MicroApp Manager.   Use the <u>scroll bar</u> to see entries not currently visible in the Help window.   To learn how to use help, press F1 or choose Using Help from the Help menu.

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Using MicroApp Manager with a keyboard

Use the following keyboard commands with MicroApp Manager.   For more information about using Windows with a keyboard, see Windows Help.

Menu keys

ALT+letter	Chooses the <u>menu bar</u> whose underlined letter matches the one you type. In Icon Designer, for example, pressing ALT+F chooses the File menu.
Letter	Chooses the command on the <u>drop-down menu</u> whose underlined letter matches the one you type. In Icon Designer, for example, pressing O chooses the Open command from the File menu.
ARROW KEYS	Moves between menu items.
ENTER	Chooses the selected menu item.
ESC	Cancels the selected menu. The drop-down menu disappears.

Dialog box keys

TAB	Moves from option to option (left to right and top to bottom).
SHIFT+TAB	Moves from option to option in reverse order.
ALT+letter	Moves to the option whose underlined letter matches the one you type. For example, in the Run MicroApp dialog box, ALT+M chooses the **Run Minimized** option.
DIRECTION KEY	Moves between selections within a group of options, or moves up and down through the items in a <u>list box</u> or <u>text box</u>.
ALT+DOWN ARROW	Opens a drop-down list box
SPACEBAR	Selects an item in a list box, checks or unchecks a <u>checkbox</u>, or chooses the current selection in a group of options.
SHIFT+DIRECTION KEY	Extends the selection in a list box.
ENTER	Executes all of the currently selected options and list items in a <u>dialog box</u>.
ESC	Closes a dialog box without completing the command.

Help keys

F1	Displays the Help window, with the Help index for the <u>application</u>. If you have chosen a command or you are in a dialog box, the Help text for the command or dialog box will be displayed instead. If the Help window is already open, F1 takes you back to the index.

Window keys

ALT+SPACEBAR	Opens the Control menu for the <u>active</u> window.
ALT+F4	Closes the active window.
ALT+ESC	Switches to the next application window or icon.

MicroApp Manager commands

MicroApp Manager is the software "engine" that lets you customize how you work with MicroApps.   Use the commands on the MicroApp Manager menu to install, run, and manage your MicroApps, including:

* Starting MicroApps.
* Launching MicroApps automatically.
* Changing the list of MicroApps that appear on the MicroApp Manager menu.
* Closing your MicroApps.

The topics listed below provide information about MicroApp Manager's commands.

About MicroApp Manager...
Initial Launch...
Load MicroApp...
Options...
Quick Launch...
Remove All MicroApps
Remove MicroApp Manager
Run MicroApp...

MicroApp Manager procedures

The topics listed below provide step-by-step instructions for using MicroApp Manager.

MicroApp Manager dialog boxes

The topics listed below describe each of the dialog boxes in MicroApp Manager.

Command Line Parameters
Initial Launch
Load MicroApp
MicroApp Manager Options
Quick Launch
Run MicroApp

Run MicroApp... command

This command lets you choose the MicroApps that you want to run as an application window.

Related topics
[Run MicroApp dialog box](#)
[Running a MicroApp](#)

Run MicroApp dialog box

This dialog box displays a list of the available MicroApps.   Highlight the MicroApp you want to run as a window, and choose OK to run it.   You may choose to run as many MicroApps as you wish.

Related topics
Run MicroApp... command
Running a MicroApp

Command Line Parameters dialog box

This dialog box allows you to pass a command line <u>parameter</u> to the MicroApp which is about to be run.   For example, if you are using a MicroApp that can open files (such as Art Gallery), a parameter can tell it which file to open.

To specify a parameter, type it in the text box and press ENTER or choose OK.   To run the MicroApp without a parameter, simply press ENTER.

Related topics
<u>Options... command</u>
<u>Prompting for MicroApp parameters</u>

Load MicroApp... command

This command lets you choose the MicroApps that you want to load as an icon.

Related topics

Load MicroApp dialog box
Loading a MicroApp

Load MicroApp dialog box

This dialog box displays a list of the available MicroApps.   Highlight the MicroApp you want to load as an icon, and choose OK to load it.   You may choose to load as many MicroApps as you wish.

Related topics
Load MicroApp... command
Loading a MicroApp

Options... command

This command lets you configure MicroApp Manager, including where you want the MicroApp Manager icon to appear, and whether or not the parameter prompt appears each time you start certain MicroApps.   It also lets you specify the path for your MicroApps.

Related topics
MicroApp Manager Options dialog box
Positioning the MicroApp Manager icon
Prompting for MicroApp parameters
Specifying the MicroApp path

MicroApp Manager Options dialog box

Use this dialog box to configure MicroApp Manager, including where you want the MicroApp Manager icon to appear, whether or not the parameter prompt appears each time you start certain MicroApps, and the path for your MicroApps.

Tear Off

Turn this option on to have the MicroApp Manager appear as an icon that you can position on the screen wherever you want.

All Applications

Turn this option on if you want the MicroApp Manager menu icon to replace the Control menu in every application window.   This is the default setting.

MicroApp Path

Use this text box to specify the path containing your MicroApps.   If your MicroApps are stored in more than one directory, you can enter multiple paths by separating them with a semicolon.

**Prompt for
MicroApp parameters**

Turn this option on if you want to be prompted for a MicroApp parameter each time you start certain MicroApps. You can use a parameter to tell a MicroApp what you want it to do.   For example, if you are using a MicroApp that can open files (such as Art Gallery), a parameter can tell it which file to open.

Choose OK to save your changes, or choose Cancel to escape.

Related topics
Options… command
Positioning the MicroApp Manager icon
Prompting for MicroApp parameters
Specifying the MicroApp path

Quick Launch... command

This command lets you choose which MicroApps are displayed on the MicroApp Manager menu, as well as the order in which they are displayed.   You can display all of the MicroApps currently installed, or only those you wish.

Related topics
Changing the MicroApp Manager menu
Quick Launch dialog box

Quick Launch dialog box

Use this dialog box to choose the MicroApps you want displayed on the MicroApp Manager menu, as well as the order in which they appear.

MicroApps Available	Use this list box to highlight the MicroApps you want to add to the menu. Select as many as you wish.
Add button	Adds the currently-selected MicroApps to the **MicroApps on Menu** list box.
MicroApps on Menu	This shows what the MicroApp Manager menu will look like once you choose the OK button. Use this list box to highlight the MicroApps you want to re-position or remove from the menu.
Remove button	Removes the currently-selected MicroApps from the **MicroApps on Menu** list box.
Move Up and **Move Down buttons**	These buttons change the position of the MicroAppscurrently highlighted in the **MicroApps on Menu** list box.
Describe button	Displays a description of the MicroApps currently highlighted.

When you're finished editing the menu, choose OK to save your changes, or choose Cancel to escape.

Related topics
  Changing the MicroApp Manager menu
  Quick Launch... command

Initial Launch... command

This command lets you choose which MicroApps will be launched automatically each time you start the MicroApp Manager.

Related topics
Initial Launch dialog box
Starting a MicroApp automatically

Initial Launch dialog box

Use this dialog box to choose the MicroApps you want automatically launched each time you start the MicroApp Manager.

MicroApps Available	Use this list box to highlight the MicroApps you want to launch automatically. Select as many as you wish.
Add button	Adds the currently-selected MicroApps to the **MicroApps to Launch** list box.
MicroApps to Launch	This list box shows which MicroApps will automatically be launched at startup, and whether they will be launched as a window ("maximized"), or as an icon ("minimized"). Use this list box to highlight the MicroApps you want to re-position or remove from the list.
Remove button	Removes the currently-selected MicroApps from the **MicroApps to Launch** list box.
Move Up and **Move Down buttons**	Use these buttons to specify the launch order of the MicroApps currently highlighted in the **MicroApps to Launch** list box.
As Window and **As Icon buttons**	Specifies whether the MicroApps currently highlighted in the **MicroApps to Launch** list box are loaded as an icon ("minimized"), or run as a window ("maximized").
Describe button	Displays a description of the MicroApps currently highlighted.

When you're finished editing the initial launch list, choose OK to save your changes, or choose Cancel to escape.

Related topics
  Initial Launch... command
  Starting a MicroApp automatically

Remove All MicroApps command

This command closes any MicroApps that are currently running without removing MicroApp Manager from the System menu .   After you choose this command a prompt appears asking you to confirm your decision to exit.

Related topics
Closing all MicroApps

Remove MicroApp Manager command

This command removes MicroApp Manager and closes any MicroApps that are currently running.   After you choose this command a prompt appears asking you to confirm your decision to exit.

Related topics
Closing all MicroApps and the MicroApp Manager

About MicroApp Manager... command

This command displays information about MicroApp Manager.   Use the Help button to get information about using MicroApp Manager.

Starting a MicroApp

There are three ways to start a MicroApp:

1. Running or loading them automatically when you start MicroApp Manager.
2. Using the Run... or Load... command from the MicroApp Manager menu.
3. By choosing it from the MicroApp Manager menu.

Related topics
Loading a MicroApp
Running a MicroApp
Starting a MicroApp automatically

Changing the MicroApp Manager menu

With MicroApp Manager, you choose which MicroApps are displayed on the menu, as well as the order in which they are displayed.   You can display all of the MicroApps installed, or only those you wish.

1. Click the hDC icon, and then choose the MicroApp Manager command to display the MicroApp Manager menu.

2. Choose the Quick Launch... command to display the Quick Launch dialog box.

3. Edit the list of MicroApps displayed in the **MicroApps on Menu** list box.

    To add to the list, select a MicroApp in the **MicroApps Available** list box and press the Add button.   To remove a MicroApp from the list, select it from the **MicroApps on Menu** list box, and press the Remove button.   If you're not sure what a particular MicroApp is used for, highlight its name and press the Describe button.

4. Specify the order in which you want the MicroApps to appear on the menu.   To change the order, highlight a MicroApp in the **MicroApps on Menu** list box and press the Move Up or Move Down button.

5. Choose OK to save your changes, or press Cancel to escape.

Related topics
Quick Launch dialog box
Quick Launch... command

Starting MicroApps automatically

You can instruct MicroApp Manager to automatically run MicroApps at startup using the Initial Launch... command.   You can also choose the order in which the MicroApps are started.

1. Click the hDC icon, and then choose the MicroApp Manager command to display the MicroApp Manager menu.

2. Choose the Initial Launch... command to display the Initial Launch dialog box.

3. Edit the list of MicroApps displayed in the **MicroApps to Launch** list box.

   To add to the list, highlight a MicroApp in the **MicroApps Available** list box, and press the Add button.   To remove a MicroApp from the list, highlight it from the **MicroApps to Launch** list box, and press the Remove button.   To display a description of what a MicroApp is used for, highlight its name and press the Describe button.

4. Specify the order in which you want the MicroApps to be launched, and whether they should be run as a window ("maximized") or loaded as an icon ("minimized").

   To specify the order in which MicroApps are launched, highlight the name of the MicroApp in the **MicroApps to Launch** list box, and press the Move Up and Move Down buttons.

   By default, MicroApps are loaded as icons, as indicated by the letter "I" in the **MicroApps to Launch** list box.   To change this setting, highlight the name of the MicroApp and press the **As Window** or **As Icon** option.

5. Choose OK to save your changes, or press Cancel to escape.

Related topics
Initial Launch dialog box
Initial Launch... command

Running a MicroApp

To run a MicroApp as a window, you use the Run MicroApp... command.

1. Click the hDC icon, and then choose the MicroApp Manager command to display the MicroApp Manager menu.

2. Choose the Run MicroApp... command to display the Run MicroApp dialog box.

3. Select the name of each MicroApp you want to run.   Select as many as you wish.

4. When you're finished, choose OK to run the selected MicroApps, or choose Cancel to escape.

Related topics
Run MicroApp dialog box
Run MicroApp... command

Loading a MicroApp

To load a MicroApp as an icon, you use the Load MicroApp... command.

1. Click the hDC icon, and then choose the MicroApp Manager command to display the MicroApp Manager menu.

2. Choose the Load MicroApp... command to display the Load MicroApp dialog box.

3. Select the name of each MicroApp you want to load.   Select as many as you wish.

4. When you're finished, choose OK to load the selected MicroApps, or choose Cancel to escape.

Related topics
Load MicroApp dialog box
Load MicroApp... command

Positioning the MicroApp Manager icon

You can choose to have the <u>MicroApp Manager icon</u> replace the Control menu in every application window, or you can have it stand alone as an icon in the icon area.

1. Click the hDC icon, and then choose the MicroApp Manager command to display the MicroApp Manager menu.

2. Choose the Options... command to display the MicroApp Manager Options dialog box.

3. Turn the **All Applications** option on to display the MicroApp Manager icon in every window, or use the **Tear Off** option to display it in the icon area.

4. Choose OK to save your changes, or choose Cancel to escape.

Related topics
<u>MicroApp Manager Options dialog box</u>
<u>Options... command</u>

Prompting for MicroApp parameters

One of MicroApp Manager's options lets you bring up a dialog box to specify a <u>parameter</u> each time you start certain MicroApps. For example, if you are using a MicroApp that can open files (such as Art Gallery), a parameter can tell it which file to open.

1. Click the hDC icon, and then choose the MicroApp Manager command to display the MicroApp Manager menu.

2. Choose the Options... command to display the MicroApp Manager Options dialog box.

3. Turn the **Prompt for MicroApp Parameters** option on.

4. Choose OK.

Related topics
<u>Command Line Parameters dialog box</u>
<u>MicroApp Manager Options dialog box</u>
<u>Options... command</u>

Specifying the MicroApp path

The installation program copies your MicroApps into a specific directory.   If you later move them to another directory, you must tell MicroApp Manager where to find them.

1. Click the hDC icon, and then choose the MicroApp Manager command to display the MicroApp Manager menu.

2. Choose the Options... command to display the MicroApp Manager Options dialog box.

3. Type the search <u>path</u> for your MicroApps in the **MicroApp Path** text box.   For example, if your MicroApps are in a directory called \MICROAPPS on your C: drive, you would type *C:\MICROAPPS.*

    If your MicroApps are stored in more than one location, separate each path with a semicolon.

4. Choose OK to save your changes, or choose Cancel to escape.

Related topics
<u>MicroApp Manager Options dialog box</u>
<u>Options... command</u>

Closing a MicroApp

1. Display the MicroApp menu by clicking the MicroApp icon, or choosing its Control menu.

2. Choose the Close command.

Related topics
Closing all MicroApps
Closing all MicroApps and the MicroApp Manager

Closing all MicroApps

The following procedure closes all open MicroApps without removing the MicroApp Manager.

1. Click the hDC icon, and then choose the MicroApp Manager command to display the MicroApp Manager menu.

2. Choose the Remove All MicroApps command.   You will be asked to confirm that you want to close all of the MicroApps currently open.

Related topics
Closing a MicroApp
Closing all MicroApps and the MicroApp Manager

Closing all MicroApps and the MicroApp Manager

The following procedure closes all open MicroApps and removes the MicroApp Manager.

1. Click the hDC icon, and then choose the MicroApp Manager command to display the MicroApp Manager menu.

2. Choose the Remove MicroApp Manager command.   You will be asked to confirm that you want to close the MicroApp Manager.

Related topics
Closing a MicroApp
Closing all MicroApps

Automatically starting MicroApp Manager

You can set MicroApp Manager to start automatically whenever you start Windows.   This displays the MicroApp Manager icon and starts any MicroApps that have been chosen using the Initial Launch... command.

1. Make a system diskette that includes a backup copy of your WIN.INI file.

2. Change the *load=* line in your WIN.INI file to read *load=microman.*   You can modify your WIN.INI file using a text editor such as Windows Notepad.

3. Save the changes to your WIN.INI file.

4. Exit and restart Windows.

Related topics
Initial Launch... command

active

The window that will be affected by the next keystroke or command.   If a window is active, its title bar changes color so that you can see it easily.

application

A program that accomplishes a specific task, such as a word processor or spreadsheet.

batch file

A text file with the extension .BAT that contains DOS commands.

cascade

A way to arrange open windows on the desktop so that they are overlapping   (See also "Tile.").

checkbox

A square in a dialog box that you can choose to select an option.   If the option is chosen, an X will appear in the checkbox.

click

To press and release the mouse button to execute an action.

clipboard

A special Windows facility for transferring information from one application to another. When you cut or copy information from an application it goes into the clipboard.   When you paste information, it is copied from the clipboard to the active window.

Control menu

The menu on most windows and some dialog boxes that appear in the upper left corner of every window, represented by a small horizontal bar.   The Control menu lets you move, resize, and close the window or dialog box.

desktop pattern

A geometric pattern that appears on the desktop.

dialog box

A special window that appears on the screen when you are using a command.   The dialog box   lets you make choices and select options for the command you are using.

direction keys

The four arrow keys on the keyboard, used to move up, down, left, and right.

directory

A collection of files and/or subdirectories.

document

A file created with an application.

DOS search path

A list of the directories where DOS and Windows will look for an application if it is not located in the current directory.   The path can be set with the DOS PATH command, which can be placed in the AUTOEXEC.BAT file.

double click

To quickly press and release the mouse button twice in succession to execute an action.

drag

To move the mouse pointer while you are holding down the mouse button.

drop-down menu

A list of command choices which can be displayed when you drag the mouse down from the menu bar or press the ALT key along with the underlined letter on a menu choice.

executable file

A DOS or Windows program file with the filename extension .EXE.

filename

The name of a document.   A filename can have up to eight alphanumeric characters, plus an extension.   An extension begins with a period and can have up to three characters. Normally, the extension indicates the type of file.   For example, files with the extension .BAT are batch files.

keyword

An underlined word or phrase appearing in a Help description   Press and hold down SHIFT
and ENTER to display its definition.

list box

A box within a dialog box from which you choose an item.   such as file or directory names.
Use mouse or DIRECTION keys to highlight items.   If there are more items than can fit in
the box at once, you can use the scroll bar to see the rest of the list.

maximize

To enlarge the application in the active window or icon to fill the screen.

menu bar

The horizontal bar at the top of a window, which contains the names of the application's menus.   Use the mouse or ALT+the underlined letter key to drop-down command menus.

MicroApp Manager icon

The small red box with the letters "hDC" inside.   The icon is used to access the MicroApp Manager menu.

minimize

To shrink the active window to an icon.

non-Windows application

An application that does not require Microsoft Windows in order to run.

option button

A small circle in a dialog box that can be selected to choose an option.   The option is selected if the option button is filled in.   To choose an option, click the button with the mouse or use the TAB key to move to the option and use the SPACEBAR to select it.

overlap

A way to arrange windows on the desktop, so that they partially cover one and other   (See also "Cascade.")

parameter

Information used to tell an application what to do when it is started.   For example, you could pass a parameter telling a MicroApp which file you want it to open.

path

The drive letter and directory name where a file resides.   For example, C:\WINDOWS.

pathname

The name and location of a file, including the filename, directory, and drive letter.   A full pathname includes a drive letter followed by a colon, one or more directory names separated by a backslash (\), and a filename.   For example, C:\WINDOWS\WRITE.EXE.

PIF (Program Information File)

A program information file.   This is a special file created for non-Windows applications so that they can be run from Windows.

restore

To use the Restore button or command to return a window or icon to its previous size.

scroll

To move the contents of a window or dialog box up, down, left, or right.

scroll bar

A bar that appears at the right and/or bottom edge of a window whose contents aren't completely visible.   Each scroll bar contains two scroll arrows and a scroll box, which allow you to scroll within the window or list box.

text box

A box within a dialog box where you type text, such as a filename.

tile

A way to arrange open windows on the desktop, so that they do not overlap.

Windows application

An application that requires Microsoft Windows in order to run and which takes advantage of the Windows graphical user interface.