



# Contents of TopDesk Help

## How To ...

-  [Introduction to the TopDesk Window](#)
-  [Working with Ghost Windows](#)
-  [Jumping to Desktops and Windows](#)
-  [Locking and Unlocking Windows](#)
-  [Moving and Arranging Windows](#)
-  [Setting the Home Desktop Location](#)
-  [Tips and Ideas](#)

## Keyboard and Mouse Commands

-  [Keyboard Commands](#)
-  [Left Button Mouse Commands](#)
-  [Right Button Mouse Commands](#)

## Menu Commands

-  [Desktop Menu](#)
-  [Windows Menu](#)

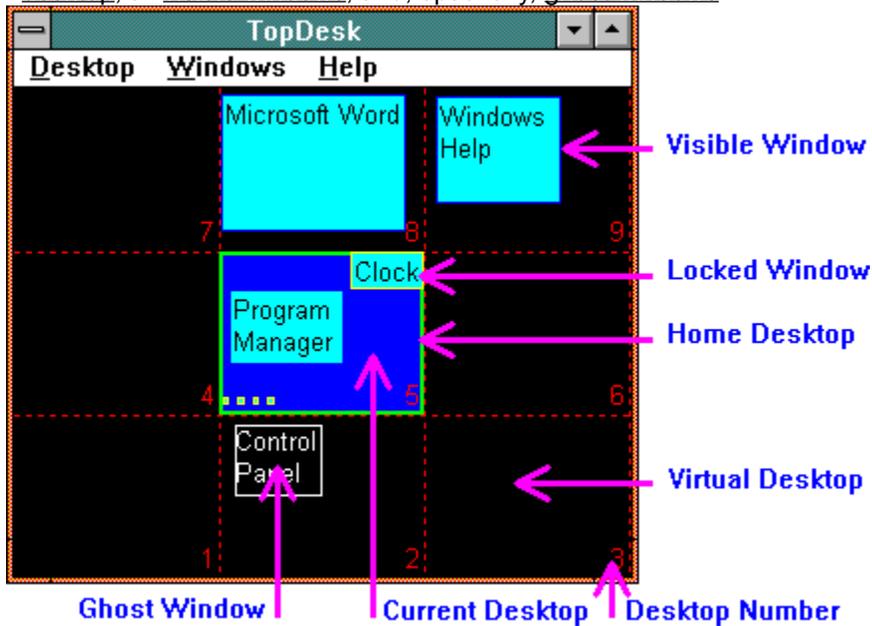
Click this icon for definitions of TopDesk concepts:



## Introduction to the TopDesk Window

TopDesk provides a powerful and easy way to switch between and organize applications while conserving screen space. TopDesk lets you organize and run applications from a bird's eye view of the desktop, using the left mouse button to move objects and the right mouse button to display popup menus.

TopDesk presents a representation of the virtual desktop that shows the current desktop, the home desktop, all visible windows, and, optionally, ghost windows.



## Working with Ghost Windows

A ghost window shows where you want an application's window placed on the virtual desktop whenever you run the application. A ghost window appears as a clear rectangle with a white frame and white text. You can change this color using the [Options dialog box](#).

Choose a topic to see details about working with ghost windows:

- [Creating and Setting Up Ghost Windows](#)
- [Locking, Unlocking, and Erasing Ghost Windows](#)
- [Showing and Moving Ghost Windows](#)
- [Starting Applications Using Ghost Windows](#)
- [Taking a Snapshot To Create Ghost Windows](#)

## Creating and Setting Up Ghost Windows

### To create ghost windows :

- ▶ Take a snapshot of visible windows. Minimized windows cannot be snapped.

### To set up your ghost windows quickly:

- 1 Destroy all ghost windows currently defined.
- 2 Run all your favorite applications and place them where you want them on the virtual desktop. Lock any windows you want locked.
- 3 Press CTRL+S to take a snapshot of all your applications all at once.
- 4 Press CTRL+G to show ghost windows as desired.

## Starting Applications Using Ghost Windows



### To start an application represented by a ghost window:

- ▶ Click it with the right mouse button.

TopDesk checks the application path associated with the title of the ghost window. If the information cannot be found or if TopDesk has trouble starting the application, TopDesk displays the Ghost Properties dialog box to request this information.

When an application is started (either by TopDesk or by other means), TopDesk moves the application window to its corresponding ghost window location if the Move New Windows To Ghosts option is turned on. The current desktop and focus are changed so that you can begin working with the application immediately. This activity takes place even if ghost windows are not shown.

To stop this activity, you must erase the ghost windows or clear the Move New Windows To Ghosts using the Windows menu.

## Showing and Moving Ghost Windows

### **To change which ghost windows are shown:**

- ▶ Press CTRL+G to toggle between showing None, Partial, and All ghost windows.

The Partial option shows only ghost windows that are not associated with a current application.

The Hide All Ghosts, Show Unused Ghosts, and Show All Ghosts commands on the Windows menu are checked or unchecked according to how ghost windows are currently shown.

Whenever a snapshot is taken of any window, all ghost windows are shown automatically.

### **To move a ghost window:**

- ▶ Use the left mouse button to drag a ghost window in the same way that you move visible windows.

Because ghost windows are shown on top of visible windows, it's difficult to move visible windows when all ghosts are shown.

## Locking and Erasing Ghost Windows

### To lock and unlock ghost windows:



Hold down the right mouse button until a popup menu appears, and choose the Lock Ghost or Unlock Ghost option.

Locking a ghost window does not lock its associated application but does lock the position for the application window when it is started or moved to the ghost window location.

### To erase a ghost window:

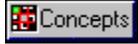


Hold down the right mouse button until a popup menu appears, and choose the Destroy Ghost option.

## Creating Ghost Windows

Because a ghost window is like a picture of a visible window, the process of creating a ghost window is called "taking a snapshot." You can take a snapshot of any individual window or of all running application windows at once.

### **To create a ghost window for each running application that is not minimized:**



Hold down the right mouse button over the visible window until a popup menu appears. Choose the Create Ghost option or the Move Ghost option.

Each snapshot either creates a new ghost window or, if one already exists for a visible window, moves the existing ghost to match the current position of the visible window. When a snapshot is made, all ghost windows are shown so that you can see which are currently defined. You can then press CTRL+G to change how TopDesk shows ghost windows.

## Jumping to Desktops and Windows

### To change the current desktop location with the mouse:



Click any unused virtual desktop space using the right mouse button.

TopDesk places the current desktop where the grid marks indicate. Use the arrow keys to move the current desktop in the direction of the arrow. The numeric keypad also provides quick access to the correspondingly numbered desktops.

### To move the current desktop instantly to the home desktop:



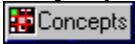
Press the HOME key or press 5 on the numeric keypad.

### To use the mouse to jump to a visible window:



Click the window (or its associated ghost window) with the right mouse button.

### To jump to the topmost visible window shown on the current desktop:



Press the TopDesk Hotkey.

You can also use the system hot keys or the Task Manager to jump to windows. TopDesk moves the current desktop to whatever window has the focus, regardless of how that window got the focus.

When TopDesk jumps to a window, that window is activated and TopDesk automatically moves the current desktop so that the window is on the screen. If the window was minimized, TopDesk restores it.

## Locking and Unlocking Windows

### To lock or unlock a window:



Hold down the right mouse button on the visible window in TopDesk and wait for a popup menu to appear. Then choose the Lock or Unlock option.

Ghost windows can also be locked, which means that when an application is moved to the ghost window location, it is also locked.

Minimized windows are automatically locked and cannot be moved by TopDesk. This prevents icons from getting lost on the virtual desktop.

## Moving and Arranging Windows

### To move the TopDesk window directly:



Click an empty area on the virtual desktop with the left mouse button and drag TopDesk, in the same way that you drag it by its title bar.

### To move a window using TopDesk:



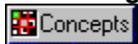
Drag the visible window, desktop window, or ghost window with the left mouse button to a new position on the virtual desktop. Minimized visible windows cannot be moved by TopDesk.

You can move windows between desktops but preserve their relative desktop position by holding down the CTRL key while clicking and dragging the window.

Maximized windows, the current desktop, and the home desktop are always moved with desktop alignment regardless of the CTRL key state.

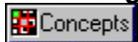
Arranging a window refers to moving a visible window to the location of its associated ghost window and making the state of the visible window match that of the ghost window.

### To arrange an individual visible window



Hold down the A key and click the visible window (or its associated ghost window) with the left mouse button.

### To arrange the windows for all currently running applications:



Press CTRL+A.

## Setting the Home Desktop Location

The home desktop can be moved in the same way as any other window: by dragging it using the left mouse button.

### **To move the home desktop to the current desktop:**



Hold down the right mouse button on the current desktop and wait for a popup menu to appear. Then choose the Make This Desktop the Home Desktop option.

## Tips and Ideas for Using TopDesk

### Tips for placing TopDesk out of your way:

- As a thin strip along the right edge of the screen.
- As a thin strip along the bottom of the screen.
- Maximized with applications placed in a ring of desktops around the edge of TopDesk, each in the center of its respective desktop.
- Select the Minimize TopDesk on use option to get TopDesk completely out of the way and navigate naturally using the Task Manager and the fast window switching feature (Alt-Tab) of Windows.

### More ideas:

- Lock your favorite applications such as the Clock or Calendar so that they stay on the current desktop.
- Place TopDesk in your startup group so your other applications are positioned automatically when they start. (You must turn on the Move New Windows To Ghosts feature.)
- Some applications create unusual child windows that TopDesk does not recognize. These child windows may seem to act as if they are locked onto the current desktop even though TopDesk does not show them. Keep these particular applications minimized when not in use.
- When you restore an iconized window, TopDesk does not automatically arrange that window to its associated ghost window. In general, with TopDesk running, you no longer need to minimize any windows.

## Keyboard Commands

Key	Description
CTRL+C	Creates or reconfigures Ghost Windows by taking a snapshot of the visible windows.
CTRL+D	Gathers all visible windows onto the current desktop.
CTRL+G	Changes how ghost windows are shown, as either hidden, partially shown, or fully shown.
CTRL+H	Hides or shows the TopDesk frame controls (title bar and menu bar).
CTRL+I	Zooms in the virtual desktop view.
CTRL+M	Arranges all visible windows, moving them to their respective ghost window locations. Only windows that have ghost windows are affected.
CTRL+O	Zooms out the virtual desktop view
CTRL+P	Displays the <u>Options dialog box</u> .
CTRL+U	Displays the <u>Ghost Properties dialog box</u> .
CTRL+X	Exits TopDesk.
CTRL+SPACE	<u>Hotkey</u> that swaps the focus between TopDesk and the topmost visible window on the current desktop. You can redefine this hotkey in the Options dialog box.
HOME	Moves the current desktop to the home desktop.
1-9	Places the current desktop at the virtual desktop so numbered by TopDesk.
ARROW KEYS	Moves the current desktop in the direction of the arrow.
CTRL+UP ARROW	Magnifies the virtual desktop view vertically. (Zoom in vertically)
CTRL+DOWN ARROW	Reduces the virtual desktop view vertically. (Zoom out vertically)
CTRL+RIGHT ARROW	Magnifies the virtual desktop view horizontally. (Zoom in horizontally)
CTRL+LEFT ARROW	Reduces the virtual desktop view horizontally. (Zoom out horizontally)
ALT+ARROW KEYS	Adjusts the topmost window on the current desktop to align with the edge of the current desktop that the arrow points to.
SHIFT+ARROW KEYS	Adjusts the TopDesk window to align with the edge of the current desktop that the arrow points to.
F1	Displays TopDesk Help.

## Left Button Mouse Commands

Area clicked	Modifier	Results
TopDesk	Double click	Hides or shows the title bar and menu bar.
Current desktop		Drags the current desktop.
Home desktop		Drags the home desktop.
Virtual desktop		Drags the TopDesk window.
Ghost window		Drags the ghost window.
Ghost window	CTRL	Drags the ghost window (but maintains desktop alignment).
Visible window		Drags the visible window.
Visible window	CTRL	Drags the visible window (but maintains desktop alignment).

**Note:** Dragging is restricted in a maximized window to maintain desktop alignment. Locked windows or ghost windows cannot be dragged entirely off the current desktop.



## Right Button Mouse Commands

## Right Button Mouse Commands

Area clicked	Modifier	Results
Anywhere	Hold down	Displays a popup menu that lists all actions you can take that apply to the location clicked.
Ghost window	Quick click	Jumps to the application associated with the ghost window. If the application is not currently running, TopDesk starts the application. If TopDesk cannot find the application, the <u>Ghost Properties dialog box</u> is displayed.
Virtual desktop	Quick click	Moves the current desktop to where the mouse was clicked.
Visible window	Quick click	Moves the current desktop and focus to the visible window.



## Left Button Mouse Commands

## Desktop Menu

### **Set Home Desktop**

Moves the home desktop to the current desktop.

### **Go Home**

Places the current desktop on the home desktop.

### **Options...**

Displays the Options dialog box.

### **Grid Size**

Brings up a popup menu allowing you to alter the number and manner in which virtual desktops are displayed by TopDesk.

### **Center Current Desktop**

Causes TopDesk to show the virtual space with the current desktop always displayed in the center of the TopDesk window.

### **Center Home Desktop**

Causes TopDesk to show the virtual space, with the home desktop always displayed in the center of the TopDesk window.

### **Exit**

Exits TopDesk. Holding down the Shift key while exiting TopDesk bypasses automatic window movement to the current desktop.

## Windows Menu

### **Move Windows to Current Desktop**

Gathers all visible windows onto the current desktop.

### **Move Windows to Ghosts**

Arranges all visible windows, moving them to their respective ghost window locations. Only windows that have ghost windows are affected.

### **Create Ghosts**

Takes a snapshot of the visible windows to create or reconfigure ghost windows.

### **Delete All Ghosts**

Destroys all ghost windows.

### **Ghosts Startup Properties...**

Displays the Ghost Properties dialog box.

### **Show All Ghosts**

Shows all ghost windows.

### **Show Unused Ghosts**

Hides all ghost windows already associated with visible windows.

### **Hide All Ghosts**

Hides all ghost windows from view.

## Options Dialog Box

The Options dialog box appears when you choose the Options command from the Desktop menu. The following controls appear in this dialog box.

### Grid Size

The Height and Width fields represent the number of desktops shown by TopDesk in the horizontal and vertical directions. Check the Adjust On Resize option if you want TopDesk to alter the Width and Height fields when you resize the TopDesk window. This keeps the individual desktops from becoming too distorted.

When the Adjust On Resize option is selected, TopDesk remembers two sets of width and height settings: one for when the menu bar is present and one for when it is absent. This is because in some TopDesk configurations the shape of the client area can be significantly different depending on the presence of the menu bar. The current set being used is displayed in the dialog box, but both are set when the dialog box is closed.

You can adjust just one setting by using the CTRL+ARROW KEY commands.

### Colors

To alter the colors in TopDesk, select the appropriate color name from the combo box and choose the Edit button to change the color.

### Switch to TopDesk

To change the hotkey for TopDesk, select the appropriate modifier-key checkboxes and then select the hotkey from the combo box. Redefining the hotkey might be necessary if another application uses the same hotkey.

### Move New Windows to Ghost Locations

When checked, this checkbox indicates that TopDesk will automatically move applications to the proper ghost location when the applications are started. This option is off by default to reduce confusion for new users.

### Minimize TopDesk on use

When checked, this checkbox indicates that TopDesk will automatically minimize itself whenever it loses the focus. It will also restore itself automatically when accessed by the Hot Key or the Task Manager. This gets TopDesk completely out of the way while you concentrate on your work, yet gives you instant access for navigation at any time.

### Font...

Click this button to change the font that TopDesk uses for window text.

## Ghost Properties Dialog Box

The Ghost Properties dialog box appears whenever TopDesk cannot start an application associated with a ghost window. You can also display this dialog box by pressing CTRL+U or by choosing Ghost StartUp Properties from the Windows or popup menus.

TopDesk uses the information you specify in the Ghost Properties dialog box to find where the application is located. You can also specify a working directory to be set before starting the application, or use the Browse button to find the application.

After you specify the application's location, TopDesk stores this information in the Registry. You shouldn't need to specify the file location again.

### Ghost Titles

Lists all titles of existing ghost windows. Choose the Ghost Window Properties you want to view or change.

### Set Application Title During Startup

This checkbox should be set if the ghost window title is different from the associated application title at startup. When this command is checked, TopDesk will set the title of the associated application to match the ghost window title after starting the application. This allows TopDesk to identify the application and associate it with the proper ghost window once started. This checkbox is automatically set if you change the ghost window title using the Set Title button. Once the application is started, TopDesk keeps it associated with the proper ghost window, even if the application title changes.

### Window Title

Contains the current ghost window title. If you alter this, the Set Title button is available so you can change the title.

### Command Line

Specifies the path and command line to use to start the application associated with the ghost window.

### Working Directory

Specifies which directory should be set to the current directory when starting the application associated with the ghost window.

### Start

Starts the selected ghost window's application now.

### Set Title

This button is only available after you change the ghost window title. When you choose this button, the new title is substituted for the old, and any ghost windows or running applications associated with the old title have their titles changed to the new one.

### Browse

Use this button to locate the path to the application associated with the selected ghost window.

## **TopDesk Concepts**

Current Desktop

Ghost Windows

Home Desktop

Locked Windows

TopDesk Hotkey

Virtual Desktop

Visible Windows

## **Virtual Desktop**

All the potential space that Windows provides for application windows. Much of this space is not visible because it exists off the current desktop. Unfilled virtual desktop space is black in the TopDesk window. You can change this color using the [Options dialog box](#).

## **Current Desktop**

The current desktop is the part of the virtual desktop currently displayed on the screen. It appears in the same color as your desktop background.

## **Home Desktop**

The home desktop is a reference point within the virtual desktop that you can [jump to](#) at any time. You can also [move the home desktop](#) to other parts of the virtual desktop.

The Home Desktop has a thick green frame. You can change this color using the [Options dialog box](#).

## **Visible Windows**

A visible window (or application window) appears as a cyan rectangle with a blue frame. A locked window has a yellow border. You can change these colors using the [Options dialog box](#). TopDesk automatically tracks and updates the movement of visible windows. You can also [move](#) and [lock](#) visible windows.

## **TopDesk Hotkey**

The TopDesk hotkey quickly changes the focus to and from TopDesk. When TopDesk has the focus, press the hotkey to move the focus to the topmost visible window on the current desktop.

You can also use the hotkey to move the focus to TopDesk regardless of which application currently has the focus.

By default, the hotkey sequence is CTRL+SPACEBAR. You can redefine this key sequence in the [Options dialog box](#).

## **Move New Windows to Ghosts**

When this option is on, TopDesk automatically moves new applications that have just started to the proper ghost window location. Turn this option off if you would rather have TopDesk wait to do such things until you tell it to.

You can set or reset this option in the [Options dialog box](#) (choose Option from the Desktop menu).

## **Minimize TopDesk on use**

When this option is on, TopDesk automatically minimizes itself when it loses the focus and restores itself when regaining focus via the Hot Key or the Task Manager.

You can set or reset this option in the [Options dialog box](#) (choose

Option from the Desktop menu).

### **Ghost Window**

A ghost window shows where you want an application's window placed on the virtual desktop whenever you run the application.

### **Locked Window**

At all times, a locked window stays in the same position in relation to the current desktop. A locked window has a yellow frame and cannot be moved completely off the current desktop.

