METZ LAUNCH TABLE OF CONTENTS

METZ Launch Overview

Use METZ Launch to create a customized menu that launches applications quickly and easily from METZ Task Manager, METZ Scheduler, and METZ Launch itself.   If you are using Microsoft Windows 3.1, you can also add the Launch menu to the Windows File Manager menu bar.

You can load METZ Launch by running it from METZ Task Manager or the Windows Program Manager, or you can choose the Customize... command on the METZ Task Manager Launch menu.

You can add commands, cascading sub-menus, and special separators that make your customized menu easier to read and work with.   Your commands may include the names of files you want to load or other parameters.

Before you begin using METZ Launch, think about which applications you use most often-- and how you prefer to launch them.   Of course, you'll want to add nine of your most-often used applications to the METZ Task Manager Launch Pad--but there may be additional applications you need to access quickly, or applications you'd like to be able to launch from the Windows File Manager when METZ Task Manager is not visible on your screen.   In some cases, you may find it handy to add the same application to the Launch menu several times--so that you can run different files.

Of course, you don't need to design a Launch menu all at once.   You can start METZ Launch at any time--and add, modify, or delete items.   Your changes will be made automatically to the METZ Task Manager, METZ Scheduler, and the METZ Launch Launch menus as soon as you save them.   If you have decided to add the Launch menu to the Windows 3.1 File Manager, your changes will also be reflected on the File Manager menu bar.

Related Topics:
Commands
Using METZ Launch

Commands

The following topics describe the METZ Launch application window, menus, and dialog boxes.

Related Topics:

The METZ Launch Application Window
Add/Modify Item Dialog Boxes
Select File Dialog Box
Select Directory Dialog Box
Add/Modify Sub-Menu Dialog Boxes
File Menu
Save
Print
Printer Setup...
Exit METZ Launch
Edit
Undo
Insert Menu Item...
Insert Sub-Menu...
Insert Separator
Insert Column
Duplicate
Modify...
Delete
Select Sub-Menu
Select All

The METZ Launch Application Window

Use the METZ Launch application window to customize your Launch menu.

Launch List.   The Launch list shows the current list of items on the Launch menu.

Menu Item... Button.   Choose the Menu Item... button to add a new menu item to the Launch menu.   When you choose the Insert Menu Item button, the New Menu Item dialog box appears. The new menu item will be inserted after the currently selected menu item.

Sub-Menu... Button.   Choose the Sub-Menu... button to create or modify a sub-menu.   When you choose the Sub-Menu... button, the Add Sub-Menu dialog box appears.   The new sub-menu will be added to the currently selected menu item.

Separator Button.   Choose the Insert Separator button to insert a separator line after the currently selected menu item.   Separators make it easier to view the items on the Launch menu.

Column Button.   Choose the Column button to begin a new column of menu items. If you have a large number of menu items added to your Launch menu, you can create multiple columns of commands.

Modify... Button.   If you want to modify an item on the Launch menu, first select it with the mouse or direction keys and then choose the Modify button.   If the currently selected item is a menu item, the Modify Menu Item dialog box appears.

Duplicate Button.   Choose the Duplicate button to make a copy of the selected menu item.   You can use the duplicate button to quickly add the same item to another part of your Launch menu and edit it.

Delete Button.   Choose the Delete button to delete the selected menu item(s).

Up Button.   Choose the Up button to move the selected menu item(s) up one position at a time.

Down Button.   Use the Down button to move the selected menu item(s) down one position at a time.

Apply the METZ Launch Menu to the Windows File Manager checkbox. Check this box to add your customized METZ Launch menu to the Windows 3.1 File Manager menu bar.

Related Topics:
Commands
The METZ Launch Application Window
Add/Modify Item Dialog Boxes
Select File Dialog Box
Select Directory Dialog Box
Add/Modify Sub-Menu Dialog Boxes
File Menu
Save
Print
Printer Setup...
Exit METZ Launch
Edit
Undo
Insert Menu Item...
Insert Sub-Menu...
Insert Separator
Insert Column

Duplicate
Modify...
Delete
Select Sub-Menu
Select All

Add/ Modify Item Dialog Boxes

Use the Add or Modify Menu Item dialog boxes to add or modify menu items on your customized METZ Launch menu.

Description.   Enter a descriptive name for the application.   The name you enter will appear on the METZ Launch menu.   Enter an ampersand (&) just before the character you want to use as the underlined accelerator key.

Application.   Enter the filename of the application or choose the Application... button to display the Select File dialog box.

Parameters.   If you want to run an application with a specific file, you can enter it in the Parameters box.   Choose the Parameters button to display the Select File dialog box to help you specify a filename as a parameter for the application.

Directory.   If you like, you can enter the name of a directory to use as the working directory for the application.   If you do not know which directory you want to use, choose the Directory button to choose a directory from the Select Directory dialog box.

Run.   Choose the Normal radio button to run the application at its normal window size.   Choose the Minimized radio button to run the application as an icon.   Choose the Maximized radio button to run the application full-screen.   Choose the Hidden radio button to run the application without displaying its icon or application window.

Hot Key.   Check any combination of the Ctrl, Alt, and Shift checkboxes and/or choose one of the key names in the list box to create your own personal hot key sequence.   You can use this combination of keys to quickly pop up the application, without using the Launch menu.   If you check the DOS Support checkbox, the hot key will launch the application, even if you are working in the "DOS box" during a windows session.   You can create up to 16 hot keys with DOS support.

If you like, you can assign multiple applications to the same hot key sequence. When you choose the hot key sequence, all the applications which share the hot key sequence will be loaded at once.

NOTE: Some key combinations are used by other applications.   Make sure that the hot key sequence you choose does not have a special meaning to an application you normally use.

Prompt for parameters when run.   If you check this box, when you choose an item on the Launch menu, a dialog box will be displayed that prompts you to enter the filename you want to load.

Use File Manager Selections.   If you check this box, you can select files on the Windows File Manager and then choose a command from the Launch menu to load the selected files into the application you chose.

OK Button.   Choose the OK button to save your additions or changes to the Add Menu Item or Modify Menu Item dialog boxes.

Cancel Button.   Choose the Cancel button to close the Add Menu Item or Modify Menu Item dialog boxes, without making any changes to the Launch list.

Clear Button.   Use the Clear button to remove all the entries you've made in the Launch list.

Reset Button.   Use the Reset button to return the Launch menu to the state it was in before you began adding or modifying items.

Related Topics:
   Commands

Select File Dialog Box

The Select File dialog box lets you choose a file.   You can use mouse or DIRECTION keys to scroll through the Files and Directories list boxes to find the filename for the application.

Related Topics:
Commands
Add/Modify Item Dialog Boxes
Adding Items
Modifying Items

Select Directory Dialog Box

The Select Directory dialog box lets you choose a working directory for the application you are adding to the Tools menu.

Related Topics:

Commands
Add/Modify Item Dialog Boxes
Select File Dialog Box
Adding Items
Modifying Items

Add/Modify Sub-Menu Dialog Boxes

Use the Add or Modify Sub-Menu dialog boxes to create sub-menus on your Launch menu.

Name.   Enter the name you want to give to your sub-menu item.

OK Button.   Choose the OK button to confirm your entry and close the Add Sub-Menu dialog box.

Cancel Button. Choose the Cancel button to close the Add Sub-Menu dialog box, without adding a sub-menu item.

Related Topics:
Commands
The METZ Launch Application Window
Add/Modify Sub-Menu Dialog Boxes
File Menu
Working with Sub-menus

File Menu

Use the commands on the METZ Launch File menu to save, print, exit from METZ Launch, or set up your printer.

Related Topics:

Commands
The METZ Launch Application Window
Save
Print
Printer Setup...
Exit METZ Launch

Save

Choose the Save command to save your additions and changes to the Launch menu.

Related Topics:

[Commands](#)
[File Menu](#)

Print

Choose the Print command to print the current entries in the Launch menu.

Related Topics:
Commands
Printer Setup...

Printer Setup...

Choose the Printer Setup... command to set up your printer.   When you choose the Printer Setup... command, the Printer Setup dialog box appears.

Related Topics:

Commands
File Menu
Print

Exit METZ Launch

Choose Exit METZ Launch to close the METZ Launch application window.

Related Topics:
Commands
File Menu

Edit Menu

Use the commands on the Edit menu to make changes to the Launch menu.

Related Topics:
    Commands
    Undo
    Insert Menu Item...
    Insert Sub-Menu...
    Insert Separator
    Insert Column
    Duplicate
    Modify...
    Delete
    Select Sub-Menu
    Select All
    Adding Items
    Modifying Items
    Deleting Items
    Working With Columns
    Working with Separators
    Working with Sub-menus
    Moving Items
    Creating Hot Key Sequences
    Getting Prompted for Application Parameters
    Launching File Manager Selections
    Adding the METZ Launch Menu to the Windows File Manager

Undo

Choose the Undo command to undo your previous action.   For example, if you just added a new menu item, you can choose the Undo command to remove the new menu item.   You can view your changes to the METZ Launch menu as you make them by pulling down on the Launch menu to view it.

Related Topics:
Commands
Edit

Insert Menu Item...

Choose the Insert Menu Item... command to add a new command to the Launch menu.   The new command will be added below the currently selected menu item.   When you choose the Insert Menu Item... command, the Add Item dialog appears.

Related Topics:
    Commands
    Edit
    Undo
    Insert Sub-Menu...
    Insert Separator
    Insert Column
    Duplicate
    Modify...
    Delete
    Select Sub-Menu
    Select All
    Adding Items
    Modifying Items
    Creating Hot Key Sequences
    Getting Prompted for Application Parameters
    Launching File Manager Selections
    Adding the METZ Launch Menu to the Windows File Manager

Insert Sub-Menu...

Choose the Insert Sub-Menu... command to create a sub-menu for the Launch menu.   The sub-menu will be added below the currently selected menu items in the Launch list box. When you choose the Insert Sub-Menu command, the Add Sub-Menu dialog box appears.

Related Topics:
Commands
Edit
Working with Sub-menus

Insert Separator

Choose the Insert Separator command to add a separator (that is, a separating line) to make it easier to see the items on your menus.

Related Topics:

Commands
Edit
Working with Separators

Insert Column

Choose the Insert Column command to begin a new column of menu items.   If you have added many items to your Launch menu, you will want to control the placement of items on new columns to make it easier to launch the applications you use.

Related Topics:

Commands
Edit
Working With Columns

Duplicate

Choose the Duplicate command to quickly duplicate the selected menu item or sub-menu item.   You can place two identical items in different positions on the Launch menu or to create two similar menu items by modifying the duplicate item.

Related Topics:
Commands
Edit

Modify...

Choose the Modify... command to display the Modify Item dialog box so you can change the currently selected menu item or sub-menu item.   If you are modifying a command, the Modify Item dialog box appears.   If you are modifying a sub-menu item, the Modify Sub-Item dialog box appears.

Related Topics:
Commands
Edit
Modifying Items

Delete

Choose the Delete command to delete the currently selected item(s).

Related Topics:
Commands
Edit
Undo
Deleting Items

Select Sub-Menu

Choose the Select Sub-menu command to select all the items in a sub-menu so that you can quickly delete them, duplicate them, or move them up or down on the Launch menu.

Related Topics:

Commands
Edit
Working with Sub-menus

Select All

Choose the Select All command to highlight all the items on the Launch menu so that you can move, delete, or duplicate them.

Related Topics:

Commands
Edit

Using METZ Launch

METZ Launch lets you create a customized Launch menu for the METZ Task Manager and METZ Scheduler menu bars.   If you are using Windows 3.1, you can also add the METZ Launch menu to your Windows File Manager menu bar.

The Launch menu makes it even easier to access your most often-used programs from METZ Task Manager, METZ Scheduler, METZ Launch, and the Windows File Manager.   You can specify the application you want to run, the files you want to load, and the working directory for the application.   You can also define special "hot keys" that let you load an application instantly with a key combination.

With METZ Launch, you can add commands to the menu in any order you choose or create cascading sub-menus.   To make your Launch menu easy to work with, you can add separators to organize commands in groups and specify where you want new columns to begin.

Related Topics:
    Adding Items
    Modifying Items
    Deleting Items
    Working With Columns
    Working with Separators
    Working with Sub-menus
    Moving Items
    Creating Hot Key Sequences
    Getting Prompted for Application Parameters
    Launching File Manager Selections
    Adding the METZ Launch Menu to the Windows File Manager

Adding Items

Use the Launch List displayed on the METZ Launch application window to decide what menu items you want to add--and where you want to add them.   When you choose the Menu Item... button or the Insert Menu Item... command the Add Item dialog box appears.   You'll find that adding items to the Launch menu is similar to using the Launch Pad Preferences dialog box to customize the METZ Task Manager Launch Pad buttons.

To add an item to the METZ Launch menu:

1. Choose the Customize... command from the Launch menu of METZ Task Manager, METZ Scheduler, or the Windows File Manager.

2. Use the mouse or DIRECTION keys to move the highlight on the Launch List directly below where you want to add the new menu item.   Then, choose the Menu Item... button or Insert Menu Item.. command.   The new menu item will be added directly above the highlighted item.

3. Type a description in the description box.   Because this is the name that will appear on the Launch menu, choose one which is as descriptive as possible.   To add an underlined "accelerator" key--that is the key that can be used to choose the command, insert an ampersand (&) before the character.   For example, if you type "&Word Processing," the "W" will be underlined.   You can choose your Word Processing command by typing Alt-W.

4. Type the complete pathname of the application in the Application box, or choose the Application button to display the Select File dialog box to scroll through the available files and directories to choose an application.

5. Type the complete pathname of any file you'd like to load with the application in the Parameters box, or choose the Parameters... button to display the Select File dialog box to scroll through the available files and directories to choose a filename.

6. Type the complete pathname of the directory you want to use as the working directory of the application you are launching, or choose the Directory... button to display the Select Directory dialog box so you can choose a working directory.

7. Choose the Normal, Minimized, Maximized, or Hidden radio button to indicate how you want the application to run when it is launched.

8. Choose the OK button to save your additions to the Launch menu.

9. If you decide you didn't really want to add the menu item, choose the Undo command or choose the Exit METZ Launch command to close METZ Launch without making any changes.   The new menu item will not be added.

10. Test your addition to the Launch menu quickly by simply pulling down on the Launch menu.

Related Topics:
Add/Modify Item Dialog Boxes
Select File Dialog Box
Select Directory Dialog Box
Insert Menu Item...

Modifying Items

You can modify items on the Launch menu whenever you need to.

To modify an item on the METZ Launch menu:

1. Choose the Customize... command from the Launch menu of METZ Task Manager, METZ Scheduler, or the Windows File Manager.

2. Use the mouse or DIRECTION keys to highlight the item on the Launch List that you want to modify.   Then, choose the Modify... button or Modify Item.. command.

3. Change whichever elements of the menu item you want.

4. If you decide you don't really want to change the menu item, choose the Reset button to reset the definition of the menu item back to the way it was before you began making modifications or choose the Clear button to remove the current definition.

5. When you are finished making modifications to the menu item, choose the OK button to save your changes and close the METZ Launch application window.

6. Test your modification to the Launch menu quickly by simply pulling down on the Launch menu.   Then, choose the item to make sure that you have set it up the way you want it.

Related Topics:
Add/Modify Item Dialog Boxes
Select File Dialog Box
Select Directory Dialog Box

Deleting Items

If you decide you don't want to keep an item you've added, you can delete it quickly.

To delete an item:

1. Use the mouse or DIRECTION keys to highlight the item(s) on the Launch List that you want to delete.   Then, choose the Delete button or Delete… command.

2. Test your modifications to the Launch menu quickly by pulling down on the Launch menu to view it.

3. If you decide you don't really want to delete the items, choose the Undo command or choose the Exit METZ Launch command to close METZ Launch without making any changes.   The deletions will not be made.

Related Topics:
Delete

Working With Columns

You can add a virtually unlimited number of items to your METZ Launch menu--but you'll want to think carefully about how to arrange them.   Especially if you plan to add a great many items to your Launch menu, you may find it convenient to arrange your menu items in columns, so that you can move the mouse to the commands more easily.   You can use the Column button or Insert Column... command to control where new columns will begin.

To organize a group of menu items into a column:

1. Move the highlight on the Launch List directly below where you want the begin the new column.   Then, choose the Column... button or Insert Column... command.   The new column will begin directly above the highlighted item.

2. Test your modifications to the Launch menu quickly by simply pulling down on the Launch menu.   If you don't like what you see, continue to work with the Up and Down buttons until the columns are organized the way you want them.

3. When you've arranged the column the way you want it, choose the Save command from the File menu to save the new Launch menu.   Or, choose the Exit METZ Launch command to close METZ Launch without making any changes.

Related Topics:
Insert Column

Working With Separators

Separators make it easier to see your menu choices on the METZ Launch menu.   You can use them to organize menu items, or to add an extra space between menu items.   Add separators wherever you think it would make it easier to read your menu--they have no functional effect on your Launch menu.

To add a separator:

1. Move the highlight on the Launch List directly below where you want to add the separator.   Then, choose the Separator... button or Insert Separator... command. The separator will be inserted directly above the highlighted item.

2. Test your modifications to the Launch menu quickly by pulling down on the Launch menu.   If you don't like what you see, continue to work with the Up and Down buttons until your sub-menu works the way you want it to.

3. When you've added the separators you want, choose the Save command from the File menu to save the new Launch menu.   Or, choose the Exit METZ Launch command to close METZ Launch without making any changes.

Related Topics:
Insert Separator

Working with Sub-Menus

If you are planning to add a number of items to the METZ Launch menu, you may want to group them into sub-menus.   The items in a sub-menu will "cascade" off the main Launch menu.   You can even create sub-menus attached to other sub-menus.   When you choose a sub-menu item from the main Launch menu, the sub-menu items appear to the side of the Launch menu.

To create a sub-menu:

1. Move the highlight on the Launch List directly above where you want the new sub-menu inserted.   Then, choose the Sub-menu... button or Insert Sub-menu command.

2. Type in the name you want to give to the new sub-menu.   Choose something descriptive that will remind you which items you have assigned to this sub-menu.

3. Begin adding items to your new sub-menu, just as you would add them to the main Launch menu.   Be sure you position the items directly under the sub-menu name.

4. You can test your new sub-menu quickly by simply pulling down on the Launch menu. If you don't like what you see, continue to work with the Up and Down buttons until your sub-menu works the way you want it to.

5. When your sub-menu is completed, choose the Save command on the File menu to save the new Launch menu.   Or, choose the Exit METZ Launch command to close METZ Launch without making any changes.

Related Topics:
Insert Sub-Menu...

Moving Items

You can arrange the order of menu items on your customized Launch menu in any way you like.   Simply select the item or group of items you want to move by highlighting them with the mouse or DIRECTION keys.   Then, use the Up and Down buttons to reposition them.   You can move commands, separators, and even columns from one position to another, using the Up and Down buttons.

To move the position of items on the Launch menu:

1. Use the mouse or DIRECTION keys to highlight the item(s) that you want to move up or down on the Launch List.   Choose the Up button to move the item(s) up one item at a time or choose the Down button to move the item(s) down one item at a time.

2. You can test your new arrangement of items quickly by simply pulling down on the Launch menu.   If you don't like what you see, continue to work with the Up and Down buttons until you have the arrangement you want.

3. When the item(s) are in the position you want, choose the Save command on the File menu to save the new Launch menu.   Or, choose the Exit METZ Launch command to close METZ Launch without making any changes.

You can use the Up and Down buttons to regroup items into new columns or sub-menus, if you need to.

For example, to move a group of items on the Launch menu into a sub-menu:

1. Insert a sub-menu in the position you want.   Move the highlight on the Launch List directly above where you want the new sub-menu inserted.   Choose the Sub-menu... button or Sub-menu... command.   Then, type in the name you want to give to the new sub-menu.   Choose something descriptive that will remind you which items you have assigned to this sub-menu.

2. Use the mouse or DIRECTION keys to highlight the item(s) that you want to move to the new sub-menu.   Choose the Up button to move the item(s) up one item at a time or choose the Down button to move the item(s) down one item at a time.

3. You can test your new sub-menu quickly by simply pulling down on the Launch menu. If you don't like what you see, continue to work with the Up and Down buttons until your sub-menu works the way you want it to.

4. When your sub-menu is completed, choose the Save command on the File menu to save the new Launch menu.   Or, choose the Exit METZ Launch command to close METZ Launch without making any changes.

Creating Hot Key Sequences

Use hot key sequences to launch applications quickly with a special combination of keys you have defined in METZ Launch.   When you launch an application with a hot key sequence, it will work exactly the same way you have defined it for the METZ Launch menu--that is with the same files and working directory you specify for the command on the Launch menu.   If you check the DOS support box, the hot key sequences you define will work even when you are using an MS-DOS application during a Windows session.

You can create an unlimited number of hot keys, and up to 16 DOS support hot keys.   If you like, you can assign more than one application to the same hot key sequence.   When you use the hot key sequence, all the applications which share the same the same hot key sequence will be loaded at the same time.

To create a hot key sequence for an application:

1. Choose the Menu Item... or Modify... button from the METZ Launch application window.   When the Add Item or Modify Item dialog box appears, check whatever combination of Ctrl box, Shift, box, Alt box, and one of the keys in the list box or an alphanumeric character to define the sequence.

2.   f you want the key sequence to work while you are using an MS-DOS application in an MS-DOS window, check the DOS support box.

3. Choose the OK button to save your hot key sequence.

NOTE: When you define a hot key sequence, be sure that you do not choose one which has a special meaning to Windows or to another application you use.   If you assign the same hot key sequence to more than one Windows application, all the applications which share the hot key sequence will launch at the same time.

Related Topics:
Add/Modify Item Dialog Boxes

Getting Prompted For Application Parameters

If you add an item to the Launch menu, you may want to have METZ Launch prompt you for a filename when you launch the application.

To set up METZ Launch so that you are prompted for a filename whenever you choose a menu item:

1. Choose the Menu Item... or Modify... button from the METZ Launch application window.   The Add Item or Modify Item dialog box appears.

2. Check the Prompt for parameters when run box.

3. Choose the OK button to save your changes to the Launch menu.

4. Once you have checked the Prompt for parameters when run box for a menu item, whenever you launch that menu item, a dialog box will appear.   Enter the filename you want to use to run the application.

Related Topics:
Add/Modify Item Dialog Boxes
Adding Items
Modifying Items

Launching File Manager Selections

If you like, you can launch a group of files selected with the Windows File Manager quickly with one of the commands on the Launch menu.   You can choose "Launch with each selection" to load a new instance of the application with each of the selected files.   You can choose "Launch with all selections" to load the application once with all the selected files loaded.   This option only works with applications that load more than one file at once.   Or you can choose not to automatically launch any items selected in the Windows File Manager by choosing "Do not use selections."

For example, if you have several Microsoft Word documents selected in the Windows File Manager, and you chose the "Launch with all selections" option, all the selected files will be loaded into a single instance of Microsoft Word.   If you chose the "Launch with each selection" option, a new copy of Microsoft Word will be loaded with each file.   If you chose the "Do not use selections" option, the selected files will be ignored.

To set up METZ Launch so that your File Manager selections are launched:

1. Choose the Menu Item... or Modify... button from the METZ Launch application window.   The Add Item or Modify Item dialog box appears.

2. Select one of the items in the File Manager combo box.

3. Choose the OK button to save your changes to the Launch menu.

Related Topics:
Add/Modify Item Dialog Boxes

Adding the METZ Launch Menu to the Windows File Manager

Because the METZ Launch menu is so convenient, you'll want to have it available all the time.   If you're using the Windows 3.1 File Manager, you can add the METZ Launch menu directory to the Windows File Manager menu bar--so that it is available whenever you are using Windows.   Not only will you have the menu you designed for your own needs--you'll be able to choose the Customize... command at any time to make further modifications and changes.

To add the METZ Launch menu to the Windows File Manager:

> Check the Apply the METZ Launch menu to the Windows File Manager box.   The Launch menu will be automatically added to the Windows File Manager menu bar when you save it.

Whenever you make changes to your METZ Launch menu, the Launch menu on the Windows File Manager menu bar will change.

Related Topics:
Add/Modify Item Dialog Boxes