

SideBar Lite

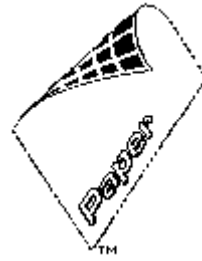
intensely simple

high performance
windows shell

**THE VERSION OF SIDEBAR LITE INCLUDED WITH THIS DOCUMENT IS FOR
EVALUATION PURPOSES ONLY. ANY OTHER USE REQUIRES THE PURCHASE OF
A LICENSE.**

SideBar Lite was created by Mike McCue

Lite Write was written by Leonard Giannotti
Mike McCue



"TRULY COOL SYSTEM MANAGEMENT"

- Computer Currents 11/91

"FUNCTIONAL SIMPLICITY FOR WINDOWS"

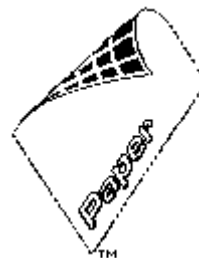
- Byte 12/91

"SIDEBAR HAS A SPARE ELEGANCE AND PURITY
THAT WILL APPEAL TO MANY WINDOWS USERS"

- PC Magazine 1/28/92

"FOUR STARS!"

- Associated Press



The information in this document is subject to change without notice and does not represent a commitment on the part of Paper Software, Inc. The software described in this document is furnished for EVALUATION PURPOSES only. Any other use requires the purchase of a license.

(c) Copyright 1992 Paper Software, Inc. All rights reserved. Version date: February 11th, 1992

Paper Software, the Paper Software logo, SideBar, and SideBar Lite are trademarks of Paper Software, Inc.

Microsoft is a registered trademark and Windows is a trademark of Microsoft Corporation.

If you have comments about SideBar, SideBar Lite or Lite Write, write or call us:

Paper Software, Inc.
Route 467 New Paltz, NY 12561
914-255-0056



SideBar Lite is dedicated to artists everywhere.

The following individuals made SideBar Lite intensely simple:

Mike Weber, Mario Mercado, Bob Crofton, Diana Campanella, Kristine Farrell, Erica Swerdlow, Craig Miller, Joyce Klein, Karl Stantial, the cool individuals of Rainbow Diskette Services, the folks at Computer Metropolis, Igor the Boston cab driver, and Lao Tsu.

Thanks also to our beta testers who kept reality distortion to a minimum.



once the whole is divided
the parts need names

wise is the one
who embraces
the whole

lao tsu
tao te ching

Preface

Thank you

We at Paper would like to thank you for your interest in SideBar Lite, the intensely simple, high performance shell for Microsoft Windows. SideBar Lite represents the first step toward our goal of simplifying technology for the individual. We sincerely hope that our product inspires you while enhancing your graphical computing experience.

Intensely simple

When we were branded as minimalists on the front page of the Wall Street Journal last November, we had to agree. You see, we believe a Windows shell should provide only the most important features in the most practical way. That's why SideBar Lite is intensely simple. Intense because of what it offers. Simple because of how it's offered.

SideBar Lite's sleek iconbar design makes it the fastest and most practical way to organize the Windows desktop and open your applications. Its optimized memory usage and small footprint allow it to be kept constantly available on the side of the screen, without getting in the way or slowing down system performance. In fact, since SideBar Lite is the first closeable Windows shell, it can be closed so that **100% of your system's resources are dedicated to the task at hand.**

SideBar Lite's real value comes from balance. We spent many long nights deciding what features to include and what features to throw out. What we came up with is, we believe, the best possible combination of features for a Windows shell. We are confident you'll agree with the balance we chose. However if you have suggestions for improvement, please contact us. We love to incorporate customer ideas in future products.

SideBar vs. SideBar Lite

SideBar 1.0 was released as a commercial product on October 3rd, 1991. Since then it has received rave reviews from our customers and the press. SideBar Lite is our special shareware release of the commercial product. It is not "crippleware". SideBar Lite is a fully functional Windows shell sans file management.

If you like SideBar Lite, you'll absolutely flip over the commercial release of SideBar. It provides comprehensive, high performance directory and file management via drag and drop or the command line. Also included is a floating application menu which pops up when right clicking on the Windows desktop. Best of all, these potent extras are packed into a **single 200K SIDEBAR.EXE** file you copy to your hard drive and run.

Ordering SideBar or SideBar Lite

THE VERSION OF SIDEBAR LITE INCLUDED WITH THIS DOCUMENTATION IS FOR EVALUATION PURPOSES ONLY. ANY OTHER USE REQUIRES THE PURCHASE OF A LICENSE.

For a limited time only, you could own the full scale commercial release of SideBar for only **\$39.99**. This price includes our famous album cover packaging with a jump start card, the latest version of SideBar, and the award winning SideBar Notebook.

If you like SideBar Lite and would like to use it, you can purchase the latest version for **\$29.99**. This price includes a 3.5" or 5.25" diskette with a cool little manual.

Both products include free upgrades to the next version along with incredible, unlimited, free customer support. In fact, you can even call our customer support hotline and ask our technicians to take you on a tour of the product over the phone so you don't miss a single feature. Both products also come with a 60 day money back guarantee.

To order either SideBar or SideBar Lite, call us at **1-800-551-5187**. We accept MasterCard, Visa, COD, personal checks, and most purchase orders. If you have any questions or would like to receive a brochure you can reach us at **1-914-255-0056**. You can also fax us at **1-914-255-7572**.

By the way, SideBar can also be ordered from Egghead Discount Software by calling **1-800-EGG-HEAD**.

Be a part of the dream

When it comes right down to it, Paper Software exists to make great products, not necessarily great profits. This is evident in our packaging and the way we conduct business. Our dream is to make technology as simple and as practical as a sheet of paper. In order to pursue this dream we at least need to cover our expenses so that we can continue to bring intensely simple software to the masses. So please, invest in the dream and pay for SideBar Lite if you like it.

Do not use SideBar Lite without paying for it. We decided to eliminate "nag screens" so that it would be easier for you to evaluate the software, not so it would be easier to keep SideBar Lite without paying for it. Our developers, writers, artists, and packaging folks put in a massive amount of work on this project. When you pay for either SideBar or SideBar Lite, these people breathe easier because they can pay their bills. More importantly, they also become anxious to turn out new products you'll love.

Come visit us at Comdex!

While supplies last, we will be sending free passes with each order to the Spring Comdex show in Chicago (April 6th-9th). This way if you happen to be in the area and would like to talk to some real down to Earth software folks, you can stop by our booth. We will be showing off SideBar 2.0 (Norton Desktop beware!) and Prescient 1.0 (Macintosh users will be jealous!). We love talking to our loyal customers, so please do visit.

Paper and the environment

The individuals who comprise Paper (based in the heart of New York's Catskill mountains) have a perpetual love affair with the planet Earth. For example, instead of packaging SideBar in a bulky box, we decided to use an album cover which consists of far less cardboard and ships in a recycled envelope instead of yet another bulky box stuffed with toxic styrofoam shells. The distributors didn't appreciate this very much (they sell packaging, not software), but we're sure there are some trees that did.

The SideBar Notebook was also designed with the environment in mind. We used a more intuitive graphical layout with labeled pictures instead of trying to explain visual information using text. This format allows you to make an immediate correlation between what you are seeing on the screen and what you are reading about. It also reduces the amount of paper needed for the document by one third.

Combined, these steps save tons of paper annually. Of course all of our printing is done on recycled paper using a soy based (non-petroleum) ink.

Things you should know

This document assumes a working knowledge of Microsoft Windows. Windows terms

such as the desktop, drag and drop, selecting, etc. are used often. If you are comfortable with these terms you can proceed with confidence. If not, you will find the "Basic Skills" chapter of the Microsoft Windows User's Guide helpful.

Feeling *mouseless*?

SideBar Lite provides exceptional keyboard support. However, in order to eliminate the confusion and clutter caused by documenting two sets of procedures for both mouse and keyboard, this manual assumes that you use a mouse or some other pointing device with Windows. Be sure to read "SideBar Lite and the keyboard" if you are using the keyboard exclusively.

Contents

Preface

- Thank you
- Intensely simple
- SideBar vs. SideBar Lite
- Ordering SideBar or SideBar Lite
- Be a part of the dream
- Visit us at Comdex!
- Paper and the environment
- Things you should know
- If you don't use a mouse

Overview

- The SideBar Lite concept
- The anatomy of SideBar Lite
- Organizing your Windows desktop
- Organizing and opening your applications
- Boosting Windows performance

Installing and Opening SideBar Lite

- Requirements
- Installing SideBar Lite on your hard drive
- Opening SideBar Lite

SideBar Lite Notes

- The anatomy of SideBar Lite
- The Main menu
- The View menu
- The Iconbar menu
- The Applications menu
- The Work With panel
- Placing objects on SideBar Lite
- Removing objects from SideBar Lite
- Changing the description of objects on SideBar Lite
- The Preferences panel
- The command line
- SideBar Lite and the mouse
- SideBar Lite and the keyboard

Key Terms

SideBar Lite technical appendix



shape clay into a vessel
it is the emptiness
that makes it useful

so we are helped by
what is not
to use
what is

lao tsu
tao te ching

Overview

The SideBar Lite Concept

SideBar Lite is a high performance shell for Microsoft Windows. SideBar Lite's sleek iconbar design makes it the fastest and most practical way to organize the Windows desktop and open your applications. SideBar's optimized memory usage and small footprint allow it to be kept constantly available on the side of the screen, without getting in the way or slowing down system performance. In fact you can even boost Windows performance by closing SideBar Lite when it is the shell.

The anatomy of SideBar Lite

SideBar Lite consists of a main menu, six arrange buttons, a DOS compatible command line, and two types of views which contain objects that can be opened or worked with. The SideBar view can contain active tasks (applications which are currently running) and disk drives. It can also contain any directories and files you place on SideBar Lite for quick access. From the SideBar view you can switch between active tasks, open directories and files, or switch to a disk view. Disk views contain the directories and files for a given disk. From the disk view you can navigate through directories and open files.

Organizing your Windows desktop

SideBar Lite makes it easy to organize your Windows desktop. You can tile, size, optimize, minimize, or hide windows quickly by pressing one of the six arrange buttons on the top of SideBar Lite. You can also turn on the **Include Active Tasks** option in the Iconbar menu to move all of the icons from the bottom of the screen onto SideBar Lite. This effectively eliminates window and icon clutter and makes it easier to access your active tasks.

Organizing and opening your applications

Two features make SideBar Lite excellent for organizing and opening your applications:

The Applications menu

The Applications menu lets you open the programs and files in your Program Manager groups quickly. To access this menu you select it from the SideBar Lite Main menu.

Placing applications on SideBar Lite

Applications, associated files, and even directories can be placed on SideBar Lite for quick reference. After you have placed an object on SideBar Lite it can be opened by double clicking on it.

Boosting Windows performance

By turning on the **Start as Windows shell** and **Replace Task Manager** preferences, you can dedicate all system resources to a specific application by closing SideBar Lite and running Windows without a shell. When you want to open another application, double clicking on the Windows desktop or pressing Ctrl-Esc will open SideBar Lite again.

Installing and Opening SideBar Lite

Requirements

SideBar Lite requires the same hardware and software as Microsoft Windows with two exceptions:

- You must have at least 1MB of RAM (SideBar Lite will not run in real mode)
- Your display must support a resolution higher than CGA (i.e. EGA, VGA, XGA, etc.)

A mouse is helpful when using SideBar Lite, but not required. Be sure to read "SideBar Lite and the Keyboard" if you do not use a mouse with Windows.

Installing SideBar Lite on your hard drive

SideBar Lite includes the following files:

- | | |
|-------------|--------------------------------|
| SIDEBAR.EXE | -The SideBar Lite program file |
| SBLITE.WRI | -The SideBar Lite user guide |

To install SideBar Lite on your hard drive simply create a SBLITE directory and copy the above files into it.

Opening SideBar Lite

After installing SideBar Lite it can be opened the same way you open any other Windows application. This includes double clicking on SIDEBAR.EXE in the File Manager or placing SIDEBAR.EXE in a Program Manager group.

The first time you open SideBar Lite it displays the Preferences panel so that you can select your preferences and enter the directory SideBar Lite is installed in (i.e. C:\SBLITE).

SideBar Lite notes

SideBar Lite consists of the following components:

- System box
- Title bar
- Arrange buttons
- Command line
- View titles
- SideBar view
- Disk view

System box

Clicking on the system box will display the SideBar Lite Main menu.

Title bar

You can move SideBar Lite around the screen by dragging the title bar. Double clicking on the title bar will put SideBar Lite back on the side of the screen.

Arrange buttons

(functions are listed left to right, top row first)

Button 1 cascades windows.

Button 2 tiles windows side by side.

Button 3 tiles windows vertically.

Button 4 sizes windows, accommodating the icon row at the bottom of the screen.

Button 5 sizes windows, accommodating SideBar Lite on the side of the screen.

Button 6 minimizes all windows and arranges their icons at the bottom of the screen. If the **Include Active Tasks** option is on, SideBar Lite hides all windows instead of minimizing them.

Command line

You can enter standard DOS commands here. Note that pressing the F2 key will immediately place the cursor on the command line. Read "The command line" section in this document for examples of valid commands.

View titles

View titles are located between the command line and the first view. If two views are open a second view title will appear in between the views. Views can be opened, closed, or sized by dragging the view titles with the mouse. Double clicking on a view title will switch between top/bottom and left/right view layouts. Right double clicking on a view title will switch between single and left/right view layouts.

SideBar view

The SideBar view contains active tasks (applications which are currently running), disk drives, and directories or files you place on SideBar Lite for quick access. Using the SideBar view you can:

- Switch to an active task by double clicking on it.
- View the contents of a directory or open a file you have placed on SideBar Lite by double clicking on it.
- Work with objects you select (i.e. by removing from SideBar Lite, changing description, etc.)
- Open a disk view by double clicking on a disk drive.

Disk view

The disk view contains the directories and files for a specific disk. Using the disk view you can:

- Open files or directories by double clicking on them.

- Open the SideBar view by double clicking on the words "SideBar view"

The Main menu

To access the SideBar Lite Main menu, click once on the SideBar Lite system box or press Alt+Space.

View

The View menu controls how objects are presented in the current view (the view currently containing a cursor). Using it you can:

- Sort objects
- Change the appearance of objects
- Refresh the current view

Iconbar

The Iconbar menu controls the appearance and properties of SideBar Lite itself. Using it you can:

- Select a layout for SideBar Lite's views
- Select SideBar Lite's font
- Select the side of the screen SideBar Lite appears on
- Include active tasks in the SideBar view
- Keep SideBar Lite on top of all other windows on the screen

Applications

This menu corresponds to your program manager groups. Clicking on a selection opens a submenu or launches the application.

Work With

The Work With panel allows you to perform the following actions on the objects you have selected in a view:

- Place on SideBar
- Remove from SideBar
- Change description of an object you have placed on SideBar

Preferences

The Preferences panel allows you to customize SideBar Lite. This includes making SideBar Lite the Windows shell, replacing the Windows task manager with SideBar Lite, selecting confirmation preferences, and customizing the SideBar Lite fonts.

About SideBar Lite...

The About SideBar Lite displays information regarding SideBar Lite, SideBar 1.0, and our company.

Close

This closes SideBar Lite.

Shutdown

This will close SideBar Lite and end your Windows session.

The View menu

The View menu controls how objects are presented in the current view (the view containing a cursor). Using it you can:

- Sort objects
- Change the appearance of objects
- Refresh the current view

Select one of these four items to sort the objects in the current view. Note that you can only sort objects in a disk view.

By Description

- Sorts objects alphabetically

By Type

- Sorts objects by file extension

By Date

- Sorts objects by date

By Size

- Sorts objects by size

Select one of these three items to change the appearance of objects in the current view.

As Icons

- Displays the SideBar view icons

As Descriptions

- Displays the current view as descriptions

As Details

- Displays a disk view with all file attributes

Refresh

This item lets you manually refresh the contents of the current view. Normally this is not necessary because SideBar Lite will automatically perform a refresh after you use the Work With panel. This ensures that all open views remain accurate. There are, however, two cases in which you might want to refresh manually:

- The **Refresh views after working with objects** preference has been turned off.
- You are returning to SideBar Lite after using another application which has changed the contents of the current view.

The Iconbar menu

The Iconbar menu controls the appearance and properties of SideBar Lite itself. Using it you can:

- Select a layout for SideBar Lite's views
- Select SideBar Lite's font
- Select the side of the screen SideBar Lite appears on
- Include active tasks in the SideBar view
- Keep SideBar Lite on top of all other windows on the screen

Views

There are three possible view layouts available in SideBar Lite:

- **Single View** Displays a single SideBar Lite or disk view.
- **Top/Bottom Views** Displays two views, one above the other. The view titles can be dragged to size or close either view.
- **Left/Right Views** Displays two views side by side.

* Note that double clicking on the view titles will switch between the top/bottom and left/right view layouts.

Fonts

SideBar Lite will use the font you select here while displaying the command line and views. To customize these fonts, use the Preferences panel.

Left/Right Side of Screen

Select one of these two items to place SideBar Lite on the left or right side of the screen.

Include Active Tasks

This option controls whether or not SideBar Lite lists all currently running applications in the SideBar view. Turning this option on eliminates the clutter caused by icons at the bottom of the screen by organizing them neatly in the SideBar view.

* Note that most windows applications will function normally when the **Include Active Tasks** option has been turned on. However, applications which do not conform to windows standards may become unstable. If you notice a particular application experiences problems when switching to or from it, turn off the **Include Active Tasks** option before opening the problem application.

Keep on Top

Select this option if you want SideBar Lite to continuously float to the top of all other windows on the screen. This can be helpful when you need SideBar Lite visible at all times.

Show Status Bar

Select this option to display a status bar at the bottom of SideBar Lite.

The Applications menu

The Applications menu lets you open your applications quickly. Simply click on a menu item to open a submenu or launch an application.

SideBar Lite Lite allows up to twenty submenus in the Applications menu. To refresh the menu, choose **Refresh menu...** from the Applications menu.

The Work With panel

The Work With panel can be opened four ways:

- Dragging and dropping selected objects with the right mouse button
- Selecting **Work With...** on the SideBar Lite Main menu
- Pressing F4
- Right double clicking on either the SideBar view or disk view

The source field allows you to indicate the objects you are working with. If you have any objects selected when you display the Work With panel, this field is set to "Selection". However at any time you may change the contents of this field by typing in a DOS pathname.

The action list lets you select the way you would like to work with the objects you have indicated in the source field. If you display the Work With panel by dragging and dropping selected objects the action is automatically selected for you.

The destination field appears when an action that requires a destination is selected. If you display the Work With panel by dragging and dropping selected objects this field is automatically filled in for you.

Placing an object on SideBar Lite

You can use the Work With panel to place a file or directory on SideBar Lite for quick reference. There are two ways to do this:

1. Dragging and dropping the selected object from the source view to the SideBar view by holding down the right mouse button
2. Selecting the object you want to place on SideBar Lite and then pressing F4 to display the Work With panel

- Open a disk view containing the object you want to place.

- Select the object.

Dragging and dropping

- Hold down the right mouse button to drag the selected object from the source view and drop it (by releasing the mouse button) on the SideBar view. The Work With panel is then displayed with its fields automatically filled in.

Pressing F4

- Enter the pathname of the file you want to place on SideBar Lite in the source field. Wildcards are not allowed. If you want to place an object selected in the current view, leave the key word "Selection" in this field.

- Select the **Placing on SideBar Lite** action.

Placing the object

- Enter the description you want this object to have in the destination field.

- Once all of the fields on the Work With panel are set correctly, press the Go button to place the object on SideBar Lite.

Removing an object from SideBar Lite

You can use the Work With panel to remove a file or directory you have placed on SideBar Lite or close an active task. There are two ways to do this:

1. Dragging and dropping the selected object from the SideBar view to the Windows desktop by holding down the right mouse button
2. Selecting the object you want to remove and then pressing F4 to display the Work With panel

Dragging and dropping

- If you want to remove an object by dragging and dropping, select the object on the SideBar view that you want to remove.
- Hold down the right mouse button to drag the selected object from the SideBar view and drop it (by releasing the mouse button) on the desktop. The Work With panel is then displayed with its field automatically filled in.

Pressing F4

- The source field should always indicate "Selection".
- Select the **Removing from SideBar Lite** action .

Removing the object

- Once all of the fields on the Work With panel are set correctly, press the Go button to remove the object.

Changing the description of an object on SideBar Lite

You can use the Work With panel to change the description of a file or directory you have placed on SideBar Lite. This can be done by selecting the object you want to change the description of and pressing F4 to display the Work With panel

- The source field should always indicate "Selection".
- Select the **Changing Description on SideBar Lite** action.
- Enter the new description for the selected object in the destination field.
- Once all of the fields on the Work With panel are set correctly, press the Go button to change the object's description.

The Preferences panel

The Preferences panel allows you to customize SideBar Lite. This includes making SideBar Lite the Windows shell, replacing the Windows task manager with SideBar Lite, selecting confirmation preferences, and customizing the SideBar Lite fonts.

SideBar Lite Directory:

The name of the directory SideBar Lite is located is indicated in the top field.

Replace Task Manager

SideBar Lite can function as a complete replacement for the Microsoft Windows task manager. If you turn this preference on, SideBar Lite can be opened by double clicking on the Windows desktop or by pressing Ctrl+Esc.

Start as Windows shell

SideBar Lite uses less memory and is more flexible than the Microsoft Windows Program Manager. Because of this you might want to make SideBar Lite your Windows shell. Once you do this SideBar Lite will function as your Windows shell in much the same way Program Manager does, with one exception: you can close SideBar Lite without terminating your Windows session. This allows your other applications to use the memory that SideBar Lite was using. Note that if you do this, you should also replace the Windows Task Manager with SideBar Lite so that you can open SideBar Lite again by double clicking on the Windows desktop or by pressing Ctrl+Esc.

Minimize upon opening object

If you want SideBar Lite to minimize itself whenever you open or switch to an application, select this preference.

Confirm when closing SideBar Lite

Confirm when shutting down system

Select either of these preferences to control confirmation prompting.

Font selection

The fields at the bottom of the Preferences panel are used to customize the SideBar Lite fonts. The three fields to the left allow you to enter the name of your new font. The remaining fields are drop down boxes containing the possible type faces, point sizes, and styles.

Cancel

If you don't want to save the changes you have made, press the Cancel button.

Save

Press the Save button to save any changes you have made.

The command line

The command line can be used to enter several DOS commands. Below are some examples of how the command line can be used in SideBar Lite.

Note that in the commercial version of SideBar COPY, MOVE, DEL, and RENAME are supported. When one of these commands is entered the Work With panel is automatically displayed with its fields set according to the command you entered.

c:>md newdir

Creates a new directory (newdir) in the current view's directory.

c:> rd newdir

Removes a directory (newdir) from the current view's directory.

c:> cd\excel

Changes the current view's directory to "excel".

c:> dir *.xls

Fills the current view with all files matching "*.xls".

c:> *.xls

Also fills the current view with all files matching "*.xls".

c:> format a:

Formats a diskette in the A: drive using the DOS format command.

c:> edlin readme.txt

Opens the DOS Edlin editor with the "readme.txt" loaded.

c:> readme.txt

Opens the file "readme.txt" by checking for the association for "txt" files and then opening that program.

c:> notepad

Opens Notepad.

c:> notepad readme.txt

Opens Notepad with the "readme.txt" file loaded.

c:> command

Opens a DOS session.

SideBar Lite and the mouse

Most of SideBar Lite's features can be accessed with the mouse.

Clicking on the system box displays the Main menu.
Double clicking on the system box closes SideBar Lite.

You can move SideBar Lite by dragging the title bar.
Double clicking on the title bar will return SideBar Lite to its usual place on the side of the screen.

You can open a second view by dragging the view title down.
(the view title is located between the command line and the SideBar view)
Double clicking on the view title will switch between left/right and top/bottom view layouts.
Right double clicking on the view title will switch between single and left/right view layouts.

Clicking on an object selects it.
Dragging selects multiple objects.
Double clicking on an object opens it.

Dragging the second view title (located between two top and bottom views) resizes the views.
Dragging it all the way to the top or bottom of SideBar Lite closes the top or bottom view.
Double clicking on the second view title will switch between left/right and top/bottom view layouts.
Right double clicking on the second view title will switch between single and left/right view layouts.

Dragging and dropping a selection with the right mouse button from a disk view to the SideBar view places the selection on SideBar Lite.

Dragging and dropping a selection with the right mouse button from the SideBar view to the desktop removes the selection from SideBar Lite.

Right double clicking on either the SideBar view or disk view will display the Work With panel.

SideBar Lite and the keyboard

In addition to supporting the mouse, SideBar Lite provides exceptional keyboard support.

Alt+Space displays the Main menu.

Alt+F4 closes SideBar Lite

F12 closes Windows

Shift+F1 cascades windows.

Shift+F2 tiles windows side by side.

Shift+F3 tiles windows vertically.

Ctrl+F1 sizes windows, accommodating the icon row at the bottom of the screen.

Ctrl+F2 sizes windows, accommodating SideBar Lite on the side of the screen.

Ctrl+F3 minimizes all windows and arranges their icons at the bottom of the screen. If the **Include Active Tasks** option is on, SideBar Lite hides all windows instead of minimizing them.

F1 displays the About SideBar Lite panel.

F2 places a cursor on the command line.

Use the arrow keys to select an object.

Use the Shift+arrow keys to select multiple objects.

Press the Enter key on an object to open it.

* Note that if you do not have a mouse, you must use the Enter key in place of double clicking.

F4 displays the Work With panel.

F5 refreshes the current view.

F6 switches to a single view.

Shift+F6 switches to a top/bottom view layout.

Ctrl+F6 switches to a left/right view layout.

F7 displays the contents of the SideBar view as icons.

Shift+F7 displays the contents of the current view as descriptions.

Ctrl+F7 displays the contents of the current disk view as details.

Key Terms

Active Task	Any application currently open, minimized, or hidden on the desktop.
Application	A program used to accomplish a specific task. For example, a word processor.
Arrange Buttons	Six buttons located under SideBar Lite's title bar which arrange windows on the screen.
Command Line	A field located under SideBar Lite's arrange buttons which allows you to enter standard DOS commands.
Current View	The view currently containing the cursor.
Desktop	The Windows background on which windows and icons are displayed.
Disk View	This type of view lists the directories and files for a given disk drive.
Objects	Any item displayed in a view. The objects in a view can be: active tasks, disk drives, directories, files, and the "SideBar Lite" object.
Pathname	The name of a file, including the drive and directory it is located in. For example, C:\WORD\DOCUMENT\RESUME.DOC.
Selection	Any objects that have been selected in a view.
SideBar view	This type of view lists active tasks, disk drives, and directories or files you place on SideBar Lite for quick reference.
System Box	The box in the upper left corner of each window. The SideBar Lite system box contains its Main menu.
View	An area on SideBar Lite which displays the contents of the SideBar view or a disk drive. See also SideBar view .
View Title	The line directly above a view summarizing its contents.
Windows Shell	The application that automatically opens when Windows is first started. The default Windows shell is Program Manager. SideBar Lite can optionally become the Windows shell.

SideBar Lite technical appendix

Using the Include Active Tasks option

One of the really cool things you can do with SideBar Lite is move the active task icons that are normally at the bottom of your screen onto the iconbar itself. To do this, turn on the **Include Active Tasks** option in the Iconbar menu.

Most applications do not have a problem with being included on SideBar but there are a few exceptions. If SideBar Lite detects that an application does not conform to standard Windows programming practices, it will leave it as an icon at the bottom of the screen instead of including it on the iconbar.

* Note also that SideBar Lite does not support animated icons at this time, so applications that have animated icons are also left at the bottom of the screen so that you can continue to see the animation.

While SideBar Lite is intelligent in many ways, it's not omniscient. It sometimes will include a non-standard active task which can result in unreliable operation. If you notice that a particular application has trouble being included on SideBar Lite, turn the **Include Active Tasks** option off in the Iconbar menu when using the problem application.

Using Microsoft tutorials with SideBar Lite

Before using a tutorial in a Microsoft application like Excel or Word for Windows, be sure to turn off the **Include Active Tasks** option in the Iconbar menu. Otherwise, Windows may become unstable.

Limiting the drives that are shown on SideBar Lite

If you want to limit which disk drives are shown in the SideBar view, add the following line to your SIDEBAR.INI file:

IncludeDrives=[drive list] where [drive list] indicates the drives you want to see. For example:

```
IncludeDrives=ABCFZ
```

The line above will show only the A, B, C, F, and Z drives, even if more drives are recognized by Windows. Note that if one of the drives in the list is not available, SideBar Lite will not show it.

Creating and removing directories with SideBar Lite

To create a directory with SideBar Lite, use the standard DOS MKDIR command. For example, to create a directory called ARTISTS, you can enter the following command in the SideBar Lite command line:

MKDIR ARTISTS

If you later want to remove the directory, you can either use the Work With panel to delete it, or you can enter the DOS RMDIR command in command line:

RMDIR ARTISTS

Note that you can use the standard DOS abbreviations for these commands (MD and RD).