

#1\$2+3K4 **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	

¹# DB_NEWSUBGROUP

²\$ New Subgroup Dialog Box

³+ db:250

⁴ Subgroup, new

#5\$6+7K8 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](#)

⁵# DB_NEWITEM

⁶\$ New Item Dialog Box

⁷+ db:255

⁸ Item, new

Changing icons

Change Icon dialog box

Edit Help dialog box

^{#9}^{\$10} **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

⁹# CS_PRINT_WS

¹⁰\$ Print Workspace to File

#11\$12+13K14 **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](#)

¹¹# DB_PRINT_WS

¹²\$ Print Workspace Options Dialog Box

¹³+ db:260

¹⁴K Workspace, printing