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Active

A window or icon that is currently selected and to which the next keystroke or command will apply.

ALT plus underlined letter

Selects options from the menu bar. Moves between options in a dialog box.

Application Help

Context-sensitive, customized help files that can be created and modified by a LAN Administrator for **Applications Manager** users.

Arrow keys

Left, right, up, and down arrows move between radio buttons in a dialog box.

Check box

A small box within a dialog box that turns an option on or off when it is checked.

Choose

To perform an action that carries out a command in a menu or dialog box.

Click

Press, then release, the left mouse button. The left mouse button is assumed unless the directions specifically state the right mouse button.

Clipboard

A temporary Windows storage area for holding text or data that you are copying or moving.

Combo box

A combo box is made up of a one-line text box and a list box that is displayed on demand. To display the list box, click the down arrow pop-box and make the selection from the list box. The list box is automatically closed. To close the list box without making a selection, click the down arrow pop-box again.

Command button

A rectangular button in a dialog box that carries out or cancels an action when chosen. The OK button, which carries out a command, is usually the default button. The Cancel button cancels the dialog box without applying any settings.

Confirmation

A prompt that displays asking for verification when you request a destructive action such as deleting a group, subgroup, or item, or saving your workspace. Using the Confirmation dialog box, you can turn off confirmation for specific actions.

Control menu box

Box containing a dash in the upper left corner of each application window. Clicking on this box displays the standard Windows control menu containing these commands: Restore, Move, Size, Minimize, Maximize, and Close in addition to special commands of a particular application. Double-clicking on this box exits the application. The control menu box is also called the system menu box.

Daily

The **Daily** option will cause the message or event to be performed each day of the week, including Saturday and Sunday, at the same time. Daily events will continue to be performed each day until removed from the tickler file.

Default

The initial setting of a value or option that is in effect until the operator or supervisor modifies the setting.

Default button

The default button is the one automatically chosen when you press ENTER in a dialog box. The default button is indicated by its heavier border.

Default timeout

The default timeout is the default value for the period of mouse or keyboard inactivity before the workstation goes into Screen Saver mode.

Description

The description appears in the title bar of a group or subgroup window and as the descriptive text that displays with the icon of a group, subgroup, or item.

Device driver

A program that controls how your computer and a particular device, such as a printer or plotter, interact.

Dialog box

A box of options and information that appears when you choose a command that requires more information, which you provide by filling in the dialog box. Commands that display dialog boxes are followed by ellipses (...) on menus.

Double-click

To rapidly click the left mouse button twice in quick succession. Selects and executes in one step. Double-clicking is often used as a shortcut for a longer procedure.

Drag

To press and hold down the mouse button while moving the mouse to reposition a window.

ENTER

In a group (or subgroup) window, you can touch ENTER to execute the item or open the subgroup represented by the selected icon.

In a dialog box, you can touch ENTER to execute the highlighted button--usually OK. Selecting OK signifies that you are finished making choices from the dialog box; the dialog box clears from the screen and the choices become effective.

ESC

Cancels the dialog box or allows you to back up through the screens.

File server

A computer that controls all network activity. The file server controls all access to shared devices and the system security; it also monitors station-to-station communications.

Filename

The name of a file. The filename can be one to eight characters long with an optional period and three additional characters called an extension. Each filename in a directory must be unique. Valid characters include the letters A - Z and numbers 0 - 9. Do not use spaces, periods, commas or the following symbols: + = / \ [] ' ; : ? * |

Focus

The focus shows where the next action will take place. In dialog boxes, the focus is indicated by a dotted underline or outline for most options or by a blinking insertion point in text boxes. The item that has focus is said to be the active or selected item. In **Applications Manager**, the active group or subgroup is indicated by a different color for its border and title bar. Within the active group or subgroup, the selected item is indicated by a different color for its text.

Grayed

A term applied to an option that appears in a menu or dialog box but is inactive. An option is grayed when its use is inappropriate or when the user does not have access to it.

Help File

A default help file that was defined for use with a specific device driver. A special help file might exist to help the user understand the functions and maintenance of a given printer.

Highlighted

Indicates an item is selected (or has input focus) and will be affected by your next action. A highlighted item appears in reverse video. A highlighted icon displays its name in reverse video box.

Icon

A small symbol that represents an application that is running in memory. Clicking once on an icon displays its system menu; double-clicking restores the window to its previous size. In **Applications Manager**, icons represent applications you can run, or groups or subgroups you can open.

Inactive

A window or icon that is not currently selected.

Insertion point

The place where text that you type is inserted. In a text box, it appears as a flashing vertical bar.

List box

Displays a list of choices for a given subject. To select an item in a list box, click on the desired item. The highlight shows which item is selected. Use the scroll bar to display more items in a list box. To select more than one item, continue clicking on other items in the box.

Logo Display

A graphic image that displays upon starting up **Applications Manager** or **Secure Station**. It must be a Windows Metafile (.WMF) or bitmap file (.BMP).

Maximize box

A button in the top right corner of the window that enlarges the window to fill the entire screen. In an MDI window, the Maximize box enlarges the MDI to fill its parent application window.

Menu bar

The horizontal line near the top of an application window, just below the title bar, that contains names of available menus or commands. Also called the "main menu" or "action bar."

Minimize

Reduce the window to an icon.

Minimize box

A button in the top right corner of the window that reduces the window to an icon.

MultiSet

A batch file language designed specifically for the Windows environment that carries out application management commands.

One time

The **One Time** option will cause the message or event to be performed on a particular date and time. **Clock** automatically removes the event or message from the tickler file after it has been executed successfully.

Point

To move the mouse until the cursor rests on an option. The mouse cursor is usually shaped like an arrow, but it may take other shapes.

Program Item

A Program Item directly executes one or more specified applications. The Description you enter in the Add dialog box appears as a program in the group.

Radio button

In a dialog box, radio buttons let you select one option from a group. Selecting one option deselects all of the other radio buttons. The group is usually surrounded by a border with a title. To select a radio button, click on it or its label. If the radio button is in focus, the spacebar will also select the option.

Rights

Privileges that control how users may work with files in a given directory (for example, controlling whether or not a user may read a file, change a file, or delete a file). In **Applications Manager**, a user has either full rights to a particular item, subgroup, or group--or no rights.

Scroll

To move the contents of a window or list box up or down within the window or list box so you can view additional contents.

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 2 scroll arrows and a scroll box, which allows you to scroll within the window or list box.

Search path

Search paths specify where the file server should look for files when they are not in the current directory. Programs are placed on search drives so they may be executed from any directory. When you type the name of an executable file, the file server looks in the current directory for the file. If it cannot be found, the file server continues looking for the file sequentially through the search path.

Select

To mark an item by highlighting it with key combinations or by clicking it with a mouse. Selecting does not initiate an action. After selecting an item, you choose the action you want to affect the item.

Setup

In **Applications Manager** Administration mode, the Setup option starts the Desktop Administration application.

SHIFT plus TAB

Moves the cursor backward from option to option within a dialog box.

Shortcut key

A special key sequence that bypasses the menu bar and takes you directly to a dialog box or performs a command.

SPACEBAR

Toggles a selection on or off. In some cases, the spacebar can take the place of clicking a mouse button.

Speed key

A speed key refers to the underlined letters that appear in the menu options and dialog boxes. Speed keys may be defined when adding an item or subgroup to a group. To execute an option using a speed key, type the underlined letter and press ENTER.

Applications Manager Help

Help files that document program features such as menu commands and options, operating procedures and basic Windows skills.

TAB

Moves the cursor forward from option to option within a dialog box.

Text box

To enter text in a text box, choose the box and type. The insertion point, a blinking vertical line, shows where the text will appear. If the text is highlighted, your typing replaces the highlighted text.

Title bar

The bar at the top of a window that contains the name of the window (usually centered). You can move a window by dragging its title bar to a new location.

Weekdays

The **Weekdays** option will cause the message or command to be performed at the defined time on the days Monday through Friday only. This option is useful for tape backup or file transfer events that must be performed each day of the work week, but would be redundant on weekends. Weekday events will continue to be performed Monday through Friday until removed from the tickler file.

Weekly

The Weekly option allows you to execute the message or command on a particular day of the week, each week. This option is useful for reminding yourself of weekly appointments such as staff meetings. Weekly events will continue to be performed on the pre-set day and time until removed from the tickler file.

Window border

A heavy border around an application window. With the mouse, it is possible to change the size of the window by dragging the window border.

WIN.INI

A Windows file that contains most of the settings and preferences you specify in your Windows shell and in many Windows applications. Windows reads WIN.INI each time it starts and sets up your system according to the settings in that file.

Application

An executable program or **MultiSet** script.

Cascade

Arrangement of open windows so that they overlap one another with the title bar of each visible.

Context-Sensitive Help

Help that is available for a specific command or option. In **Applications Manager**, select the group or program item icon first and then press SHIFT+F1.

Group

A group created in **Applications Manager** either by a user as a Personal Group or by the LAN administrator as a Network Group. A group normally contains subgroups and/or items.

Group Window

A window representing a group or subgroup. It can contain subgroup and/or item icons.

Hierarchical

Activating this **Applications Manager** option means that an open subgroup window closes when you select the group (or higher-level subgroup) that contains the subgroup.

Item

An element of a group or subgroup representing an application or script.

LAN group

A group of LAN users as defined by the LAN operating system.

LAN user

A user as defined by the LAN operating system.

MDI window

MDI stands for Multiple Document Interface, which allows an application to display several documents at the same time. For example, **Applications Manager** uses MDI to display multiple open group and subgroup windows simultaneously.

Path

A progression through levels of directories leading to the desired file.

PERMENU.INI file

The Applications Manager file that contains references to the Personal Group (.APP) files you have defined and settings that determine the appearance of Applications Manager.

Personal Group

An **Applications Manager** group created for use by an end-user. You can modify a Personal Group as desired.

Shell

The application that automatically displays when you start Windows, from which you select other applications. Examples of shells are McAfee Applications Manager and Microsoft Program Manager.

Status bar

The status bar displays information about a menu's items as you scroll down the menu. 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 when **Applications Manager** is saving or exiting, the status bar indicates the operation in progress.

Startup Group

A special group that causes programs and **MultiSet** scripts contained in it to be executed when **Applications Manager** starts (if **Applications Manager** is the Windows shell).

Subgroup

A group created in **Applications Manager** that is a unit within another group or subgroup. A subgroup normally contains other subgroups and/or items.

Tile

Arrangement of all open windows so that each fills a portion of the workspace without overlapping.

Workspace

The workspace is the area of the screen in which you work with **Applications Manager** or another application. Workspace information includes current location and status of windows and the current **Application Manager** settings.

New Subgroup Dialog Box

Use this [dialog box](#) to define a new [Subgroup](#) within a [group](#) or another subgroup.

Choose this option	To do this
Description	Type a description of the Subgroup. This text displays in the title bar of the Subgroup window and as descriptive text for the Subgroup icon . To select items quickly using the keyboard, you may designate a speed key for a subgroup by typing an ampersand (&) in front of the letter you want as a speed key. For example, &Excel will place an underline under the E. To include the ampersand character in the displayed name, type two ampersands (A&&L creates A&L).
Password	Check the Password box if you want to password-protect this Subgroup. The user is prompted for a password before he or she is allowed to access the Subgroup.
Change Icon button	Choose this button to select a different icon to represent this Subgroup. The Change Icon dialog box displays.
Edit Help button	Choose this button to create context-sensitive help for this Subgroup. The Edit Help dialog box displays.
Related topics	
Adding a Subgroup	
Changing icons	
Change Icon dialog box	
Edit Help dialog box	

New Item Dialog Box

Use this [dialog box](#) to define a new [Item](#) in a [group](#), or [subgroup](#).

Choose this option	To do this
Description	<p>Type a description of the Item. This text displays with the icon representing this Item.</p> <p>To select items quickly using the keyboard, you may designate a speed key for an item by typing an ampersand (&) in front of the letter you want as a speed key. For example, &Excel will place an underline under the E. To include the ampersand character in the displayed name, type two ampersands (A&&L creates A&L).</p>
Command	<p>Type the name of the program file to be executed by this item in the Command text box. You can type DOS environment variables in the Command text box. For example, if in DOS, you have SET WORDPATH=I:\WINAPPS\WORD6, then you can type %WORDPATH%\WINWORD.EXE to start Microsoft Word for Windows.</p> <p>OR</p> <p>Choose Browse to locate the filename from the lists of available network drives and directories and then choose OK.</p>
Change Directory	<p>Enter a path and directory name in the Change Directory text box. You can type environment variables in the Change Directory text box. For example, if, in DOS, you have SET WORDPATH=I:\WINAPPS\WORD6, then you can type %WORDPATH% to set the path to Microsoft Word for Windows.</p> <p>By using the Change Directory text box, you can specify a different current directory for example, the location of the files you use with that application.</p>
Password	<p>Check the Password box if you want to password-protect this Item.</p> <p>A password consists of any displayable characters from 1 to 30 characters in length and are not case-sensitive. You will be prompted for a password each time you open the item.</p> <p>The user is prompted for a password before this Item is executed.</p>
Run Minimized	<p>Check this box if you want the application executed by this Item to run minimized.</p>
Change Icon button	<p>Choose this button to select a different icon to represent this Item. The Change Item Icon dialog box displays.</p>
Browse button	<p>See Command above.</p>
Edit Help button	<p>Choose this button to create context-sensitive help for this Item. The Edit Help dialog box displays.</p>

Related topics

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

[Browsing files](#)

[Browse dialog box](#)

[Changing icons](#)

[Change Icon dialog box](#)

[Edit Help dialog box](#)

Print Workspace to File

Use this command to print personal group information and the PERMENU.INI file to an ASCII text file.

Related topics:

Printing the Workspace

Print Options dialog box

Print Workspace Options Dialog Box

Use this [dialog box](#) to print [Personal Group](#) information and the [PERMENU.INI](#) file to an ASCII text file.

Choose this option	To do this
Include	Indicate which information to include in the report. Check the INI Files box to include INI file information in the report.
Group Selections	Select the groups to include in the report.
Output File	Enter the name of and optionally path to the ASCII file to which the report is to be printed. The default file extension is .RPT.
Save As	Use the Print Reports dialog box list boxes to select an existing file to "print" the report to.
Save	Choose Save to print the report to the filename listed in the Output File text box.
Related topic	
Printing the Workspace	
Print Reports dialog box	

Importing existing groups into Applications Manager

Applications Manager is capable of importing both Program Manager's group files and .APP and .DB files created in earlier versions of **Applications Manager**. You cannot import network group files.

To import an existing group file:

1. Follow the general procedure for adding new Personal Groups.
2. Type the name of the existing group, including the path if necessary.

OR

Choose Browse to search for the files with either a .APP (Applications Manager), .GRP (Program Manager), or .DB (Workstation Menu Version 3) file extension. Choose OK in the Browse dialog box.

Shortcut: If you want to import multiple .APP, .GRP, or .DB files, you can use DOS wildcards to locate all the files of that type in the current directory. For example, typing *.GRP in the filename text box will import all the Program Manager groups in the directory to Applications Manager groups. If you experience a problem, enter the full path to the directory in the text box.

3. Choose OK again.

Applications Manager converts the specified group file(s) to new Applications Manager group files (.APP).

Related topics

[Adding a Personal Group](#)

[Browsing files](#)

Adding a Subgroup

A subgroup is a group of items that can be contained in a network or personal group or in another subgroup. Subgroups further help you to organize your applications into logical units for convenient access by users. The network group Marketing, for example, might have subgroups named Presentations or Reports containing the applications used in those activities.

When you add a new subgroup, it is assigned to the currently selected group or subgroup, whether it is an open window or an icon. However, you cannot add subgroups to network groups. If you wish, you may create a series of subgroups, each nested in the higher level group or subgroup. You can create up to five nested subgroups. A subgroups contents and settings are saved in the parent groups .APP file when you select the Save Workspace or Save Group As commands from the File menu. Likewise, when you delete a group or subgroup, the subgroups within these units are deleted.

To add a new subgroup:

1. Select New/Subgroup from the File menu.

The New Subgroup dialog box displays with the name of the currently selected group in the title bar. The subgroup will be located in this group.

2. Type the description of the new subgroup in the Description text box.

The description appears in the title bar of the subgroup window and below the subgroups icon. Its best to keep the entry brief to prevent overlapping of titles on your workspace.

To select items quickly using the keyboard, you may designate a speed key for a subgroup by typing an ampersand (&) in front of the letter you want as a speed key. For example, &Excel will place an underline under the E. To include the ampersand character in the displayed name, type two ampersands (A&&L creates A&L).

3. If you wish to assign a password, check the Password box and type it in the text box.
4. If you wish to change the default icon for the subgroup, choose Change Icon. When you finish selecting an icon, choose OK.
5. To create subgroup-specific help, choose Edit Help. When you finish creating help, choose OK.
6. Choose OK again to add the new subgroup.

Related topics

Changing Icons

New Subgroup dialog box

Adding an item to a group or subgroup

An item is an element within a network or personal group or a subgroup that represents a program. 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 associated with it.

You may add items to a group by using the File menu option or by moving or copying items from other groups open on your workspace. You can drag a file from File Manager into a group or subgroup to add a program item.

To add a program item to a group or subgroup:

1. With the group or subgroup to which you want to add an item selected, choose New/Item from the File menu.

The New Item dialog box displays with the name of the selected group in the title bar.

2. Type the description for the program item in the Description text box.

To select items quickly using the keyboard, you may designate a speed key for an item by typing an ampersand (&) in front of the letter you want as a speed key. For example, &Excel will place an underline under the E. To include the ampersand character in the displayed name, type two ampersands (A&&L creates A&L).

3. Type the name of the program file to be executed by this item in the Command text box. You can type DOS environment variables in the Command text box. For example, if in DOS, you have SET WORDPATH=I:\WINAPPS\WORD6, then you can type %WORDPATH%\WINWORD.EXE to start Microsoft Word for Windows.

OR

Choose Browse to locate the filename from the lists of available network drives and directories and then choose OK.

4. Enter a path and directory name in the Change Directory text box. You can type environment variables in the Change Directory text box. For example, if, in DOS, you have SET WORDPATH=I:\WINAPPS\WORD6, then you can type %WORDPATH% to set the path to Microsoft Word for Windows.

By using the Change Directory text box, you can specify a different current directory for example, the location of the files you use with that application.

5. If you wish to assign a password, check the Password box and type it in the text box.

A password consists of any displayable characters from 1 to 30 characters in length and are not case-sensitive. You will be prompted for a password each time you open the item.

6. To create item-specific help, choose Edit Help. When you finish creating help, choose OK.
7. Check the Run Minimized box if you want the application to load as an icon instead of an open window.
8. Choose OK.

Related topics

Browsing files

Changing Icons

New Item dialog box

Saving groups and your workspace

The Save Group As command saves any changes you have made to groups and their subgroups, and items. When you save new groups, subgroups or items to **Applications Manager** the information is saved in the .APP file created for each group. These are binary files that store data about groups and the elements they contain. The customized settings regulating how **Applications Manager** looks and the specific groups you have access to as a user are stored in your PERMENU.INI file. You may assign a file extension other than .APP. However, the filename (first 8 characters) must be unique. For example, you may **not** use both GROUP.APP and GROUP.XYZ.

The Save Workspace command saves both the workspace settings (current selections, options, window states, sizes and locations) and group information. (If the Save Workspace box in the Confirmation dialog box is checked on, you are asked to confirm your desire to proceed with the save operation.)

If Save Workspace on Exit is checked on the Options menu, the Save Workspace box, which appears when you exit **Applications Manager**, is on by default.

Because Save Workspace saves 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. For example, if you copy a subgroup and then change the copy's properties, you would use Save Group As to rename it. To save a group to a new path and filename:

1. Choose Save Group As from the File menu. The Save Group As dialog box displays the current filename and path.
2. Enter the new filename. Include the path, using the list box if necessary.
You may specify the path in either a Server/Volume format or use a drive format (for example, F:\directory\filename.APP).
3. Choose Save.

Related topics

Save Workspace command

Save Workspace on Exit option

Save Group As dialog box

Confirmation dialog box

Changing group, subgroup, and item properties

To change the properties of a group, subgroup, or item:

1. Select the icon of the group, subgroup or item for which you wish to change the properties.
2. Choose Properties from the File menu.
The Properties dialog box displays with the existing data about the group, subgroup, or item.
3. Enter your changes. The Change Icon, Edit Help and Browse buttons are available to change properties related to those commands.
4. Choose OK.

Mouse Shortcut: Pressing the right mouse button when the cursor is on a group, subgroup, or item opens the Properties dialog box.

Related topics

Properties - Personal Group dialog box

Properties - Subgroup dialog box

Properties - Item dialog box

Printing the Workspace

You can use the File/Print Workspace command to print personal group information and the PERMENU.INI file to an ASCII text file.

To print the workspace to an ASCII file:

1. Choose Print Workspace to File from the File menu.
The Print Options dialog box displays.
2. Check the INI Files box to include INI file information in the report.
3. Use the Group Selections box to select the groups to include in the report.
4. In the Output File text box, enter the name of the ASCII file to which the report is to be printed.

OR

Choose the Save As button and select the file from a list box.

5. Choose Save.

Related topics

Print Options dialog box

Keyboard

Choose from the list below to get help on the keyboard for the following programs:

Menu

[Menu Keys](#)

Program Manager

[Program Manager Keys](#)

Windows

[Cursor Movement Keys](#)

[Dialog Box Keys](#)

[Editing Keys](#)

[Help Keys](#)

[Menu Keys](#)

[System Keys](#)

[Text Selection Keys](#)

[Window Keys](#)

Program Manager Keys

Key(s)	Function
Direction keys	Move among items within a group window.
Ctrl+F6 or Ctrl+Tab	Moves among group windows and icons.
Enter	Starts the highlighted program.
Shift+F4	Tiles the open windows.
Shift+F5	Cascades the open windows.
Ctrl+F4	Closes the active group window.
Alt+F4	Exits Windows.

Windows Keys

Cursor Movement Keys

Dialog Box Keys

Editing Keys

Help Keys

Menu Keys

System Keys

Text Selection Keys

Window Keys

Cursor Movement Keys

Use the following keys to move the cursor (insertion point) in text boxes and other places where you can type text.

Key(s)	Moves the insertion point
Up Arrow	Up one line.
Down Arrow	Down one line.
Right Arrow	Right one character.
Left Arrow	Left one character.
Ctrl+Right Arrow	Right one word.
Ctrl+Left Arrow	Left one word.
Home	To the beginning of the line.
End	To the end of the line.
PgUp	Up one window.
PgDn	Down one window.
Ctrl+Home	To the beginning of the document.
Ctrl+End	To the end of the document.

Dialog Box Keys

Use the following keys within dialog boxes.

Key(s)	Function
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 or group whose underlined letter matches the one you type.
Direction key	Moves the selection cursor from option to option within a group of options. Or moves the cursor left, right, up, or down within a list or text box.
Home	Moves to the first item or character in a list or text box.
End	Moves to the last item or character in a list or text box.
PgUp or PgDn	Scrolls up or down in a list box, one window at a time.
Alt+Down Arrow	Opens a drop-down list box.
Alt+Up or Down Arrow	Selects an item in a drop-down list box.
Spacebar	Selects or cancels a selection in a list box. Selects or clears a check box.
Ctrl+Slash (/)	Selects all the items in a list box.
Ctrl+Backslash (\)	Cancels all selections except the current selection.
Shift+direction key	Extends the selection in a text box.
Shift+Home	Extends the selection to first character in a text box.
Shift+End	Extends the selection to last character in a text box.
Enter	Executes a command button. Or chooses the selected item in a list box and executes the command.
Esc or Alt+F4	Closes a dialog box without completing the command.

Editing Keys

Use the following keys to edit text.

Key(s)	Function
Backspace	Deletes the character to the left of the insertion point. Or deletes selected text.
Del	Deletes the character to the right of the insertion point. Or deletes selected text.
Ctrl+X	Deletes the selected text and places it on Clipboard. (Cut)
Ctrl+V	Inserts text from Clipboard to the active window. (Paste)
Ctrl+C	Makes a copy of the selected text and places it on Clipboard. (Copy)
Alt+Bksp	Undoes the previous editing operation.

Help Keys

Use the following keys to get Help.

Key(s)	Function
F1	<p>Gets Help and displays the Help Index for the application. If the Help window is already open, pressing F1 displays the Index to Using Help.</p> <p>In some Windows applications, pressing F1 displays a Help topic on the selected command, dialog box option, or system message.</p>
Shift+F1	<p>Changes the pointer to a question mark with an arrow so you can get Help on a specific command, screen region, or key. You can then choose the command, click the screen region, or press the key or key combination you want to know more about.</p> <p>This feature is only available in some Windows applications.</p>

Menu Keys

Use the following keys to select menus and choose commands.

Key(s)	Function
Alt or F10	Selects the first menu on the menu bar.
Letter key	Chooses the menu or menu item whose underlined letter matches the one you type.
Left or Right Arrow	Moves among menus.
Up or Down Arrow	Moves among menu items.
Enter	Chooses the selected menu item.
Esc	Cancels the selected menu.

System Keys

The following keys can be used from any window, regardless of the application you are using.

Key(s)	Function
Ctrl+Esc	Switches to Task List.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+Tab	Switches to the next application window, restoring applications that are running as icons.
PrtSc	Copies an image of the screen contents onto Clipboard.
Alt+PrtSc	Copies an image of the active window onto Clipboard.
Alt+F4	Closes the active application window.
Ctrl+F4	Closes the active document window.
F1	Gets Help and displays the Help Index for the application. (See Help Keys .)

Text Selection Keys

The following keys can be used in most Windows applications. However, some of the keys listed here might not work in all places where you can select text or in all applications. Check the Keyboard topic in the applications Help for more information about applicable keys.

Key(s)	Function
Shift+Left or Right Arrow	Selects text one character at a time to the left or right. Or, if the character is already selected, cancels the selection.
Shift+Down or Up Arrow	Selects one line of text up or down. Or, if the line is already selected, cancels the selection.
Shift+PgUp	Selects text up one window. Or, if the previous window is already selected, cancels the selection.
Shift+PgDn	Selects text down one window. Or, if the next window is already selected, cancels the selection.
Shift+Home	Selects text to the beginning of the line.
Shift+End	Selects text to the end of the line.
Ctrl+Shift+Left Arrow	Selects the previous word.
Ctrl+Shift+Right Arrow	Selects the next word.
Ctrl+Shift+Home	Selects text to the beginning of the document.
Ctrl+Shift+End	Selects text to the end of the document.

Window Keys

Key(s)	Function
Alt+Spacebar	Opens the Control menu for an application window.
Alt+Hyphen	Opens the Control menu for a document window.
Alt+F4	Closes a window.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+Tab	Switches to the next application window, restoring applications that are running as icons.
Alt+Enter	Switches a non-Windows application between running in a window and running full screen.
Direction key	Moves a window when you have chosen Move from the Control menu. Or changes the size of a window when you have chosen Size from the Control menu.

Menu Keyboard Commands

If you prefer, you can use the keyboard instead of the mouse to make selections.

- Press TAB or SHIFT+TAB to move the focus backward or forward through the dialog box options.
- To choose from a group of radio buttons or select an item from a list box, press the arrow key to move the focus to the item you want.
- Press Enter to choose the default button (usually the one labeled OK) or the button in focus.
- Press ESC to choose Cancel.

Help Keys

Applications Manager Help is available in each module in **Applications Manager** by selecting Help from the menu bar. Most dialog boxes also have a Help button which, when pressed, displays help information pertaining to that particular dialog box.

Application Help is customized help that the LAN Administrator makes available to the user on particular application procedures. Customized help can be created for Groups, Subgroups, and Items in **Applications Manager**.

In **Applications Manager**, customized help is available to users by selecting a menu item and pressing SHIFT + F1.

Using Shortcut Keys

A shortcut key is a direct key sequence that bypasses the menu bar and takes you directly to the dialog box or performs the command. Shortcut keys (where applicable) are listed on the drop-down menus from the . Take notice of the shortcut keys and use them to work faster.

To execute a shortcut key, simultaneously press the appropriate key combinations. If a ^ (caret) character is displayed, it indicates that the CTRL key must be held as the letter is typed and then released. Shortcut keys may also include ALT, INS, DEL and SHIFT keys.

Run

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

Related topic

[Running an application](#)

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.

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](#)

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](#)

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](#)

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](#)

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](#)

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](#)

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](#)

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.

How to Use Help

This is an overview of how to use Windows Help.

Search for Help on

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

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](#)

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](#)

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](#)

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

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

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](#)

Copy

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

Related topics

[Copying between groups](#)

[Copy dialog box](#)

Move

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

Related topics

[Moving between groups](#)

[Move dialog box](#)

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

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](#)

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.)

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

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

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

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.)

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.

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.

Minimize on Use

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

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](#)

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](#)

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](#)

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](#)

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](#)

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](#)

Close All

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

DOS Info

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

Related topic

[DOS Information dialog box](#)

Windows Info

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

Related topic

[Windows Information dialog box](#)

Network Info

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

Related topic

[Network Information dialog box](#)

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](#)

Save Workspace As

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

Related topics

[Save Workspace As dialog box](#)

About

Use this command to display the About box.

Attach/Detach File Server Dialog Box

Use this [dialog box](#) to attach to or detach from a particular [file server](#).

Choose this option	To do this
File Servers	A list of all recognized file servers on your network. If you are attached to that server your user name and status (attached or default server) display.
User Name	When attaching to the selected file server, type your user name in the User Name text box .
Password	When attaching to the selected file server, type your password in the Password text box.
Attach button	Choosing Attach will attach you to the selected server if a valid user name and password have been provided.
Detach button	The Detach button allows you to detach from the file server that is selected in the Server list box . A warning message may display if you are currently using the resources of the selected file server.

Related topic

[Attaching to a different file server](#)

Secure Station Options Dialog Box

Use this [dialog box](#) to specify security options to protect your workstation from unauthorized use.

Choose this option	To do this
Screen Saver	<p>Your workstation enters Screen Saver mode when Secure Station takes control of your screen either automatically or manually. Select one of the following:</p> <p>Off: Turns off the automatic securing of the workstation.</p> <p>Secured: Automatically secures the workstation after a specified period of mouse or keyboard inactivity and requires a password to resume use of the workstation.</p> <p>Unsecured: Enters Screen Saver mode after a specified period of mouse or keyboard inactivity but does not require a password to resume use of the workstation.</p> <p>The LAN administrator can require you to use security. In this case, Off and Unsecured are <u>grayed</u>.</p>
Timeout	<p>If you select either the Secured or Unsecured Screen Saver option, specify how many minutes are to elapse without mouse or keyboard activity before Secure Station takes control of the screen and enters Screen Saver mode.</p>
Warning Beeps	<p>Check the Warning Beeps box if you want your workstation to beep five seconds before going into Screen Saver mode. This gives you time to press a key or perform a mouse function and avoid entering Screen Saver mode.</p>
Use Network Password	<p>If you select the Secured radio button, you must specify the password required to exit the Secure Station dialog box and resume use of the workstation. If you select the Off radio button, you can specify a password to protect your workstation when you secure it manually.</p> <p>Check the Use Network Password box if you want Secure Station to require your network password before it lets you resume use of the workstation.</p>
Password	<p>If you want to use a password other than your network password to resume use of the workstation, enter the password in this box.</p>
Pattern	<p>Select the graphics pattern to be displayed by Screen Saver from several predefined choices in the Pattern <u>combo box</u>.</p> <p>The Jumping Prompt pattern generates a personalized message as the Screen Saver display.</p> <p>The choices also include Windows Metafiles (.WMF) and bitmap (.BMP) files from your Windows directory or the graphics directory specified by the network administrator. Metafiles are limited to 64 K. Choose the Browse button to display the <u>Browse Pictures</u> dialog box and select a .WMF or .BMP file from another directory.</p>
Browse button	<p>See Pattern above.</p>
Prompt	<p>If you select Jumping Prompt as the Pattern, enter a Screen Saver message.</p>
Test button	<p>For a preview of the graphic image you have selected, choose the Test button.</p>

Related topics

[Changing Secure Station Options](#)

[Browse Picture dialog box](#)

Browse Pictures

Use this dialog box to specify a path and filename for a .WMF or .BMP file.

Choose this option	To do this
File Name	<u>Select</u> the desired file, or type the file name and optionally the path to the file.
Directories	<u>Choose</u> the directories that make up the path to the file. When you choose a directory, the display is modified so that the subdirectories contained in the chosen directory are shown in the Directories box and the files contained in the chosen directory are shown in the File Name list box.
Drives	Select another disk drive.
List Files of Type	Select the type of files you want to display in the File Name list box. The possible choices are .WMF and .BMP.
OK button	Choose OK when you have specified the path and file and are ready to return to the previous dialog box.

Intercom - Send Dialog Box

Use this [dialog box](#) to send a message.

Choose this option	To do this										
Server	<p>Select a file server other than your default server. When you reselect a server by choosing the right pop-box, a new list of LAN groups and logged-in users appears for that server.</p> <p>Choosing the left pop-box displays the Attach/Detach File Server dialog box, which allows you to attach to or detach from other available servers on your network.</p>										
Groups	<p>Lists the groups on the selected file server. Select a group name to send a message to a group of users. Multiple groups may be selected.</p>										
Users	<p>Select the users to receive the message. When a group is selected in the Groups list box, the names of the individual users in that group are automatically selected. Multiple users may be selected or a particular group and additional users.</p>										
Message Text	<p>Type a message. Your user ID is appended to the message and is included in the total number of characters.</p> <table><tr><th>Version of NetWare</th><th>Number of characters available</th></tr><tr><td>3.11</td><td>40</td></tr><tr><td>3.12</td><td>256</td></tr><tr><td colspan="2">(sent in multiple 40 character messages)</td></tr><tr><td>4.0</td><td>256</td></tr></table>	Version of NetWare	Number of characters available	3.11	40	3.12	256	(sent in multiple 40 character messages)		4.0	256
Version of NetWare	Number of characters available										
3.11	40										
3.12	256										
(sent in multiple 40 character messages)											
4.0	256										
Send button	Choose Send to send the message.										

Related topics

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

[Sending a message to multiple users](#)

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

Messages Dialog Box

Intercom periodically polls your [default file server](#) for incoming messages that have been sent from other users, the supervisor's console, or other [applications](#) that make use of the network's native messaging feature.

Choose this option	To do this
From/Time/Message	Select the message you wish to review. This box lists messages you have received, it shows who the message is from, the time the message was sent and the beginning of the message.
Full Message Text	This box displays the full text of the selected message.
Reply button	Choosing the Reply button displays the Intercom - Send dialog box with the originator's name highlighted and the original message in the message box.
Delete button	Choosing the Delete button discards the message. Note: You can delete multiple messages by holding down the Shift key as you select the messages you want to delete.
OK button	Choose OK to exit the dialog box. When you choose OK any messages you have not deleted or replied to are retained. The Messages icon displays indicating that you still have active messages.

Related topics

[Reviewing incoming messages](#)

Alarm Options Dialog Box

Use this [dialog box](#) to set alarms--messages to be displayed on your workstation or commands to be executed--for specified times. A command can be a program or group or programs. Alarms are stored as tickler (reminder) file entries in the [WIN.INI](#) file.

Choose this option	To do this
Enable Alarm	Check this box if you wish to receive alarm messages and/or execute commands.
Snooze Time	Enter the default snooze time in minutes. When the Snooze button is selected from the Alarm Message dialog box, the message will reappear after this designated snooze period.
Daily	The message is displayed or command executed each day of the week, including Saturday and Sunday, at the same time--until removed.
Weekday	The message is displayed or command executed at the defined time on the days Monday through Friday only--until removed.
Weekly	The message is displayed or command executed on a particular day of the week, each week--until removed. If you select Weekly, select a day from the adjacent list box.
One Time	The message is displayed or command executed on a particular date and time. It is immediately removed after successful display or execution. If you select One Time, select the month, day, and year from the adjacent list boxes.
Hour & Minute	Enter the hour and minute that the message will be displayed or that the command will be executed.
am/pm	Choose am or pm.
Action	Select Message if a text message is to be displayed on the screen at the designated time. Select Command to execute a command at the designated time.
Action text box	Enter a message or command of up to 40 characters. A command can be any command you might enter using the File/Run option of Applications Manager or Program Manager.
Current Alarms	This box lists the current tickler file entries--alarm messages and commands.
Add button	Choose the Add button to add the alarm message or command to the tickler file.
Delete button	Choose the Delete button to delete the selected alarm message or command from the tickler file.
Replace button	Choose the Replace button to replace the selected tickler file entry from the Current Alarms list box with the alarm information you have entered or revised.

Related topics

[Scheduling an alarm messages and commands](#)

[Removing an alarm message or command](#)

[Alarm Message dialog box](#)

Alarm Message Dialog Box

When an alarm message is displayed at the preset time and date, you may choose to "snooze" the message. By doing this, you will start a timer that will cause the message to reappear after a definable period of time. You may choose to snooze the message as many times as you like.

Choose this option	To do this
Snooze Time	This box lets you set a snooze time for this message. Otherwise, the <u>default</u> snooze time is used.
Snooze button	Choose the Snooze button to snooze the message.
Remove button	Choose Remove to delete a <u>daily</u> , <u>weekday</u> , or <u>weekly</u> message from the tickler file.
OK button	Choose OK to exit the <u>dialog box</u> .
Related topics	
<u>Snoozing an alarm message</u>	
<u>Removing an alarm when receiving the alarm message</u>	

New Personal Group Dialog Box

Use this [dialog box](#) to define a new [Personal Group](#).

Choose this option	To do this
Description	Type a description of the Personal Group. This text displays in the title bar of the Personal Group window and as descriptive text for the Personal Group icon .
Filename	<p>Type the filename and optionally the path for the file to contain the Personal Group definition. Or choose the Browse button to display the Browse dialog box, which lets you select the path and filename from list boxes.</p> <p>The filename has .APP as its default extension. The default directory is your Windows directory.</p> <p>If you enter the name of an existing file, the Personal Group defined by that file is loaded into the workspace.</p> <p>If you do not specify a filename, a filename is created using the first 8 characters of the description and the default .APP extension.</p>
Password	<p>Check the Password box if you want to password-protect this Personal Group.</p> <p>The user is prompted for a password before he or she is allowed to access the Personal Group.</p>
Change Icon button	Choose this button to select a different icon to represent this Personal Group. The Change Icon dialog box displays.
Edit Help button	Choose this button to create context-sensitive help for this Personal Group. The Edit Help dialog box displays.
Browse button	See Filename above.
Related topics	
Adding a Personal Group	
Browsing files	
Browse dialog box	
Changing icons	
Change Icon dialog box	
Edit Help dialog box	

Save Group As Dialog Box

Use this dialog box to save the current group, including its subgroups and items.

Choose this option	To do this
File name	Type the <u>filename</u> and optionally the <u>path</u> for the file in which you want to save the group definition. (You can use the Directories list box to specify the path to the file.)
Directories	Select the directories that make up the path to the file. The symbol [..] represents the parent directory. When you select a directory, the display is modified so that the directories contained in the selected directory are shown in the Directories list box and the files contained in the selected directory are shown in the Files list box.
Drives	Select another disk drive, if necessary.
Save File as Type	Select the type of file you want to save.
OK button	Choose OK when you are ready to save the group.
Related topic	
<u>Saving groups and your workspace</u>	

Properties Personal Group Dialog Box

Use this dialog box to modify the properties (definition) of an existing Personal Group. The options in this dialog box match the options in the New Personal Group dialog box.

Related topic

New Personal Group dialog box

Changing group, subgroup, or item properties

Properties Subgroup Dialog Box

Use this dialog box to modify the properties (definition) of an existing Subgroup. The options in this dialog box match the options in the New Subgroup dialog box.

Related topic

New Subgroup dialog box

Changing group, subgroup, or item properties

Properties Item Dialog Box

Use this dialog box to modify the properties (definition) of an existing Item. The options in this dialog box match the options in the New Item dialog box.

Related topic

New Item dialog box

Changing group, subgroup, or item properties

Confirmation Dialog Box

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

Choose this option	For confirmation before
--------------------	-------------------------

Delete Group	Deleting a group.
Delete Subgroup	Deleting a subgroup.
Delete Item	Deleting an item.
Save Workspace	Saving the workspace.

Related topics

Deleting groups, subgroups, and items

Delete command

Save Workspace command

Wallpaper Dialog Box

Use this [dialog box](#) to select the image and arrangement of the wallpaper to display behind the windows on your screen.

Choose this option	To do this
Bitmap Filename	Select the bitmap (.BMP or .RLE) file containing the image you want for your wallpaper. Or select None for no wallpaper.
Directory is	This field displays the current directory.
Desktop	Select Center if you want the wallpaper image to appear in the center of the screen; select Tile if you want the image to be reproduced into a tile-like background for the screen.
Browse button	Choose this button to select a path and bitmap file from list boxes . The Browse dialog box displays.
Related topic	
Selecting wallpaper	
Browsing files	
Browse dialog box	

Network Information Dialog Box

This [dialog box](#) displays the following network information:

Item	Description
User ID	<p>Novell handles network security on the basis of user IDs. Internally, it uses a number. Users see the IDs as login names and full names.</p> <p>Users identify themselves to the network using their login name. Using SYSCON, you can also assign the full name to the account. The full name appears on the User ID line after the dash.</p> <p>The login name identifies the user to the network for security purposes. It can also be used to identify personal directories and personal configuration files. The login name displays to the right of the User ID heading.</p>
Station ID	Station ID uniquely identifies each workstation on the network. This is also known as the physical station ID.
Network Number	Novell assigns each cable system a number to enable routing between systems. The number shown here is the cable system that the user is attached to.
Shell	Programs make all network requests via the NETx.COM network shell. It is important to have the latest version of the network shell to support software properly.
NetBIOS	Many network programs use NetBIOS as their interface to the network. Novell provides a NetBIOS Emulator that can be loaded on top of IPX.
DLL Versions	Applications Manager uses the Novell Windows DLL to support network functions. Check to ensure that users have the latest version of the DLLs.

For additional network information, choose any of the following options:

Choose this option	To do this
Configuration button	To view the network configuration file. The Network Information - Configuration dialog box displays.
Login Script button	To view the network login script. The Network Information - Login Script dialog box displays.
Connections button	To view network connection information. The Network Information - Connections dialog box displays.
Print button	To print all network information, which includes the information in this dialog box as well as the network configuration file, login script, and connection information.

Related topics

[Network Information - Configuration dialog box](#)

[Network Information - Login Script dialog box](#)

[Network Information - Connections dialog box](#)

Network Information - Configuration Dialog Box

This dialog box displays the contents of the network configuration file. The behavior of the Novell shell can be modified by parameters within a text file named either SHELL.CFG or NET.CFG. The Novell shell looks in the current directory for this file when it is loaded. For Windows, it should include turning on show dots (for directory walking) and allocating 60 network file handles.

To print the file, choose the Print button.

Network Information - Login Script Dialog Box

This dialog box displays the login script-- the file in which a user's network configuration, especially the drive mappings, is set.

To print this file, choose the Print button.

Network Information - Connections Dialog Box

This dialog box displays the information about current network connections. To print connection information, choose Print.

Item	Description
Network Connection Status	Users must establish a connection and account ID with a server before accessing any resources on that server. Since users are limited in the number of servers they can attach to, large networks may require users to attach and detach from servers as they need resources.
Active Capture	Correct network printing depends on redirecting printer ports to network queues. If you are unable to print to a network printer or if there is no output at the local printer, check the redirection information to ensure that print files are being sent to the correct destination. Spooling options are also shown here.
Drive Mapping Table	Drive redirection is the heart of network file sharing. Maintaining the correct drive mapping is much more complicated in the Windows multitasking environment. "File not found" messages can indicate that the drive mappings may not be what the program expects.
Group Memberships	Groups simplify network security administration. By granting rights to groups or making scripts dependent on group membership, you can allow many users access at once. This list allows you to check the users in a group.
Search Drives	Since network paths can be very long, Novell saves environment space by adding a reference to the current directory of a network drive in the path DOS environment variable and then maps a drive to the desired directory. This can cause problems if the current directory of a search drive is changed. If the user receives a "program not found message," check that the search drives are still properly mapped.
Security Equivalences	Security equivalences grant one user all the rights of other users. The user is equivalent to any group he or she is a member of. Administrative users are sometimes made equivalent to supervisor to save time logging in and out.

Windows Information Dialog Box

This [dialog box](#) displays the following Windows information:

Item	Description
Windows Version	Version of Windows running on your workstation.
Windows Mode	Windows has three modes of operation: real, standard and enhanced. Windows' performance will differ among the three modes, especially with regard to non-Windows DOS applications.
Free Memory	Amount of available memory.
Free Resources	Percentage of system resources that are available.
Swap file Size	The swap file is where Windows stores virtual memory pages when they are bumped for other pages. The size of the swap file plus the amount of real (conventional plus extended) memory is the amount of memory that Windows is currently using. Windows will always leave a certain amount of disk space on paging.
Swap file Type	Swap files can be temporary, which Windows will create and expand on the fly, or permanent, which are created by the swap file program and fixed in size. Permanent swap files are faster than temporary swap files.
Task List	List of tasks currently running under Applications Manager .

For additional Windows information, choose any of the following options:

Choose this option	To do this
Drivers button	To view the Windows drivers that are currently installed. The Windows Information - Drivers dialog box displays.
INI Files button	To view the contents of the SYSTEM.INI and WIN.INI files. The Windows Information - INI Files dialog box displays.
Print button	To print all Windows information, which includes the information in this dialog box as well as the driver information and the INI files.

Related topics

[Windows Information - Drivers dialog box](#)

[Windows Information - INI Files dialog box](#)

Windows Information - Drivers Dialog Box

Windows communicates with the operating system through a set of drivers. With most drivers, Windows will not start up. However, with the network drivers left off, Windows will still run, but some network functions will not work correctly.

This dialog box displays the drivers that are currently installed: Display, Keyboard, Mouse, and Network.

To print the driver information, choose the Print button.

Windows Information - INI Files Dialog Box

Users preferences are stored in .INI files. The two most important .INI files are SYSTEM.INI and WIN.INI. This dialog box displays these files.

SYSTEM.INI contains the hardware-specific information needed to start up windows. All Windows system drivers, enhanced mode driver and virtual machine information is available here. SYSTEM.INI is only read at startup; changes have no effect until Windows is restarted.

WIN.INI holds the user setup information about printers, applications, and the Windows appearance. Many applications, including **Applications Manager**, also write the user preference information in WIN.INI.

To print the .INI files, choose the Print button.

DOS Information Dialog Box

This [dialog box](#) displays the following DOS information:

Item	Description
DOS Version	Version of DOS running on your workstation. Windows is compatible with DOS 3.1 or higher. Compatibility with different version of DOS is not 100 percent, and some problems will only show up with particular version of DOS.
Free Memory	If you are running Windows in enhanced mode with a temporary swap file, performance can be severely degraded if the paging drive becomes nearly full. Windows gives erratic behavior when it is low on memory. If users are reporting a significant slowdown of Windows, check to make sure there is sufficient room on the paging drive and delete any unneeded files. Temporary files can accumulate in the temp directory and are likely candidates for erasure.
Local Hard Drives	Windows will run faster when loaded on a local hard disk. However, if Windows runs out of space on the hard disk, its performance will suffer. Make sure there is sufficient space on the hard disk for a temporary swap file.
Memory Map	Any device drivers and TSRs loaded before Windows is started will remain active in Windows. The memory map allows you to check which devices and TSRs are loaded and the order of their location in memory.

For additional DOS information, choose any of the following options:

Choose this option	To do this
System Files button	To view the contents of AUTOEXEC.BAT and CONFIG.SYS. The DOS Information - System Files dialog box displays.
Environment button	To view the DOS environment variables. The DOS Information - Environment dialog box displays.
Print button	To print all DOS information, which includes the information in this dialog box as well as environment information and AUTOEXEC.BAT and CONFIG.SYS.

Related topics

[DOS Information - System Files dialog box](#)

[DOS Information - Environment dialog box](#)

DOS Information - System Files Dialog Box

This dialog box displays the contents of AUTOEXEC.BAT and CONFIG.SYS.

TSRs, the Windows Temp Variable and the path to local directories are set in the AUTOEXEC.BAT. Many systems also use the AUTOEXEC.BAT to load the network shells and log in to the network and/or launch Windows.

DOS device drivers are loaded in the CONFIG.SYS file. The number of file handles, disk buffers and the command interpreter are also set here.

To print these files, choose the Print button.

DOS Information - Environment Dialog Box

Windows makes a copy of the DOS environment at startup and provides it to Windows applications. DOS applications use the original DOS environment. Some DOS environment variables are described below. To print the environment information, choose the Print button.

Variable	Description
WINDIR	When WIN.COM loads, it defines the WINDIR variable as the directory where it was found. Windows will look for the SYSTEM.INI and WIN.INI, as well as other INI files, in the WINDIR directory. Other Windows parameters have defaults based on the WINDIR variable.
Path	DOS will search for programs not found in the current directory in the directories listed in the path environment variable. Windows, NetWare utilities and Applications Manager should be on this list. Other commonly used program directories can also be included.

Change Icon Dialog Box

Use this [dialog box](#) to choose the [icon](#) you want to represent a [group](#), [subgroup](#), or [item](#).

Choose this option	To do this
Filename	Type the filename and optionally path for the file whose icon(s) you want to see.
Icon List	If multiple icons are associated with the file in Filename, select the desired icon.
Browse button	Choose this button to select a path and file from list boxes . The Browse Icons dialog box displays.
OK button	Choose OK when you have selected the icon and are ready to return to the previous dialog box.
Related topics	
Changing icons	
Browse Icons dialog box	

Edit Help Dialog Box

Use this dialog box to create context-sensitive help text for a group, subgroup, or item.

Choose this option	To do this
Quick Help Text	Type a brief description of the group, subgroup, or item. This text displays in the <u>status bar</u> when the <u>icon</u> representing the group, subgroup, or item is highlighted.
Help Text	Type the context-sensitive help text for the group, subgroup, or item. Context-sensitive help text displays when the icon representing the group, subgroup, or item is highlighted and the user presses the SHIFT+F1 key combination.
OK button	Choose OK when you have finished composing the help text and are ready to return to the previous dialog box.

Browse Dialog Box

Use this dialog box to specify a path and filename.

Choose this option	To do this
File Name	<u>Select</u> the desired file, or type the <u>filename</u> and optionally the <u>path</u> to the file.
Directories	<u>Choose</u> the directories that make up the path to the file. When you choose a directory, the display is modified so that the subdirectories contained in the chosen directory are shown in the Directories box and the files contained in the chosen directory are shown in the File Name list box.
Drives	Select another disk drive, if necessary.
List Files of Type	Select the type of files you want to display in the File Name list box.
OK button	<u>Choose</u> OK when you have specified the path and file and are ready to return to the previous dialog box.
Related topic	
<u>Browsing files</u>	

Copy Dialog Box

Use this dialog box to copy a subgroup or item to a group or subgroup.

Choose this option	To do this
Destination	Select the group subgroup to which this subgroup or item is to be copied.
Copy button	Choose this button to execute the copy operation.
Related topic	
<u>Copying between groups</u>	

Move Dialog Box

Use this dialog box to move a subgroup or item to a group or subgroup.

Choose this option	To do this
Destination	Select the group or subgroup to which this subgroup or item is to be moved.
Move button	Choose this button to execute the move operation.
Related topic	
<u>Moving between groups</u>	

Run Dialog Box

Use this [dialog box](#) to run an [application](#) or **MultiSet Script** (or other file with the appropriate association established in the [WIN.INI](#) file).

Choose this option	To do this
Command	<p>In the Command text box, type the programs name and optionally path and command line parameters (for example c:\windows\notepad myfile.txt). You can type DOS environment variables in the Command text box. For example, if in DOS, you have SET WORDPATH=I:\WINAPPS\WORD6, then you can type %WORDPATH%\WINWORD.EXE to start Microsoft Word for Windows.</p> <p>OR</p> <p>Choose Browse to display the Browse dialog box, which lets you select the path and filename from list boxes.</p> <p>You can also select the down arrow next to the Command box and display a list of the last 15 commands issued from the Run dialog box, and select one of the commands.</p>
Change Directory	<p>You can use the Change Directory to type the path you want to change to (make current) when the program is executed. You can type environment variables in the Change Directory text box. For example, if, in DOS, you have SET WORDPATH=I:\WINAPPS\WORD6, then you can type %WORDPATH% to set the path to Microsoft Word for Windows.</p>
Run Minimized	<p>Check the Run Minimized box if want the application to run minimized, with the icon appearing the bottom left corner of the screen.</p>
Browse button	<p>See Command above.</p>
Related topics	
Running an application	
Browsing files	
Browse dialog box	

Enter Password Dialog Box

Enter the password required to access this group, subgroup, or item.

Password Confirmation Dialog Box

This dialog box asks you to confirm the password you entered in the dialog boxes in which you add a new group, subgroup, or item. It also displays when you use the Properties command to set or change a password.

When the Confirm Password box displays, retype the password you just entered in the previous dialog box. The password appears "blind" for security reasons. Choose the OK button to confirm the password.

Related topics

[Enter Password](#)

Print Reports Dialog Box

Use this [dialog box](#) to specify a [path](#) and [filename](#) to print the workspace information to.

Choose this option	To do this
File Name	Select the desired file, or type the file name and optionally the path to the file.
Directories	Choose the directories that make up the path to the file. When you choose a directory, the display is modified so that the subdirectories contained in the chosen directory are shown in the Directories box and the files contained in the chosen directory are shown in the File Name list box.
Drives	Select another disk drive.
Save File as Type	Select the file type to save the report as.
OK button	Choose OK when you have specified the path and file and are ready to return to the previous dialog box.

Related topic:

[Printing the Workspace](#)

New Netmenu Dialog Box

Use this dialog box to save a NETMENU.INI file.

Choose this option	To do this
File Name	<u>Select</u> the desired file, or type the <u>filename</u> and optionally the <u>path</u> to the file. The only functional filename is NETMENU.INI. (You can use other filenames for backup and other administrative purposes.)
Directories	<u>Choose</u> the directories that make up the path to the file. When you choose a directory, the display is modified so that the subdirectories contained in the chosen directory are shown in the Directories box and the files contained in the chosen directory are shown in the File Name list box.
Drives	Select another disk drive, if necessary.
Save File as Type	Select the type of file you want to save the file as.
OK button	Choose OK when you are ready to save the file.

Save Workspace As Dialog Box

Use this dialog box to save the present workspace to a NETMENU.INI file.

Choose this option	To do this
File Name	<u>Select</u> the desired file, or type the <u>filename</u> and optionally the <u>path</u> to the file. The only functional filename is NETMENU.INI. (You can use other filenames for backup and other administrative purposes.)
Directories	<u>Choose</u> the directories that make up the path to the file. When you choose a directory, the display is modified so that the subdirectories contained in the chosen directory are shown in the Directories box and the files contained in the chosen directory are shown in the File Name list box.
Drives	Select another disk drive, if necessary.
Save File as Type	Select the type of file you want to save the file as.
OK button	Choose OK when you are ready to save the file.

Running Applications Manager as your Windows shell

During installation, you are given the option of having Applications Manager be the shell. If you did not choose to run Applications Manager as the shell, you can follow this procedure to change the shell.

You must have the directory containing the Applications Manager program files in your path to run Applications Manager as the shell.

1. Using any text editor (such as Windows Notepad), modify the shell= line in the SYSTEM.INI file on your workstation to read:

shell=APPMAN.EXE

Note: As a safeguard against errors, be sure to create a copy of the SYSTEM.INI file before editing it.

2. Save the SYSTEM.INI file and exit Windows.

The next time you run Windows, Applications Manager displays as the shell. If the network administrator has created a network startup group (which you cannot see), then the applications or scripts in that startup group run. If you have created a personal startup group (PERSTART.APP), then the applications or scripts in that startup group run. You now have all the standard features and accessories of Windows plus the enhanced networking capabilities of Applications Manager.

Opening a group window or program item

To access and run an item contained in a group or a subgroup, you open the group window and choose the program's icon.

1. Select the icon of the group, subgroup, or item you want to open.

OR

Double-click on the icon and go to Step 3.

2. Choose Open from the File menu.
3. If the password has been set and you attempt to open a group or item for the first time, type in your password.

The selected group window is restored to the size and arrangement in effect when you last closed it.

Minimizing a group window

Once you have started a program, you can minimize the group window to an icon to reduce clutter on your workspace.

Choose the windows Minimize box (down arrow).

OR

Choose Minimize from its Control menu.

The group window displays as an icon at the bottom of the workspace or at the location it was last opened.

Resizing group windows

Changing the size of the Applications Managers group windows follows standard Windows procedures. Since group windows often contain several item icons, some of them might be out of view after resizing. Checking Auto Arrange Icons in the Options menu assures that the icons automatically rearrange in the resized window. You may also rearrange icons manually after resizing by choosing the Arrange Icons command from the Window menu.

To resize a group window:

1. Select the window to be resized.
2. Choose the window corner or border to be moved.
The mouse pointer changes to a double-arrow pointer as you touch either area.
3. Drag the corner or border to a new position, using the outline as your guide.
4. Release the mouse to set the new window boundaries.

Rearranging group windows

During the course of working with several open group windows, they start overlapping or hiding one another. The Window menu offers display choices to rearrange group windows neatly within the workspace: Cascade and Tile.

You can use the Cascade command to display all the open group windows in a uniform size and an overlapping view so that the title bar of each window is visible.

You can use the Tile command to arrange all the open group windows so that each fills a portion of the workspace without overlapping. The size of a tiled window varies depending on the number of windows open on your workspace.

Each additional window that is opened displays on top of the rearranged workspace. You can tile or cascade again to include the new window in the arrangement.

Selecting Wallpaper

The Wallpaper option lets you change background patterns or graphic images from within **Applications Manager**. You can display any available bitmap file (.BMP or .RLE file extension).

To select a wallpaper file:

1. Choose Wallpaper from the Options menu.

The Wallpaper dialog box displays with the Windows directory as the current directory.

2. Choose a bitmap file from the Bitmap Filename box.

OR

Type the path and .RLE filename in the Bitmap Filename box.

OR

Choose Browse to display another directory containing bitmap files and make your selection.

3. Select Center or Tile.

4. Choose OK.

Related topic

Wallpaper dialog box

Closing a group window

A network or personal group window closes as an icon at the bottom of the workspace.

- Double-click on the Control menu box of the window you want to close or choose Close from its drop-down menu.

OR

- Choose the Close All command from the Window menu to close all open windows.

If you select Hierarchical on the Window menu and close a parent group, all the subgroups of that parent group also close.

Adding a Personal Group

In addition to the groups created by the network administrator for user's, **Applications Manager** allows you as a user to create and maintain personal groups for your personal applications and preferences.

To add a new personal group:

1. Select New/Personal Group from the File menu.

The New Personal Group dialog box displays.

2. Type the description and/or filename of the new group in the Description and Filename text boxes.

You can create a personal startup group by using the filename PERSTART.APP.

Shortcut: If you only enter the description, Applications Manager creates a filename using the first 8 characters of the description plus the .APP extension. If you only enter the filename, Applications Manger creates the description from the filename.

3. If you wish to assign a password, check the Password box and type it in the text box.
4. To create group-specific help, choose Edit Help. When you finish creating help, choose OK.
5. Choose OK to add the new Personal Group.
6. Choose Save Group As from the File menu.
7. Choose OK.

Personal group files are saved to your Windows directory. If you want to save personal group files to a location other than your Windows directory, use the Save Group As command followed by Save Workspace.

Related topics

Changing Icons

New Personal Group dialog box

Browsing files

The Browse feature allows you to look through lists of network or local drives, directories and associated files for selection. It is helpful when you are unsure of a program or group filename and want to search through available network directories. The procedure for using the Browse button is the same in the various dialog boxes in which it occurs.

To browse lists of available directories and files:

1. Choose the Browse button.

The Browse dialog box displays a list of available drives and directories and a list of associated files.

2. Select the type of file you want in the List Files of Type field.
3. Choose a drive from the Drives box and/or a directory from the Directories list box.
4. Choose a filename from the choices in the File Name list box or type one in the text box.

You can use the List Files of Type box to limit the filename display to files with a specific extension.

5. Choose OK to insert the filename in the text box in the previous dialog box.
6. If you have the latest version of COMMDBG.DLL, you will see the Network button display in the dialog box. This button enables you to attach to network servers.

Related topic

Browse dialog box

Copying between groups

To copy a subgroup or item to a group or subgroup:

1. Select the icon of the program item or subgroup you wish to copy. You can copy only personal icons.
2. Choose Copy from the File menu.
The Copy dialog box displays.
3. Choose a destination from the list of available groups in the combo box.
4. Choose Copy.

The icon for the copied item displays in the open destination group window.

Mouse Shortcut: Hold the CTRL key down while you drag the icon you wish to copy from the open source group window to the destination window. Using this same technique within a single window creates a duplicate of that item within the group or subgroup.

Related topic

Copy dialog box

Moving between groups

To move a subgroup or item to a group or subgroup:

1. Select the icon of the program item or subgroup you wish to move. You can only move personal icons.
2. Choose Move from the File menu.
The Move dialog box displays.
3. Choose a destination from the list of available groups in the combo box.
4. Choose Move.

The icon for the moved item displays in the open destination group window.

Mouse Shortcut: Drag and drop the icon you wish to move from the open source group window on to the destination window. Using this same technique within a single window repositions the icon according to the current display choice.

Related topic

Move dialog box

Running an application

To run a program in a group:

Choose Open from the File menu with the item you want to run selected. (If you've set a speed key for the item, you can select it quickly by pressing that key.)

OR

Double-click on the icon you want to run.

The program window opens. If the Run Minimized box is checked in the Properties box, the program loads as an icon at the bottom of the workspace.

To run a program that is not in a group:

1. Choose Run from the File menu.

The Run dialog box displays.

2. In the Command text box, type the program's name and optionally path and command line parameters (for example c:\windows\notepad myfile.txt). You can type DOS environment variables in the Command text box. For example, if in DOS, you have SET WORDPATH=I:\WINAPPS\WORD6, then you can type %WORDPATH%\WINWORD.EXE to start Microsoft Word for Windows.

OR

Choose Browse to display the Browse dialog box, which lets you select the path and filename from list boxes.

3. You can use the Change Directory to type the path you want to change to (make current) when the program is executed. You can type environment variables in the Change Directory text box. For example, if, in DOS, you have SET WORDPATH=I:\WINAPPS\WORD6, then you can type %WORDPATH% to set the path to Microsoft Word for Windows.
4. Check the Run Minimized box if you want the application to run minimized, with the icon appearing at the bottom of the screen.
5. Choose OK.

Shortcut: The Run dialog box maintains a history of the last 15 items entered during this session. To display prior commands or directories, position the cursor in the Command or Change Directory box and press the up or down arrow key or click the drop-down arrow.

Related topic

Run dialog box

Changing icons

The icon representing a group, subgroup, or item may be changed in the associated New and Properties dialog boxes. If you do not select an icon, the default icon will be assigned. The default filename for the icon source file, APPMAN.EXE, contains icons for groups, subgroups, and DOS applications or files. The default icon for Windows items is located in the applications file. For example, .TXT file displays the Windows Notepad icon. You can specify an icon associated with a .EXE file, .DLL file, or the .ICO file containing the icon itself.

To change the icon:

1. Select the group, subgroup, or icon and choose Properties from the File menu or display a New group, subgroup, or item dialog box.

Mouse Shortcut: Click the right mouse button on a group, subgroup, or icon to display the Properties dialog box.

Note: You cannot view the properties of a network icon unless you are an administrator using Administration mode.

2. Choose Change Icon.

The Change Icon dialog box displays.

3. If you want to open a different icon source file (.EXE, .DLL, or .ICO), type the filename and extension in the Filename text box.

OR

Choose the Browse button to select another .EXE file with icons associated with it or the .ICO file containing the desired icon and then choose OK.

The Icon List box displays the available icon(s) for the selected file.

4. Choose View Icons to display the available icon(s) for the selected file in the Icon List box.
5. Choose an icon from the Icon List box and then OK.
6. Choose OK to exit the New or Properties dialog box.

Related topics

[Change Icon dialog box](#)

Deleting groups, subgroups, and items

To delete groups, subgroups, or items:

1. Select the icon of the group, subgroup, or item you wish to delete.
2. Choose Delete from the File menu.
3. Depending on the check boxes you have checked in the Options/Confirmation dialog box, you are prompted for confirmation to delete group, subgroup, or item.
4. Choose Yes in the message box to delete your selection.

Note: Deleting a group or subgroup results in removing all of its subgroups and items. The group information is removed from the PERMENU.INI file, but the groups .APP file is not deleted.

Keyboard Shortcut: Press Delete to delete the selected icon or open window and choose Yes in the Delete Confirmation message box if one displays.

Related topic

Confirmation dialog box

Using Speed Keys

A speed key refers to the underlined letters that appear in the menu options and dialog boxes. To execute an option using a speed key, type the underlined letter.

Changing Secure Station options

To change Secure Station options:

1. Click the **Secure Station icon** to display the Secure menu.
2. Choose Options from the Secure menu.

The Secure Station Options dialog box displays.

3. Modify the options as necessary.

The following sections contain information for completing this dialog box.

4. Choose OK.

Related topic

Secure Station Options dialog box

Locking the workstation manually

As a security or privacy feature you can run **Secure Station** immediately without waiting for the time-out period to elapse.

1. Click the **Secure Station icon** to display the Secure Station menu.
2. Choose Secure Now from the Secure menu.

Your workstation is secure and the Screen Saver pattern covers the other applications on your screen.

Note: Double-clicking the **Secure Station** icon secures the workstation immediately if the network administrator has set the options required for this action.

Leaving a message on a secured workstation

When a workstation is in Screen Saver mode, you can leave an electronic message for the user. To leave a message:

1. Press any key or move the mouse.

The Secure Station dialog box displays.

2. Choose Leave Message.

The Leave Message dialog box displays.

3. Type your name in the From text box and your message in the Message text box.

4. Choose OK.

Exiting Screen Saver

You can exit Screen Saver mode by typing your network or temporary password.

To exit Screen Saver mode:

1. Press any key or move the mouse.
2. If the workstation is password-secured, the Secure Station dialog box displays. Type your network password or personal password, whichever is applicable.
3. Choose OK.

If someone has left a message, you will see the Messages dialog box after exiting Screen Saver mode.

Sending a message to a single user

Intercom allows you to send and receive network messages. It is designed to intercept messages from the supervisor's console as well as send and receive messages between workstations logged into the network.

To send a message to a single user:

1. Choose Send Message from the Intercom menu.
Mouse Shortcut: Double-click the Intercom - Send icon.
The Intercom - Send dialog box displays.
2. Select the receiver's name from the Users list box.
3. Type a message in the Message Text box.
4. Choose Send.

Intercom confirms delivery of your message by displaying the words "Message Sent" above the Message Text box.

Notes: When sending a message to a single user after sending one to either a group or multiple users, be aware that the previous selections do not automatically clear unless you change file servers. To avoid inadvertently sending a message to previously selected users, choose any highlighted entries again to deselect them or reselect the server.

Related topics

[Intercom - Send dialog box](#)

Sending a message to multiple users

Sending a single message to multiple users requires that you highlight each user to which the message should be sent. The User list box conforms to the normal multiple-select list box convention. To select more than one item from the list, continue choosing users until all relevant ones are highlighted.

To send a message to multiple users:

1. Choose Send Message from the Intercom menu.

Mouse Shortcut: Double-click the Intercom - Send icon.

The Intercom - Send dialog box displays.

2. Select each receiver's name from the Users list box. To deselect, select the entry again.

Mouse Shortcut: Click the users name in the Users list box.

Keyboard Shortcut: TAB to the Users list box and move to a name in the User list box using the arrow keys. Press the SPACEBAR to select or deselect that name.

3. Type the message in the Message Text box.
4. Choose Send.

Intercom confirms delivery of your message to the users and displays a message box indicating which users that you selected did not receive the message.

Related topics

[Intercom - Send dialog box](#)

Sending a message to a group of users

Intercom allows you to send a single message to a predefined group of users. It uses the groups that have been defined by your network administrator through the network's own group definition tools. For example, in NetWare groups can be defined through the SYSCON utility.

To send a message to a group of users:

1. Choose Send Message from the Intercom menu.

Mouse Shortcut: Double-click the Intercom - Send icon.

The Intercom - Send dialog box displays.

2. Select the group from the Groups list box.

The users currently logged in will be highlighted in the Users list box.

3. Type the message in the Message Text box.

4. Choose Send.

Intercom confirms delivery of the message by displaying the words "Message Sent" above the message text box.

You can also send messages to multiple groups. As you select each group from the Groups list box, the users in that group that are currently logged on will automatically be selected in the Users list box. You may select or deselect individual users in the Users list box.

Notes: You may send a message to users on only one file server at a time. When the Send dialog box displays, the default server is listed in the 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

Intercom - Send dialog box

Reviewing incoming messages

To review incoming messages:

1. Double-click the Messages icon to display the Messages dialog box.
2. In the Messages dialog box, select the desired message. The text of message displays in the Full Message text box.
3. Choose Delete to delete the message or Reply to send a response.

Intercom makes it easy to send a reply message to an incoming message. Choosing the Reply button displays the Intercom - Send dialog box with the originator's name highlighted and the original message in the message box. You may forward the original message to another person or group or delete the message text and type your reply. If the message was sent from a file server console or from a user not currently logged into the network or if Intercom-Send is disabled, the Reply button will be grayed, indicating that it is not possible to reply to that message.

You can exit the Messages dialog box before replying to or deleting all messages. In this case, a Messages icon displays on your screen.

Messages left on your secured workstation also appear in the Messages dialog box. You can review these messages but cannot reply to them.

If the network administrator has disabled the Receive Messages feature, it is not available to you.

Note: You can delete multiple messages by holding down the SHIFT key as you select the messages you want to delete.

Related topics

Messages dialog box

Changing your incoming message options

To change incoming message options:

1. Click the Intercom - Send icon to access the **Intercom** menu.

2. To receive messages at your workstation, check the Accept Messages option.

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.

3. To display messages on your screen as they are received, check the Display Messages on Screen option.

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.

4. If you choose to accept the defaults after viewing the menu, click in a blank area outside the menu.

Changing the clock display options

Clock can display the time of day in several different ways. The analog version of the clock icon displays the hour and minute hands with an optional second hand. The digital version incorporates a segmented "LCD" display. To change your clock display options:

1. Click the **Clock icon** to display.
2. Select Analog if you want to display the analog version of the clock or Digital to display the digital version. A check mark displays next to your choice.
3. When displaying the Analog clock, you can choose whether to display the second hand. A check mark displays next to Show Second Hand if the second-hand display feature is turned on. Choose the Show Second Hand menu option to toggle this feature on or off.

Clock works closely with Windows to display the time based on your Control Panel preferences. For example, the clock can optionally display the time in 24-hour format with the digital clock option selected. The date displayed under the icon is also tied to the date format defined through Control Panel. See your *Microsoft Windows User's Guide* for more information about setting time and date preferences through Control Panel.

Scheduling an alarm message or command

To schedule an alarm message or command:

1. Double-click the **Clock** icon or choose Set Alarm from the Clock menu.

The Alarm Options dialog box displays.

2. Select the Frequency: Daily, Weekday, Weekly, or One Time.

If you select Weekly, select the day of the week from the adjacent combo box. If you select One Time, select the month, day and year from the adjacent combo boxes.

3. Enter the hour and minute and select am or pm.

4. Choose either the Message or Command radio button.

5. If setting an Alarm Clock Message, type up to 50 characters in the text box. The message will display on the screen at the designated time.

If scheduling a command, enter the name of the executable program, DCL script, or **MultiSet** command to run at the designated time. Be sure that the event is finished and all files are closed when the network's backup procedure takes place.

Note: You may use DCL or **MultiSet** to execute a series of commands or events.

6. Choose Add to add the new entry to the Current Alarms list box. Repeat steps 2 - 6 to schedule additional messages or commands.

7. Choose OK to save your entries. They are written as tickler (reminder) file entries to the WIN.INI file.

Related topic

Alarm Options dialog box

Removing an alarm message or command

Scheduled alarm messages and commands will continue to be displayed or performed at the pre-set day and time until removed from the tickler file with the exception of One Time, which will be automatically deleted after it is successfully completed.

You may choose to remove an alarm message or command from the tickler file after it is no longer needed. **Clock** provides options for removing a message or command through the Alarms Options dialog box.

1. Double-click the **Clock** icon or choose Set Alarm from the Clock menu.

The Alarm Options dialog box displays.

2. Using the scroll bar to view all the available events in the Current Alarms list box, select the one to be removed.
3. Choose Delete.

The selected event will be removed from the list box.

4. Choose OK.

Note: You can also remove a message and through the dialog box displayed with the alarm message.

Related topics

Alarm Options dialog box

Removing an alarm when receiving the alarm message

Removing an alarm when receiving the alarm message

If you want to remove an alarm message from the tickler file when the message is displayed in the Alarm Message dialog box, choose the Remove button.

The message will disappear and the message will be permanently removed from the tickler file.

Related topic

Alarm Message dialog box

Setting the Snooze Timer default

When an alarm message is displayed at the preset time and date in the Alarm Message [dialog box](#), you may choose to "snooze" the message--starting a timer that causes the message to reappear after a definable period of time. You may choose to snooze the message as many times as you like.

To set the snooze timer [default](#):

1. [Double-click](#) the **Clock** icon or [choose](#) Set Alarm from the Clock menu.

The Alarm Options dialog box displays.

2. Enter default snooze time in minutes in the Snooze Time box.
3. Choose OK.

You may choose to change the snooze timer for individual messages when they are displayed in the Alarm Message dialog box.

Related topics

[Alarm Message dialog box](#)

[Alarm Options dialog box](#)

Snoozing an alarm message

When an alarm message is displayed at the preset time and date in the Alarm Message dialog box, you may choose to "snooze" the message--starting a timer that causes the message to reappear after a definable period of time. You may choose to snooze the message as many times as you like.

When an alarm message displays on screen, choose the Snooze button to snooze the message for the default snooze time.

If you want to change the snooze time for this message, enter the snooze time in minutes in the Snooze Timer box, then choose the Snooze button.

Note: Changing the Snooze Timer when receiving a message will not change the default setting for the Snooze timer. It will only affect that particular reminder message.

Related topics

Alarm Message dialog box

Disabling alarm functions

The Alarm Clock can be disabled by removing the check mark from the Enable Alarm box in the Alarm Options [dialog box](#).

1. [Double-click](#) the **Clock** icon or [choose](#) Set Alarm from the Clock menu.

The Alarm Options dialog box displays.

2. Choose Enable Alarm to turn the alarm function on or off.
3. Choose Close.

Related topics

[Alarm Options dialog box](#)

Viewing your file server attachments

To view your file server attachments:

1. Double-click the Intercom - Send icon or choose Send Message from the Intercom menu.

The Intercom - Send dialog box displays.

2. Choose the left Server pop-box (magnifier) in the Intercom - Send dialog box.

The Attach/Detach File Server dialog box displays.

3. Use the scroll bars to view the file servers on your network.

4. Choose Close to exit the dialog box.

The dialog box contains a list of all recognized servers on your network. For those servers to which you are connected, a user name and status displays with the server name.

Related topics

Attach/Detach File Server dialog box

Intercom - Send dialog box

Attaching to a different file server

As you log in to the network each day, you connect to at least one file server that becomes your "home" or "primary" server. It is most likely the server that stores your files. During this process, you may also attach to other servers on the network to use their resources. To attach to a different server:

1. Double-click the Intercom - Send icon or choose Send Message from the Intercom menu.

The Intercom - Send dialog box displays.

2. Choose the left Server pop-box (magnifier) in the Intercom - Send dialog box.

The Attach/Detach File Server dialog box displays.

3. Select a file server to which you are currently not attached from the File Servers list box.
4. Enter your user name and password in the corresponding text boxes.
5. Choose Attach.

The list box will be updated to display the user name and status of the selected server.

6. Choose Close.

Related topics

Attach/Detach File Server dialog box

Intercom - Send dialog box

Detaching from a file server

To detach from a file server:

1. Double-click the Intercom - Send icon or choose Send Message from the Intercom menu.

The Intercom - Send dialog box displays.

2. Choose the left Server pop-box (magnifier) in the Intercom - Send dialog box.

The Attach/Detach File Server dialog box displays.

3. Select a file server to which you are currently attached from the File Servers list box.

4. Choose Detach.

A warning message may be displayed if you are currently using the resources of the selected file server. Make your decision to detach with caution. The list box will be updated to display the user name and status of the selected server.

5. Choose Close.

Related topics

Attach/Detach File Server dialog box

Intercom - Send dialog box

Using Override Rights

Override Rights allow specific users to enter an Override Code and access a secured workstation without knowing the user's password. (The Administrator sets up the Override Code and users with Override Rights.)

To access a workstation, using Override Rights:

1. Press any key or move the mouse.
2. If the workstation is network password-secured, the Secure Station dialog box displays. Enter the Override Code, which was set up by the Administrator.

The Password Override dialog box displays.

3. Change the default Server, if desired.
4. Enter your User Name, Password, and optionally a brief Message for the user; choose OK.

If you have been defined to Secure Station as a user with Override Rights, you will be granted access to the workstation.

5. After the workstation is secured, when the user unsecures the workstation, a message will indicate that you overrode security and accessed the workstation.

