

The Wolf Agency

56 Livingston Ave.
Babylon, N.Y. 11702

<http://home.aol.com/EasyDesk>

EASY DESK SOFTWARE
Support and Fax# (516)587-9015
E-MAIL :EASYDESK@aol.com
Version 1.01

To view this file, open it with Write.exe and maximize screen. [Enlarge to full screen by clicking on the middle box in the upper right corner.] To view the help file scroll down using the SCROLL BAR to the right of this screen. It is easier if you print this out. To print click on the word FILE at the top of this screen in the left corner; then click on Print; then click OK.

Thank you for purchasing the **EASY DESK** software. There are many add ons that can be ordered. A inside view of each building with **hotspots** [**hotspots** are locations on the screen that activate an application]. Each building has at least one **hotspot** while the buildings' interior have several **hotspots**. The interiors are optional. The **dumpster** in the main screen has a utilities menu and the **Arcade** has a games menu, both of these are available on this version.

OTHER EASY TO USE SOFTWARE

Phone book	The Livingroom	(for Easydesk)
Font Toolbox	The Store	(for Easydesk)
Win Safety	The Arcade	(for Easydesk)
	The Bank	(for Easydesk)
	The Kitchen	(for Easydesk)

All of the software here is simple to use for the beginner and does alot more than other programs twice their size and more than double the price. Contact us for free demos.

INTRODUCTION

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HELP FILE

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HELP: You can go back and forth from the main screen of *EASY DESK* to this help file by simply clicking on the **minimize** button [The **minimize** button is the left most button on the right top corner of this page.] and the *EASY DESK* logo in the bottom left corner of the *EASY DESK* main screen, or click on the task bar at the bottom of this screen if you have WINDOWS95.

Read down the left hand column to find the subject you want to know about. Within the subject in [] you may find simple language to help you understand, if you are a novice.

INSTALLATION: *The subject of INSTALLING is not for the novice.*

When installing this program the installer will place the INI file in the *Windows* main directory. To avoid problems running this program do not move the file to another directory. The program itself will be installed to C:\Edesk. It is better if you leave it here, but not mandatory. A **shortcut** should be added to your start up folder in your **start menu** if you have WINDOWS95, so that it comes on when you start your computer.

If you have WINDOWS 3.1 you can place the **shortcut** in your desktop directory of your Windows directory by clicking on the ICON in your Program Manager; or type a line in your *win.ini* under the **[window]** extension.

```
[WINDOWS]
load=
run=c:\edesk\edesk.exe
device=
```

If you have something already there then change it to example:

```
[WINDOWS]
load=
run=c:\fmedia\fedia.exe c:\edesk\edesk.exe
device=
```

If something is typed to the *load* or *device* line do not remove it. Use a space and add the path. Remember the *run* command comes after *load* and before **device**.

GETTING STARTED: Click on any building and a message board will appear, click the OK button and a **list box** will appear, go to the directory that has the EXE that you want to install. See LOCATIONS and see LIST BOX.

After reading this file you can go to the **WALK THROUGH** to better understand. You can go there now and print this out, follow the **WALK THROUGH** with the help file for reference. These instructions will apply to most applications in your computer.

An EXE is the file extension, this is the file type that activates (called open or start) a program. You can use the **list box** to find any type of file by changing the request. Example, the **list box** will show ***.exe** at the top left window. If you change it to ***.***, you will be telling the **list box** to list all files of all extensions. If you change it to ***.txt** it will list only the text files, and so on. To find the programs you want to access with the *EASY DESK*- see **PROGRAMS**.

WALK THROUGH: 1 Go to the main screen of *EASY DESK*. If you are reading this file on screen click the **minimize** button.

2 If you have WINDOWS'95 click on the **START** button on your TASK BAR and then click on **PROGRAMS**. Now click on **WINDOWS EXPLORER**. If you have WINDOWS 3.1 go to your **FILE MANAGER**.

3 In the left window of the EXPLORER / FILE MANAGER scroll down to the Windows folder/directory and click on the + sign.

- 4 Scroll down to the **Start Menu** folder/ directory and click on the + sign.
- 5 Click on the + sign next to **Programs** and scroll down to a folder/directory that contains a program that you want to access through *EASY DESK*.
- 6 Click on that folder and in the right hand window click once on the program you want to access.
- 7 Right click (use the right button of your mouse) on the highlighted program. A menu appears.
- 8 Click once on **Properties** and a window will appear.
- 9 Click on the **Shortcut** tab and write down the path (the one that is highlighted) next to the word Target. Exit the Explorer by clicking the **X** in the top left corner.
- 10 Click on a **location** that you want to access that program from. You can use the **BANK** to access your bank if you have PC Banking; or MSMONEY or any program that you want to access. You can place a greeting card maker or word processor like MSWORK in the **Stationary** store. Any program you like can be installed in any location.
- 11 A message window appears, click OK.
- 12 A **list box** now appears. This is a good time to read the **LIST BOX** instructions.
- 13 In the *path box* (where it displays the word *Directory* under the words *File Name*) you will see **C:** or **C:\Windows** or some other name. Click on the **[..]** or drive that you want to get the *path box* to display. Example **C:**.
- 14 Now click on the directory that you want. If you wrote down the path for Faxworks it would look like this: **C:\Faxworks\Callcent.exe**. Faxworks is the directory you would want. Get the *path box* to display C:\Faxworks.
- 15 Now click on the EXE in the *File Box*. Usually only one exe appears, in the example it would be Callcent.exe. Then click OK. That **location** is now setup. Click on that **location** and your program will start. You will also here sound when you start your programs.

LOCATIONS: Locations are objects in the scenery that contain **hotspots**. **Hotspots** are areas of the screen that when you click on them some action will take place.

BANK- This is an object that is a **hotspot**; the hotspot area is the main face of the building with the sign that says **BANK**. The side is not active.

INTERNET- This is the area of the **BANK** building above the main face with the *globe* on it. The entire top area is the **hotspot**; this is a good **location** for your **INTERNET**.

ARCADE- This location has it's **hotspot** on the main face of the store front. The active area is to the top of the third floor. The **ARCADE** can also be set to access your Windows games that came with Windows 3.1/ Windows 95. See **Games**.

STATIONARY- This store has it's **hotspot** is on the main face of the store front. The active area is to the top of the third floor.

PUDDLE- The puddle in the foreground will access a simple *word processor* for you to type letters or what ever you need. If you need help with this piece of software just click on the word **HELP** in the MENU BAR. This is located at the top of this screen. This **HELP** file is written in **WRITE.EXE** which is what you will be accessing. The screen will look like this on. Try clicking on the **VEIW** word in the MENU BAR and make sure that all the items above the word **OPTIONS** have a check mark next to them, if not simply click on them one at a time and notice what appears on that screen. If you click on the **PUDDLE** and you only get sound then look on your **TASK BAR** and you will see an **ICON** displaying the word **DOC**, then click on that **ICON**.

DUMPSTER- Has it's **hotspot**, the entire dumpster. If you click on a spot above the **dumpster** you will activate a different **hotspot**. The Dumpster can also be set to access your system utilities. To do this read **RESETTING LOCATION** and **WORK** below.

VACANCY- This **hotspot** is the side of the stationary store. The **hotspot** starts above the **dumpster** and at the corner of the **stationary** store to the **apartment** building

APARTMENT- This building is also a **hotspot**. This is the building to the right of the **dumpster**. Only the face of the building with the door and mailbox contains the **hotspot**

DOCTOR- This is the building with the sign **DOCTOR**, the **hotspot** on this building is the area below the **NO PARKING** sign to the bottom of the stairs.

EASY DESK- This logo will activate this HELP file. Located at the bottom left hand corner of the **EASY DESK** screen.

NO PARKING- This sign will exit this program. The sign is located on street lamp in front of the **APARTMENT** building.

PROGRAMS: There are several ways to find the programs you want to access with your **EASY DESK**. If you do not know how to use the **list box** read **WALK THROUGH**.

If you wish you may use the reset button (see **RESETTING LOCATIONS**) and type the path in exactly as you wrote it; be sure you do not include spaces (the space bar). One wrong letter or ., or \, will result in the computer not being able to activate it. Example "C:\windows\explorer.exe" Capitals or small letters do not matter except if the directions say so.

LIST BOX: The **LIST BOX** pops up when a **location** has no program installed to it. There are three windows to the **list box**. The 1st is the *Directory box* which is the large box on the right side. It should come up as such:

```
[..] this means one level up
[A ] this is your A drive
[c ] this is your c drive or main
[D ] this is your D drive
```

You may have more drives than this. (If the **list box** is not showing the example than you are already at a drive(A:\ or C:\ etc). You will need to scroll all the way down to the bottom to pick a drive if you are not at the one you want. there.

You will notice that just above the top of this box is the *File Name* box that displays*.EXE and to the right of this box is the words"File Name". Below this is the word "directory", we will call this the *Location box*. This line tells you what directory you are currently looking in. Below this is the *File box*. This box will show you all the EXE files in that directory. Now to get started. First click on the [..] in the *directory box*, highlight it and click ok. Keep doing this until you get

to just **C:** or what ever drive you want.

Now lets say that you want to OPEN (also known as accessing, running, or starting) WRITE the path (also called the Address) would look like this:

C:\WINDOWS\WRITE.EXE

If you do not know the path of the program you want see **PROGRAMS** in this file.

Now to find it in the **LIST BOX**. First click on the drive that has the file: **C:** then click ok, then scroll down to the **WINDOWS** directory and click on it and then click ok. Now you will now see **c:\windows** in the *Location Box*. You will also notice that the *File box* has many files in it, most of the time there will be only one EXE to choose from. This is why you must know the EXE or you must learn to use the system in the **WALK THROUGH**. Now scroll down to the W's and click on WRITE.EXE , now click ok; the **list box** disappears. You

have now install A program to your **EASY DESK**. This was only demonstration of how to use the **list box** . If you did this you should reset that location; because you already have WRITE.EXE preinstalled to **EASY DESK** at the **PUDDLE**. See **RESETTING LOCATIONS**.

RESETTING If you want to reset any location click on the little BLACK SQUARE at the very **LOCATIONS** bottom of the street light, the one with the **NO PARKING** sign. Only the locations that are listed in the **KEY WORDS** section of this HELP file can be accessed from this **hotspot**; for others see **EDESK.INI**. If you know the path you may enter it or leave it blank and click cancel to clear it. Then you can use the **list box** to install a new program to that desired location. Also see **GAMES** and **WORK**, as well as **KEY WORDS**. Resetting help will bring up the message windows when **EASY DESK** is started.

EDESK.INI: *The subject of INSTALLING is not for the novice*

This file should be installed as C:\WINDOWS\EDESK.INI. You can make some changes in here to access programs that are not resettable with the reset **hotspot**. Example to change a sound go to the area you want and change B=text.wav to c:\sound\ts.wav to turn the sound off just change B=Text.wav to B=. Your **utilities** and **games** can be changed this way also.

KEY WORDS: For **RESETTING LOCATIONS** the key words that you must type in to bring up that window path are **APARTMENTS, HELP, VACANCY, DUMPSTER, BANK, ARCADE, STATIONARY, INTERNET, DOCTOR**. To reset games the key words are: **YOUR CHOICE, BLACK JACK, RODENT, MINE SWEEP, RATTLER, SOLITAIRE** see **TOYS**. For resetting **WORK** the key word is **VIRUS** see **WORK**.

WORK: To set the **dumpster** to access your system utilities type the word **WORK** in CAPITAL LETTERS ONLY instead of a path when you access the reset function. If any of your utilities are in the WINDOWS directory or subdirectory you need only enter the EXE name (example: winfile.exe) if you are changing any. The **VIRUS** button is not installed so if you have a Virus scanner you must install it. Also see **RESETTING LOCATIONS**. All of the other utilities have been preprogrammed for you. If you can not access them see **EDESK.INI**.

GAMES: To set the **Arcade** to play games type the word **TOYS** in CAPITAL LETTERS ONLY instead of a path when you access the reset function. If any of your games are in the WINDOWS directory or sub directory you need only enter the EXE (example: winfile.exe), also see **RESETTING LOCATIONS**. Many of your games are located in this directory. Several of them have been preprogrammed for you. If you can not access these games see **EDESK.INI**.