New Program Object

To create a new program group, click Program Group. After creating a group, you can then add items to it.

To create a new icon (program item) in a group, click Program Item.

Program Group Properties

In the Description box, type the name you want for the group.

The Group File box will be filled in automatically by Windows. It refers to the .grp file Windows uses to store information about this group. You need not enter anything in this box.

Program Item Properties

Specifies properties for the program item.

Click one of the following buttons for information about the dialog box:

- [ ] Description
- [ ] Command Line
- [ ] Working Directory
- [ ] Shortcut Key
- [ ] Run Minimized
- [ ] Browse button
- [ ] Change Icon button

Copy Program Item

Copies a program item to another group. In the list, click the group you want to move the item to.

When you copy an item, the original stays in the source group. You create a duplicate in the destination group.

Tip   Another way to copy a program item to a group is by dragging the item onto the group icon or window.

Move Program Item

In the To Group box, click the group you want to move the item to.

Tip   Another way to move a program item to a group is by pressing and holding down the SHIFT key while dragging the item onto the group icon or window.

Change Icon

Enables you to choose which icon you want to appear for the selected program item.

In the Current Icon box, click the icon you want to use. You can choose an icon from another program by typing the name of the program file for that program. To see a variety of MS-DOS–based program icons, type **moricons.dll** in the File Name box.

Browse

Use this dialog box to easily find and select files.

For Help on an item, click ❓ at the top of the dialog box, and then click the item.

Run

Starts a program or opens a document or folder.

In the Command Line box, type the program filename, including the path, if necessary. If you want to open a document, type the program filename followed by a space and the name of the document.

If you don't know the name or location of the program or document, click Browse to search through folders.

If you want to start the program as an icon, make sure the Run Minimized box is checked.

Provides a space for you to type the name of the group or program item as you would like it to appear below the icon.

The description is optional. If you leave this box blank, Program Manager names the icon for you.

Provides a space for you to type the name of the program file, including the extension and path, if necessary. If you don't know this information, click Browse to search for the file.

Provides a space for you to type the path of the folder (directory) where the program files and documents are located.

The working directory is optional. If you leave this box blank when first creating the program item, the folder where the program file is located is the working directory. If you leave this box blank when changing a program item's properties, the Windows folder is the working directory.

Specify a unique key combination that, when pressed, makes the running program active. The shortcut key is optional.

Valid key sequences are CTRL+ALT+character, CTRL+SHIFT+character, and CTRL+ALT+SHIFT+character. The value for character can be any letter, number, or special character. If you type only a character in the Shortcut key area, Program Manager adds CTRL+ALT in front of it. To specify a different sequence, you must type the sequence.

Specifies whether you want the program to be reduced to a button on the taskbar every time it starts.

Click this to change a program icon for an item or group in Program Manager.

Click this to search through folders to find the file you want.

To create a group

1 On the File menu, click New.

2 Click Program Group, and then click OK.

3 In the Description box, type a description for the group.

   This description will appear in the title bar of the group window and below the group icon.

Tip
▪   Program Manager creates a .grp file for the group, so you can leave the Group File box blank.

To delete a group

1 Make sure the window of the group you want to delete is reduced to an icon.

2 Click the group icon.

3 On the File menu, click Delete.

To create a program item

1 Open the group window that you want to add an item to.

2 On the File menu, click New.

3 Click Program Item.

Tip
- For more information, click the Help button while using the dialog box.

To delete a program item from a group

1 Click the icon you want to delete.

2 On the File menu, click Delete.

Tip
-       When you delete an item from a group, you remove it from the group window, but not from your hard disk.

To change the properties of a program item or group

1 Click the icon for the item or group.

2 On the File menu, click Properties.

Tip
▪   For more information, click the Help button while using the dialog box.

To copy a program item to another group

1 Click the program item you want to copy.

2 Press and hold down CTRL while dragging the program-item icon to the destination-group window or icon.

Tip

▪ You can also copy a program item by clicking the File menu and then clicking Copy.

To move a program item to another group

1 Open the group window that contains the program item you want to move.

2 Drag the program-item icon to the destination-group icon or window.

Tip
▪   You can also move a program item by clicking the File menu and then clicking   Move.

To arrange group windows

▶   On the Window menu, click Cascade or Tile.

To arrange program-item icons

▶ To rearrange icons once, click the Window menu, and then click Arrange Icons.

▶ To specify that Windows rearrange the program item icons in a group window whenever you change the window's size, add items, or move items, click the Options menu, and then click Auto Arrange.

To change an icon for a program item

1 Click the icon you want to replace.

2 On the File menu, click Properties.

3 Click Change Icon.

Tip

- For more information, click the Help button while using the dialog box.

To start a program from a group

1 Open the group window that contains the program's icon.

2 Double-click the icon.

To start a program by using the Run command

1 On the File menu, click Run.

2 In the Command Line box, type the path and name, including the extension, of the program file.

   You can also specify the name of a document to open. For example, to run Microsoft Word and open a document named Status.doc, you would type **c:\winword\winword.exe status.doc** in the Command Line box.

   Tip
▪   If you want the program to be reduced to a button on the taskbar whenever it starts, make sure the Run Minimized box is checked.

To start or quit MS-DOS Prompt

- To start MS-DOS Prompt, double-click its icon.
- To quit MS-DOS Prompt, type **exit** and then press ENTER, or click the close
X button in the upper-right corner.

Differences from Windows 3.x and Windows for Workgroups
- In the Main group, when you click Control Panel, the new Control Panel appears.
- In the Main group, when you click Printers, the Printers folder appears. This replaces Print Manager.
- Group windows appear in the new style.

When you start Program Manager from within Windows
- Closing Program Manager no longer shuts down Windows.
- Pressing CTRL+ESC, or clicking Switch To on the Control menu, opens the Start menu rather than a task list.
- Minimized groups appear as buttons within Program Manager rather than as icons.

{button ,AL("A_SWITCH_BETWEEN_APPS;A_SHUTDOWN")} Related Topics

Click Help Topics to return to the list of Help topics.