

Applications Manager

This chapter presents procedures on creating, maintaining, and working with personal (user-defined) groups and their contents. It also covers the range of display and operating mode options that are available to the user. This chapter is for use by and directed toward the user.

For information on administrating Applications Manager and creating network groups (administrator-defined), see Chapter 7, “Administration.”

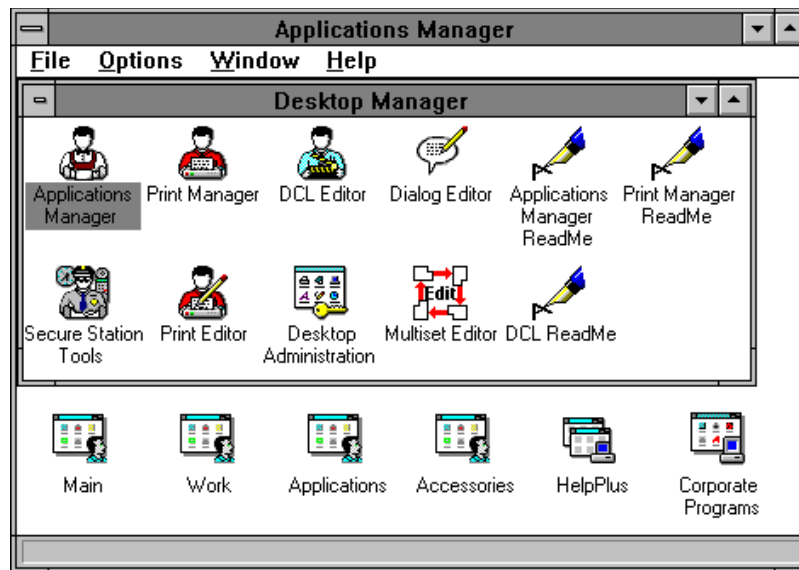
Understanding Applications Manager

Applications Manager serves as a hub for logically managing both Windows and non-Windows network resources. It is an organization of network and personal groups and their respective subgroups, all of which may contain items that run programs or scripts.

Some highlights of Applications Manager’s features include:

- Creating personal groups and subgroups
- Multiple choices for viewing and arranging the workspace
- Creation of application-specific help screens
 - Running applications and scripts

If you choose to run Applications Manager as the Windows shell, it will load automatically each time Windows is run. While you are running applications, Applications Manager is always available, either in the background or minimized as an icon at the bottom of the screen.




The Applications Manager window showing a group window and icons.

Running Applications Manager

You can run Applications Manager as a stand-alone program or as the Windows shell. The Windows shell is the application that automatically runs whenever you start Windows. Unless you specify otherwise, Program Manager is the Windows shell.



To run Applications Manager

-  Choose the Applications Manager icon from the NetTools group in Program Manager.
- OR
- Choose Run from the File menu in Program Manager. In the Command Line text box, type the path to the NETTOOLS directory and then type APPMAN.EXE.

If the network administrator has updated the workspace, a message displays stating that the workspace has changed.



To run Applications Manager as the 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.

Exiting Applications Manager

While exiting Applications Manager, you can save your workspace so that the next time Applications Manager is run, it displays the same layout as when you last closed it. If Applications Manager is your Windows shell, exiting it will close Windows.

Applications Manager saves changes if Save Workspace on Exit is checked in the Exit dialog box.

Note: The Save Workspace on Exit option does not display in the Options menu or Exit dialog box if the administrator has restricted access to this option.



To exit Applications Manager

1. Choose Exit from the File menu.

If the Save Workspace on Exit menu item is checked on, the default action will be to save. You may check off the box in the exit message at this time. Unchecking this box does not alter the status of the Save Workspace on Exit item in the Options menu.

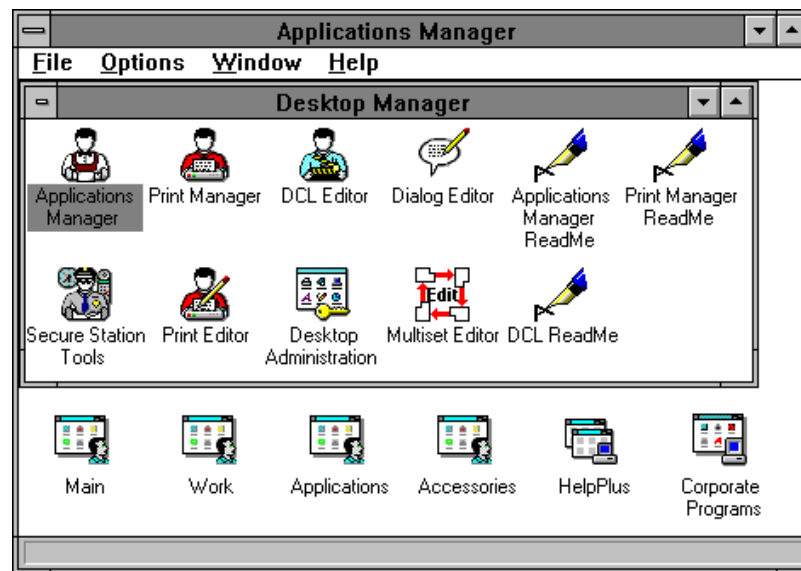
2. Choose OK to exit Applications Manager and Windows (if Applications Manager is the shell).

Working with Group Windows and Icons

A typical Applications Manager display at startup includes an arrangement of open group windows and a collection of group icons at the bottom of the workspace. Depending on the combination of group windows, the number of programs that execute at startup, and the settings selected, the look of the workspace varies.

Because Applications Manager is a Windows program, its workspace appearance and features look and respond in similar ways to most other Windows applications. To access and run an item contained in a group or a subgroup, you open the group window and choose the program's icon. Once you have started a program, you can minimize the group window to an icon to reduce clutter on your workspace.





The following sections describe several common procedures involved in working with Applications Manager's windows.



The Applications Manager window showing a group window and icons.

Understanding groups and icons

For each group in Applications Manager, there is an icon. The default icons (shown in the following table), can be changed by the administrator or the users (if they have permission).

Default icon	Description
	Network group
	Network subgroup
	Personal group
	Personal subgroup

The administrator creates the network groups and subgroups for the users. Users create the personal groups and subgroups that contain the icons they want to access.

A subgroup is a child window of a parent group window. In other words, a subgroup window only exists as part of a group window. The differences between a group and subgroup are listed in the following table.

If you...	Group	Subgroup
Close the window.	The window displays the group icon on the workspace.	The window disappears. You can access the subgroup icon by selecting the icon in the parent group window.
Delete the icon while it is iconized.	Applications Manager removes the icon from the workspace.	Nothing happens. You must delete the icon in the parent group window to delete the subgroup.



To open a group window or program item

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

OR

Double-click the icon and go to Step 3.

2. Choose Open from the File menu.
3. If a 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.



To minimize a group window to an icon

Choose the window's Minimize button (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.



To resize group windows

Changing the size of the Applications Manager's 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.

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.



To close group windows

A network or personal group window displays as an icon at the bottom of the workspace when closed.

- 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 Groups 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. For more information about Hierarchical, see "Selecting Window Options" in this chapter.



To close subgroup windows

Depending on which procedure you use to close subgroups, Applications Manager responds differently.

- Double-click on the Control menu box of the subgroup window or choose Close from its drop-down menu to close the window back into the parent group to which it belongs.

OR

- Choose the down-arrow from the window to minimize the group at the bottom of the workspace.

Creating Personal Groups and Subgroups

Personal group files may contain as many subgroups (maximum five levels of nested subgroups) and/or program items as you choose. All group files are automatically assigned the default .APP extension, but they will accept other extensions. All groups, subgroups, and items can be password protected.

There are three ways to build the contents of a group:

- Adding individual applications or scripts with the New/Item command or by copying or moving elements from another group or subgroup.
- Importing existing Windows Program Manager groups.
 - Importing groups (.APP or .DB files) from earlier versions of Applications Manager.

The following sections describe the procedures involved in building and maintaining groups, subgroups, and program items.

Adding Personal Groups

Applications Manager allows you to create and maintain groups for your personal applications and preferences.



To add a new personal group

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



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. If the STARTUP.GRP (Program Manager group) file exists, Applications Manager has already converted the file to 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 Manager 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.

A password consists of any displayable characters from 1 to 20 characters in length and are not case-sensitive. You will be prompted for a password each time you open the item.

4. If you wish to change the default icon for the group, choose Change Icon. When you finish selecting an icon, choose OK. For information on changing icons, see “Changing Icons” in this chapter.
5. To create group-specific help, choose Edit Help. When you finish creating help, choose OK. For information on creating help, see “Creating Applications Manager Context-Sensitive Help” in this chapter.
6. Choose OK to add the new Personal Group.
7. Choose Save Group As from the File menu. For information about saving groups, see “Saving Groups and Your Workspace” in this chapter.
8. 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. For information on saving, see the “Saving Groups and Your Workspace” in this chapter.

Importing Existing Groups into Applications Manager

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



To import an existing group file

1. Follow the general procedures for adding new groups as detailed in the previous section.
2. In the New Group dialog box, type the filename of the existing group in the Filename text box, including the path if necessary.

OR

Choose Browse and select a file with either an .APP (Applications Manager), .GRP (Program Manager), or .DB (Workstation Menu Version 3) file extension and choose OK. For information on using the Browse button, see “Browsing Files” in this chapter.

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.

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

Adding Subgroups

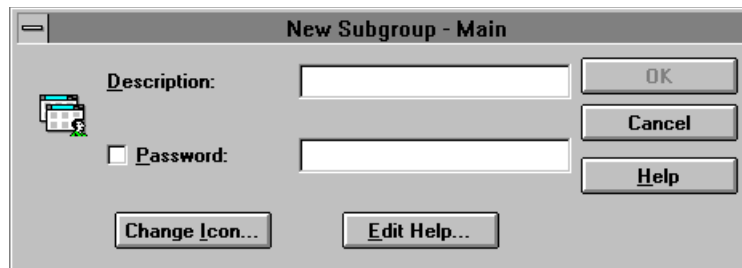
A subgroup is a group of items that can be contained in a network or personal group or in another subgroup. Subgroups further help you to organize your applications into logical units for convenient access by users. The network group “Marketing,” for example, might have subgroups named Presentations 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 personal or subgroup items 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 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 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 subgroup’s icon. It’s 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.

A password consists of any displayable characters from 1 to 20 characters in length and are not case-sensitive. You will be prompted for a password each time you open the item.

4. If you wish to change the default icon for the subgroup, choose Change Icon. When you finish selecting an icon, choose OK. For information on changing icons, see “Changing Icons” in this chapter.

5. To create subgroup-specific help, choose Edit Help. When you finish creating help, choose OK. For information on creating help, see “Creating Applications Manager Context-Sensitive Help” in this chapter.
6. Choose OK again to add the new subgroup.

Adding Program Items to Groups and Subgroups

An item is an element within a network group, personal group, or 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 desktop. 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. For information on using the Browse button, see “Browsing Files” in this chapter.

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 20 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. For information on creating help, see “Creating Applications Manager Context-Sensitive Help” in this chapter.
7. Check the Run Minimized box if you want the application to load as an icon instead of an open window.
8. To create an embedded script for the icon, choose Script. Applications Manager copies information from Command, Change Directory, and Run Minimized to the script. You can add additional commands to the script. When you complete the script, choose Save Item from the File menu. To exit the MultiSet Editor, choose Exit from the File menu.

The Command, Change Directory, and Run Minimized options appear gray. You cannot modify these fields without editing the script.

9. Choose OK to exit the New Item dialog box.

Changing Icons

The icons 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 application’s file. For example, a .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 an 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.

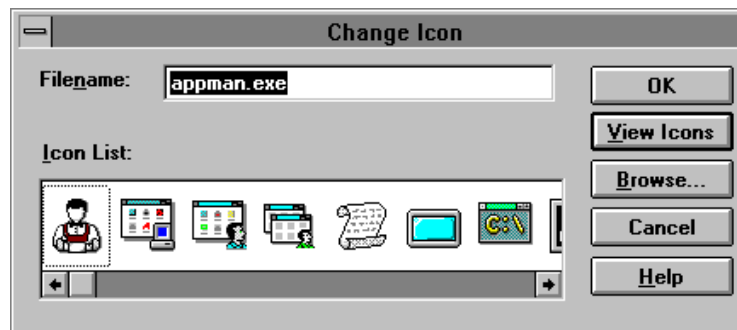


Mouse Shortcut:

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. For information on using the Browse button, see “Browsing Files” in this chapter.

Choose View Icons to display the available icon(s) for the selected file in the Icon List box.

4. Choose an icon from the Icon List box and then choose OK.
5. Choose OK to exit the New or Properties dialog box.

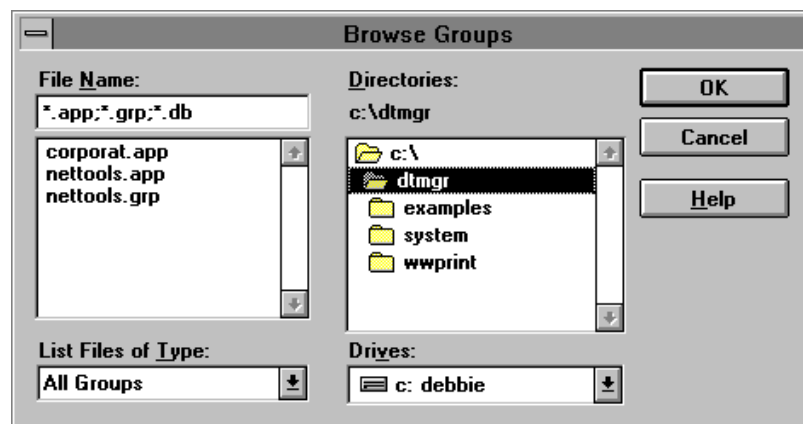
Browsing Files

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 all of 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 that filename in the text box of the previous dialog box.
6. If you have the latest version of COMMDLG.DLL, you will see the Network button display in the dialog box. This button enables you to attach to network servers.

Creating Applications Manager Context-Sensitive Help

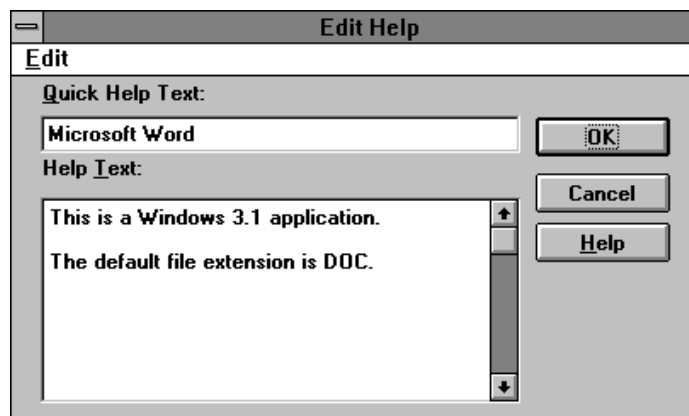
In addition to the online help available through the Help menu and Help buttons on all dialog boxes, Applications Manager features a Help editor for creating context-sensitive help for groups and applications. The Edit Help button is found in the New group, subgroup, and item dialog boxes as well as in the Properties dialog boxes.

Once you've written help text for a group or item, it is available in two ways. Selecting a group or program icon produces a quick help message in the status bar at the bottom of the window (if the status bar is enabled). When you touch SHIFT+F1 and then select a group, subgroup, or item icon, Applications Manager displays the help text you've written on programs or procedures related to the currently selected icon.



To create and edit context-sensitive help

1. Choose the Edit Help button from a New or Properties dialog box.



The Edit Help dialog box displays with blank boxes for a new group or item or with current text for existing groups or items.

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

2. Type a brief entry in the Quick Help Text box.
3. Type new text or edit existing text in the Help Text box. To insert a new line, press CTRL+ENTER. You can use the Edit menu to Undo, Cut, Copy, Paste, and Clear.

Both help entries are optional; you may include just one if you want.

The following commands can be used in the Edit Help dialog box to create help text:

Command	Description
Right Arrow	Moves the text cursor one character to the right.
Left Arrow	Moves the text cursor one character to the left.
Up Arrow	Moves the text cursor up one line.
Down Arrow	Moves the text cursor down one line.
Home	Moves the text cursor to the first character in the line.
End	Moves the text cursor to the space after the last character in the line.
Page Up	Moves the thumb one screen toward the top of the box.
Page Down	Moves the thumb one screen toward the bottom of the box.
CTRL+TAB	Moves the cursor a Tab space within the box.
CTRL+ENTER	Moves the cursor to the next line with the text box.
CTRL+HOME	Moves the text cursor to the first line in the box.
CTRL+END	Moves the text cursor to the end of the box.
CTRL+RIGHT	Moves the cursor to the end of the word.
CTRL+LEFT	Moves the cursor to the beginning of the word.
CTRL+X	Cut
CTRL+C	Copy
CTRL+V	Paste
DEL	Clear
SHIFT+Left Arrow	Highlights the character to the left of the text cursor.
SHIFT+Right Arrow	Highlights the character to the right of the text cursor.
SHIFT+Up Arrow	Highlights one line of text to the left of the text cursor.
SHIFT+Down Arrow	Highlights one line of text to the right of the text cursor.
SHIFT+HOME	Highlights from the text cursor to the first character in the line.
SHIFT+END	Highlights from the text cursor to the last character in the line.

4. Choose OK.
5. Choose OK to exit the New or Properties dialog box.

6. To test the feature, choose the icon of the group or item for which you have just written help. The quick help line displays in the status bar if it is enabled. Press SHIFT+F1 and then select the group, subgroup, or item to display the longer help text for the group or item that icon represents.

Saving Groups and Your Workspace

The three save options in Applications Manager are used to store the elements of the groups and subgroups you create and the personal settings you have selected for your Applications Manager workspace. Saving your workspace before exiting assures that it will look the same as when you last used it.

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. For each network group, the program may create a .RCT file in the user's Windows directory. These files contain the user's preferences about size and the screen location of network groups. The position information in the .RCT files overrides the position information contained in the network group's .APP files. The customized settings regulating how Applications Manager looks and the specific personal groups a user has access to are stored in the user's PERMENU.INI file.

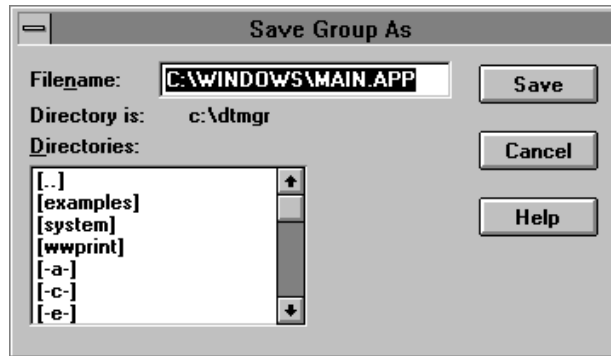
To save additions or changes, you must either choose the File/Save Workspace menu item or have Save Workspace on Exit checked on the Options menu. Save Workspace on Exit saves the current selections, options, window states, sizes and locations as well as the group information. If this option is checked, your changes will be saved automatically each time you exit Applications Manager.

The Save Group As command saves the currently selected group to the filename and path you specify. Use this File menu option when you want to save an .APP file to another location or to change its name. Save Group As saves the .APP files and any subgroup and item changes made to them. The Save Workspace command saves both the workspace settings and the groups.



To save a group to a new path and filename

1. Choose Save Group As from the File menu.



2. Type the new filename. Include the drive letter and directory, using the list box if necessary.

The default extension is .APP, but you can type any extension.

3. Choose Save.
4. Choose Save Workspace from the File menu or have Save Workspace on Exit active in order to update the reference to the group file in the PERMENU.INI file.

Naming Group Files

You may specify the path in either a Server/Volume format or use a drive format (for example, F:\directory\filename.APP). The Server/Volume format ensures that the file will be found no matter how the drives are mapped.

Applications Manager uses standard DOS naming conventions for .APP filenames. If a filename is entered that already exists, the group associated with that file is loaded. If a description is entered but no filename, Applications Manager automatically assigns the first 8 DOS-legal characters of the description and an .APP extension to it. 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.

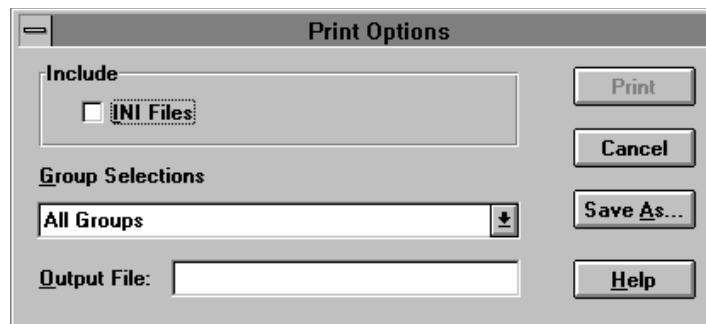
Printing the Workspace

You can use the File/Print Workspace to File command to print your personal group information and 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.



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 a file from the list box.

5. Choose Save.

Editing Groups, Subgroups, and Items

You can easily change the contents of groups and subgroups and the details for items using the editing commands on the File menu. In addition to using the menu bar commands, a “drag and drop” mouse action allows you to copy and move subgroup and item icons from one open group window to another. The copied or moved icon assumes the display style of the destination window.

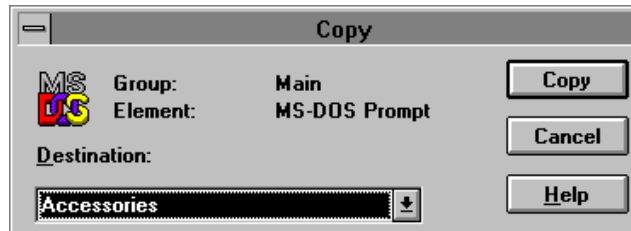
The Properties options allows you to view and edit any of the details that define a group, subgroup, or item.



To copy items or subgroups

1. Select the icon of the program item or subgroup you wish to copy. You can only copy personal items.

2. Choose Copy from the File menu.



3. Choose a destination from the list of available groups in the combo box.
4. Choose Copy.

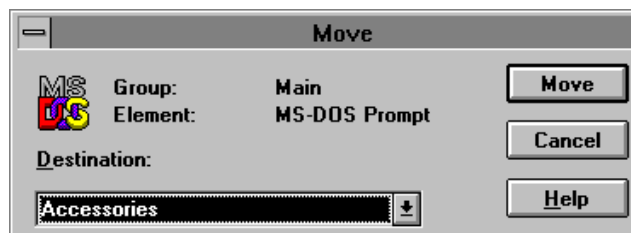
Mouse Shortcut:

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



To move items or subgroups

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.



3. Choose a destination from the list of available groups in the combo box.
4. Choose Move.

Mouse Shortcut:

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



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 the group, subgroup, or item. 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 group's .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.



To view and change properties

1. Select the icon of the group, subgroup, or item for which you wish to change details related to the filename, password, icon, help text, script, etc.

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

2. Choose Properties from the File menu.



Mouse Shortcut:

Click the right mouse button on a group, subgroup, or item to display the Properties dialog box.

3. If a group, subgroup, or item contains a password, type the password and choose OK.
4. Make the desired changes.
5. Choose OK.

Running Programs from Applications Manager

With programs and scripts logically organized into network and personal groups and associated subgroups, it's quick to locate and run an application using Applications Manager. To start an application, the group or subgroup window in which it is located must be open with the item's icon selected.



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

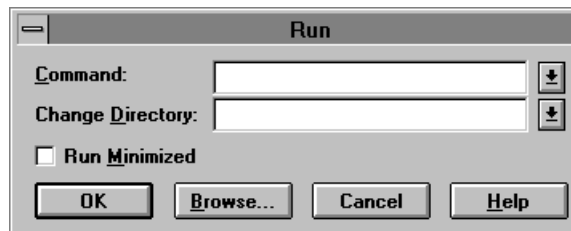
Double-click the icon you want to run.

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.



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. For information on using the Browse button, see "Browsing Files" in this chapter.

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.

Selecting Display Options

The Options menu allows you to set preferences that regulate elements of Applications Manager's operation and display. You can turn most of these choices on or off by checking the menu item. A check mark indicates the option is active. The Confirmation and Wallpaper options display dialog boxes for selecting preferences. The settings selected in the Options menu are stored in your PERMENU.INI file when the workspace is saved.

Status Bar

The status bar at the bottom of the Applications Manager window displays definitions of menu items as you scroll down a menu's items. It also displays Quick Help information when you select a group or program icon. When a program or script is executing or Applications Manager is saving or exiting, the status bar indicates the operation in progress.

Auto Arrange Icons

You can check Auto Arrange Icons to automatically rearrange the icons in a group to accommodate the new window area that results from resizing or moving an icon.

Minimize on Use

You can check Minimize on Use to minimize the Applications Manager window to an icon at the bottom of the screen each time you run an application from one of its groups.

Save Workspace on Exit

Save Workspace on Exit sets the default setting for exiting. Checking this setting on ensures that the changes made both to groups and to the appearance of the workspace will be saved when you exit Applications Manager.

If this option is checked, your changes will be saved automatically each time you exit Applications Manager. If it is not checked on, you can still save changes on exiting by checking the Save Workspace box in the Exit prompt. Checking this box off in the Exit message only applies to the current session. It does not alter any default settings in effect.

Confirmation

The Confirmation dialog box allows you to choose whether confirmation messages will display when you select the Delete command for groups, subgroups, and items or the Save Workspace command from the File menu. If a box is checked you will see a confirmation box each time you choose one of these commands. If a box is not checked, Applications Manager will execute the command without showing a warning message.

To prevent inadvertently deleting a group, subgroup, or item, it is advisable to activate the confirmation option for these elements. If you prefer to work with this option off, remember that you may exit Applications Manager without saving a group or the workspace if you wish to undo a delete made in error.

To turn confirmation messages on for one or more of the four commands, check the corresponding box and choose OK.



Wallpaper

The Wallpaper option allows users to 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.



2. Choose a .BMP 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.

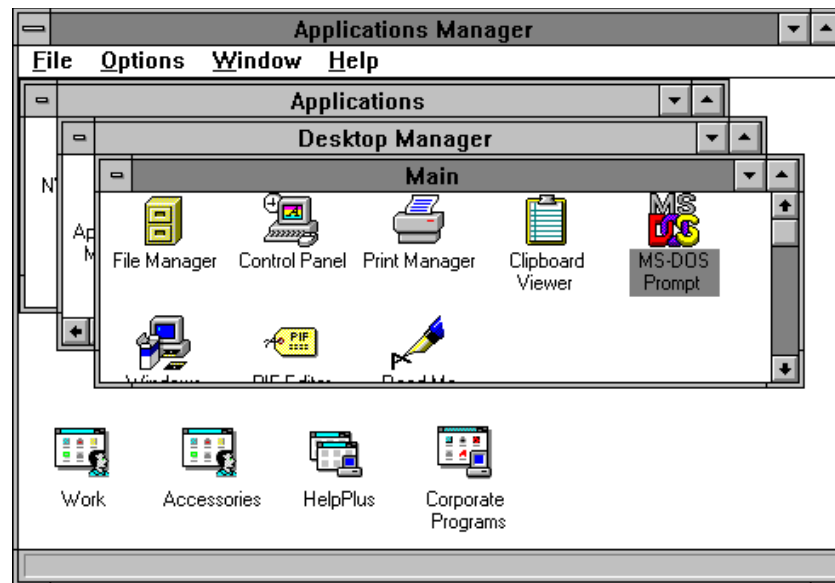
3. Select Center or Tile to center the bitmap on the screen or arrange it in a tiled pattern.
4. Choose OK.

Selecting Window Options

The Window menu contains options for arranging windows, setting window hierarchy attributes, and displaying windows.

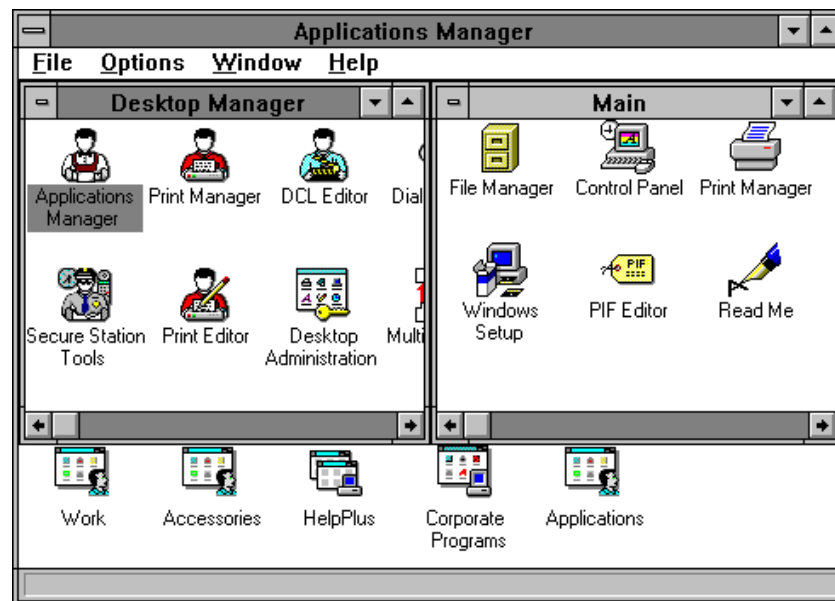
Cascade and Tile

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.



Applications Manager arranged with cascading windows.

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.



Applications Manager arranged with tiled windows.

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.

Arrange Icons

This option 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.

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.)

Text

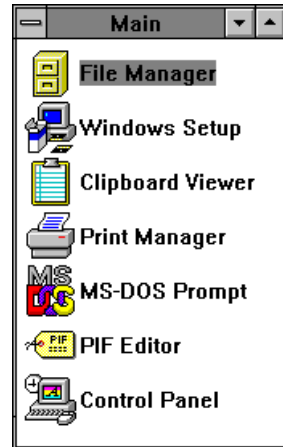
The descriptions for the icons are listed without icons in the group window. This setting is window specific—it only applies to this window.



A Text group window.

Vertical Icon

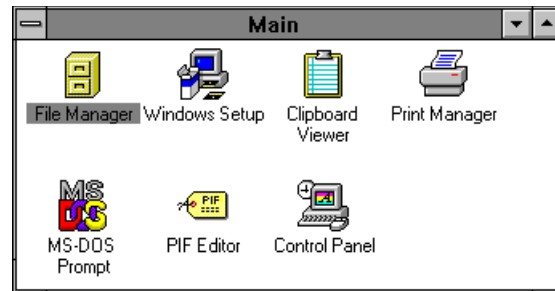
The icons and their descriptions are listed in a vertical list in the group window. This setting is window specific—it only applies to this window.



A Vertical Icon group window.

Horizontal Icon

The icons and their descriptions are listed row-by-row in a horizontal list in the group window. This setting is window specific—it only applies to this window.



A Horizontal Icon group window.

Checking System Resources

The Applications Manager Help menu contains three information items that offer extensive statistics on a user's current system configuration: Network Info, Windows Info, and DOS Info. Each of these Help items displays read-only information on the current workstation. It is intended to help with troubleshooting if you encounter a problem while running Applications Manager or other products.

In addition, each of the main and secondary Info Help windows features a Print button so you can print out and review any of the available information. Choosing the Print button in any of the three main Information windows prints the data in that window plus the data in all lower-level windows.

Following is an alphabetical listing of the terms included in the system information boxes accessed through the Help menu. Each entry describes the term and indicates in which box you can find that information.

AUTOEXEC.BAT 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 into the network and/or launch Windows.

To view AUTOEXEC.BAT, choose DOS Info from the Help menu and choose System Files. If Applications Manager cannot identify your boot device, it will offer you the option of browsing for it.

Capture information Correct network printing depends on redirecting printer ports to network queues. If users are unable to print to a network printer or if output is not showing a local printer, check the redirection information to ensure that print files are being sent to the correct destination. Spooling options are also shown here.

To view Capture information, choose Network Info from the Help menu and choose Connections. Scroll down until the Capture information is visible.

CONFIG.SYS 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 view CONFIG.SYS, choose DOS Info from the Help menu and choose System Files. If Applications Manager cannot identify your boot device, it will offer you the option of browsing for it.

Disk Space Available If you are running Windows in enhanced mode with a temporary swapfile, 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.

To view the disk space available on local drives, choose DOS Info from the Help menu.

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.

To view drive mapping information, choose Network Info from the Help menu and choose Connections. Scroll down until the Drive Mapping Table heading is visible.

DLL Versions Applications Manager uses the Novell Windows DLL to support network functions. Check to ensure that users have the correct version of the DLLs.

To view the DLL version, choose Network Info from the Help menu.

DOS Environment Windows makes a copy of the DOS environment at startup and provides it to Windows applications. DOS applications use the original DOS environment.

To view the DOS environment, choose DOS Info from the Help menu and choose Environment.

Full Name Users identify themselves to the network using their login name. Using SYSCON, you can also assign the full name to the account.

To view the full name, choose Network Info from the Help menu. The full name appears on the User ID line after the dash.

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 which users are in which group.

To view Group Membership information, choose Network Info from the Help menu and choose Connections. Scroll down until the Group Membership heading is visible.

INI files Users preferences are stored in *.INI files. The two most important INI files are the SYSTEM.INI, which holds the hardware-related parameters, and the WIN.INI, which contains global status information.

To view the SYSTEM.INI and WIN.INI, choose Windows Info from the Help menu and choose INI Files.

Local Hard Disks Windows runs faster when loaded on a local hard disk. However, if Windows runs out of space on the hard disk, its performance suffers. Make sure there is sufficient space on the hard disk for a temporary swapfile.

To view local hard disk information, choose DOS Info from the Help menu.

Login Name 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.

To view the login name, choose Network Info from the Help menu. The login name displays to the right of the User ID heading.

Login Script The login script is where a user's network configuration, especially the drive mappings, is set.

To view the login script, choose Network Info from the Help menu and choose Login Script.

Memory Map Any device drivers and TSRs loaded before Windows is started will remain active during a Windows session. The memory map allows you to check which devices and TSRs are loaded and the order of their location in memory.

To view the Memory Map, choose DOS Info from the Help menu.

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.

To view NetBIOS information, choose Network Info from the Help menu.

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.

To view Network number, choose Network Info from the Help menu.

Path DOS will search for programs not found in the current directory in the directories listed in the path environment variable. Windows and any NetWare utilities should be on the path. Other commonly used program directories can also be included.

To view the Path, choose DOS Info from the Help menu, then choose Environment.

Station ID Station ID uniquely identifies each workstation on the network. This is also known as the physical station ID.

To view Station ID, choose Network Info from the Help Menu.

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.

To view Search Drives, choose Network Info from the Help menu and choose Connections. Scroll down until the Search Drives heading is visible.

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.

To view security equivalences, choose Network Info from the Help menu and choose Connections. Scroll down until the Security Equivalences heading is visible.

Servers Attached 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.

To view servers the user is attached to, choose Network Info from the Help menu and choose Connections.

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.

To view the version of NETx.COM, choose Network Info from the Help menu.

SHELL.CFG/NET.CFG 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 view the SHELL.CFG file, choose Network Info from Help and choose Configuration. If the program cannot find the file, it will allow the user to browse for it, which may cause the user to change the path. The administrator, however, can circumvent this problem by setting an environment variable named NETCFG that points to the location of the SHELL.CFG. The path for the .CFG files is placed in the configpath setting of the HELPPPLUS.INI file.

Set the variable in either the system login script or the AUTOEXEC.BAT file on the user's system by adding the line: SET NETCFG = drive:\path or SET NETCFG=C:\NETWORK. If you have not set this variable, the user will receive an error message when attempting to print this information from the Network Info dialog box.

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

To view the SYSTEM.INI, choose Windows Info from the Help menu and choose INI Files.

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.

To view the swap file size, choose Windows Info from the Help menu.

Swap File Types 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 but can only be utilized on local hard drives.

To view the swap file type, choose Windows Info. from the Help menu.

User ID 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.

To view the user ID, choose Network Info from the Help menu.

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

To view the WIN.INI, choose Windows Info from the Help menu and choose INI Files.

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.

To view the WINDIR variable, choose DOS Info from the Help menu and choose Environment.

Windows Drivers Windows communicates with the operating system through a set of drivers. Sometimes when drivers are not installed, Windows will not run. However, with the network drivers left off Windows will still run, but some network functions will not work correctly.

To view the Windows Drivers, choose Windows Info from the Help menu and choose Drivers.

Windows Mode Windows has three modes of operation: real, standard and enhanced. Windows' performance differs among the three modes, especially with regard to DOS applications.

To view the Windows mode information, choose Windows Info from the Help menu.

Windows Setup The Windows setup program checks the hardware and the network and installs the correct drivers in the SYSTEM.INI. It does not recognize all hardware, and it will not recognize the network if the network shells are not loaded (if the network is not loaded when Windows is installed).

To view the Windows Setup, choose Windows Info from the Help menu and choose Drivers.

Windows Version To view the Windows version, choose Windows Info from the Help menu.

