

## Windows Express Help Index

The index lists the Help topics available for Windows Express. Use the scroll bar to see entries not currently visible in the Help window.

To learn how to use help, press F1 or choose Using Help from the Help menu.

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## Using Windows Express with a Keyboard

Use the following keyboard commands with Windows Express. For more information about the Windows keyboard, press F1 to open the Windows Help file.

### Menu Keys

ALT+"letter"	Chooses the item on the menu bar that has the corresponding underlined letter. For example, in Windows Express, ALT+S chooses the Special menu.
"letter"	Chooses the command on the <u>drop down menu</u> that has the corresponding underlined letter. For example, in Windows Express, P chooses the "Preferences..." command from the Special menu.
DIR KEYS	Moves between menu items.
ENTER	Chooses the selected menu item.
ESC	Cancels the selected menu. The drop down menu disappears.

### Dialog Box Keys

TAB	Moves to the next control.
SHIFT+TAB	Moves to the previous control.
ALT+letter	Moves to the control which corresponds to the underlined letter in its name. For example, in the Run dialog box, ALT+M chooses the Run Minimized option.
DIR KEY	Moves between selections within a group of options or moves through the items in a <u>list box</u> or <u>text box</u> .
ALT+DOWN	Opens a drop-down list box
SPACEBAR	Selects an item in a list box, checks or unchecks a <u>checkbox</u> , or chooses the current selection in a group of options.
SHIFT+DIR KEY	Extends the selection in a list box.
ENTER	Executes all the currently selected options and list items in the dialog box.
ESC	Closes the dialog box without completing the command.

### Help Keys

F1	Displays the Help window, with the Help index for the <u>application</u> . If you have chosen a command, the Help text for the command will be displayed instead. If the Help window is already open, F1 opens the Windows Help file.
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### Window Keys

ALT+SPACEBAR	Opens the <u>Control menu</u> for the <u>active window</u> .
ALT+F4	Closes the active window.
ALT+ESC	Switches to the next <u>application</u> window or icon.

## File Menu Commands

The File menu contains commands which allow you to work with different master folders, run applications not defined in your master folder, and exit Windows Express.

*Note: In some cases, the "Open..." and "Run..." commands may not appear on the File menu due to a control specified by the person who set up your Windows Express system.*

### Related Topics:

[Open Command](#)

[Run Command](#)

[Outline Command](#)

[Exit Command](#)

[Opening a Master Folder](#)

[Running Other Applications](#)

[Viewing an outline of your Windows Express folder](#)

[Exiting Express](#)

## Open Command

The "Open..." command on the File menu allows you to open a different master folder. Selecting this command will display a dialog box in which you specify the filename of the master folder you wish to open. Master folder filenames usually use the extension .WEM.

*Note: In some cases the "Open..." command may not appear on the File menu due to a control specified by the person who set up your Windows Express system.*

### **Related Topics:**

[Opening a Master Folder](#)

## Run Command

The "Run..." command on the File menu allows you to access applications not defined in a master folder. Selecting this command will display a dialog box in which you specify the applications or documents you wish to execute.

*Note: In some cases, the "Run..." command may not appear on the File menu due to a control specified by the person who set up your Windows Express system.*

### **Related Topics:**

[Running Other Applications](#)

[Command Builder](#)

## Outline Command

The "Outline" command on the File menu allows you to view an outline of your Windows Express folder, and optionally print it, save it to a text file, or copy it to the clipboard. This feature is particularly useful if you're working with a large folder and want to get an overview of its structure.

### Related Topics:

[Viewing an outline of your Windows Express folder](#)

## Exit Command

The "Exit" command on the File menu allows you to leave Windows Express. Selecting this command will close the Windows Express application, and return to Windows.

If you are running Windows Express as the shell, the "Exit" command is replaced by the "Exit Windows..." command. Selecting the "Exit Windows..." command will end your windows session and return you to DOS.

*Note: In some cases, the "Exit Windows..." command may not appear on the File menu due to a control specified by the person who set up your Windows Express system.*

### Related Topics:

[Exiting Express](#)

[Ending Windows Session](#)

## Special Menu Commands

The Special menu contains utility commands which allow you to end your Windows session, work with Quick Keys, customize the appearance of the Windows Express display window and set preferences on how you want Windows Express to work for you.

### Related Topics:

[End Session Command](#)

[View Quick Keys Command](#)

[Assign Quick Keys Command](#)

[Preferences Command](#)



## End Session Command

The "End Session" command on the Special menu allows you to exit Windows and return to DOS. Selecting this command will close all applications and return you to DOS after prompting for your confirmation.

### Related Topics:

[Exiting Express](#)

[Ending Windows Session](#)

## View Quick Keys Command

The "View Quick Keys..." command on the Special menu allows you to display a window listing each Quick Key assignment for the current master folder. Selecting this command will display the View Quick Keys window. If there is a check mark beside the command, the View Quick Keys window is already displayed and selecting the command will close the View Quick Keys window.

### Related Topics:

[Using Quick Keys](#)

[Assign Quick Keys Command](#)

## Assign Quick Keys Command

The "Assign Quick Keys..." command on the Special menu allows you to assign Quick Keys to automatically open an application or folder item with a keystroke you've chosen. Selecting this command will display the Assign Quick Keys window. While this window is displayed, you can select folder and application items to be opened with a Quick Key.

### Related Topics:

[Using Quick Keys](#)

[View Quick Keys Command](#)

## Preferences Command

The "Preferences..." command on the Special menu allows you to customize the appearance of the Windows Express display and the way Windows Express works for you. Selecting this command will display the Preferences dialog box in which you specify your display and operational preferences.

### Related Topics:

[Changing Preferences](#)

## Help Menu

The Help menu contains commands which allow you to access this help system, view information about your system configuration, and view information about Windows Express.

*Note: The Help window provides information about using the Windows Express application. Additional "Item Help" may be available that provides further information on application and folder items. Item help is determined by the person who set up your Windows Express system.*

### **Related Topics:**

[System Information Command](#)

[Getting Item Help](#)

## System Information Command

The "System Information..." command on the Help menu allows you to view information about your current system configuration, including Windows version, Windows mode, available memory, display resolution and color capabilities.

### Related Topics:

[System Information](#)

## About Windows Express

Windows Express is the complete menu system for the Microsoft Windows workstation, that organizes your applications and documents in easy-to-use, graphical terms, using a familiar file folder approach.

When you open Windows Express, your documents and applications will already be organized for you within a master folder in the form of "application items" and "folder items." When you select an application item, Windows Express starts or runs an application and can also automatically open an existing document, or a new document. Application items are stored in a master folder, or in sub-folders called "folder items." When you select a folder item, Windows Express opens the folder and displays the application and folder items it contains.

To open a folder item or execute an application item, double-click anywhere on the item, or select the appropriate keyboard command.

### Other special features of Windows Express:

- Preferences** gives you the ability to customize your Windows Express display window and the way it works for you.
- Quick Keys** allows you to set up function key shortcuts for opening folder and application items with a keystroke.
- On-line Help** answers your questions on how to use any of the Windows Express commands and tells you how to perform certain tasks through context-sensitive help windows.

To change a master folder, or create a new master folder, you or the person who set up your Windows Express system can do so using Windows Express Editor.

### Related topics:

[Selecting Items](#)

[Changing Preferences](#)

[Using Quick Keys](#)

[Getting Item Help](#)

## Selecting Items

Before you can perform any task with an [application item](#) or [folder item](#), you need to select it first using either the mouse or the keyboard. In the instructions below, we assume that you are using the default Preferences setting for Execution Style, which is [double-click](#).

### To execute an application item or open a folder item:

Double-click the item or press the [function key](#) you assigned as a [Quick Key](#) to that item.

### To choose another open folder

Click the folder tab that displays the name of the folder you want., or press BACKSPACE to choose the previous folder until you display the folder you want.

You can also run an application item minimized by pressing the SHIFT key while selecting the application item.

### Related Topics:

[Using Express with a Keyboard](#)

[Changing Preferences](#)

[Using Quick Keys](#)

[Getting Item Help](#)

[File Prompt](#)

[Passwords](#)



## Getting Item Help

The person who sets up your Windows Express system can write custom help text for each application item and folder item. This help text gives you specific information about the item that you might need for your work.

Note: Item Help provides information on application and folder items. There is further information available to you about using the Windows Express application.

### To display help text for an item:

Press and hold CTRL while you select the item.

### Related Topics:

[Using Express with a Keyboard](#)  
[Selecting Items](#)  
[Help Menu](#)

## Opening a Master Folder

To open a master folder, open its file when you start Windows Express, or if you are already in Windows Express choose the "Open..." command from the File menu. Master folder filenames usually use the extension .WEM. Only one master folder can be open at a time. Opening a new master folder closes the currently displayed master folder.

The master folder you select may be password protected. If it is, you will be required to enter the correct password before Windows Express will open the master folder. If you do not know the correct password, contact the person who set up your Windows Express system.

*Note: In some cases, the "Open..." command may not appear on the File menu due to a control specified by the person who set up your Windows Express system.*

### To open a master folder:

1. Click File to display the File menu
2. Click "Open..." to display the File Open dialog box.
3. Double-click the filename of the master folder you want to open.

### Related Topics:

[File Menu](#)

[OpenPasswords](#)

## Running Other Applications

You can run applications that are not defined in a Windows Express folder by choosing "Run..." from the File menu. This command presents the Run dialog box where you type in or choose the filename of the application you want to run. You can run more than one application at a time by separating each command with a semi-colon. You can also run applications minimized or minimize Windows Express when applications are run.

*Note: In some cases, the "Run..." command may not appear on the File menu due to a control specified by the person who set up your Windows Express system.*

### To run applications not in a folder:

1. Click the File menu.
2. Click "Run..." to display the run dialog box.
3. Type the filename, or if necessary, the pathname, in the text box. To run multiple applications, type the names of the applications you want to run and separate them with semicolons.

-or-

If you don't know the exact location of the application or document files, or are not sure of the command syntax, click the Command Builder button. This brings up the Command Builder for you to graphically create an Enhanced Command.

4. To execute the command, click the Run button.

### Related Topics:

[File Menu](#)

[Run](#)

## Viewing an outline of your Windows Express folder

The "Outline" command on the File menu allows you to view an outline of your Windows Express folder, and optionally save it to a text file or copy it to the clipboard. This feature is particularly useful if you're working with a large folder and want to get an overview of its structure.

### To view an outline of your Windows Express folder

1. Click the File menu.
2. Click "Outline."
3. An outline of your folder will appear, with an asterisk (\*) used to denote folders and numbers (beginning with the number "1") used to label your folder hierarchy.

### Options

To save an outline of your Windows Express folder as a text file, choose Save As, and a dialog box appears asking you to name the file and specify the location where you want it stored.

To copy an outline of your Windows Express folder to the Windows Clipboard, choose Copy.

### Related Topics:

[File Menu](#)

[Outline](#)

## **Saving your Windows Express folder outline**

The "Save Outline" button in the Outline dialog box allows you to save an outline of your Windows Express folder to a text file, or copy it to the clipboard.

### **To save an outline of your Windows Express folder**

1. Click the File menu.
2. Click "Outline."
3. An outline of your folder will appear, with an asterisk (\*) used to denote folders and numbers (beginning with the number "1") used to label your folder hierarchy.
4. To save an outline of your Windows Express folder as a text file, choose Save As, and a dialog box appears asking you to name the file and specify the location where you want it stored.

To copy an outline of your Windows Express folder to the Windows Clipboard, choose Copy.

### **Related Topics:**

[File Menu](#)

[Outline](#)

## Exiting Windows Express

When you are done working in Windows Express, you can close the Windows Express application and return to Windows.

### To exit Windows Express:

1. Click the File menu.
2. Click "Exit."

### or, if Windows Express is the Windows shell:

1. Click File to display the File menu.
2. Click "Exit Windows."

*Note: In some cases, the "Exit Windows..." command may not appear on the File menu due to a control specified by the person who set up your Windows Express system.*

### Related Topics:

[File Menu](#)

[Exit](#)

[Ending Windows Session](#)

## Ending Windows Session

When you are done working in Windows Express, and you no longer need to work in Windows, you can close all applications and exit to the DOS prompt.

### To end the Windows session:

1. Click the Special menu.
2. Click "End Session." You will be asked if you wish to end your Windows session.
3. Choose OK.

### Related Topics:

[Special Menu](#)

[End Session](#)

[Exiting Windows Express](#)

## Using Quick Keys

To work more quickly and efficiently in Windows Express, you can assign a Quick Key to any application item or folder item. You can then open that item by simply pressing the Quick Key you've defined.

### To assign a Quick Key:

1. Click the Special menu.
2. Click "Assign Quick Keys..." to display the Assign Quick Keys window.
3. Select the item in the Windows Express window you want to assign. If necessary, open another folder by double clicking the folder item you want.
4. Press the Quick Key (function keys F2 thru F9) you want to assign to that item. To clear the assignment, press and hold SHIFT as you press the Quick Key.
5. Repeat 3 and 4 to make more assignments.
6. Click OK to save your assignments, or choose Cancel to close the window without saving your changes.

### To view Quick Key assignments:

1. Click the Special menu.
2. Click the "View Quick Keys..." command to display the View Quick Keys window.
3. To close the window, double click the Control menu in the upper left corner of the View Quick Keys window.

### To use Quick Keys:

With the View Quick Keys window displayed, click the desired Quick Key in the View Quick Keys window, or press the Quick Key which corresponds to the desired function.

You can also run an application item minimized with Quick Keys by pressing the SHIFT key while selecting the desired Quick Key.

### Related Topics:

[Selecting Items](#)

[Special Menu](#)

[View Quick Keys](#)

[Assign Quick Keys](#)



## Changing Preferences

You can customize the appearance of your Windows Express display window, and the way Windows Express works for you by checking the following options in the Preferences dialog box.

### Display Style

The Date checkbox controls the status line, which shows the day, date and time, at the top of the Windows Express window. Check this box to display or hide the status line.

The checkboxes labelled Icons, Keys, Names, and Descriptions control the display of all the application items and folder items. Check any or all of the display styles you prefer.

The Screen Saver checkbox controls the screen saver feature of Windows Express which blanks out your computer screen after a minute or more of inactivity. This feature preserves the life of your monitor. Check this box to enable or disable the screen saver.

### Icon Size

There are two sizes of icons to choose from. Large icons are the same size as application icons when displayed in the icon area. Small icons are half the height of large icons. On low-resolution monitors, this option is always set to Large. Check the icon size you prefer.

### Text Size

There are three sizes of text to choose from. Check Small, Medium or Large to determine the size of text display.

### Maximize Express

Initially	Maximizes the Windows Express window whenever you start Windows Express. When unchecked, Windows Express opens its window the same size as when you last closed it.
Automatically	Maximizes the Windows Express window when all other <u>application</u> windows are closed.

### Minimize Express

Always	Minimizes the Windows Express window whenever you execute an application item.
Never	Leaves the Windows Express window as it is when you execute an application item.
Default	Minimizes the Windows Express window according to the application item's settings which are specified by the person who set up your Windows Express system.

*Note: Windows Express will not minimize itself if the application item is run minimized. To run an application item minimized, press SHIFT while selecting the item.*

### Execution Style

Single click	Allows you to open items with one mouse <u>click</u> or one keypress (the selection key).
Double-click	Allows you to open items with a <u>double-click</u> of the mouse, or with two keypresses (the <u>selection key</u> and the ENTER key).

### To set preferences

1. Click the Special menu.
2. Click "Preferences" to display the preferences dialog box.
3. Click to check or uncheck each checkbox and option button you want.
4. Click This Session to save your changes for this session only, or click Permanently to permanently save your changes, or choose Cancel to return to Windows Express without saving your changes.

**Related Topics:**

[Special Menu](#)

[Preferences](#)

## Passwords

At some points while you're working (e.g., when you try to open a master folder, execute an application item, or open a folder item), Windows Express may display the Passwords window. The window is displayed according to settings made by the person who set up your Windows Express system. In order to proceed, you must first enter the correct password. If you don't know the correct password for an item, contact the person who set up your Windows Express system.

### To enter a password for an item

1. Type the item's password in the text box.
2. Click OK.

-or-

Click CANCEL to abandon the operation which generated the password request.

### Related Topics:

Selecting Items

Opening a Master Folder

## Converting Old Files

If you try to open a master folder that was created in a previous release of Windows Express, you will get a warning dialog box that asks you if you want to convert the file to the new format and give it a new name. If you click OK, the Save File As dialog box will be displayed. This dialog box allows you to name and convert the file.

### To convert an older file into the new format:

1. In the File Save As box, type the new filename, in the text box
2. In the Directories listbox, click the directory in which you want to save the file.
3. Click the Convert button to convert the file to the new format, or click Cancel to exit the window without converting the file.
4. If you save the converted file to the same name and location as the old file, you will receive a warning dialog that asks you if you want to replace the existing file. Click Yes or No. No will return you to the File Save As box to type a new name or choose a new location.
5. If you decide not to convert the file, click CANCEL in the File Save As box to abandon the conversion.

### Related Topics:

[Opening a Master Folder](#)

## System Information

The System Information dialog box presents information about your current system configuration.

<b>Windows Version</b>	The version of Windows you are running under.
<b>Windows Mode</b>	Real Mode, Standard Mode or 386 Enhanced Mode depending on the type of processor and the amount of memory you have in your system.
<b>Memory Available</b>	The amount of free memory you currently have.
<b>Resources Available</b>	The amount of free system resources currently available.
<b>(Large-Frame EMS)</b>	The portion of the Memory Available which resides in Large-Frame EMS memory.
<b>(Small-Frame EMS)</b>	The portion of the Memory Available which resides in Small-Frame EMS memory.
<b>EMS Memory Free</b>	The total amount of EMS memory available in the system. Note: The expanded memory information is only provided if you are running with an EMS driver installed.
<b>Display Resolution</b>	The width and height of your display device in pixels.
<b>Display Colors</b>	The number of colors your display device will support.



**folder item**

An item in a Windows Express folder that displays another folder.

**folder name**

The name appearing on the folder tab of a Windows Express master folder. Also, the name of the folder item.



**function keys**

The keyboard keys labeled F1 through F10. Some keyboards may have more function keys.

**icon**

A small graphic used to depict a folder or an application item.

**master folder**

The first, or top-most, folder displayed on your screen, which contains all of the application and folder items.

**selection key**

The character next to the application or folder item that corresponds to a key on the keyboard. You press the selection key to select the item.

**status line**

A line near the top of the Windows Express window that displays the current date, day and time.

**active window**

The window that will be affected by the next keystroke or command. When a window is active, its title bar changes color to differentiate it from other open windows.

**application**

A program used to accomplish a specific task. For example, a word processor or spreadsheet program.

**application item**

An item in a Windows Express folder that runs an application. The application may be a Windows or non-Windows application.



**checkbox**

A small square in a dialog box that specifies whether or not the option next to it is selected. The option is selected if the check box is filled in.

**click**

To press and release the mouse button.

**control menu**

The drop down menu that appears in the upper left corner of the Windows Express window, and which is represented by an icon that looks like a small horizontal bar. Most window, and some dialog boxes have their own Control menu. Commands on the Control menu allow you to move, resize and close a window.

**command**

An item that appears on a drop-down menu that you choose to carry out a specific activity, such as "Exit" or "Preferences...".

**dialog box**

A window that appears when Windows Express, or any other Windows application, needs more information before it can carry out a command. A dialog box may contain a list box, check box, text box, and option buttons, or any combination of these.

**document**

A file created with either a Windows or non-Windows application.

**double click**

To quickly press and release the mouse button twice in succession.

**drop-down menu**

A menu, that when selected, "drops down" on the screen displaying commands that can be chosen.



**filename**

The name of a document. A filename can have up to eight alphanumeric characters, plus an extension. An extension begins with a period and can have up to three characters. For example, MYFILE.DOC specifies the document MYFILE and a filename extension of .DOC.

**keyword**

An underlined term appearing in a description in the Help window for which you can display a definition.

**list box**

An area in a dialog box which contains a list of items for you to choose from, such as files or directories.

**non-Windows application**

An application that does not require Microsoft Windows in order to run.

**option button**

A small circle in a dialog box that specifies whether or not the option next to it is selected. The option is selected if the option button is filled in.

**pathname**

The name and location of a file, including the filename, directory, and drive locations. A full pathname includes a drive letter followed by a colon, one or more directory names separated by a backslash (\), and a filename. For example, C:\WINDOWS\MYFILE.DOC.

**Quick Key**

A function key, F2 through F9, that when pressed, automatically chooses an application or folder item.

**scroll**

To move the contents of a window up and down, or left and right using a scroll bar or the DIRECTION keys.



**scroll bar**

A narrow area on the right side of a window showing an arrow at each end and a small box between the arrows. In Windows Express, the scroll bar appears only if the entire contents of a folder are not visible.

**text box**

A box within a dialog box where text is typed.

**Windows application**

An application that requires Microsoft Windows in order to run, such as Windows Express, Windows Write, and Word for Windows.

**Windows shell**

The Windows application which automatically appears whenever you start Windows. Unless specified otherwise, the Windows shell is Program Manager.

## hDC Command Builder

The Command Builder provides an easy way to construct Enhanced Commands without knowing any special command syntax. Although you may not use the Command Builder every time you create a command, it simplifies the process of building complex commands. The Command Builder is usually accessed by clicking the Command Builder button.

The Command Builder contains seven buttons, described below.



**Applications & Documents** Lets you select the executable and document files you want to launch. See [Applications & Documents](#)



**MicroApps** Lets you select the MicroApps from hDC and other software vendors you want to launch. See [MicroApps](#)



**Scripts** Lets you select the pre-defined scripts you want to launch. See [Scripts](#)



**Replacement Variables** Lets you create dialog boxes that prompt you for a filename or parameter when you launch an application. It also lets you access any of the environment variables currently set on your system. See [Replacement Variables](#)



**Enhanced Command Parameters** Lets you control the way an application is launched, including its size, position on the screen, and much more. See [Enhanced Command Parameters](#)



**Enhanced Command History** Displays the last 22 Enhanced Commands you've run using the Launch... command. See [Enhanced Command History](#)



**Macro Recorder** Lets you record macros containing keystrokes and mouse actions. See [Macro Recorder](#)



## Applications & Documents

This portion of the Command Builder lets you select applications and/or documents to launch. When you click the Applications & Documents button (or press ALT+A), the Command Builder displays the options described below.

<b>Show box</b>	Specifies the files displayed in the <b>Files</b> box. To change the display, type the new filename (including wildcard characters, if you want) and press ENTER or click the Check button.  You can also use this box to change the current path: simply type the new drive or directory name, and press ENTER or click the Check button.
<u>Check button</u>	Updates the <b>Files</b> and/or <b>Directories</b> boxes to reflect the contents of the <b>Show:</b> box.
<b>Directory</b>	Displays the current drive and directory.
<b>Files box</b>	Displays the files contained in the current directory. Use the mouse to select as many files as you want. To select files that aren't adjacent (for example, the third and fifth files in the list), hold down the CONTROL key and click the mouse.
<b>Directories box</b>	Changes drives or directories. To return one level toward the root directory, click "[..]".
<b>Use Full Path option</b>	Builds the command using the full pathname. Turn this option on if you've selected an executable or document file that is not on your DOS search path.

### Related topics

[MicroApps](#)

[Scripts](#)

[Replacement Variables](#)

[Enhanced Command Parameters](#)

[Enhanced Command History](#)

[Macro Recorder](#)



## MicroApps

This portion of the Command Builder lets you select the MicroApps you want to launch. It also gives you a brief description of each MicroApp, and lets you set the MicroApp path. When you click the MicroApps button (or press ALT+M), the Command Builder displays the options described below.

<b>MicroApps box</b>	Lists the MicroApps currently on the <b>MicroApp Path</b> . Use the mouse to select the MicroApps you want to launch. To select MicroApps that aren't adjacent (for example, the first and third MicroApps in the list), hold down the CONTROL key and click the mouse.
<b>Describe button</b>	Displays the version number and a brief description for the selected MicroApp.
<b>MicroApp Path button</b>	Displays the <u>MicroApp Path dialog box</u> .

### Related topics

[Applications & Documents](#)

[Scripts](#)

[Replacement Variables](#)

[Enhanced Command Parameters](#)

[Enhanced Command History](#)

[Macro Recorder](#)



## Scripts

This portion of the Command Builder lets you select and launch pre-defined scripts. When you click the Scripts button (or press ALT+S), the Command Builder displays the options described below.

<b>Scripts box</b>	Lists the scripts currently on the <b>Script Library Path</b> . Use the mouse to select the scripts you want to launch. To select scripts that aren't adjacent (for example, the third and fifth in the list), hold down the CONTROL key and click the mouse.
<b>Describe button</b>	Displays a brief description of the selected script.
<b>Library Path button</b>	Displays the <u>Script Library Path dialog box</u> .
<b>Reference By buttons</b>	Determines how the scripts appear in the <b>Scripts</b> box. <b>Script</b> lists the scripts by name; <b>Library and Script</b> lists them by library and script name. The <b>Library and Script</b> option is useful if you've got more than one script library and want to determine the scripts contained in any given library.
<b>Sort By Library option</b>	Sorts the scripts according to the order they appear on the <b>Script Library Path</b> in the <u>Script Library Path dialog box</u> . This is useful if you've got multiple script libraries and want to see the order in which they will be accessed.

### Related topics

[Applications & Documents](#)

[MicroApps](#)

[Replacement Variables](#)

[Enhanced Command Parameters](#)

[Enhanced Command History](#)

[Macro Recorder](#)





## Replacement Variables

This portion of the Command Builder lets you create dialog boxes that prompt you for a filename or parameter when you launch an application. It also lets you access any of the environment variables currently set on your system. When you click the Replacement Variables button (or press ALT+V), the Command Builder displays the options described below.

### File Prompt edit controls

Create a dialog box that prompts you for a filename when you launch an application. **Wildcard** controls the type of files displayed in the dialog box. **Caption** sets the text that appears in the dialog box's title bar. The Check button adds the contents of these boxes to the **Command:** box.

For example, if you're launching Notepad and want to display your .INI files, you might type \*.ini in the **Wildcard** box and *Select an INI file* in the **Caption** box.

### Parameter Prompt edit controls

Create a dialog box that prompts you for a parameter to pass to the application when it is launched. Use the **Default** box to specify the default parameter. The **Text** box specifies the text string that appears in the dialog box. The Check button adds the contents of these boxes to the **Command:** box.

For example, if you're launching Word for Windows you could pass it a parameter that runs a WinWord macro by typing /mFile1 in the **Default** box and *Run this WinWord macro?* in the **Text** box.

### Environment Variables box

Lets you select the environment variables currently defined on your system. To select variables that aren't adjacent, hold down the CONTROL key and click the mouse.

For example, *excel: initdir=%windir%* will set Excel's initial directory to the value of the WINDIR environment variable.

### Other options box

Returns various text strings. **date** returns the date in *mm/dd/yy* format. **time** returns the time in *hh:mm:ss* format. For example you could create a date and time stamp in a Write document with the command:

*write; "Date:{date}<Enter>Time:{time}"*

**lasttext** returns the text string you last specified from a prompt created with the **Parameter Prompt** controls (described earlier in this topic). In the example cited earlier, for example, **lasttext** would return */mFile1*.

**lastfile(dpfe)** returns the drive, path, file, and extension of the file you last selected from a prompt created with the **File Parameters** controls (described earlier in this topic). For example, you could create a command that inserts a header listing the name of the text file you selected from the file prompt dialog box:

*notepad {file(\*.txt,dpfe,"Select a textfile");"Filename:{lastfile}"*

### Related topics

[Applications & Documents](#)

[MicroApps](#)

[Scripts](#)

[Enhanced Command Parameters](#)

Enhanced Command History  
Macro Recorder



## Enhanced Command Parameters

This portion of the Command Builder lets you control the way an application or document is launched, including:

- \* How the application is displayed: maximized, as an icon, hidden, and more.
- \* Where the application is launched (absolute or relative position) and the exact size of the application's window.
- \* What to do if the application is already running: use the existing version, run a new version, and so on.
- \* What you want to display for the application's window caption and minimized icon.

When you click the Enhanced Command Parameters button (or press ALT+P), the Command Builder displays the options described below.

**Show Normal box** This drop-down list controls the way the application is displayed after it's launched. **Show Normal** runs the application and displays its window normal size. **Maximized** runs the application and enlarges its window to fill the entire screen. **Maximized w/icons** runs the application and maximizes its window, leaving room for icons to appear at the bottom edge of the desktop. **Minimized** launches the application and shrinks its window to an icon. **Hidden** launches the application and hides its window.

**Use Existing box** This drop-down list controls the logic used to handle applications that are already running. If you're launching an application that is already running, **Use Existing** will not run a second instance. For example, if you're opening a Write document while Write is already running, using this option loads the document in the existing instance of the application. If the application you're launching is *not* running, the **Use Only Existing** option ignores the command. If the application you're launching is already running, **New Instance** will run a new copy of the program.

**Zoom box** This drop-down list controls whether or not the application's window "zooms" when it is launched. Some applications may have problems if **Zoom** is on; if so, use the **No Zoom** option.

**X and Y, Width and Height boxes** These determine how an application is sized and positioned when it is launched. You can specify any parameter in absolute terms (expressed in pixels) or relative terms (expressed in a percentage of the screen size). You can specify parameters numerically by typing them, or graphically using the Position button.

**X and Y** Control the vertical and horizontal position of the window. For example, if  $X=0$  and  $Y=32$ , the left (or vertical) border of the application's window will appear on the first pixel, while the top (or horizontal) border will appear on the thirty-third pixel. **Width** and **Height** determine the size of the window, expressed in number of pixels or percentage of screen size.

Position button Using the Position button is probably the easiest way to size and position an application's window.

Clicking the Position button brings up the Position and Size Tool window. To size an application's window, point to a border or corner of the Position and Size Tool window and drag it until it is the size you like. To position an application's window, drag the title bar to the location where you want the

application to appear. Press ENTER (or choose the OK button if it's visible) to save your changes.

<b>DDE Execute box</b>	Sends an initial DDE Execute string to an application. The DDE topic is "system" and the application's name is the same as the executable filename. For information on the DDE syntax for a specific application, consult the application's documentation.
<b>Initial Directory box</b>	Determines the directory used to launch an application. You may want to set an application's initial directory to the DOS directory containing the files you want to open. For example, if you store all of your spreadsheet files in one directory, you could set the initial directory for Lotus 1-2-3 so that it defaults to that directory.
<b>Icon box</b>	<p>Determines the application's icon, allowing you to replace the default icon with one from another application. You can use icons from any file that contains them, including .EXE, .ICO, .ICN, and .DLL files. To specify an icon, type the filename (and path, if necessary) of the file whose icon you want to use.</p> <p>For example, <i>clock:icon=c:\windows\pbrush.exe</i>; launches Clock and substitutes Paintbrush's icon in place of Clock's icon. If you have hDC Icon Designer, enter an .IL filename followed by the number of the icon you want to use.</p>
<b>Caption box</b>	Determines the caption for the application's window and the label for the application's minimized icon. Type the caption as you want it to appear.

#### **Related topics**

[Applications & Documents](#)

[MicroApps](#)

[Scripts](#)

[Replacement Variables](#)

[Enhanced Command History](#)

[Macro Recorder](#)



## **Enhanced Command History**

When you click the Enhanced Command History button (or press ALT+H), the Command Builder displays the last 22 commands you've launched from the Launch Command Line dialog box. Select as many commands as you like.

### **Related topics**

[Applications & Documents](#)

[MicroApps](#)

[Scripts](#)

[Replacement Variables](#)

[Enhanced Command Parameters](#)

[Macro Recorder](#)



## Macro Recorder

This portion of the Command Builder lets you record macros containing keystrokes and mouse actions. Macros are useful for automating repetitive tasks. For example, you might create a macro that launches the Windows Control Panel, opens the Printer setup and sets the page orientation to landscape.

When you click the Macro Recorder button (or pressing ALT+M), the recorder begins recording and displays its control panel. The recorder's control panel "floats" over the active window in order to remain visible. As you record your macro, the Enhanced Command will appear in the control panel. To temporarily stop the recorder, click the Pause button; when you're ready to resume recording, click the Pause button again. To stop the recorder, click the Stop button.

### Notes on recording macros

- \* As with any macro recorder, keyboard macros are generally more reliable than macros containing mouse actions. For that reason, as you record your macro it's best to use keystrokes whenever possible.
- \* Should you need to position a window (or configure some other portion of Windows) after you've begun recording, press the Pause button to temporarily stop recording; when you're ready to resume recording, just press the Pause button again.  
Keep in mind that you can easily edit your macros. For example, if you've made a mistake while recording a macro, just press the Pause button, move the cursor into the recorder's control panel and delete the error. When you're ready start recording, press the Pause button again.
- \* To achieve the best results, you should prepare your screen before you begin recording a macro. If there are windows on the screen that aren't part of the macro, move them out of the way or close them before you begin recording.
- \* Should you need to slow down the playback of a macro, you can insert one of the [Pause] scripts into a macro.
- \* The macro recorder does not record certain actions, such as mouse drags. Also, it cannot record mouse actions involving the toolbar in some programs such as Word for Windows.

### Related topics

[Applications & Documents](#)

[MicroApps](#)

[Scripts](#)

[Replacement Variables](#)

[Enhanced Command Parameters](#)

[Enhanced Command History](#)

## **File Prompt dialog box**

This dialog box appears when you've launched a command that includes a file prompt. To open a file, select it and choose the OK button. To launch the application without a file, choose None. To escape without launching the command, choose Cancel.

### **Related topics**

[Replacement Variables](#)

## MicroApp Path dialog box

Use this dialog box to specify where your MicroApps are located; for example, you might type C:\WINDOWS\MICROAPP. If your MicroApps are stored in more than one location, separate each path with a semicolon.

### Related topics

[MicroApps](#)



## Script Library Path dialog box

Use this dialog box to specify where your scripts are located, and in what order they should be searched.

<b>Filename(s) box</b>	Specifies the files displayed in the <b>Files</b> box. To change the display, type the new filename (including wildcard characters, if you want) and press ENTER. You can also use this box to change the current path: simply type the new drive or directory name, and press ENTER.
<b>Directory</b>	Displays the current drive and directory.
<b>Files box</b>	Displays the files contained in the current directory. Use the mouse to select as many files as you want.
<b>Directories box</b>	Changes drives or directories. To return one level toward the root directory, click "[..]".
<b>Add button</b>	Adds the selected files to the <b>Script Library Path</b> .
<b>Remove button</b>	Removes the selected files from the <b>Script Library Path</b> .
<b>Script Library Path box</b>	Displays the script libraries currently on the path. Libraries are searched in the order specified in the list. If the same script appears in multiple libraries, the script appearing first on the path is used.
<b>Arrow buttons</b>	Changes the order of the script libraries currently highlighted in the <b>Script Library Path</b> box. Script libraries are searched in the order in which they appear in this box.

### Related topics

[Scripts](#)

## **Remap Key dialog box**

This dialog box lets you select characters from the ANSI character set and paste them onto the Clipboard. You can select a character using either your mouse or the arrow keys on your keyboard. To copy it to the Clipboard, choose the Select button or press ENTER.

## Text Prompt dialog box

This dialog box appears when you've launched a command that includes a parameter prompt. To launch the application with the specified parameter, choose the OK button. To launch the application without a parameter, choose None. To escape without launching the command, choose Cancel.

### Related topics

[Replacement Variables](#)

**Enhanced Command**

A superset of the Windows command line that lets you launch applications, documents, MicroApps, scripts or macros. Enhanced Commands may also contain enhanced parameters or replacement variables.

### **Command Builder button**



Brings up the Command Builder for you to create an Enhanced Command using icons, buttons, and other graphical controls.

### **Applications & Documents button (ALT+A)**



Lets you select applications and/or documents to launch.

### **MicroApps button (ALT+M)**



Lets you select the MicroApps you want to launch. It also gives you a brief description of each MicroApp, and lets you set the MicroApp path.

### **Scripts button (ALT+S)**



Lets you select and launch pre-defined scripts.



### **Replacement Variables button (ALT+V)**



Lets you create dialog boxes that prompt you for a filename or parameter when you launch an application or document. It also lets you access any of the environment variables currently set on your system.

### **Enhanced Command Parameters button (ALT+P)**



Lets you control the way an application or document is launched, including its appearance (hidden, minimized, and so forth), size and position, window caption, icon, initial directory, and more.

### **Enhanced Command History button (ALT+H)**



Displays the last 22 commands you've launched from the Launch Command Line dialog box.

### **Macro Recorder button (ALT+R)**



Starts the macro recorder and brings up the recorder's control panel.

### Position button



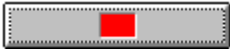
Appears in the Command Builder when you click the Enhanced Command Parameters button. The Position button brings up a window for you to graphically set the size and position an application uses when launched.

### Pause button



Temporarily stops the macro recorder.

### Stop button



Stops the macro recorder and returns you to the Command Builder.

### Check button



Updates the contents of an edit control such as the **Files box** or **Command: box**.



