

#1 \$2 **Run**

Use this command to execute a program that may not be represented by an [icon](#).

Related topic

[Running an application](#)

<sup>1</sup> CS\_RUN

<sup>2</sup> Run

#3 \$4 **Menu Choices 1, 2, 3, 4**

This menu option lists the last four windows you opened so that you can quickly open them again without searching through directory and file lists. You may reopen one of the windows simply by choosing it. If a window has been deleted, it may still appear on the list. However, if you choose it you receive a message that it cannot be found.

<sup>3</sup> CS\_MENU\_CHOICES

<sup>4</sup> Menu Choices 1, 2, 3, 4

## #5 \$6 Options (Secure Station)

Secure Options provides Secure Station, a feature designed to protect unattended LAN workstations. When an amount of time you specify has elapsed without keyboard or mouse activity, Secure Station automatically locks your workstation and enters Screen Saver mode, covering the running Windows applications with a Screen Saver pattern.

In order to regain access to your computer, you must provide your LAN password or a personal password that you assign. Creating a personal password allows you to provide others with temporary access to your computer without compromising your network security.

If an incorrect password is entered, Secure Station remains in Screen Saver mode. Once a correct password is entered, however, you are returned to the point in your application(s) at which you left off.

Screen Saver allows you to choose the desired graphic pattern, logo or message that displays when the workstation is locked.

When exiting Screen Saver by touching the keyboard, try to avoid using ENTER or SPACEBAR. The action from pressing these keys might be passed on to the underlying application currently running. It is preferable to use keys that do not affect applications, such as SHIFT, CTRL and ALT.

Related topics

[Changing Secure Station options](#)

[Secure Station Options dialog box](#)

<sup>5</sup> CS\_SECURE\_OPTIONS

<sup>6</sup> Secure Station Options

## #7 §8 K9 **Secure Now**

As a security or privacy feature you can run **Secure Station** immediately without waiting for the time-out period to elapse. This feature is active even if you turned off Secure Station's timer.

Related topics

[Locking the workstation manually](#)

<sup>7</sup> CS\_SECURE\_NOW

<sup>8</sup> Secure Now

<sup>9</sup> Secure Station

## #10 §11 **Send Message**

You send a message using the Send Message command from the Intercom menu or by choosing the Intercom - Send icon. The Intercom - Send dialog box allows you to select a server, a predefined group of users, and one or more individual users to receive your message.

The Server combo box offers the option of selecting a file server other than your default server. When you select a server, a new list of groups and logged-in users appears for that server. You can attach to or detach from different servers on the network.

When you choose a group of users, **Intercom** automatically selects the members of the selected group or groups. These group members are defined by your network administrator through the native network group definition utilities supplied with the network operating system.

Note: You may send a message to users on only one file server at a time. When the Intercom - Send dialog box displays, the default server is listed in the Server combo box and the groups and users on that server are listed in their respective locations. To send a message to users on a different server, you must select that server from the server combo box.

### Related topics

[Sending a message to a single user](#)

[Sending a message to multiple users](#)

[Sending a message to a group of users](#)

[Attaching to a different file server](#)

[Messages dialog box](#)

[Intercom - Send dialog box](#)

<sup>10</sup> CS\_SEND\_MESSAGES

<sup>11</sup> Send Messages

## #12 §13 K14 **Accept Messages**

When Accept Messages is enabled, incoming messages will be received according to the status of the Display Messages on Screen option.

No notification is received when the Accept Messages option is disabled. Additionally, users attempting to send messages to you will be notified that the message was not delivered. All messages sent from the file server console will automatically override the user's option settings and immediately display the message on the user's screen.

Related topics

Changing your incoming message options

Reviewing incoming messages

Display Messages on Screen option

<sup>12</sup> CS\_ACCEPT\_MESSAGES

<sup>13</sup> Accept Messages option

<sup>14</sup> Messages, receiving

## #15 S16 K17 **Display Messages on Screen**

A message can either be displayed on the screen as a message slip or as an icon. When the Display Messages on Screen option is enabled, incoming messages will pop up over the Windows application you are currently running.

When Display Messages on Screen is disabled, the Messages icon flashes and beeps at the bottom of the screen.

Related topics

Changing your incoming message options

Reviewing incoming messages

<sup>15</sup> CS\_DISPLAY\_MESSAGES

<sup>16</sup> Display Messages option

<sup>17</sup> Messages, receiving

## #18 §19 **Set Alarm**

Clock's alarm feature is a flexible way of reminding yourself of important events and executing commands (programs or groups of programs) at predefined times.

You can set up a message to be displayed or command to be executed daily, weekdays, weekly, one time.

Related topics

[Alarm Options dialog box](#)

[Alarm Message dialog box](#)

[Changing Secure Station options](#)

[Disabling alarm functions](#)

[Removing a scheduled alarm or event](#)

[Removing an alarm when receiving the alarm message](#)

[Scheduling an alarm or timed event](#)

[Setting the snooze timer default](#)

[Snoozing an alarm message](#)

<sup>18</sup> CS\_SET\_ALARM

<sup>19</sup> Set Alarm



#20 S21 K22 **Analog, Digital & Second Hand**

Clock can display the time of day on the clock icon in several different ways.

Select Analog to display the hour and minute hands, and select the Show Second Hand for an optional second hand.

Select Digital to display a segmented "LCD" display.

Related topics

Changing the clock display

<sup>20</sup> CS\_ANALOG

<sup>21</sup> Analog, Digital & Second Hand options

<sup>22</sup> Clock display

#23 §24 **Contents**

This is a listing of all major topics in Help. When you click on topics that appear in green type and underlined, the Help Program will jump to that section.

#25 §26 **How to Use Help**

This is an overview of how to use Windows Help.

#27 §28 **Search for Help on**

This provides a list of topics for which Help is available.

<sup>27</sup> CS\_SEARCH\_FOR\_HELP\_ON

<sup>28</sup> Search for Help on

## #29\$30 **New Personal Group**

Use this command to define a new Personal Group.

As a user you can create Personal Groups to contain subgroups and items. In defining a Personal Group, you specify a description, a file to contain the Personal Group definition, an optional password to control access to the Personal Group, an icon to represent the Personal Group, and optional context-sensitive help text about the Personal Group.

Related topics

Adding a Personal Group

New Personal Group dialog box

<sup>29</sup># CS\_NEWPERGROUP

<sup>30</sup>\$ New Personal Group

### #31\$32 **New Subgroup**

Use this command to define a new subgroup. The subgroup is added to the current group or subgroup. The subgroup can contain items and other subgroups. If you wish, you may create a series of subgroups, each contained within the higher-level group or subgroup.

A subgroup's contents and settings are saved in the parent group's .APP file when you select the Save Workspace or Save Group As commands. Likewise, when you delete a group or subgroup, the subgroups within these units are deleted.

In defining a subgroup, you specify a description, an optional password to control access to the subgroup, an icon to represent the subgroup, and optional context-sensitive help text about the subgroup.

Related topics

[Adding a Subgroup](#)

[New Subgroup dialog box](#)

<sup>31</sup># CS\_NEWSUBGROUP

<sup>32</sup> New Subgroup

#### #33#34 **New Item**

Use this command to define a new item within the current group or subgroup. An item is a program or a script created with **MultiSet** scripting language. It is represented by either an icon with a text label or by text alone, depending on the display chosen. Choosing an item's icon or text title starts the program or script associated with it.

In defining an item, you specify a description, the application to be executed, an optional new directory to make current before executing the application, an optional password to control access to the item, an icon to represent the item, and optional context-sensitive help text about the item. You can also specify that the item run minimized.

Related topics

[Adding an item to a group or subgroup](#)

[New Item dialog box](#)

<sup>33</sup># CS\_NEWITEM

<sup>34</sup> New Item

#35\$36K37 **Open**

Use this command to execute the selected icon.

If the icon represents a group, or subgroup, the group or subgroup window is opened (restored). If the icon represents an item, the application associated with the Item is started.

Related topic

Opening a group window or program item

<sup>35</sup># CS\_OPEN

<sup>36</sup>\$ Open

<sup>37</sup> Opening a group, subgroup, or item



## #38539 **Save Group As**

This command to save the current group.

Because the Save Workspace and Save Workspace on Exit commands save both the workspace and groups, the primary use for the Save Group As command is to save a .APP file to another location or to change its name.

Related topics

Save Group As dialog box

Saving groups and your workspace

Save Workspace on Exit

Save Workspace

<sup>38</sup> # CS\_SAVEGROUP

<sup>39</sup> Save Group As

## #40\$41K42 **Save Workspace**

Use this command to save both the current workspace settings (selections, options, window states, sizes, and locations) and group information.

Depending on the settings in the Confirmation dialog box, **Applications Manager** asks you to confirm that it should proceed with saving the workspace and groups.

Related topics

Saving groups and your workspace

Save Workspace on Exit

Confirmation dialog box

<sup>40</sup># CS\_SAVEWORKSPACE

<sup>41</sup>\$ Save Workspace

<sup>42</sup> Workspace, saving

#### #43S44 **Copy**

Use this command to copy a subgroup or item to a group or subgroup.

Related topics

[Copying between groups](#)

[Copy dialog box](#)

<sup>43</sup> # CS\_COPY

<sup>44</sup> Copy

#### #45S46 **Move**

Use this command to move a subgroup or item to a group or subgroup.

Related topics

[Moving between groups](#)

[Move dialog box](#)

<sup>45</sup> # CS\_MOVE

<sup>46</sup> Move

## #47\$48K49 **Delete**

Use this command to delete the selected group, subgroup, or item.

Depending on the settings in the Confirmation dialog box, **Applications Manager** asks you to confirm that it should proceed with the deletion.

Related topics

Deleting groups, subgroups, and items

Confirmation dialog box

<sup>47</sup># CS\_DELETE\_SYS\_MGR

<sup>48</sup>\$ Delete (Applications Manager)

<sup>49</sup> Group, deleting; Subgroup, deleting; Item, deleting

## #50\$51 **Properties**

Use this command to change the properties (definition) of the selected group, subgroup, or item.

Related topics

Changing group, subgroup, or item properties

Properties Personal Group dialog box

Properties Subgroup dialog box

Properties Item dialog box

<sup>50</sup># CS\_PROPERTIES

<sup>51</sup> Properties

## #52\$53K54 **Exit**

Use this command to exit **Applications Manager**.

The Exit Applications Manager message box displays with a Save Workspace check box, which asks if you want to save the workspace, which includes any new or updated groups.

If the Save Workspace on Exit menu item is checked on, the default action in this box will be to save. You may check the box in the exit message off at this time. Unchecking this box does not alter the status of the Save on Exit menu item, however. (If the check box is grayed, you cannot change the setting even if the box is checked.)

<sup>52</sup># CS\_EXIT

<sup>53</sup>\$ Exit Applications Manager

<sup>54</sup> Exiting Applications Manager

## #55856K57 **Text**

Check Text on to suppress the display of icons in the current group or subgroup window--to display groups, subgroups, and items as text only. This setting is window specific -- it only applies to this window.

Related topics

Horizontal Icon

Vertical Icon

<sup>55</sup># CS\_TEXTVIEW

<sup>56</sup>\$ Text View

<sup>57</sup> Windows, arrangement



## #58\$59K<sup>60</sup> **Horizontal Icon**

Check Horizontal Icon on to display icons and their descriptions from left to right across the current group or subgroup window. This is **Applications Manager's default** appearance. This setting is window specific -- it only applies to this window.

Related topics

Text

Vertical Icon

<sup>58</sup># CS\_HORVIEW

<sup>59</sup>\$ Horizontal View

<sup>60</sup> Windows, arrangement

## #61\$62K63 **Vertical Icon**

Check Vertical Icon on to display icons and their descriptions from top to bottom within the current group or subgroup window. This setting is window specific -- it only applies to this window.

Related topics

Text

Horizontal Icon

<sup>61</sup># CS\_VERVIEW

<sup>62</sup>\$ Vertical View

<sup>63</sup> Windows, arrangement

## #64\$65K66 Hierarchical

The way you access group windows to open their subgroups and programs is determined by the status of the Hierarchical option. This setting is group-specific, so access to one group may be Hierarchical and to another group “flat” or non-hierarchical.

- Checking Hierarchical on means selecting a group closes all subgroups (children) and groups that are on the same level (siblings).
- When Hierarchical is not checked, all open group and subgroup windows are accessible at the same time. For example, if a subgroup is open, you can access it and its parent group at the same time. Working this way is particularly helpful if you are copying or moving items from one level group to another. (Although convenient for maintenance purposes, this could lead to a large number of open windows, which could affect appearance.)

64 # CS\_HIERARCHICAL

65 \$ Hierarchical

66 Hierarchical display

## #67S68K69 Status Bar

Check Status Bar on to display the status bar at the bottom of the **Applications Manager** window.

The status bar displays information about a menu's items as you scroll down the menu as well as the date and time. It also displays Quick Help information when you select an icon representing a group, subgroup, or item. When an application or script is executing or **Applications Manager** is saving or exiting, the status bar indicates the operation in progress.

<sup>67</sup># CS\_STATUS

<sup>68</sup>\$ Status

<sup>69</sup>Status bar

## #70S71K72 **Auto Arrange Icons**

Check Auto Arrange Icons on to instruct **Applications Manager** automatically tidy up the display of icons when a group or subgroup window is resized. Since group or subgroup windows often contain several icons, some of them might be out of view after resizing.

<sup>70</sup># CS\_AUTOARRANGE

<sup>71</sup>\$ Auto Arrange

<sup>72</sup> Windows, arrangement

#73\$74K75 **Minimize on Use**

Check Minimize on Use on to minimize **Applications Manager** when you choose an item (start an application).

<sup>73</sup># CS\_MINONUSE

<sup>74</sup>\$ Minimize on Use

<sup>75</sup> Minimize on use

## #76S77 Confirmation

Use this command to specify whether **Applications Manager** is to ask you for confirmation before deleting a group, subgroup, or item or before saving the workspace.

Related topic

Confirmation dialog box

<sup>76</sup># CS\_CONFIRMATION

<sup>77</sup> Confirmation

## #78S79K80 **Save Workspace on Exit**

Check Save Workspace on Exit on to if you want the Save Workspace box, which displays when you exit **Applications Manager**, to be on by default.

**Applications Manager** asks you to confirm that it should proceed with saving the workspace and groups.

Related topics

[Saving groups and your workspace](#)

[Save Workspace](#)

<sup>78</sup># CS\_SAVESETTINGS

<sup>79</sup>\$ Save Workspace on Exit

<sup>80</sup> Workspace, saving; Exiting Applications Manager



## <sup>#81</sup><sup>\$82</sup> **Wallpaper**

Use this command to specify the image and arrangement of the wallpaper that displays behind the windows on your screen.

Related topics

[Selecting wallpaper](#)

[Wallpaper dialog box](#)

<sup>81</sup> # CS\_WALLPAPER

<sup>82</sup> Wallpaper

## #83\$84K85 **Cascade**

Use this command to display all the open group windows in a uniform size and an overlapping presentation so that the title bar of each window is visible.

Related topic

[Tile](#)

<sup>83</sup> # CS\_CASCADE

<sup>84</sup> \$ Cascade

<sup>85</sup> Windows, arrangement; cascade

## #86S87K88 **Tile**

Use this command to arrange all the open windows so that each fills a portion of the workspace without overlapping. The size of a tiled window will vary depending on the number of windows open on your workspace.

Related topic

[Cascade](#)

<sup>86</sup># CS\_TILE

<sup>87</sup>\$ Tile

<sup>88</sup> Windows, arrangement; tile

## #89S90K91 **Arrange Icons**

Arranges into rows all item icons for a selected group. If a group icon is selected when you choose this command, all group icons are arranged into rows.

Related topic

[Auto Arrange Icons command](#)

<sup>89</sup># CS\_ARRANGEICONS

<sup>90</sup>\$ Arrange Icons

<sup>91</sup> Windows, arrangement

#92S93K94 **Close All**

Use this command to close all open groups, subgroups, and items. After you execute this command they appear as icons.

<sup>92</sup> # CS\_CLOSEALL  
<sup>93</sup> \$ Close all  
<sup>94</sup> Close groups

#95#96 **DOS Info**

Use this command to display and print DOS information that may be useful in troubleshooting.

Related topic

[DOS Information dialog box](#)

<sup>95</sup># CS\_DOSINFO

<sup>96</sup> DOS Info

## <sup>#97S98</sup> **Windows Info**

Use this command to display and print Windows information that may be useful in troubleshooting.

Related topic

[Windows Information dialog box](#)

<sup>97</sup> # CS\_WININFO  
<sup>98</sup> Windows Info

## #99\$100 **Network Info**

Use this command to display and print network information that may be useful in troubleshooting.

Related topic

[Network Information dialog box](#)

```
99# CS_NETINFO  
100 Network Info
```



## #101\$102 **New Workspace**

Use this command to create a new NETMENU.INI file or modify a NETMENU.INI file on any attached server.

Related topic

[New Netmenu dialog box](#)

101 # CS\_NEW\_WS

102 New Workspace

## #103\$104 **Save Workspace As**

Use this command to clone the present workspace to a different server.

Related topics

[Save Workspace As dialog box](#)

```
103 # CS_SAVE_WS_AS
```

```
104 Save Workspace As
```

#105 \$106 **About**

Use this command to display the About box.

105 CS\_ABOUT  
106 About box