

Contents

Workplace Shell for Windows

Welcome to the world of Workplace Shell for Windows!

The shell serves as intermediary between you and computer running Windows: it can start applications and switch between them, organize applications and documents in folders, organize folders on the desktop, move, copy and delete folders and documents, change color schemes of your folders and much more.

Workplace Shell for Windows is modeled after the object-oriented Workplace Shell which is an integral part of the award-winning **OS/2 Warp**, designed by **IBM**. While it doesn't approach the real OS/2 Workplace Shell in the richness of its features, it can serve as an introduction to the real one for a user not familiar with the OS/2 as well as provide consistent and familiar user interface for the OS/2 users who occasionally use Windows applications.

[License Agreement](#)
[Credits](#)

Menu Commands

[Desktop Object commands](#)
[Folder Object commands](#)
[Program Object commands](#)
[Datafile Object commands](#)

[Window List commands](#)

Object Settings

[Desktop and Folder Object Settings](#)
[System Setup Object Settings](#)
[Program Object Settings](#)
[Data Object Settings](#)
[Drive Object Settings](#)

[Keys and Shortcuts](#)

For Help on Help, Press F1

Desktop Object Menu

Each topic provides help on the corresponding menu item. The following help topics are available:

[Open](#)

[Settings](#)

[Refresh now](#)

[Help](#)

[Lockup now](#)

[Shut down ...](#)

[System setup](#)

[Find ...](#)

[Select](#)

[Sort](#)

[Arrange](#)

[Save desktop](#)

[Run...](#)

Glossary

AUTOEXEC.BAT

background

check box

color scheme

CONFIG.SYS

Control Panel

Default button

desktop

FAT

folder

icon

.INI files

Minimized Window Viewer

screen saver

shadow

Shredder

Startup folder

Undo button

wallpaper

Windows Registration database

Menu Commands

Open

Use **Open** to open an object (such as program object or folder object) and either start the program or display its contents. Selecting **Open** is the same as double-clicking on the object.

If you select the arrow to the right of **Open**, a pop-up menu appears that enables you to choose the view in which you want to display the object. For example, for a folder you can select Icon view or Details view. **Icon view** arranges the objects randomly within the folder. **Details view** displays the properties of the objects (for example, the date and time created, the full name, and any special attributes).

Note: Data-file objects are displayed in an additional view, pre-associated to the [Windows Registration Database](#).

Menu Commands

Settings

Use **Settings** to display a notebook where you can view or change the current properties of the object.

Menu Commands

Refresh now

Use **Refresh now** to update changed desktop or folder information to its current status.

This choice is available only from the pop-up menu of a folder. The choice is for folders whose contents change due to the status of information (for example, diskette folders or printer queues).

Menu Commands

Help

Select the arrow to the right of Help and use the choices in the Help menu to display:

- A Table of Contents
- General Information about the object
- A list and description of key you can use
- General information about the help facility
- Product information for this release of Workplace Shell for Windows (only in the Desktop object)

Menu Commands

Lockup now

Select **Lockup now** to immediately restrict access to your computer by locking the keyboard and mouse. If you have setup your screen saver to have a password, it will prompt you to enter the password before unlocking the system again.

Important: If you do not have a screen saver set up, this function will not lockup your system. To setup a screen saver, open [Control Panel](#) applet "Desktop" and select a [screen saver](#) from the list of choices.

Menu Commands

Shut down...

You should use **Shut down...** command to shut down your system before turning it off. The shutdown dialog box offers you the option of preserving your desktop configuration.

Warning: You might lose information if you turn off your computer without shutting down your system. Check all sessions for unsaved information before you start the shutdown.

The next time you start the operating system, all objects that were open when you shut down are open again and are displayed with the same view they had at the time of the shutdown

Menu Commands

System setup

Use **System Setup** to display the contents of the System Setup folder.

Use the objects in the System Setup folder to specify your own settings for options such as colors, fonts, mouse and keyboard controls, country support, and the system time. Double-click on the folder object to display the objects contained in it.

For additional help, select the Help push button after the window is displayed.

NOTE: Only the "System" object in the System Setup folder has been implemented. You can create a shadow of Windows's [Control Panel](#) or create program objects which call Control Panel's applets directly. To accomplish this, create a program object, open its settings notebook, select **Program** page and follow the instructions below:

In all program objects type in the following in the **Path and file name** field:

To execute the control

Panel applet:

"Desktop"
"Colors"
"Fonts"
"Mouse"
"Keyboard"
"International"
"Sound"

Type this in the Parameter

field:

MAIN.CPL DESKTOP
MAIN.CPL COLORS
MAIN.CPL FONTS
MAIN.CPL MOUSE
MAIN.CPL KEYBOARD
MAIN.CPL INTERNATIONAL
SND.CPL

The corresponding icons associated with OS/2 Warp's System Setup folder's applications are in the WPSHELL.EXE file. Use the **Find...** icon dialog in the **General** page to select the equivalent icon.

Menu Commands

Find...

Use **Find...** to search for any objects, such as program, data file and folder.

Menu Commands

Select

Use **Select** to:

- Select all objects in an open folder
- Deselect all (cancel) the selected objects

Menu Commands

Sort

Use **Sort...** to specify the order in which the contents of the folder will appear. All objects in a folder are sorted by name (by default) and object type. You also can sort by specified attributes.

If you select the arrow to the right of **Sort**, a pop-up menu appears that displays additional choices for sorting the folder contents.

The following sort attributes are available:

Name

Type

Real name

Size

Last access date

Last access time

Menu Commands

Arrange

Use **Arrange** to organize objects in any open folder. If you select Arrange from the Desktop pop-up menu the objects are automatically arranged on the screen

This choice is available only if the folder was opened in icon view.

Menu Commands

Save desktop

Use **Save desktop** to save the current positions the open states of the folders on the desktop.

Menu Commands

Run...

Starts an application or opens a document.

Type the application filename, including the path, if necessary. If you want to open a document, type the application filename following by a space and the name of the document. For example: `C:\WINDOWS\notepad D:\MYSTUFF\STATUS.TXT`

You can choose the initial window state of the application by choosing appropriate radio button in the **Run Application** group.

Folder Object Menu

Each topic provides help on the corresponding menu item. The following help topics are available:

[Open](#)
[Settings](#)
[Open parent](#)
[Refresh now](#)
[Help](#)
[Create another...](#)
[Copy...](#)
[Move...](#)
[Create shadow...](#)
[Delete...](#)
[Window](#)
[Find...](#)
[Select](#)
[Sort](#)
[Arrange](#)
[Close](#)

Program Object Menu

Each topic provides help on the corresponding menu item. The following help topics are available:

[Open](#)

[Settings](#)

[Open parent](#)

[Help](#)

[Create another ...](#)

[Copy...](#)

[Move...](#)

[Create shadow...](#)

[Delete...](#)

Datafile Object Menu

Each topic provides help on the corresponding menu item. The following help topics are available:

[Open](#)

[Settings](#)

[Open parent](#)

[Help](#)

[Create another...](#)

[Copy...](#)

[Move...](#)

[Create shadow...](#)

[Delete...](#)

[Print](#)

Window List Menu

The **Window List** can be used to switch to an active program, to tile or cascade open program windows, to show hidden windows, or to close a program.

Point to an empty area on the Desktop.

Click and hold mouse buttons 1 and 2 at the same time.

-OR-

Press Ctrl+ESC key at anytime.

Window List menu commands

[Show](#)

Minimize

[Tile](#)

[Cascade](#)

[Close](#)

Menu Commands

Open parent

Select **Open parent** to display the folder (parent) that contains the subfolder you are currently working with (child).

For example:

1. Open Windows System.
2. Open System Setup.
3. Click mouse button 2 somewhere in the folder.
4. Select Open parent

The Windows System folder will become an active window.

Menu Commands

Create another...

Use **Create another...** to create an object that has default settings and data. If you select **Create another...** from the pop-up menu of an object, a default object is created.

This choice is similar to that of dragging a template from the Templates folder.

Menu Commands

Copy...

Use **Copy...** to make a duplicate of the selected object (including a folder) and its contents.

- To a folder on the Desktop
- To any of your open folders

Menu Commands

Move...

You can move the selected object to a new location in several ways.

- To a folder on the Desktop
- To any of your open folders

Menu Commands

Create shadow...

Use **Create shadow** to create a new object that represents the original of an object and its contents.

This choice differs from **Copy** because the original and the copy do not automatically exchange data, but a shadow does. In effect, a shadow works with its original, while a copy works independently. An action done to a shadow (for example, a name change) occurs in the original as well. The exceptions are move and delete.

The **Create shadow** choice is useful because you can access data-file objects or program objects that are on other physical devices; for example, a second hard disk, without physically moving the data-file or program object to your primary hard disk (where your desktop is located).

Menu Commands

Delete...

Use **Delete** to discard selected objects. Before you delete an object, consider that you might not be able to recover it. If you select **Delete**, a window appears that enables you to specify whether or not you want to receive a confirmation message prior to deleting objects.

If you prefer to suppress these messages, select **Confirming delete messages** help in the System settings notebook inside System Setup folder.

Menu Commands

Window

Use Window to display a pop-up menu of choices you can select to manage the size or location of any window.

The following choices are available:

- **Restore** - to restore window to its original size.
- **Move** - to move window using LEFT, RIGHT, UP and DOWN cursor keys.
- **Size** - to resize window using LEFT, RIGHT, UP and DOWN cursor keys.
- **Minimize** - to minimize window.
- **Maximize** - to maximize window.
- **Hide** - to hide window.

Menu Commands

Open

Use **Open** to open an object (such as program object or folder object) and either start the program or display its contents. Selecting **Open** is the same as double-clicking on the object.

If you select the arrow to the right of **Open**, a pop-up menu appears that enables you to choose the view in which you want to display the object. For example, for a folder you can select **Icon view** or **Details view**. Icon view arranges the objects randomly within the folder. Details view displays the properties of the objects (for example, the date and time created, the full name, and any special attributes).

NOTE: Data-file objects are displayed in an additional view, pre-associated to the [Windows Registration Database](#).

Menu Commands

Close

Use **Close** to remove the selected window

Menu Commands

Print

Use **Print** to print data-file objects that have a printable format supported by an associated application. Some applications will associate printing certain data files. This association is stored in the [Windows Registration Database](#). When you select **Print**, the Workplace Shell will query the Windows Registration Database to see if there is an application associated to print this data file. If there is, the Workplace Shell will automatically load this application and notify it to print the data file. Otherwise, the Workplace Shell will notify you that the data file does not have any application associated to print it.

To view the current data-file extensions registered in your system, you can execute the **REGEDIT.EXE** with the `"/v"` command line parameter. This program is located in your default Windows directory.

Desktop and Folder Object Settings

Each topic provides help on the corresponding tab of the settings page. The following help topics are available:

[View](#)

[Background](#)

[Window](#)

[General](#)

[Lockup](#)

[Desktop](#)

[Credits](#)

System Setup Object Settings

[Confirmation](#)

Program Object Settings

Each topic provides help on the corresponding tab of the settings page. The following help topics are available:

[Program](#)
[Association](#)
[Window](#)
[General](#)

Drive Object Settings

Drive

Data Object Settings

Each topic provides help on the corresponding tab of the settings page. The following help topics are available:

[Type](#)

[File](#)

[Window](#)

[General](#)

Object Settings

Association

Use **Association** to create a special link (an association) between this program object and one or more data-file objects. Then you can open a data-file object and display it in this program object in one step.

At this time, this function uses the [Windows Registration Database](#) to associate data-file objects with program objects.

For example: If a data-file object is create which represents a bitmap file (i.e.C:.BMP), and you double-click the data-file object to edit it. The shell will execute the program which is currently associated with the *.BMP extension (i.e. Paintbrush) and load the bitmap represented by the data-file object (i.e. HONEY.BMP) automatically.

This way you can work in a document-centered environment instead of less obvious program-centered one. Many popular applications for Windows associate their programs with their data-file formats using the Windows Registration Database. And Windows accessories also register associations when Windows is installed. Media Player associates *.WAV, *.MID, *.AVI, and other file types. Paintbrush associates *.BMP and *.PCX files. Notepad associates *.TXT and *.INI files.

Object Settings

Background

Use **Background** page of the Settings notebook to select a color to display in the background of any folder, including the desktop. You can use different colors in different folders at the same time.

Check **Color only** setting if you want your folder to have color (not image) in the background, Checking Color only also disables the radio buttons in the **Image** field.

With the Color only setting unchecked you can specify whether you want your folder to have an image in its background and whether you want that image to be displayed as **Normal, Tiled** or **Scaled**.

Normal image is displayed as is . This setting is normally used to display large images.

Tiled image is displayed repeated in both horizontal and vertical directions as many times as needed to completely cover the background of the folder. This setting is normally used for small images (patterns) that lend themselves well to repetition., for example IBMWALL.BMP bitmap file located in your WorkPlace Shell home directory.

Scaled image dimensions depend on the size of the folder. The image changes its appearance (stretches or compresses) as you change the dimensions of a folder.

Object Settings

Confirmation

Use the **Confirmations** page of System Setup settings notebook to specify if you want a confirmation message displayed each time you perform one of the following actions:

- Delete a folder
- Delete an object

Select the check box next to the confirmation message you want displayed. Deselect the check box next to any confirmation message you do not want displayed.

For a detailed explanation of each field, select from the list below:

[Confirm on folder delete](#)

[Confirm on delete](#)

[Undo](#)

[Default](#)

Credits

Author

Mario De Armas

Help System

Alexander Gutkin

String Resource DLL translated to national languages by:

Ingo Adlung - German
Marcos Dias Alves - Portuguese
Jean-Claude Désinor - French
Esko Koho - Finnish
Daniel Lundh - Swedish
Nico Out - Dutch

Object Settings

Desktop

Use the **Desktop** page of Desktop settings notebook to indicate that subsequent changes to the desktop are not to be saved.

Select **Save Desktop Settings** when you want to have the system restart with the same desktop as when you shut down. While Save Desktop Settings is selected, any changes that you make to the desktop will be saved automatically when you shut down Windows. The system saves the latest changes to the icons, their locations, and the contents of any folder.

The next time you restart Windows, your desktop will look the same as when you shut down the system. Clicking on the **Default** pushbutton unselects Save Desktop Settings.

Deselect Save Desktop Settings when you want your desktop to look the same every time you restart Windows. If you deselect Save Desktop Settings, the system does not save any changes you make to the desktop automatically. Every time you shutdown the system will ask you if you want to save the current desktop state. Also, you can always manually save the desktop by selecting the Save desktop menu item in the Desktop system menu.

Object Settings

File

You can type a description of the object in the Subject field. You can view the name of the file object and its path and file name.

For a detailed explanation of each field, select from the list below:

[Subject](#)

[Path and Name](#)

[Undo](#)

Object Settings

General

You can change the name of the selected object by typing a new name in the **Title** field. You can change the picture that represents this object by using the **Create another**, **Edit**, or **Find** push buttons. Or you can change the icon by dragging and dropping the icon of another object onto the icon in the **Current icon** field of this page.

For a detailed explanation of each field, select from the list below:

[Title](#)

[Current icon](#)

[Create another](#)

[Edit](#)

[Find](#)

[Undo](#)

[Default](#)

Object Settings

Lockup

Use **Lockup** page of Desktop settings notebook to specify if you want the keyboard and mouse to lock automatically, and you can change the time limit for the **Automatic lockup** choice.

In this release **Automatic lockup** will take effect if the system is already configured to use the [screen saver](#). To enable the screen saver you can use Windows [Control Panel](#), Desktop applet. Otherwise this setting will not have effect.

For a detailed explanation of each field, select from the list below:

[Timeout](#)
[Undo](#)
[Default](#)

Object Settings

Program

Use **Program** page to specify a working directory for the selected object. When you do this, you control how the program starts each time you open the program object.

Specifying this information is optional. Refer to the information that came with the program to learn if a working directory is required or what parameters you can use.

For example, if you use an editor, the program might enable you to define a parameter through which the editor will always start with a NOTABS option.

NOTE: Don't be surprised if the program object icon suddenly changes after selecting a new program through the **Find...** file dialog. This done as a convenience so that you don't have to fill-in a lot of information.

For a detailed explanation of each field, select from the list below:

[Path and file name](#)

[Parameters](#)

[Working directory](#)

[Undo](#)

Object Settings

Type

This page is supposed to display a text description of the type of data-file currently specified in the File page. This type description is queried from the [Windows Registration Database](#) used to associate data-file extensions with programs. These programs are executed automatically by the Workplace Shell when data-files need to be edited and/or viewed.

To view the current data-file extensions registered in your system, you can execute the `REGEDIT.EXE` with the `/v` command line parameter. This program is located in your default Windows directory.

Object Settings

View

Use this window to select how icons and their text are displayed.

Use the Format field to select the positioning of icons on the desktop or in the open folder window.

Use the Icon display field to select the size of the icons, or to make them invisible.

Use the Icon text field to select the font, color, and background for the text that appears below or beside an icon. You can also choose to display the icons with or without text.

For a detailed explanation of each field, select from the list below:

[Format](#)
[Icon display](#)
[Icon text](#)
[Undo](#)
[Default](#)

Object Settings

Window

System objects, such as folders, have a hide button, which you can change to minimize button. If you choose Minimized button you can also select a radio button in the Minimized button behavior section so you can hide a window or minimize window to either the desktop or the [Minimized Window Viewer](#).

Show

Use **Show** to activate and restore (if minimized) the window(s) currently selected in the Window List. If multiple windows are selected and the right mouse button was pressed on one of the selected windows, the command will be executed on all selected windows. If the right mouse button was pressed on a non-selected window, then the command will only be execute on that window.

Tile

Use **Tile** to resize and arrange the selected window(s) side by side on the desktop. If multiple windows are selected and the right mouse button was pressed on one of the selected windows, the command will be executed on all selected windows. If the right mouse button was pressed on a non-selected window, then the command will only be execute on that window.

Cascade

Use **Cascade** to resize and layer the selected window(s) so that each title bar is visible on the desktop. If multiple windows are selected and the right mouse button was pressed on one of the selected windows, the command will be executed on all selected windows. If the right mouse button was pressed on a non-selected window, then the command will only be execute on that window.

background

Usually refers to an image or pattern displayed in the background of a window

check box

A check box represents an option that you can enable or disable. When the option is enabled, an X appears in the box.

color scheme

A combination of complementary colors for various window elements.

CONFIG.SYS

A DOS system file, located in the root directory of a boot drive, used for managing DOS configuration, loading DOS device drivers etc.



Control Panel

A program included with Windows that is used for managing various settings, devices and resources related to Windows. Control Panel is usually located in the Main folder.

Default button

Select **Default** to change the settings to those that were active when you made changes to the system. There are some fields in some object's settings notebooks that will not be affected by the **Default** pushbutton.



desktop

A folder that fills the entire screen and holds all of the objects that enable you to interact with and perform operations on the system.

FAT

Abbreviation of **F**ile **A**llocation **T**able, which is a type of file system used by PC DOS and MS Windows 3.1.

A FAT file-system name can have up to 12 characters, composed of an 8-character name, a period, and a 3-character extension. A file-name extension is not necessary for successful naming of a file.



folder

A folder is an object that contains other objects. It can be viewed as an extension of a **group** concept in Program Manager. Use folders to organize your work.

icon

A graphical representation of a WorkPlace Shell object: program, datafile ,drive etc. You can start an application by double-clicking on its icon in a folder. Or , if the application is already running and is minimized, you can double-click on its icon to restore the application window.

.INI files

The files with the .INI extension usually store system options, such as application defaults, display options, paths to the default directories etc. Workplace Shell for Windows uses and modifies WIN.INI, SYSTEM.INI and WPSHELL.INI files located in the Windows directory to store its settings.

Minimized Window Viewer

A folder that contains icons of minimized windows. The Workplace Shells setup program usually puts the Minimized Window Viewer on the desktop.

screen saver

A special program that kicks in after a specified period of inactivity (timeout). In the past screen savers were used to prevent computer displays from burnout. Now screen savers often display funny animation, cartoon characters etc.

shadow

Shredder

Use Shredder to permanently delete an object:

1. Point to the object.
2. Press and hold right mouse button.
3. Drag object to the Shredder.
4. Release mouse button.

Startup folder

An attribute of a folder such, that all the objects in the startup folder start as soon as WorkPlace Shell is started. In WorkPlace Shell any several folders can be designated as Startup folders.

Undo button

Select **Undo** to change the settings to those that were active before the window was displayed.

wallpaper

A picture or pattern stored as a bitmap file and used as a background of a Desktop or folder object.

Windows Registration database

A collection of data related to the associations of the data-files.

Title

The **Title** field displays the name of the selected object. This name is displayed with the icon. Type in this field to change the title.

Your new title can be displayed on one or more lines below the icon. Press the **Enter** key as you type a new title to indicate the start of a new line. You can use any characters, including spaces, except the backslash. You also can change the name of the object by typing a new name below the icon. To learn how to do this, select the topic below. ???

If you select **Default**, the title is removed and replaced with the name of the object type, for example, **Folder**, **Program**, or **Data File**.

Current icon

The **Current icon** field shows which picture [icon](#) is being displayed with this object. You can use the push buttons to the right of this field to change the current icon or select a different one. Or you can change the icon by dragging and dropping the icon of another object onto the icon in the **Current icon** field.

Initially the icon is determined by the operating system or a program.

UNDER CONSTRUCTION

This feature is not implemented yet. Please be patient.

Find icon

Select **Find** to locate files that contain other icons. You can use one of those icons to replace the icon in this field.

Timeout

You can specify the timeout value if you want the keyboard and mouse to lock automatically, and you can change the time limit for the Automatic lockup choice.

No automatic lockup radio button is used to indicate that you, not the computer, will control when your keyboard and mouse will be locked.

Automatic lockup radio button is used to have the system automatically lock your keyboard and mouse if you have not used them for the time specified in the Timeout field. If you want to lock up your system before the time specified in the timeout field, select **Lockup now** from the Desktop pop-up menu.

Use the arrows to the right of **Timeout** entry field to specify the amount of time you want to elapse before your system automatically locks the keyboard and mouse. You can specify a time limit from 1 to 99 minutes.

Subject

Type a brief summary about the contents of the selected object in the **Subject** field. You can type as many as 40 characters.

For example, assume you use a word processor to create several data-file objects that contain summaries of business meetings. You can type the words `business meetings` in the `Subject` field for each of those objects.

The information you type becomes part of the properties for the object. Later, a program might use this information. For example, a word processor might categorize files according to the information in the `Subject` field.

This field is optional.

Path and Name

The **physical name** fields shows where the selected object is located. The **path and file name** of the selected object are shown in the **???** For example, assume you have an editor named ABC which is started from the program file named ABC.EXE. It is in a folder you created and named EDITOR. When you first select the **File** tab, the physical name fields contain the following:

Path: \OS2\EDITOR Name: ABC.EXE

If you use the **Find...** file dialog, upon selecting a valid file name, it will fill in these fields for you.

AUTOEXEC.BAT

A DOS batch file, located in the root directory of a boot drive and executed after DOS is started.

Drive

Use the **Drive page** of a drive object to change the drive letter being used for that object. If the drive object is currently open or any of its subdirectories, then the selection listbox will be grayed out. All subdirectories from that drive object must be closed in order for the user to change the current drive in use by the object.

When a new drive is selected, the object's icon and title text will change automatically to reflect the new drive chosen.

The drives listbox will list all logical drives currently available in the system. This includes floppy disks, hard disks, CD-ROM drives, network drives, and RAM disks.

Path and file name

The **Path and file name** field indicates the location of the program object. If this program object was created from a template, the field is empty. If the information is not correct or the field is empty, type the correct path and file name, for example:

C:\EDITOR\ABC.EXE

Note: Don't be surprised if the program object icon suddenly changes after selecting a new program through the **Find...** file dialog. This done as a convenience so that you don't have to fill-in a lot of information.

Parameters

Type any parameters that the selected program object needs to start or that you want the program object to use when it is opened.

Not all program objects need parameters when they are opened. The documentation for the program should tell you if the program object needs any parameters and how to use them.

Working directory

Specifying a path to the working directory is optional unless you are directed to do so in the documentation that came with the program.

Type a path to the working directory if you want to store files created with this program in a directory different from the one in which the program object resides. The path consists of all directories that must be opened to get to the working directory.

For example, assume you have an editor ABC in the EDIT directory on drive C. When you use ABC, you save your created data files in the DOCUMENT subdirectory. Each time the operating system starts ABC from the program object, the working directory is the EDIT directory.

Therefore, every time you want to work with one of your files, you have to type the path to the DOCUMENT subdirectory.

Instead, you can type the path to the DOCUMENT subdirectory in the **Working directory** field. Then each time you open the program object for the editor, the operating system changes the working directory from the EDIT directory to the DOCUMENT subdirectory, where your data files are stored.

Using the previous example, you would type the following in the Working directory field:

```
C:\EDIT\DOCUMENT
```

If the path in the Working directory field is not valid, you might receive a warning message from the operating system when you try to open the program object. To recover from that error, return to this notebook page and either correct or delete the path in the Working directory field.

Confirm on folder delete

Select **Confirm on folder delete** to have a confirmation message displayed each time you delete a folder.

Confirm on delete

Select **Confirm on delete** to have a confirmation message displayed each time you delete an object.

Icon Format

Use this field to select the positioning of icons on the desktop or in the open folder window. Select **Flowed** if you want the icons arranged in columns across the screen. Select **Non-flowed** if you want the icons arranged in a column from the top to the bottom of the screen. Select **Non-grid** if you want the icons displayed without columns. This is the default setting.

If you drag an icon to a new position on the desktop and you have selected **Flowed** or **Non-flowed**, a line is displayed. This line points to the location in the column where the icon will be placed. The line moves with your icon as you drag it.

Icon display

Use this field to select the size of the icons or to make them invisible. Select **Normal size** if you want the icons displayed as the default size. Select **Small size** if you want the icons displayed smaller than the default size. Select **Invisible** if you do not want the icons displayed on the screen.

Icon text

Use this field to change the text that appears below or beside an icon. Select **Change font** to display the Edit Font dialog that enables you to specify the font of the icon text.

The font you select is immediately shown in the sample text box.

I. License

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Keys Help

System Keys

to switch among open objects, display the Window List, display the pop-up menu, shut down Windows etc.

Window Keys

to move around in a window, or to size, minimize, hide , maximize or restore a window.

Object Keys

to select, move, size or delete an object; display its pop-up menu; or get help for it.

Selection Keys

to select one or more objects.

System Keys

Alt+Esc

Switch to the next open window, or icon that is minimized on the desktop or viewer.

Ctrl+Esc

Display the **Window List** or whatever task manager is currently installed.

Alt+Tab

Switch between currently open windows.

Window Keys

Page Down

Scroll the contents of the window down. In icon view and details view, page down scrolls the contents by one row of icons at a time.

Page Up

Scroll the contents of the window up. In icon view and details view, page up scrolls the contents by one row of icons at a time.

Arrow keys

Move the cursor left, right, up, or down to the next choice.

Enter

Perform the default action that applies to the currently selected object(s). For example, pressing **Enter** on a program object will start the program. On a folder, it will open the default view.

Alt+Enter

Opens the **Settings** notebook of the currently selected object(s).

Ctrl+S

Select all items.

Ctrl+D

Deselect all items.

F1

Opens the "General help" for the currently active folder.

Object Keys

Ctrl+Mouse Button 2

Copy an object.

Ctrl+Shift+Mouse Button 2

Create a shadow of an object.

Delete

Remove the selected object(s).

F1

Opens the "General help" for the currently active folder.

Selection Keys

Ctrl+S

Select all items.

Ctrl+D

Deselect all items

