

QuikMenu 4 Windows: Standard Edition

QuikMenu 4 Windows is a desktop environment which can be used to replace the interface which comes with Windows. QuikMenu comes in 16-bit (for Windows 3.1 or 3.11) and 32-bit (for Windows 95 and NT) versions. QuikMenu allows you to customize your Windows environment to suit the way you prefer to work. Click [here](#) for information about obtaining a registered version of this product

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* Starred items are not available in the Standard Edition. In addition, other functions (such as the spelling checker) may not be provided in evaluation copies to keep files small enough

to download via BBS or Internet.

Glossary

[-A-](#) [-B-](#) [-C-](#) [-D-](#) [-E-](#) [-H-](#) [-I-](#) [-J-](#) [-L-](#) [-P-](#) [-S-](#) [-T-](#) [-W-](#) [-Z-](#)

Following are common computer-related terms with which you may be unfamiliar and which are not defined elsewhere in this file.

ASCII/ANSI

This is a text-only format which is able to be read by most text editors and other software applications. ASCII format text does not contain internal controls for setting fonts, indents or other page layout features. E.g., HTML and other files used in Internet Web pages are saved in ASCII form so as to be readable on a wide variety of machines. Some specialized characters cannot be directly saved or displayed as ASCII format text. ANSI text is more directed at the Windows platform and, though often readable as an ASCII file, can also contain characters which cannot be displayed as ASCII.

.AVI

This is a file format for animation or video clips.

BMP

This type of file is used to store bitmap (paint type) pictures. These letters are the extension to the file's name.

Bytes

Computers store and process information as a series of on (one or white) and off (zero or black) instructions. A series of eight on or off instructions is known as a byte (or an ASCII character). The number of bytes used in a file determines how much memory and disk storage space is required by that file.

Clipboard

When you use the CUT or COPY commands (in the Edit Menu), the currently selected file or text is written to a temporary storage location, known as the Clipboard. From the Clipboard, the file or text may be PASTED to a different location or imported to another application. See your Windows documentation for more information regarding the Windows Clipboard.

Directory/Subdirectory

The files on your disks are usually organized into groups known as directories. Each directory usually contains files related to each other. Directories may also contain other directories which are called sub-directories. The directory which contains a sub-directory is known as a root directory.

Drag

This term refers to holding down the left mouse button while moving the mouse cursor to a new position on the screen.

Drop-down Menu

When you click on items in the row of categories displayed just below the application's title bar, a list of commands and functions will be displayed. You may click on a command or function on these lists (menus) to enable it. You may also use the ALT key in combination with the underlined letter in the category title to drop down the list of selections.

.EXE, .DLL, .COM, .BAT or .PIF files

These letters following a file's name indicate that the file is used to start a software program.

HEX

This is a more convenient way to represent the ones and zeros which make up each byte of information in a file. Since each byte is made up of a series of eight ones and zeros, it saves space and is easier to write bytes using the Hexadecimal (base 16) format. Hex represents each string of eight characters with a digit ranging from 0-9, plus the letters A-F (e.g., Hex "F" equals 15 in normal decimal notation). Since Hex is written using the base-16 system, each digit to the left represents a multiple of 16 times the digit (e.g., Hex "1E" = 30, and Hex FF = 255). The viewer displays both the Hex value, with the ASCII text for the values in the column to the right.

Hot Spot

A hot spot is a region covered by an invisible command button. When the user clicks on the hot spot, a sound is played, an application is launched, etc. Hot spots are created with the button tool, and use the invisible style in the Appearance section when the button is setup.

.ICO

These letters following a file's name indicate the file contains a Windows-type icon image.

Icon

An icon is a small picture representing a commonly used function. Simply click on an icon to activate that function.

JPEG

This is a common image file format, which contains a compressed 24-bit image. Filename extensions for JPEG images can include JPG and JIF.

Line

When displaying a file using either Standard or Hex views, the file is listed out with the file contents arranged in lines of text.

Path

A file's location on your system is called its "Path." The path consists of the disk drive letter, plus the directories and subdirectories (folders) needed to go from the disk's root directory to the subdirectory containing the file (e.g., a file on the C drive which is contained in the CANDIES subdirectory of the COOKBOOK directory would have a path of C:\COOKBOOK\CANDIES\.

.PCX

This is a common image file format for paint-type and scanned pictures.

Pixel

A pixel (an abbreviation of "picture element") is equivalent to a single dot on your screen. A pixel is the smallest unit used for the screen resolution being displayed. On a standard computer, each pixel is composed of a red, a blue and a green phosphor, which are combined to produce the color of the dot.

PNG

This type of file is used to store compressed bitmap (paint type) pictures. These letters are the extension to the file's name.

Print device

The print device is determined by the way you have configured Windows. If you wish to print to a different device, you should consult your Windows documentation for instructions on how to add or change the current print device.

Selected

Objects may be selected by clicking on the element with your left mouse button. Portions of text may be selected by dragging the mouse over the desired portions. Multiple objects (such as filenames or buttons) may also be selected in this way. If you wish to select objects which are separated by undesired elements, hold down the CTRL key and click on each object desired. Objects which are selected will be highlighted (either in reverse colors, by the addition of an outline or by the addition of control points).

String

A string is a sequence of characters (e.g., a sentence is simply a *string* of characters).

Text Editor

A text editor, for the purposes of this application, can be QuikMenu's Text Editor application, or any word processor which is capable of editing and saving files in plain ASCII text format.

TIF

This type of file is used to store bitmap (paint type) pictures. These letters are the extension to the file's name.

.WAV

This is a common Windows-based audio file format.

Wildcard characters

These characters are used as place holders during searches. The asterisk (*) character and the question mark (?) are used as wildcard characters. The ? acts as a place holder for a single character, while the * acts as a place holder for all characters in that position and following. E.g., using the string NO?E.T* to search for file names would find all files which began with NO and which had any character in the third position and had an E in the fourth position, and which ended with the letters .T plus any characters following the T (such as NOTE.TXT, NOME.TOT or NODE.TNT).

.WMF

These letters following a files name indicate that the file contains a Windows Metafile type vector (line drawing) graphic.

ZIP or Lzh formats

These file formats are produced by utilities which take one or more files and produce a new "compressed" file which occupies less disk space. Materials sent from BBS's and over the Internet are often compressed using these formats to reduce the time they take to send over phone lines. QuikMenu's File Manager can compress files into the ZIP format, while the Viewer utility also has the ability to view the contents of either of these file formats and extract/decompress individual files to your disk from within a compressed file.

File Search Name and Location

You may search for files having certain names or which reside on certain disks or directories, either alone or in combination with other parameters.

Use the **File Name/Mask** field to specify a filename, or use wild card characters to search for a range of files having common characters (e.g., use the * wildcard in the string "S*.EXE" to find all files which begin with "S" and end in ".EXE"). Using "*" will search for all files. You may specify more than one file name mask in this field by typing them into this field, separating each with a space.

Use the **Location** field to specify a certain disk or directory to search. Click on the arrow button to the right of the field to select from the drives and directories available on your system.

Checking the **Include Subdirectories** box will also search any directories contained under the drive and/or directory specified in the **Location** field. Click on the **Search** button to locate files which match the filename, drive/directory and any other features you specified.

To select other search parameters in addition to **Name & Location**, click on the tabs at the bottom of the dialog before selecting the **Search** button.

Use the **Clear** button to disable all previously entered search parameters. Selecting the **Close** button will cancel the search.

File Search Date

You may search for files which were created on a certain date, or between a range of dates, either alone or in combination with other parameters.

Click on the **Search All files** button to ignore file dates. Enable the **Limit the Search** button to search for only files created or last modified on the date(s) you specify.

Clicking on the **Between** field will only look for files created or last modified between the dates you enter into the fields to the right. Clicking on either of the **During the Previous** buttons will allow you to limit the search to files created or last modified during the amount of time you specify prior to the computer's current date. Click on the **Search** button to locate files which match both the date and any other features you specified.

To select other search parameters in addition to **Date**, click on the tabs at the bottom of the dialog before selecting the **Search** button.

Use the **Clear** button to disable all previously entered search parameters. Selecting the **Close** button will cancel the search.

File Search Time

You may search for files created or last modified during certain hours, either alone or in combination with other parameters.

Click on the **Search All files** button to ignore the file time stamp. Enable the **Limit the Search** button to search for only files created or last modified during the times you specify.

Checking the **Between** box will only look for files created or last modified during the time period you specify. Type the start of the time period in the field at the left and the end of the time period in the field at the right. Use the **During the Previous** field if you wish to look only for files created or last modified during a certain number of hours prior to the current time on the computer's clock. Click on the **Search** button to locate files which match both the time and any other features you specified.

To select other search parameters in addition to **Time**, click on the tabs at the bottom of the dialog before selecting the **Search** button.

Use the **Clear** button to disable all previously entered search parameters. Selecting the **Close** button will cancel the search.

File Search Size

You may search for files of a specified size or range of sizes, either alone or in combination with other parameters.

Click on the **Search All files** button to ignore file size. Enable the **Limit the Search** button to search for only files matching the specified size parameter.

Use the **Bytes** field to specify the size (in bytes) for the files to locate. Use the field to the left of the Bytes field to specify whether to only find files which are *equal to* the number of bytes specified, *greater than* the number of bytes specified, *less than* the number of bytes specified, or *between* the number of bytes specified. Click on the **Search** button to locate files which match both the file size and any other features you specified.

To select other search parameters in addition to **Size**, click on the tabs at the bottom of the dialog before selecting the **Search** button.

Use the **Clear** button to disable all previously entered search parameters. Selecting the **Close** button will cancel the search.

File Search Contents

You may search for files containing certain text, either alone or in combination with other parameters.

Click on the **Search All files** button to ignore file contents. Enable the **Limit the Search** button to search for only files containing the text string which you type in the space provided.

Checking the **Match Case** box will only look for files in which the text appears using the same UPPER and lower case capitalization you used when entering the text string. Click on the **Search** button to locate files which contain both the text and any other features you specified.

To select other search parameters in addition to **Contents**, click on the tabs at the bottom of the dialog before selecting the **Search** button.

Use the **Clear** button to disable all previously entered search parameters. Selecting the **Close** button will cancel the search.

File Search Results

This dialog displays the result of the Search/File Search function. You may click on the names of files found during the search to preview their contents in either Standard or Hex mode. The **Show File Details** option allows you view file size, date and other information. You may click on the **Open** button to load the file into the main viewing area, or click on the **Close** button to return to the main viewing area without loading a file.

Preferences: Font and Color

Use this page of the Set Preferences function to select the font style and color used.

Use the **Screen Element** field to select the type of text which you would like to change. You may also click on items in the *Preview* to select Screen Elements.

Choose foreground colors from the **Color** field using the *left* mouse button. Select the background color using the *right* mouse button.

Use the Set Font button to change the font used for the selected Screen Element. If you wish all text to be displayed in upper case in the File Manager, check the **Uppercase** box.

If you wish to set other preferences, click on the corresponding tabs at the bottom of the dialog. Use the **OK** button to return to the utility and begin using the changes you have made, or use the **Cancel** button to return without changing anything.

Preferences Misc

Use this page of the **Set Preferences** command to determine how various functions operate.

You may select from the standard *Windows Style* file selector, or from the enhanced Quikmenu *Style* file selector for use when opening files, etc.

Use the *Tab Size* field to specify the number of spaces to use when a tab character is encountered when viewing a file.

Enabling **Show Image Files in Native Format** will place an option on the viewer screen which allows some bitmap image file formats to be displayed as pictures. Similarly, enabling the **Show Archive File Contents** and **Show Media File Contents** will place options on the viewer to show the contents of compressed files or to play animation or sound files when these are detected.

The **Allow Launching of EXE, COM, BAT and PIF Files** checkbox allows you to enable/disable the *Run* option under the *File* menu. Enabling the **Allow Viewing of System/Hidden Files** checkbox lets you load normally unseen files having *System* or *Hidden* attributes into the viewer. Finally, you may increase the display speed of some larger files by using the **Don't Calculate Length of Files > 500K** function.

If you wish to set other preferences (Font/Colors or Directories), click on the corresponding tabs at the bottom of the dialog. Use the **OK** button to begin using the changes you have made, or use the **Cancel** button to return to the main viewer without changing anything.

File Selector Browser

The **Select a File** browser aids you when locating files to Load, Save As, etc.

At the top of the dialog is the **Location** field, which you may use to specify the path to search. Alternatively, you may scroll through the directories and files shown in the **File** window (see below) which is situated just below the **Location** field.

To the right of the **Location** field are two icons. Clicking these icons will switch between displaying the **File** and **Preview** windows in horizontal or vertical format.

In the **File** window, you may double click on a *drive letter* to change to that drive, or double click on a *directory folder* to open that directory.

Double click on the folder pointing left (followed by two dots) to go back one level in the directory tree.

Double clicking on the folder which is followed by a backslash (\) will bring you to the root directory of the current drive.

Clicking on a filename will select that file and load it into the **Preview** box (when **Show Preview** is enabled). When the desired file is located, use the **OK** button to load that file.

Clicking on the *double-arrow* button at the top of the scroll bar will switch the directory folders and drives between the top and bottom of the list.

If you wish to see the size, date and other information regarding the files displayed in the **File** window, enable the **Show File Details** check box at the bottom of the dialog.

If you know an existing file's name, you may type it in the **File Name** field to bring it into the Preview window. If you know a part of the file's name, you may use wildcard characters in the **File Type** field. If you wish to search through the entire drive for a *File Name*, enable the **Search Entire Drive** function at the bottom of the dialog. You may also limit your file list by entering multiple file types separated by spaces (e.g., *.BAT, *.EXE, *.COM). To assign a new filename when using *Save As*, type the new name into the **File Name** field.

Use the **Cancel** button to abort this dialog.

Calculator Menu

File

Change Background

Exit

Edit

Copy Display

Paste

Select All

Show Clipboard

Tape

Show Tape

Load

Save

Clear

Print

Help

Contents

Topic Search

How to Use Help

Using the Calculator

About

Directory Selector

Use this feature to locate drives and directories to search. If you know the drive/directory location, you may type it in the **Location** field at the top of the dialog.

To the right of the *Location* field is an icon which is used to toggle between placing the list of drives at the top and bottom of the list of directories/subdirectories displayed in the window below.

In the **Drive/Directory** window, you may click on a *drive letter* to change to that drive, or click on a *directory folder* to open that directory.

Click on the folder pointing left (followed by two dots) to go back one level in the directory tree.

Clicking on the folder which is followed by a backslash (\) will bring you to the root directory of the current drive.

Select a drive and/or directory by clicking on that drive/directory. The drive/directory will appear in the **Location** field at the top of the dialog. Click on the **OK** button to select the drive/directory location.

Use the **Cancel** button to abort the search for *Location* .

File: Save

When you have completed making changes, you may use this function to write your edits to your disk. If you choose not to Save your work, your changes will be lost once you exit the program.

If you are working on a New file, or if you wish to save your edits under a different file name, use the Save As function to assign a name to a file in which to store your edited version.

Print

The **Print** dialog allows you to send the current item to the print device installed in Windows.

The **Print What** header gives the currently loaded filename and shows the Windows print device and port to which the file will be sent.

Margins allows you to adjust the unprinted space around the edge of the paper. Note that many printers will not print all the way to the paper edge, and that you may have to increase the margin area to avoid cutting off portions of your text. You may specify measurements in increments of either **Inches** or **Centimeters** by clicking on the radio buttons on the right side of the dialog. If the file you are printing is an image, the margins are not available and the image will be centered on the page.

Header/Footer allows you to print a line of text at the top and/or the bottom of each sheet printed. Use the "&f" code to automatically insert the filename in either the header or footer. You may also use the "&p" code to insert page numbers in either the header or footer text. "&d" will insert today's date, and "&t" will insert the current time. If you wish to print the "&" character in the header or footer, use "&&".

Other printing **Options** allow you to print only a portion of the text which you've highlighted, let you print long lines wrapped to fit onto the paper size used in your printer, and let you send multiple copies to the printer.

Use the **Setup** button to change the orientation, paper source bin or other Windows print information. The **Print** button begins the printing process, while the **Cancel** button returns you to the program without printing.

Find

The Find function allows you to specify a string of text to locate within the file currently selected.

Type the text to locate in the **Find What** field. If you wish to only locate text which uses UPPER and lower case capitalization in the same places as you entered, enable the **Match Case** check box. If you have more than one file loaded and wish to search all these files, enable the **Search All Open Files** check box.

The **Direction** control allows you to specify whether to search through the file *Up* (backward) or *Down* (forward).

The **Origin** control lets you start the search either from the *Cursor* position, or from the *Top* of the file.

Click on the **Find** button to begin searching for the text. You will be returned to the file window with the text string located within the file. Clicking on **Cancel** will abort the search process and return you to the utility.

To find subsequent occurrences of the same text located using **Find**, use the **Find Next** command (or use the F3 key) to continue the search.

GoTo Line

Use this function to go to a line within the file. Type in the line number to which to jump (note that the default number is the line on which the cursor is currently located). Press **OK** to jump to the specified line, or press **Cancel** to return to the main viewer without going to a new location.

The F4 key also may be used to invoke the **GoTo** Line function.

Getting a Registered Copy of QuikMenu

Scroll down to view international distributors

If you are running a 30-day evaluation copy of this program, each time you load the program or when you select the [Help/About](#) menu function, you will be given an opportunity to obtain the current registered version, documentation, technical support and upgrade opportunities. Select the Evaluate button to continue to use the program on a trial basis (up to 30 days), or select the Register button to enter the serial number you received when you purchased the package.

Once you have purchased the product, you will receive the latest [full version](#) of the product, plus a number to type into the **Serial Number** field. Click on the **OK** button after entering the product serial number and your (or your company's) name. Once you have entered this number, you will not be presented with this screen or with other registration reminders.

If you wish to order the program, click on one of the following distributors. **If you cannot find a distributor near you, or if you live in the United States, you may contact or order directly from NeoSoft Corp.** We encourage you to purchase from a dealer near you to save time, shipping charges and currency conversion.

Argentina

[Alean SRL](#)

Australia

[Budgetware](#)

[CallSoft](#)

[Manaccomm, Pty. Ltd.](#)

[Portfolio Software](#)

Austria

[PCC Verlag, PCC Magazin](#)

Belgium

[Adverbo](#)

[Bove Software](#)

[M-Softwares](#)

Brazil

[Maple Informatica Ltda](#)

Canada

[Fred's Favorites](#)

[Facts and Figures](#)

[Laptop](#)

[Softchoice](#)

Chile

[SoftMarket, S.A.](#)

Czech Republic

[Jimaz, s.r.o.](#)

[DTP Studio s.r.o.](#)

Denmark

[Pro-Soft](#)

Finland

[Pro-Soft](#)

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[WindowShare](#)

Germany

[CDV Software](#)

[JDS-Software](#)

[SMM Software, GmbH](#)

Israel

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Japan

Luxembourg

P & A Co. Ltd.

Malaysia

BizOnLine

New Zealand

Simply Shareware

Portugal

Box Shop

Troutmann Software

Slovak Republic

Qadra, Inc.

Spain

Friendware, S.L.

Switzerland

conTEXT Concepts & Texts

GFO of Switzerland

Lux-PC

The Netherlands

BroCo Software

Norway

Pro-Soft

Pro Ware Norge

Republic of South Africa

Compatible Computing

Slovenia

Etera d.o.o.

Sweden

Pro-Soft

Flimpen Konsult AB/Flimpen Data

Madcap AB

United Kingdom

Testware Publishing

You may either call the telephone number listed, or print out the order form (using the File/Print function) and send it via mail, fax, etc. Payments on items ordered directly from NeoSoft Corp. may be made by either check or money order (payable in U.S. Dollars), by major credit card (VISA, MasterCard, Discover or American Express), or by institutional purchase order (on approved credit).

Select the **Cancel** button if you prefer to continue to evaluate the product.

Status Bar

The **Status Bar** may be enabled or disabled using the Options/Show Status Bar function. The Status Bar lies at the bottom of the window and performs different functions, depending on which part of QuikMenu you are using:

In the File Manager

On the left side of the Status Bar is shown the number of items selected (highlighted) and the total size of these files. On the right side is shown the total number of items contained in the current Directory/Folder, and the space occupied by these files.

In the Editor

The Status Bar shows information for the current document being edited. On the left side of the Status Bar is shown the position of the typing cursor (line : column). Next to the cursor position is an indicator which shows if the file has been modified. Next to this is an indicator showing the typing mode (insert or overtype -toggled by pressing the Insert key). At the right side of the bar is shown the file size, both in number of lines, and bytes.

In the Viewer

The Status Bar shows the current cursor position (line number:column number), the number of lines in the file, and the size of the file (in bytes). If an image is being viewed, the size of the image in pixels is also displayed. If a media file is being viewed, the bar displays its length. And if an archived (ZIP/Lzh) file is being viewed, the number of files contained in the archived file is shown.

File: Recycle

Use this option to send the highlighted file(s) to the Windows Recycle Bin. You may also drag the highlighted file icon(s) to the Recycle button on the button bar.

The Recycle Bin contains files which you have placed there for deletion, but which you have an opportunity to recover. Use the [Options/View Recycle Bin](#) function to purge the Recycle Bin contents, set the capacity of the Recycle Bin or to recover a file which has been placed here.

This option is only available for QuikMenu's 32-bit version (Windows 95).

Window: Cascade

When this option is enabled, files will be placed into overlapping windows.

Window: Tile Vertical

When this option is enabled, each file will be placed into a window which runs from the top of the screen to the bottom. Multiple windows will be arranged side by side.

File Information

This dialog displays information about the currently selected file. At the top of the dialog, the file's **Name** is shown, followed by the **Location** drive and directory where the file is stored.

If known, the **Type** field will display the kind of data represented by this file. The **Association** field will display the program which produced, edits or is otherwise associated with the file. Associations may be created or changed using the File Manager's Associate option.

The **Size** field shows the amount of storage space occupied by the file. The **Last Modified** field shows the computer's date and time stamp produced when the file was created or stored after editing. The **Attributes** field displays any file attributes (such as Archive, System or Hidden) attached to the file. *(Note: in the File Manager, you may change the Attribute simply by clicking on another.)*

Press the **OK** button to return to the utility.

QuikMenu 4 Windows Bestelling

Zend dit formulier aan:

BroCo Software
Postbus 446
3760 AK SOEST
Nederland

of Fax: (0) 35-6014012
of telefonische: (0) 35-6026650 (orderlijn)

of e-mail: broco@miconnet.nl
of CompuServe: 100410,3555

1. Gebruik A.U.B. dit orderformulier bij schriftelijke bestellingen:

Naam: _____
Bedrijfsnaam: _____
Adres: _____

Post Code: _____ Plaats: _____
Telefoon: _____ / _____

2. Bepaal hieronder het totaalbedrag:

___	QuikMenu 4 Windows 16-bit (Windows 3.1, 3.11)	Fl. 99,00	Fl. _____
___	QuikMenu 4 Windows 32-bit (Windows 95, NT)	Fl. 99,00	Fl. _____
___	QuikMenu 4 Windows Professional (16-bit)	Fl. 169,00	Fl. _____
___	QuikMenu 4 Windows Professional (32-bit)	Fl. 169,00	Fl. _____
	standaard verzendkosten	Fl. 7,50	Fl. _____
	verzendkosten voor ONDER REMBOURS	Fl. 12,50	Fl. _____
			=====
	Totaalbedrag		Fl. _____

3. Wijze van betaling: (aankruisen wat van toepassing is) **

___ Overmaking op bankrekening: 37.99.42.844
t.n.v. BroCo software Soest
___ Overmaking op girorekening: 28.39.530
t.n.v. BroCo software Soest
___ Onder rembours (Fl.12,50 verzendkosten)
___ D.m.v. bijgevoegde betaalcheque (in Hfl.)
vergeet a.u.b. uw pasnummer niet!
___ EuroCard / MasterCard of VISA:

Kaartnummer: _____

Vervaldatum: _____ Datum: _____

Handtekening: _____

** Levering op rekening naar bedrijven en overheidsinstellingen mogelijk, bel voor aanvullende informatie.

Font Selector

When you select **Set Font**, you may select from the Windows fonts installed on your system.

Use the **Font** selector to choose the typeface. The **Font Style** field contains the available styles (Italic, Bold, etc.) and the **Size** field lets you choose from a list of available sizes.

The **Sample** box shows a preview of the font, style and size selected. Click on the **OK** button to use the selected font, or choose the **Cancel** button to return to the *Set Preferences* dialog without changing the font.

Text Editor Menu

File

New
Open
Save
Save As
Close
Close All
Print
Exit

Edit

Undo
Redo
Cut
Copy
Paste
Delete
Select All
Convert Case
Insert Text
Show Clipboard

Search

Find
Replace
Find Next
Go to Line

Options

Show Button Bar
Show Status Bar
Auto Indent
Word Wrap
Tabs
Check Spelling
Edit Text Library
Set Preferences

Window

Tile Vertical
Tile Horizontal
Cascade
Arrange Icons
Split
Switch Window

Help

Contents
Topic Search
How to Use Help
About

Window: Tile Horizontal

When this option is enabled, each file will be placed into a window which runs across the screen from left to right. Multiple windows will be placed one above the other.

Find Next

Use this function to continue to search for text previously located using the Find function. You may also use the **F3** key or the **Next** icon to continue searching.

Edit File

This function allows you to edit the currently selected file. To edit a file (such as some image and sound files) which Windows has been set up to recognize as being generated by a particular program (see the File/Associate function under the [File Manager](#) topic), choose ***Use associated application***.

Open

This command allows you to select a file to load into the utility.

This option in the Desktop menu allows you to Open an existing desktop. This desktop function may be password protected using the Options/Menu Setup function when in the Modify mode.

Close

This function removes the currently selected window from the utility. If the window contains a file which has been modified, you will be prompted to Save the changes.

Close All

This function clears the utility of all windows currently loaded.

Exit

This command exits from the current utility.

If you choose to Exit the desktop, Windows will close down all open applications (prompting you to Save any files being edited by open applications). Windows 95/NT users will also be given shutdown options. This function may be password protected using the Options/Menu Setup function when in Modify mode.

Edit: Copy

The **Copy** command allows you to place the currently selected material onto the Clipboard. The File Viewer also allows you to write the selected material to the disk as a File (for which you will be asked to provide a name).

Select All

This function selects all items in the current window or page.

Note: this function is only available for certain viewing modes within QuikMenu's Viewer utility.

Edit: Show Clipboard

Selecting this option causes the Windows Clipboard to be displayed, containing the last item(s) placed on the Clipboard using either the Cut or Copy command.

Main Viewing Area

This utility is not available in this edition.

The *Main Viewing Area* occupies the large area between the icon/button bar and the status bar. Files which are being viewed are displayed in individual windows within this area. Each file viewing window contains tabs at the bottom of the window which allow viewing in either Standard or Hex mode, or (depending on the type of file) Image, Archive or Media. Viewing windows may be arranged in several orientations using the options under the Window menu button.

Import Text

This option will allow you to bring an ASCII format text file onto your desktop, or into the Reminder Editor.

You will be prompted to select the file to import. Once a file has been selected, its text will be inserted, at the cursor's position, into the message which you are editing.

Icon Bar

The Icon Bar lies at the top of the window, just below the title and menu selections. Icons represent frequently used functions from the menu, and can save you a few extra mouse clicks. Click on the icon to use the function. To show or hide the Icon Bar, use the Options menu.

Desktop: Miscellaneous

You may use the first field on this page to specify a directory into which QuikMenu will temporarily store information. Click on the arrow button on the right side of the field to browse through your directories. If you wish temporary information to be stored into the directory which Windows already uses, simply enable the *Use Windows' Temp Directory* box.

Use the *Create Backup Menu File* option to save a copy of your previous desktop (in a file having the .BAK filename extension) each time you Modify the desktop.

Option Show Button Bar

Click on this function to display (checked) or remove (not checked) the icon button bar.

Option Show Status Bar

Click on this function to display (checked) or remove (not checked) the Status Bar from the current application.

Option Expand Tabs

This option will display text files with tab characters replaced by the number of spaces which you have specified under the Options/Preferences function.

Window: Arrange Icons

When resizing the screen, or when dragging individual windows, it is possible that some items may go off the screen completely, or that icons become jumbled one on top of another. Click on this function to reorder the icons.

QuikMenu 4 Windows Order

To order QuikMenu 4 Windows, please contact:

Via Post: P & A Company Ltd.
1-3-6-2 Kamisunacho
Tachikawa Tokyo, 190

Via Fax: (81)-425-35-9902
or Via Telephone: (81)-425-35-9901

Help: How to use the Help System

When you click on a **Help button** while performing a function, you will be presented with information on the purpose of the function and/or how to use it.

You may use the mouse to click on words appearing in [\[color and underlined\]](#) to bring up additional explanations or related topics.

Alternatively, you may enter the Help system from the **Help** menu button at the top of the screen. This will address more general topics.

Once the Help Window appears, you may simply read the message, or use the buttons near the top of the window to explore further. If you wish to close the Help window, use the File/Exit function, or the button at the top/left corner of the window.

The **Contents** button takes you to the opening Help screen, from which you may select further topics.

The **Search** button brings up a window which allows you to select from key words contained in the Help file.

The **Back** button takes you to the last screen viewed, while the History button lists the topics which you've explored thus far (click on a listed topic to return to it).

The **Glossary** button displays definitions of uncommon words found in the Help system.

When there are additional topics related to the current Help screen, the << and >> buttons allow you to page back and forth between the previous and next pages.

QuikMenu 4 Windows Order

To order QuikMenu 4 Windows, please contact:

Via Post: Flimpen Konsul AB/Flimpen Data
G,,rdesv,,gen 1
S-44431 Stenungsund

Via Fax: 0303-825 01
or Via Telephone: 0303-825 01

Help Topic Search

This Help Menu function brings up the **Search** function of the Help system in a separate window.

Window Refresh/Refresh All

Using these functions will check the drive and files to see if their contents have been modified since they were first displayed. If the contents have been modified and you choose either of these options, the information being displayed will be updated.

Help/About

Selecting this function displays information about QuikMenu 4 Windows and how to contact NeoSoft Corp. about updates and technical support. If you are running a 30-day evaluation version of the program, you will also be presented with a [reminder screen](#).

QuikMenu 4 Windows Order

To order QuikMenu 4 Windows, please contact:

By Post: Budgetware
 P.O. Box 496
 Newton, NSW 2042

By Fax: (02) 516-4236
or by Telephone: (02) 519-4233

Desktop Menu

Desktop

[New](#)

[Open](#)

[Run](#)

[Exit](#)

Modify

[Click here for more info](#)

Page

*Select a page title from this list
to jump directly to that page*

Options

[Minimize on Run](#)

[Confirm Execution](#)

[View Program Log](#)

[Run Task Manager](#)

Help

[Contents](#)

[Topic Search](#)

[How to Use Help](#)

[Using the Desktop](#)

[About](#)

Viewer Menu Commands

This utility is not available in this [edition](#).

At the top of the main viewing screen are a list of drop-down menus. Select any of the topics listed below for more information on how to use the commands in these menus.

File

- Open
- Save As
- Close
- Close All
- Information
- Edit File
- Run ...
- Compare
- Print
- Exit

Edit

- Copy
- Select All
- Show Clipboard

Search

- Find
- Find Next
 - File Search*
 - Date
 - File Contents
 - Name and Location
 - Size
 - Time
 - Results
- Goto Line

View

- Standard
- Hex
- Image, Archive or Media

Options

- Show Button Bar
- Show Status Bar
- Expand Tabs
- Hex Filter
 - Set Preferences*
 - Change Font/Colors
 - Set Font

Window

- Tile Vertical
- Tile Horizontal
- Cascade
- Arrange Icons
- Synchronize Scrolling
- Refresh
- Refresh All

Directories
Miscellaneous

Help

Contents
Topic Search
How to use Help
Using the Viewer
About

Options: View Recycle Bin

Use this option to display the contents of the Windows Recycle Bin. The Recycle Bin contains files which you have placed there for deletion, but which you have an opportunity to recover. Use this function to purge the Recycle Bin contents or to recover a file.

This option is only available for QuikMenu's 32-bit version (Windows 95).

Recycle Bin contents are deleted in the order in which they are placed into the bin, once the bin's capacity has been reached. Set the Recycle Bin's capacity by Viewing the Recycle Bin, then right clicking on the icon on the Recycle Bin's title bar. Select "Properties" from the menu and set the "Maximum Size of Recycle Bin" using the scroll bar. We recommend using as small a percentage of your hard disk space as possible (a 1% setting on a 1.2GB hard disk takes up 12MB of disk space).

QuikMenu 4 Windows Order

To order QuikMenu 4 Windows, please complete the following form and:

Mail it to: Testware Publishing
46 The Avenue, Harrogate, North Yorkshire
United Kingdom, HG1-4QD

Fax it to: 01423-889728 (24 hours) E-mail: order@testware.co.uk
or call: 01423-886415 (9am to 5pm, Moday-Friday)

1. Enter your name, shipping address and telephone number below:

Name: _____
Company: _____
Address: _____

Post Code: _____ Country: _____
Telephone: _____
I heard about QuikMenu 4 Windows from: _____

2. Indicate the number of units and shipping method below:

___ QuikMenu 4 Windows - Standard (16-bit) @ £26.38 each £ _____
___ QuikMenu 4 Windows - Standard (32-bit) @ £26.38 each £ _____
Plus VAT @ 17.5% (for UK and EC) £ 4.62 each £ _____
TOTAL = £31.00 each
___ QuikMenu 4 Windows Professional (16-bit)* @ £47.66 each £ _____
___ QuikMenu 4 Windows Professional (32-bit)* @ £47.66 each £ _____
Plus VAT @ 17.5% (for UK and EC) £ 8.34 each £ _____
TOTAL = £56.00 each

+ shipping:
United Kingdom and Europe: add 2 pounds
Rest of the world: add 4 pounds £ _____

___ Plus FREE Best of British CD-ROM with evaluation copies
of all our major titles.

* please call for pricing on site licenses and dealer info =====

TOTAL £ _____

3. Indicate the payment method below:

___ I've enclosed a cheque made payable to Testware Publishing.
(must be drawn on a U.K. bank)

___ VISA ___ MasterCard ___ Switch ___ Delta/Connect/Debit Cards

Card number: _____

Expires: _____ Switch Issue No.: _____

Cardholder's signature: _____

95 and Windows NT ver. 4.x (QuikMenu 4 Windows 32-bit versions). This program is only available on 3.5" diskettes. To order QuikMenu 4 Windows, please contact:

QuikMenu 4 Windows Order

To order QuikMenu 4 Windows, please contact:

Via Post: conTEXT Concepts & Texts
Steigstrasse 51
CH-8463 Benken

Via Fax: (041) 052-433-415
or Via Telephone: (041) 052-432-422

QuikMenu 4 Windows Bestellung

Bitte senden Sie diese Bestellung an folgende Adresse:

Per Post: GFO of Switzerland
Customer Support
Hinterdorfstrasse 14
CH-8309 Nuerensdorf

Per Fax: 0041 1 837 0064 (24h)
BBS: 0041 1 836 4262 (24h) GIMBOX
Telefon: 0041 1 836 4272 (24h) SERVICE Line
Videocall: 018370064 Swiss ONLINE Service

1. Bitte Name und Adresse angeben:

Name: _____
Firma: _____
Adresse: _____

PLZ: _____ Ort: _____
Telephone: _____ Telefax: _____
Ich Hörte Über QuikMenu 4 von: _____

2. Ich möchte folgende Artikel bei Ihnen bestellen:

___	QuikMenu 4 Windows - Standart (16-bit)	*1	sFr. 64.00	sFr. _____
___	QuikMenu 4 Windows - Standart (32-bit)	*1	sFr. 72.00	sFr. _____
	+ MWS 6.5%		sFr. 4.16/4.68	sFr. _____
		Total		sFr. _____
___	QuikMenu 4 Windows Professionell (16-bit)	*1	sFr. 104.00	sFr. _____
___	QuikMenu 4 Windows Professionell (32-bit)	*1	sFr. 104.00	sFr. _____
	+ MWS 6.5%		sFr. 6.76	sFr. _____
		Total		sFr. _____
	+ Lieferung Schweiz		sFr. 6.00	sFr. _____
				=====
		TOTAL Bestellung		sFr. _____

3. Zahlungsart dieser Bestellung:

___ Ich bezahle gegen Rechnung innerhalb 30 Tage
___ Ich bezahle gegen Scheck im voraus 5% Rabatt, Check liegt bei

QuikMenu 4 Windows Order

To order QuikMenu 4 Windows, please contact:

Via Post: Madcap AB
Sunnangardet
S-68593 Torsby

Via Fax: 0560-42320
or Via Telephone: 0560-42395

Internet

If the record contains an internet URL address in the home page field, you can use this field to launch your Web browser to view this address. If you wish to change the URL location before the browser is loaded, type a new URL before clicking on the OK button.

Note: you must specify your Web browser application under the Options/Set Preferences menu selection before QuikMenu will load your browser to connect to your Internet service provider.

QuikMenu 4 Windows Order

To order QuikMenu 4 Windows, please contact:

Via Post: Friendware, S.L.
C/ Rafael Calvo, 40
28010 Madrid

Via Fax: 308-52 97
or Via Telephone: 308-34 46

File Run ...

When an EXE, COM, BAT or PIF program file is currently selected, you may use this function to launch that application.

In the File Manager, this command can be selected simply by double-clicking on an executable application file. You may choose the *Location* of the executable file, and specify the *Command's* filename - or simply click on the *folder* button at the right to browse through the files on your system to select these fields. If the application is to run in the background, check the *Run Minimized* box.

Purchasing QuikMenu 4 Windows

QuikMenu 4 Windows may be purchased from dealers and distributors worldwide. If you cannot find a dealer in your area which carries QuikMenu, you may print a copy of the order form and purchase the program directly from NeoSoft Corp.

NeoSoft Corp. may be contacted at:

NeoSoft Corp.
354 NE GREENWOOD AVE SUITE 108
BEND OR 97701-4631
USA

telephone: 541-389-5489
fax: 541-388-8221
BBS: 541-383-7195
E-mail: sales@neosoftware.com
WWW site: <http://www.neosoftware.com/~neosft/>
CompuServe: type "GO NEOSOFT" at any "!" prompt

If you have networked systems or would like to purchase QuikMenu for multiple systems residing at the same location, you may purchase a network/site license for multiple systems at significant savings. Educational institutions are also entitled to an additional 10% discount on quantity purchases.

NeoSoft Corp. accepts payment by check or money order (drawn in U.S. dollar funds on a U.S. bank), VISA, MasterCard, Discover or American Express.

QuikMenu 4 Windows Order Form

To order from a dealer near you, [click here](#). To order QuikMenu 4 Windows directly from NeoSoft Corp., please complete the following form and:

Mail it to: NeoSoft Corp.
354 NE GREENWOOD AVE SUITE 108
BEND OR 97701-4631
USA

Fax it to: 541-388-8221 (24 hrs.)
or call: 541-389-5489 (weekdays 8:00-5:00 Pacific Standard Time)

1. Enter your name, shipping address and telephone number below:

Name: _____
Company: _____
Address: _____
:
City: _____ State: _____ Zip: _____
Country: _____
Telephone: _____
I heard about QuikMenu 4 Windows from: _____

2. Indicate the number of units and shipping method below:

Windows 3.1 or Windows 3.11
___ QuikMenu 4 Windows - 16-bit Standard edition* @ \$45.00 each \$ _____
___ QuikMenu 4 Windows - 16-bit Professional* @ \$69.95 \$ _____
Windows 95 or Windows NT
___ QuikMenu 4 Windows - 32-bit Standard edition* @ \$45.00 each \$ _____
___ QuikMenu 4 Windows - 32-bit Professional* @ \$69.95 \$ _____

+ shipping:
United States: \$5 US Mail, \$9 FedEx
Canada/Mexico: \$7 Air Mail, \$10 UPS, \$17 FedEx
Other Nations: \$12 Air Mail, \$19 FedEx \$ _____
(Note that FedEx/UPS cannot deliver to PO Boxes)

=====

TOTAL \$ _____

* please call NeoSoft Corp. for pricing on site licenses

3. Indicate the payment method below:

___ I've enclosed a check or money order payable to NeoSoft Corp.
(checks must be drawn in U.S. funds on a U.S. bank)

Please charge to my:

___ VISA ___ MasterCard ___ Discover ___ American Express

Card number: _____ Expiration date: _____

Cardholder's signature: _____

File Manager Menu

File

Copy
Move
Rename
Archive
Delete
Recycle
Select All
Info
View
Edit
Print
Run
Make Directory
Print Directory
Find
 Date
 File Contents
 Name and Location
 Size
 Time
Associate
Exit

View

Name
All File Details
Partial Details
Sort by Name
Sort by Type
Sort by Size
Sort by Date

Disk

Copy Disk
Label Disk
Format Disk
Disk Information

Options

Show Button Bar
Show Navigation Bar
Show Status Bar
Minimize on Run
Link to QuikMenu Viewer
View Recycle Bin
Edit File Type Library
Edit Location Library
Set Preferences

Window

[New](#)

[Close](#)

[Close All](#)

[Tile Vertical](#)

[Tile Horizontal](#)

[Cascade](#)

[Arrange Icons](#)

[Refresh](#)

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[Switch Window](#)

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Preferences Directories

You may use the first field on this page to specify a directory into which the viewer will temporarily store information. Click on the arrow button on the right side of the field to browse through your directories. If you wish temporary information to be stored into the directory which DOS and Windows are already set up to use, simply enable the **Use DOS' Temp Directory** box.

You may also select a text editor to use when the Edit File function is chosen from the File menu. Use the arrow button at the right of this field to select an editor from the programs installed on your system.

If you wish to set other preferences (Font/Colors or Miscellaneous settings), click on the corresponding tabs at the bottom of the dialog. Use the **OK** button to begin using the changes you have made, or use the **Cancel** button to return to the main viewer without changing anything.

PhoneBook Menu

File

[New](#)
[Open](#)
[Import](#)
[Export](#)
[Print](#)
[Exit](#)

Search

[Find](#)
[Find Next](#)
[Go to Record](#)

Record

[Add](#)
[Delete](#)
[First](#)
[Previous](#)
[Next](#)
[Last](#)
[Dial Phone](#)
[Browse Home Page](#)

Help

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[How to Use Help](#)
[Using the PhoneBook](#)
[About](#)

Edit

[Cut](#)
[Copy](#)
[Paste](#)
[Delete](#)
[Show Clipboard](#)

View

[Form](#)
[List](#)

Options

[Show Button Bar](#)
[Edit Dialer Prefix/Suffix Library](#)
[Set Preferences](#)

Calendar Menu

File

[New](#)

[Open](#)

[Print Reminders](#)

[Print Calendar Image](#)

[Exit](#)

Search

[Find](#)

[Find Next](#)

Date

[Today](#)

[Go to Date](#)

[Next Month](#)

[Previous Month](#)

[Next Year](#)

[Previous Year](#)

[Delete](#)

Options

[Show Button Bar](#)

[Show Previous Month](#)

[Show Next Month](#)

[Show Image](#)

[Set Preferences](#)

Help

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Icon Editor Menu

This utility is not available in this edition.

File

- New
- Open
- Save
- Save As
- Close
- Close All
- Import
- Export
- Exit

Edit

- Undo
- Cut
- Copy
- Paste
- Delete
- Select All
- Show Clipboard

Options

- Show Grid
- Undo On
- Transparent Color
- Set Font
- Flip Horizontal
- Flip Vertical
- Rotate
- Invert
- Clear

Windows

- Tile Vertical
- Tile Horizontal
- Cascade
- Arrange Icons
- Switch Windows

Help

- Contents
- Topic Search
- How to Use Help
- Using the Icon Editor
- About

QuikMenu Editions

QuikMenu is available in four editions:

The QuikMenu 4 Windows Standard edition includes the desktop, the File Manager utility, the desktop Calculator, the Text editor, the Phonebook database, and the Calendar utility. Together, they make a powerful, customizable environment which most people find far easier and more intuitive to use than the usual Windows interfaces. Available in both 16-bit (Windows 3.1 or 3.11) or 32-bit (Windows 95 or NT) versions.

The QuikMenu 4 Windows Professional edition adds an Icon Editor (for creating and modifying icons), a powerful File Viewer (which allows you to view the contents of the files on your system and to extract files from archives), a desktop Clock (which you can popup over other applications), an enhanced Task Manager (to quickly and easily switch between running applications and virtual screens) and an internal E-Mail utility (for sending messages between users on a network, or between users on the same machine). The Professional edition also includes a library of icon images and wallpaper backgrounds. Available in both 16-bit (Windows 3.1 or 3.11) or 32-bit (Windows 95 or NT) versions.

The 30-day trial version contains the primary features of the Standard edition, although some items (such as the spelling checker) have been removed to reduce the program's size for faster downloading via NeoSoft Corp.'s BBS (541-383-7195) and internet Web site (<http://www.neosoftware.com/~neosft/>). Available in both 16-bit (Windows 3.1 or 3.11) or 32-bit (Windows 95 or NT) versions.

QuikMenu III for DOS provides a graphical interface for DOS sessions. QuikMenu III's e-mail, calendar and phonebook utilities are compatible with those in QuikMenu 4. Windows.

NeoSoft Corp. Current Product Listing

NeoSoft products are recognized among the best in the industry. Our software products have been highly praised by users and magazine editors for their innovative design and ease-of-use, awarded top industry honors, and frequently top sales lists in their categories.

The following premium products are available from NeoSoft. You may obtain fully working evaluation copies of most NeoSoft products, which you may use for up to 30 days before purchasing. Evaluation copies are available directly from NeoSoft and through catalogs, on-line services, bulletin boards, and resellers worldwide. Our evaluation disks are fully functional. If you like the evaluation version and intend to use it beyond the 30 day inspection period, you should call, fax or write to order the product and receive the very latest version, a printed manual, technical support, access to product upgrade offers and more.

Windows Applications

QuikMenu 4 Windows

Replace your inefficient, boring desktop with an exciting custom environment for your Windows 3.x and Windows 95 sessions! QuikMenu allows you to easily set up buttons, icons and hot spots to launch your favorite applications. Related programs may be conveniently grouped on their own screen "pages", along with text and graphics. Multi-level password protection is included to limit access to the desktop, individual pages and programs.

QuikMenu features its own set of powerful utilities, including a superior File Manager, Calculator, Text Editor, Calendar and PhoneBook database. The Professional version adds an Icon Editor, a superb File Viewer, a desktop Clock, Task Manager, an internal E-Mail

application, plus a library of icon and wallpaper images.

And if you have a mix of Windows and DOS systems, QuikMenu 4 Windows, together with QuikMenu III, can be used to provide a consistent interface between these platforms. QuikMenu 4's PhoneBook and Calendar databases and internal E-Mail are compatible with those in QuikMenu III for DOS (see below). Standard edition is \$45.00+S&H, Professional edition \$69.95 (includes additional utilities and icons). Both editions are available in either 16-bit (Windows 3.1 or 3.11) or 32-bit (Windows 95 or NT) versions.

NeoDraw

NeoDraw is an affordable, vector-based drawing application for Windows 3.x and Windows 95 that lets you quickly and easily add attractive line drawings to all your document and illustration projects. You can even include bitmap pictures from your scanner or paint program to produce professional-quality results. Constructing charts, brochures, invitations, catalogs, and other projects is easier than ever.

NeoDraw allows import of bitmap, plotter and other files. Features include: standard drawing tools, clip art stamp pad, dimensioning, shape warping, masking, distortable text, align objects to path, vector splatter, multiple drawing layers, morph/blend between shapes, assemble hollow and complex shapes, star/ray shape tools, guidelines, skew, and much more. And you can customize the on-screen toolbars to fit the way you work. Requires Windows 3.x, 95 or +, mouse, 4MB+ RAM. Only \$49.95!

NeoSoft Viewer

Now it is easier than ever before to examine the files on your disks. NeoSoft Viewer allows you to look at files (or groups of files) and examine them in ASCII and Hexadecimal format, to quickly identify their contents. NeoSoft Viewer detects many common image formats (BMP,PCX,GIF,PNG,TIF,JPEG,ICO,WMF) and can display these as pictures. The NeoSoft Viewer also plays your AVI video and WAV audio files. NSView even lets you peer inside ZIP and LZH compressed files to view files archived within them and to extract and view their contents - no longer need you wonder what is inside a ZIP file, just load it into the viewer before deciding if you wish to uncompress it onto your hard disk. An extremely powerful disk search function is also available to help you locate misplaced files. Comparing files is now easier than ever with the included file compare tool. Documents which are associated with other programs present on your system may be edited using those applications with a click of the mouse. You can even launch EXE, COM, BAT or PIF files directly from the viewing screen. NeoSoft Viewer also supports the Windows clipboard, so you may copy sections of text to other documents. You'll wonder how you ever lived without it! And NeoSoft Viewer is only \$19.95

QuikMenu Mailbox

Now networked users can send and receive e-mail messages from within Windows to others on their network, including those who are running QuikMenu III under DOS, with its built-in e-mail utility. QM Mail contains its own mail editor with spelling checker, or can send external text files. A very convenient and easy to use way of communicating between systems, especially if you have both Windows and DOS users on your network. \$19.95 (single user) \$69 (5 user) Call for other quantities.

NeoSoft Icon Editor

One of the best utilities available for creating and editing Windows-format icons. Tools include: brush, line, circle, square, flood fill, cut/paste, nudge, and text. Transparent areas may be easily painted onto the icon image to allow background colors to show through, and Zoom, Grid and other functions make painting your own icon pictures a snap! The NeoSoft Icon Editor imports BMP format bitmapped images and even imports icons contained within Windows program EXE and DLL files. \$19.95

DOS Applications

QuikMenu III

Selected by PC Journal as the "Best DOS Graphics Menu Program", QuikMenu III is a powerful desktop environment for your computer. Update your plain DOS screen with icons, buttons, background wallpaper, etc. This sophisticated menuing system launches your DOS programs with a single keystroke or click of the mouse. QuikMenu also contains a powerful file manager for copying, moving and deleting files and a full set of desktop utilities including network E-Mail, computer usage tracking, multilevel security features, appointment calendar, calculator, and much more. You may never need to see the DOS prompt (C:\) again. Not memory resident. \$35 (basic version), \$45 with 500 additional icons.

PhantomScreen

PhantomScreen may very well be the worlds finest DOS screen saver. This memory resident screen saver for your DOS programs detects when your computer is inactive and displays your choice of colorful animated images. PhantomScreen includes multi-level password security which may be enabled to protect the system while you are away from your desk. When you wish to use your computer again, simply press a key or move your mouse and the screen is restored. Many of the included animated screens may be customized to display in a variety of ways -- including allowing you to use your own scanned photos or art work. Features: messaging, individual and master passwording, choice of hot keys, etc. Compare with the others and you'll find out why PhantomScreen is the best. \$25

Applications for DOS, Windows or OS/2

These programs may be run under DOS, or as DOS apps under Windows or OS/2.

NeoBook

The latest in state-of-the-art electronic publishing, NeoBook is a multimedia authoring system which produces disk-based interactive newsletters, books, electronic catalogs, educational materials, etc. The integrated compiler allows you to produce stand-alone executable publications which can be distributed royalty-free. NeoBook's intuitive interface and free-form layout makes it easy to create electronic publications with images, text, windows, buttons, etc. NeoBook even integrates with your favorite text and image editors. NeoBook is as powerful as your imagination. NeoBook, and compiled programs created with NeoBook, may be run under DOS, or as DOS apps under Windows or OS/2, for wide distribution opportunities. \$45 (basic version), add \$10 for templates/wallpaper disk.

NeoBook Professional

In addition to the great features found in NeoBook, the Professional version adds support for playing sound through the PC's internal speaker, Sound-Blaster compatible audio cards, linking to outside sound editing software, playing Flic animation files and the ability to run other programs from within a compiled publication. Winner of the SIA Foundation and PC Magazine/Ziff-Davis awards for "Best Presentation or Multimedia" application. NeoBook Professional itself, and compiled programs created with NeoBook Professional, may be run under DOS, or as DOS apps under Windows or OS/2 for broad distribution opportunities. \$89.95 (basic version), \$99.95 (boxed version with templates, wallpaper, etc.). Also available for Windows 95/NT beginning in November 1996.

NeoPaint

Simply one of the best paint programs you'll find. NeoPaint continues to receive rave reviews from numerous publications, and has quickly become one of the most popular DOS paint programs in the world. NeoPaint is extremely easy to use, yet includes features which would cost hundreds of dollars more with other programs. NeoPaint's abundance of drawing tools makes it easy to create illustrations for desktop publishing projects, edit digitized photos or just explore your artistic side. NeoPaint reads and writes 2, 16, 256 and 16 Million color PCX, TIFF, BMP and GIF files, includes dozens of drawing tools, special effects, stamp pad and

more. NeoPaint is also ideal for editing images used by NeoBook, NeoShow, PhantomScreen, and QuikMenu. \$45

NeoShow Professional

NeoShow Pro contains many of the same visual effects found in high-end presentation software. Now that power can be yours - at a fraction of the price. Use NeoShow to assemble PCX and BMP format computer images into effective computer-based presentations, self-running exhibits, group presentations, etc. Add fades, wipes and other animated special effects between images. Includes support for Sound Blaster and compatible audio VOC files, and sound recording. Contains an integral compiler with image compression to produce stand-alone executable presentations, and a run-time license which allows royalty-free distribution of stand-alone presentation programs. Simple to use, but surprisingly powerful. NeoShow Pro, and compiled programs created with NeoShow Pro, may be run under DOS, or as DOS apps under Windows or OS/2, so the programs you create can be distributed for a wide variety of systems. \$89.95

Retail Bundles

QuikMenu III & PhantomScreen Bundle

The QuikMenu III retail package now also contains more icons, plus our popular PhantomScreen screen saver utility for the DOS environment (includes colorful animations, customization, messaging, security, and more. \$69.95 (suggested retail)

NeoPaint Presentation Pack

The Presentation Pack combines the superior image editing and illustration capability of NeoPaint with powerful multimedia presentation tools of NeoShow Pro (create and distribute your own stand-alone multimedia presentations, royalty-free). These two powerful products make it easy to create sales tracts, audio-visual aids, video catalogs, and more. Supports Sound Blaster and compatible audio. Includes NeoPaint and NeoShow Pro - a \$135 value! \$69.95 (suggested retail)

NeoBook Multimedia Pack

The MultiMedia Pack combines the extensive multimedia capabilities of NeoBook Pro and NeoShow Pro with the superior image editing and illustration capability of NeoPaint. "Recommended" rating, PC Graphics & Video magazine. These three powerful products make it easy to create electronic publications, interactive newsletters, books, sales tracts, audio-visual aids, computer-based catalogs, and more. Supports Sound Blaster and compatible audio. Text font and Template disk included. Includes NeoBook Pro, NeoShow Pro and NeoPaint - a \$245 value! \$169.95 (suggested retail)

Ordering & Information

Outside the U.S., please see the purchasing topic in this Help file for a dealer in your country. For help locating a dealer in the U.S. or other areas, to order, or to obtain more information please contact:

NeoSoft Corp.
354 NE Greenwood Avenue, Suite 108
Bend, OR 97701-4631

VOICE: (541) 389-5489
FAX: (541) 388-8221
BBS: (541) 383-7195

WWW HOME PAGE: <http://www.neossoftware.com/~neosft/>

INTERNET E-MAIL: sales@neossoftware.com

COMPUSERVE: type GO NEOSOFT at any ! prompt

FTP SITE: <ftp://ftp.neossoftware.com/vendors/neosft/>

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 354 NE Greenwood Ave., Suite 108
 Bend, OR 97701-4631

To order by phone call: (541) 389-5489 (Hrs: 8:00-5:00 Pacific M-F) or FAX us your order: (541) 388-8221

 YES! I would like to purchase the following programs:

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Country: _____ Telephone: _____

1. Indicate number of units and shipping method below:

___	QuikMenu III (DOS only)	\$ 35.00	
\$	_____		
___	500 Icons for QuikMenu DOS	\$ 10.00	\$ _____
___	QuikMenu 4 Windows 16-bit Standard	\$ 45.00	\$ _____
___	QuikMenu 4 Windows 32-bit Standard	\$ 45.00	\$ _____
___	QuikMenu 4 Windows 16-bit Professional	\$ 69.95	\$ _____
___	QuikMenu 4 Windows 32-bit Professional	\$ 69.95	\$ _____
___	PhantomScreen (DOS only)	\$ 25.00	\$ _____
___	NeoDraw (Windows)	\$ 49.95	
\$	_____		
___	NeoSoft Viewer (Windows)	\$ 19.95	\$ _____
___	NeoSoft Icon Editor (includes 16/32 bit)	\$ 19.95	\$ _____
___	QuikMenu Mailbox (single user)	\$ 19.95	\$ _____
___	Five (5) User		\$ 69.00
\$	_____		
___	NeoPaint		\$ 45.00
\$	_____		
___	NP Stamp Collection	\$ 10.00	

\$ _____			
<input type="checkbox"/>	NP/NB Font Pack (3.9MB)	\$ 20.00	\$ _____
<input type="checkbox"/>	NP Coloring Book	\$ 10.00	
\$ _____			
<input type="checkbox"/>	NeoShow Pro		\$ 89.95
\$ _____			
<input type="checkbox"/>	NeoBook/NeoBook Pro	\$ 45.00/\$ 89.95	\$ _____
<input type="checkbox"/>	NeoBook Templates/Samples	\$ 10.00	\$ _____
<input type="checkbox"/>	QuikMenu/PhantomScreen bundle	\$ 69.95	\$ _____
<input type="checkbox"/>	NeoPaint Presentations pack	\$ 69.95	\$ _____
<input type="checkbox"/>	NeoBook MultiMedia	\$169.95	
\$ _____			

+ Shipping:

United States: \$5 US Mail, \$9 FedEx
 Canada/Mexico: \$7 Air Mail, \$17 FedEx
 Other Nations: \$12 Air Mail, \$19 FedEx

\$ _____

NOTE: FedEx cannot deliver to P.O. Boxes

*Call for additional units shipping cost, dealer

=====

inquires and site license info.

Total: \$ _____

2. Indicate payment method below:

I've enclosed a check or money order payable to NeoSoft Corp. (must be drawn in U.S. funds on a U.S. bank)

VISA MasterCard Discover American Express

Card #: _____ Expires: _____

Signature: _____

Edit: Paste

Use this option to insert the current contents of the Clipboard onto the screen.

If the item is text, it will be inserted at the current cursor position.

If the item is a graphic object, the item will be inserted on the desktop and you may drag the object to reposition it.

Edit: Cut

This command removes the currently selected item(s) and places them onto the Clipboard, from which they may be Pasted onto another page or into another location.

E-Mail Menu

This utility is not available in this [edition](#).

File

Close Mailbox

Mail

Send Mail

Reply

Forward

Save to File

Print

Delete

Check Mailbox Now

Help

Contents

Search for Help On

How to Use Help

Using the Mailbox

About

Edit

Copy

Select All

Show Clipboard

Options

Show Button Bar

Set Preferences

QuikMenu 4 Windows Order

To order QuikMenu 4 Windows, please contact:

Via Post: Compatible Computing
 14 10th Street, Greymont
 P.O. Box 103
 Greymont 2035

Via Fax: +27-11-673-2019
or Via Telephone: +27-11-477-6053

Clock Display

This utility is not available in this [edition](#).

The Clock provides a handy time/date reference, which may be configured to appear while running other applications. An alarm is also included to remind you of important appointments, etc.

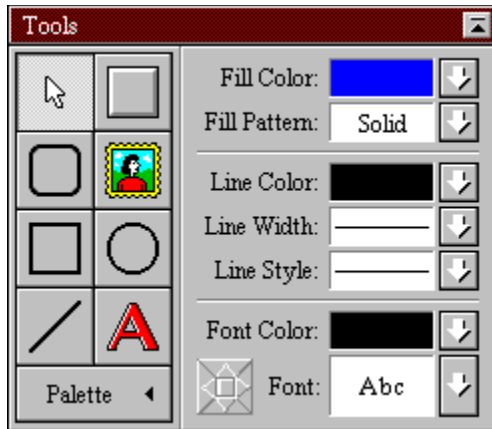
The Clock is contained in a window which may be dragged to any location on your screen. The clock's appearance may be configured in many ways. Click on the Clock window using the right mouse button to bring up a menu of options for the Clock.

See the [Clock Options](#) topics for more information on modifying the appearance of the Clock, setting an alarm reminder, etc..

The Tool Palette

The QuikMenu Tool Palette

The Tool Palette is used to place command buttons, images, text, and other graphical elements onto the desktop. Click on an item to jump to its description:



The Palette Title Bar

Use the Title Bar to drag the palette to another position on your screen. The button on the right side of the Title Bar is used to roll-up the palette to get it out of the way, or to roll-down the palette so you can select from its functions.

The Arrow Selector

Use this tool to select elements. Click once on an object to **select** it (a perimeter containing control handles will appear around the selected element). **Several objects** may be selected, either by dragging the mouse to surround the desired object, or by holding down the *Ctrl* key while clicking on each desired object. Items may be **resized** by selecting the item and dragging its control handles. To **reposition** an object, select it and drag it to a new location. To **change** an element's properties, either click on the object using the right mouse button, or select properties from the Extended Palette (see below).

The Command Button Tool

Drag this tool to form a button or hot spot on your desktop. You have several choices when setting up a command button.

The Rounded Rectangle Tool

Use this tool to drag out rectangles having rounded corners. Set the *Line* and *Fill* colors and styles using the options under the *Extended Palette* (see below).

The Image Import Tool

Use this tool to drag out a frame to contain a bitmap image. You will need to select an image from the files on your system. To edit an image which has been placed onto the desktop, use the *Selector* tool and click on the image using the right mouse button. You may then change the image used in the frame, size the image to fit the frame (this may be used to distort the image), or size the frame to fit the image.

The Rectangle Tool

Use this tool to drag out normal rectangles. To draw a perfect *Square*, hold down the *Shift* key while dragging out the rectangle. Set the *Line* and *Fill* colors and styles using the options under the *Extended Palette* (see below).

The Ellipse Tool

Use this tool to drag out ellipses. To draw a perfect *Circle*, hold down the *Shift* key while dragging out the circle. Set the *Line* and *Fill* colors and styles using the options under the *Extended Palette* (see below).

The Line Tool

Use this tool to drag out lines. To hold a line to 45 degree angle increments, hold down the *Shift* key while dragging out the line. Set the *Line* color and style using the options under the *Extended Palette* (see below).

The Text Tool

Use this tool to drag out a rectangle to hold text. The editor will appear to allow you to import text or add your own. Set the *Font* and *Font Color* using the options under the *Extended Palette* (see below).

Expand/Shrink Tool Palette

Use this option to show or hide the *Extended Palette* (see below).

Extended Palette Options

Fill Color: Click on this field to display a palette of color choices for the interior of the selected object(s).

Fill Pattern: Clicking on this field will display a variety of patterns which may be used in the interior portions of objects. Click on the **S** if you wish the fill to be *Solid*. Click on the **H** if you wish the fill to be *Hollow*. Click on a pattern to fill the object with that pattern. If you check the **Transparent** box, the background will show through the selected pattern.

Line Color: Use this field to change the color for the line or object outline.

Line Width: Click on this field to display choices for the width of the selected line or object outline. Click on the desired width.

Line Style: This field displays various kinds of lines (dashes, dots, etc.) which may be used. Click on the desired style.

Font Color: Use this field to change the color of the selected text.

Font: Click on this field to choose a font from among those installed into your Windows system.

Nudge Tool: Use this tool to make fine adjustments when positioning a selected element or group of elements. Click on any of the arrows on the Nudge tool to move the selected object(s) one pixel in the direction which the arrow points.

Using the Desktop

The desktop interface may appear in several ways, depending on how it has been configured. A desktop generally contains control buttons, icons and other areas on which you may click to launch programs, etc. Pictures, graphical elements and text may also be placed onto the screen. Your desktop may consist of a single screen page, or of groups of related items placed on several screen pages (accessed by page tabs, icons or control buttons).

At the top of your desktop's window is the **Title Bar**. You may use the Title Bar to drag the window to another location. As the appearance and functions of the Title Bar will vary, depending on what version of Windows you are running, consult your Windows documentation for further information on using the Title Bar.

Below the the Title Bar lies the optional **Menu Bar**. Clicking on any of the titles in the Menu Bar will display a group of related functions, from which you may select. If the Menu Bar is not displayed, you may access menu functions by clicking on the desktop using the right mouse button.

Occupying the main portion of the screen is the **Main Desktop**. This area contains the control buttons, text, graphics and other elements. Click once on controls to activate them. If the desktop has been resized, causing elements to lie outside of the desktop window, scroll bars may optionally appear, to allow you to move to other areas on the desktop.

At the bottom of the window is an optional **Status Bar**. On the left side of the bar is displayed the day and date, while the right side of the bar shows the current time.

Below the Status Bar are optional **Page Tabs**. The Page Tabs make it easy to jump from one desktop screen to another simply by clicking on the tab bearing the title of the desired screen page.

For more information regarding configuring your interface, see the Customizing the Desktop topic.

Edit: Copy Attributes

Use this function to copy the style/appearance attributes from the selected object (e.g., line width, color, button style, etc.). From the dialog box, choose the attributes which you wish to copy. Simply check the *Select All* check box to copy all of the attributes from the currently selected object. You may then use the Paste Attributes function to apply the copied style to another selected object or objects.

The Calendar Screen

The calendar window contains five main sections:

Running along the top of the Calendar's screen is a standard Windows **Title Bar**.

Below the title bar is the **Menu Bar**. The Menu Bar contains options for using the Calendar. If space is tight, you may hide the Menu using the option under the Calendar Setup option. If the Menu Bar has been hidden, you may click on the Month Bar using your right mouse button to access the menu.

Below the Menu Bar, lies the **Month Bar**. In the center of the Month Bar is displayed the month and year currently selected (when first running the Calendar, today's date will be shown). On the right side of the bar are two buttons. Clicking on the *arrow button* (right) moves to the next month, while clicking on the *arrow/line* button (left) skips to the same month next year. Two similar buttons lie on the left side of the bar. Clicking on this *arrow button* (left) changes to the previous month, while clicking on the *arrow/line* button (right) changes to the same month in the previous year.

In the lower/left section of the Calendar are displayed the **Weeks/dates** for the month. The current date is highlighted with an indentation. If there are reminders for a date, a small note will be attached (you can also use Calendar Setup to highlight the date instead of displaying a note). Clicking on a date brings up the Calendar's Reminder Editor, which allows you to type in your schedule or other notes for that date. If the date already contains a reminder, you may read or edit the stored message. (Note that two reminders may be stored for the same date: a reminder unique for that date, and a reminder which is set to automatically recur on a periodic basis).

Along the lower/right side of the calendar is the optional **Illustration** section. The elements in this area are configured using Calendar Setup. If enabled, a picture is displayed in the center of this area, while the previous month's calendar may be displayed at the top and the next month's calendar may be displayed below the illustration. Clicking on either the previous or next month's calendar will take you to that month.

The Calendar's Reminder Editor

Use the Reminder Editor to attach notes or daily schedules to a calendar date, and to review or edit an existing Reminder note. When you have finished creating your reminder, use the Close function and the currently selected date will be highlighted so you will be aware that a Reminder note is attached to that date.

File

[Save to File](#)

[Import ASCII Text](#)

[Print](#)

[Close](#)

Edit

[Undo](#)

[Redo](#)

[Cut](#)

[Copy](#)

[Paste](#)

[Delete](#)

[Select All](#)

[Insert Text](#)

[Show Clipboard](#)

Options

[Show Button Bar](#)

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[Tab Size](#)

[Check Spelling](#)

[Setup Recurring Reminder](#)

[Set Preferences](#)

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[Using the Calendar](#)

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Calendar Setup

There are three pages of options in this dialog: Fonts, Calendar and Miscellaneous. Click on one of the tabs at the bottom of the dialog to switch to the corresponding page.

Calendar Miscellaneous

Under the *File Selector* heading, you may choose to use either *Windows Style* or the enhanced *QuikMenu Style* dialogs when choosing and saving files.

The *Spelling Checker* field allows you to specify a drive and folder in which to store the *User Dictionary* (containing words which you add to the Spelling Checker). You may click on the *folder* button to the right of the field to browse through the folders on your system.

Note: You must have read/write access to the directory which you select for your User Dictionary.

Recurring Date

If you wish to automatically include reminders for a regularly recurring event, use this function to specify when the reminder will be repeatedly displayed.

System Info

This function shows information regarding your system, which can be useful in diagnosing problems. The Memory Free field shows the available memory (RAM and virtual swap). Graphs illustrate the usage of the System (operating system), GDI (screen) and User (input/output: such as keyboard and mouse) Windows resources. The DOS and Windows version numbers are shown, followed by the total number of software applications currently open on your system.

Show Tape

This option toggles between displaying and hiding the Calculator's paper tape. The paper tape keeps track of the calculations which you perform. Once your calculations have filled the tape displayed, a scroll bar will appear which will allow you to browse through the calculations on the tape. The tape may be printed.

Clear Tape

Use this function to erase the calculations shown on the paper tape display. To remove the paper tape display, click on the Show Tape function.

Edit: Convert Case

This function will convert the selected text from upper (CAPITALS) to lower (uncapitalized) case, and vice versa.

Icon Editor Screen

This utility is only available in the Professional edition.

The Icon Editor is used to create and edit plain text Icons and BMP images for your desktop and for other uses.

At the top of the Icon Editor window is the **Title Bar**. You may use the Title Bar to drag the window to another location. As the appearance and functions of the Title Bar will vary, depending on what version of Windows you are running, consult your Windows documentation for further information on using the Title Bar.

Below the the Title Bar lies the **Menu Bar**. Clicking on any of the titles in the Menu Bar will display a group of related functions, from which you may select.

Occupying the main portion of the screen is the **Main Editing Area**. Icon images are created and loaded into individual windows which are placed in this section. If you have more than one icon file open, you may switch between images simply by clicking on another window (or by clicking on one of the listed documents under the Windows menu).

In the upper-left of each icon's window is a small window which displays the icon at it's actual size. Below this is a slider bar which you may drag to increase or decrease the magnification in the workspace. The remainder of each window is devoted to the editing workspace, in which you draw or edit the icon. If you would like to preview the icon on which you are working, simply use the icon window's minimize control (located on the icon window's title bar).

At the bottom of the window is the **Tool Bar**, which contains the tools used to draw your icon.

See the Menu Functions topics for more information on creating, modifying and saving documents using the editor.

New

Use this function to load a new, blank file to edit. Once you have finished any edits, use the Save As function to store your work on your disk.

If you load a *New* desktop, you must use the Modify command to set up your screen pages. This function may be password protected using the Options/Menu Setup function when in the Modify mode.

Save As

When you have completed editing (desktop, icon, etc.), you may use this function to save your work as a *new* file on your system. Use the Save command, instead, if you wish to write over an existing file. If you choose not to save your work, it will be lost once you exit the program.

The Save As function will prompt you to provide a name for the new file. You may provide a name for this file in the File Name field, or you may use the file browser to jump to another directory folder. If you select a file which already exists, you will be asked if you are certain that you wish to replace the existing file's content's with your edited material.

Note that some files need to have an extension added to their names to be recognized. These include:

.ICO (for icon files) .BMP (for Windows bitmaps)
.MNU (for desktops) .CAL (for calendars)

Undo

This function cancels the last edit which you made.

See also: [Redo](#)

Redo

This function restores the material which was canceled using the Undo command.

Minimize on Run

This command toggles between leaving QuikMenu visible (not checked) when launching another application from the desktop, and reducing the desktop to an icon when other programs are run (checked).

Confirm Execution

If you enable (checked) this function, QuikMenu will ask you to confirm that you wish to run an application when you click on your desktop's buttons or icons. If this function is not enabled (not checked), programs will be launched with a single click on a button or icon.

Goto Page

This command allows you to skip to another screen page. Use this to move between desktop pages when the Page Tabs are disabled (see also, Menu Setup).

Desktop Setup

This function allows you to specify options which affect the entire desktop. These options are contained in a dialog which has three tabbed pages.

The first tab contains General settings, the second tab contains Password settings, and the third tab contains Miscellaneous settings. Click on the page tabs at the bottom of the window to switch between pages.

Preferences General

Use this [page](#) to determine settings which will affect all pages on your desktop.

Show Menu Bar is used to enable (checked) or disable (unchecked) the display of QuikMenu's menu at the top of the desktop. If the menu is disabled, you may still access the menu by clicking on the window's title bar using the right mouse button (although this function may be password protected using the [Options/Menu Setup](#) function when in [Modify](#) mode).

Show Page Tabs Placing a check in this option causes the [page](#) switching [tabs](#) to be activated at the bottom of the desktop. While the page tabs are very convenient for moving from page to page, you may wish to disable this option to hide the existence of other pages from other users. If you do disable this option, you will need to provide buttons, icons or hot spots on each desktop page to allow you to move between pages.

Show Date and Time controls whether (checked) or not (unchecked) the date and clock are added to the Status Bar at the bottom of the desktop's window.

Allow Menu Window to be Sized lets users change the desktop's size by dragging the borders of the desktop. If you do not wish users to be allowed to do this, uncheck this option.

Allow Scrolling If this option is checked and the desktop's window is reduced in size, scroll bars will automatically be displayed to allow you to move to areas which are now beyond the boundaries of the desktop's window. When coupled with disabling *Allow Window Sizing*, disabling this option allows you to place items on the desktop which lie outside the visible window and, thus, inaccessible to users.

Ask for Confirmation before Exiting QuikMenu If this option is checked, the user will be asked to confirm whether to exit from QuikMenu. This gives the user a second chance to check whether all applications have been closed before leaving QuikMenu (and Windows).

Keep a Log of All Desktop Activities Enable this option to automatically keep track of the programs which are run on the system. The Log may be accessed using the [Options/View Program Log](#) function from the main desktop menu.

Encrypt Menu File This option allows your desktop settings to be stored using either a text file (not checked), or in an encrypted format (checked). Encrypting this file helps secure your desktop's setup from those who might try to circumvent your Password and other protective measures, but makes it more difficult should you need to edit the desktop using an editor.

Switch Between Open Windows

When more than one window is open, a list of the file windows is displayed at the bottom of the Window menu. Simply click on a listed window and it will become the current (top) window. This is a quick way to locate a file window if you have several windows stacked one on top of another.

Edit Delete

This function erases the currently selected item(s). These will not be placed on the clipboard, and thus cannot be reinserted using the Paste function.

File: Delete

This function erases the selected file, group of files or directory folder(s) from your disk.

The Text Editor Screen

Use the text editor to create and edit plain text ASCII documents.

At the top of the Text Editor window is the **Title Bar**. You may use the Title Bar to drag the window to another location. As the appearance and functions of the Title Bar will vary, depending on what version of Windows you are running, consult your Windows documentation for further information on using the Title Bar.

Below the the Title Bar lies the **Menu Bar**. Clicking on any of the titles in the Menu Bar will display a group of related functions, from which you may select.

Below the Menu Bar is an optional **Button Bar** which contains shortcut buttons for commonly used editor functions.

Occupying the main portion of the screen is the **Main Editing Area**. Documents are created and loaded into individual windows which are placed in this section. If you have more than one text file open, you may switch between documents simply by clicking on another window (or by clicking on one of the listed documents under the Windows menu). Select blocks of text within a document by dragging the mouse over the desired text to highlight it. You also have the option to choose whether to type in *Overtyp*e mode (new text is placed over existing text) or in *Insert* mode (existing text is pushed ahead of new text). Toggle between Overtyp and Insert modes by pressing the Insert key on your keyboard.

At the bottom of the window is an optional **Status Bar**.

See the Menu Functions topics for more information on creating, modifying and saving documents using the editor.

The Calculator Screen

Use QuikMenu's Calculator to make mathematical calculations. The Calculator may be kept ready for use in other software programs.

At the top of the Calculator window is the **Title Bar**. You may use the Title Bar to drag the window to another location. As the appearance and functions of the Title Bar will vary, depending on what version of Windows you are running, consult your Windows documentation for further information on using the Title Bar.

Below the the Title Bar lies the **Menu Bar**. Clicking on any of the titles in the Menu Bar will display a group of related functions, from which you may select.

Below the Menu Bar is the calculator itself. Click on the Calculator keys to perform calculations.

On the right side of the screen is an optional **Paper Tape** which keeps a running record of your calculations. When the Tape becomes too long for the window a scroll bar will appear on the right side to allow you to browse through your previous entries.

See the Menu Functions topics for more information on using various Calculator options.

Task Manager Menu

This option is not available in this edition

Display the Task Manager's menu by clicking on the button on the left side of the Title Bar or by right clicking anywhere in the Task Manager's window.

Run Program

Use this option to run an application. This option may be password protected using the Desktop's Modify/Desktop Setup Options.

Always on Top

If you wish the Task Manager to be displayed in all your Windows applications, enable this option. Note that you may drag the Task Manager's title bar to an unused section of the screen (such as at the top of the screen, which is usually occupied by program title bars), and it should remain in that location until you next relocate it.

Roll Up on Use

Check this option to cause the Task Manager to reduce to its title bar each time you use it to switch to another application. This option keeps the Task Manager as unobtrusive as possible.

Minimize on Use

This option will send the Task Manager to the background and minimize it to an icon bar each time you use it.

Multiple Desktops

The Task Manager allows you to have up to five copies of your desktop running at the same time. You may launch programs in each desktop, and quickly switch between them. When enabled, this option places desktop icons at the bottom of the Task Manager window. Virtual desktops are used to unclutter your Windows sessions by allowing you to run related applications on their own screen, while other tasks can run alone on their own screens. See also the Task Manager topic.

Show "current application" on All Desktops

Clicking on this will cause the application which is currently in the foreground (being used) to reside on all the virtual desktops. Use this to load programs you need to access in every desktop (such as a clock utility, calculator, etc.).

Show Date/Show Time

Checking this option will cause the time and date to be displayed on the Task Manager when it is being used.

Icon Size

You may choose between displaying either small icons or large icons on the Task Manager's display. Smaller icons save space, and large icons are generally more attractive and easy to see. Click on your choice to enable that mode.

Help

Use this function to display information about the Task Manager and other QuikMenu functions.

Shut Down

Use this option before turning off your system. This will bring up the Exit Windows dialog.

Close

Selecting this function will close down the Task Manager application.

QuikMenu 4 Windows Order

To order QuikMenu 4 Windows, please contact:

Via Post: ETERA d.o.o.
Polje c.XXXIV/4
Ljubljana 61260

Via Fax: +386-61-485-967
or Via Telephone: +386-485-408

Load Tape

This function allows you to select a previously stored Calculator Tape. Use this to resume a series of calculations. Calculations performed after Loading will be added to the bottom of the paper Tape.

Save Tape

Use this function to Save the paper Tape showing your series of calculations. Afterwards, you can Load the Tape and continue adding to it.

Program Log

The Program Log keeps track of how your system is being used. The information gathered here may be used for security, for tax reporting, for billing, for administration and other purposes. Use the Desktop Setup Options while in Modify mode to enable the Log tracking function and/or to bar access to Log functions by disabling access to this menu item.

File Menu

New: This option is used to create and start a fresh Program Log file.

Open: Use this option to open an existing Program Log file.

Print: This function sends the contents of the current Program Log to your printer.

Close: Use this option to

View Menu

Sort by Name: Checking this option will display the list by the program's names, presented in alphabetical order.

Sort by Date: Checking this option will display the log sorted by the date (and starting time) of each activity.

Set Search Criteria: This option brings up a dialog which allows you to set parameters for the programs to display. You may display the log by Program Name or Date, or you may limit the files displayed by specifying a name or date range.

Show All: Checking this option displays all of the activities, regardless of name or date.

Log Display

The main portion of the window is occupied by the Program Log's listing. For each event, the following information is displayed:

Date: The date on which the program was launched.

Program Name: The file name for the application that was launched.

In: The starting time at which the program was launched.

Out: The time at which the program was closed down.

Elapsed: The total amount of time the program was running.

Used: The total amount of time the program was active in the foreground.

Note: depending on the type of application being run, the Elapsed field may indicate that the program is actually functioning, but running in the background (such as a Fax utility), or is simply loaded, but idling in the background. The Used field indicates the time that the application is actually in the foreground and accessible to the user for input.

The buttons at the bottom of the window are shortcuts to their corresponding menu commands.

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 Raanana 43106

Via Fax: 972-9-7712194
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Herman-L"n Str. 12
55254 Budenheim

Via Fax: 06139-916108
or Via Telephone: 06139-916916

Options: Undo On/Off

This function may be used to enable or disable the Undo feature. Click on the command to toggle between enabled (checked) and disabled (no check mark). If you are running on a slower system, or are running short of memory resources, disabling the Undo command may make the editor speedier.

QuikMenu 4 Windows

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per ordinare QuikMenu4 Windows, compili il modulo seguente e:

Lo spedisca at: Systems Comunicazioni, s.r.l.
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20083 Gaggiano (MI)
Italia

Lo invii per fax allo: (02) 908.41.682
Chiami lo: (02) 908.41.814
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Icon: Import

Use this function to select a .BMP or .ICO format image. If the image is larger than the 32x32 limit for Windows format icons, you will be prompted to select a portion of the image to import.

File Manager's Screen

Use the File Manager to navigate through, launch and manipulate the files on your system.

At the top of the File Manager window is a **Title Bar**. You may use the Title Bar to drag the window to another location. As the appearance and functions of the Title Bar will vary, depending on what version of Windows you are running, consult your Windows documentation for further information on using the Title Bar.

Below the the Title Bar lies the **Menu Bar**. Clicking on any of the titles in the Menu Bar will display a group of related functions, from which you may select.

Below the Menu Bar is an optional **Button Bar** which contains shortcut buttons for commonly used functions.

The optional **Navigation Bar** lies just below the Button Bar. Click on the drop-down menu at the right side of the bar to limit the current window's display to only certain File Types. Click on the drop down menu at the left side of the bar to quickly jump to predefined Locations on your system.

Occupying the main portion of the screen is the **File Display Area**. Individual windows displaying the contents of drives and directory folders are placed in this section. If you have more than one folder open, you may switch between folders simply by clicking on another window (or by clicking on one of the listed folders under the Windows menu). Select a file or folder by clicking on it. Several files may be selected by dragging the mouse over the desired filenames to highlight blocks of files. To choose multiple files which are separated by other files on the list, hold down the Ctrl key on your keyboard while clicking on the the desired filenames individually.

Each file shown has an icon placed to its left. Disk drives attached to your system have a small picture of the drive type. Clicking on the folder containing pointing up (!) takes you to the drive's root directory (e.g., "C:\"). Clicking on the folder containing an arrow pointing left (...) takes you to the parent folder/directory (e.g., at "C:\ART\IMAGES\GENRE" clicking this would take you to "C:\ART\IMAGES"). Plain folders represent other folder/directories held in current folder. Files within the current folder have icons which represent the type of file. Programs are represented by small red windows. Other types of files will be represented by icons which represent the contents of the file (where known). QuikMenu detects file contents based on the program associated with the file (e.g., a text document is assumed to be used with a text editor).

Double clicking on a file which is associated with an application will launch the application with the file loaded. If you wish to copy a file(s), simply click on the file to highlight it and use the mouse to grab the file's icon and drag it to another folder window, folder icon, or drive icon. You may also drag the file(s) to the Button Bar and drop it directly onto the *Copy*, *Move*, *Rename*, *Archive/Compress*, *Trashcan/Delete*, *Recycle*, *Information*, *View Contents*, *Edit*, or *Print* buttons. Of course, you may also apply various menu functions to the selected file.

At the bottom of the window is the optional **Status Bar**, which displays information regarding the current folder window.

See the Menu Functions topics for more information on manipulating your files using the File Manager.

Mail Message Area

This utility is not available in this [edition](#).

The **Message Area** occupies the large area at the bottom of the Mailbox window. At the top of this area is a row of buttons which may be used to perform frequently used functions. Click on one of the buttons below to display more information:

Note that you may disable the display of the buttons in the Options menu.

Below the buttons are shown a list of any current messages that have been addressed to you. If you click on a message from the list, the text will be displayed in the area below the list.

You may adjust the size of the message list and message text windows by using your mouse to drag the horizontal bar separating these areas.

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Edit: Insert Text

Use this function to insert the current *Time* or the current *Date* (abbreviated or full) into your text at the mouse cursor's location.

The Editor also allows you to insert entire blocks of text which you've previously saved. Simply click on the description of the text which you'd like to insert, and the text will be inserted at the mouse cursor position. Use the [Text Editor's Options/Edit Text Library](#) function to add descriptions of your text to this menu item.

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Show Image

Checking this option allows you to display a picture to the right of the current month's calendar. The picture is selected using the Preferences/Calendar option.

Show Next Month

Checking this option causes a small calendar showing the next month to be displayed to the right of the current calendar.

File: Group Information

This dialog displays information about the currently selected files and allows you to make changes to their attributes.

At the top of the dialog, are listed the number of files selected, followed by the **Size** showing the amount of storage space occupied by these files.

The **Change Date** option allows you to assign a new date stamp for the selected files. The **Change Time** option allows you to change their time stamps.

The **Attributes** field displays any file attributes (such as Archive, System or Hidden) attached to the files. You may change the Attribute for the selected files simply by clicking on a different attribute.

Press the **OK** button to return to the utility.

Clock Options

This utility is not available in this [edition](#).

To access Options for the Clock, simply click on the Clock face using the *right* mouse button. The following items are available:

Set Preferences

This option brings up a dialog which allows you to control the appearance of the Clock. The *Screen Element* field is used to choose the part of the clock which will be affected by color and font selections. The *Preview* window displays the effects of your changes, and allows you to drag the date and time indicators to new positions (click on the *Center* button to move the currently selected Screen Element to the center of the Clock display). Click on a *Color* to change the currently selected Screen Element. The *Font* button may be used to select a new lettering style used for the Digital and Date displays. You may also load an image file to display as a background for the Clock. If you would like to use your own picture, type the image's name and location in the *Background* field, or click on the *folder* button to browse through the files on your system. If you would like to use the standard image, then choose the *Use Default Background* option. Place a checkmark in the *Circular Window* field when you wish a circular clockface to be displayed.

Set Alarm

This option brings up a dialog which allows you to enter options for the reminder alarm.

Title Bar

Clicking on this function toggles between displaying and hiding a title bar for the Clock window.

Always on Top

Enabling this function will cause the Clock to appear on top of other applications which you use. The Clock will appear in the foreground if this option is checked, otherwise, opening other applications may obscure the Clock.

Help

The Help subjects available for the clock are: [Contents](#), [Topic Search](#), [How to Use Help](#), [Using the Clock](#), and [About](#).

Close

This option unloads the Clock utility from Windows.

Check Spelling

This function checks your text and allows you to identify and correct misspelled words.

If words which are misspelled or unknown are identified within your text, they will be displayed in the *"Unknown Word"* box. Above *Unknown Word*, the *"Context"* box shows how the word is used in the text. The *"Change to"* box displays a suggested alternative spelling, and below this is given a list of other, similar alternatives.

To accept the suggested spelling, simply click on the *Change* button. To correct all occurrences of this *"Unknown Word"* throughout the text, click on the *Change All* button.

To leave the *"Unknown Word"* as it is, click on the *Skip* button. If you click on the *Skip All* button, all occurrences of the *"Unknown Word"* will be left in their original form.

If the *"Unknown Word"* is a spelling which you use frequently, then you may wish to use the *Add to Dictionary* button to place the word into the spelling dictionary. This will prevent this word from being flagged as unknown in future spell checks.

If the spelling suggested in the *"Change to"* box is not the word you wish to use, you may click on one of the alternatives displayed in the area below this field. If none of the suggested alternatives are acceptable, you may type the correct word into the *"Change to"* box before clicking on the *Change* button.

Use the *Close* button to end the spelling check function and return you to editing your text.

Window: Split

This command will cause two views of the currently selected file to be displayed. Each view will be contained in a separate window. This allows you to simultaneously display two different sections of the same document.

Replace

Use this function to automatically substitute new text for occurrences of unwanted text within a file.

Type the text which you wish to replace in the *Find What* field, and the text which you wish to substitute in the *Replace With* field.

If you wish to replace only text which has the same capitalization, check the box next to *Match Case*. If you wish to replace only entire words, and not parts of words (e.g., replace *do*, but not *redo*), check the box next to *Whole Words Only*. The *Direction* controls whether the search goes *Down* through the file, or whether it searches *Up* towards the top of the file. The *Origin* determines if the search begins at the mouse *Cursor* position, or from the *Top* of the file.

Use the *Find Next* button to locate the next occurrence of the unwanted text. Clicking on the *Replace* button replaces the selected occurrence of the unwanted text. The *Replace All* button causes every occurrence of the text within the file to be replaced.

Customizing the Desktop

When you select Modify from the menu, you may change the look of your desktop, set up buttons to launch programs, set passwords, etc. This function may be password protected using the Options/Menu Setup function when in Modify mode.

A floating Tool Palette allows you to add and edit command buttons, graphics and other items on your desktop's screen pages. The Menu items (below) allow you to further configure and manipulate each page.

Modify Desktop: Menu Options

Add

- Software Icon
- Page Icon
- Dialer Icon

Edit

- Cut
- Copy
- Paste
- Delete
- Duplicate
- Copy Attributes
- Paste Attributes
- Select All
- Adjust Object
- Edit Object

Arrange

- Bring to Front
- Send to Back
- Align
- Group
- Ungroup

Page

- Go To
- Add
- Copy
- Move
- Rename
- Delete
- Attributes
- Password
- Set Palette
- Show Master Items

Options

- Show Grid
- Snap to Grid
- Show Mouse Position
- Set Grid
- Read Program Group

Help

- Contents
- Search for Help On
- How to Use Help
- Modifying the Menu
- About

Desktop Setup

Done

Click on Done when you have finished making modifications to your desktop

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___ 4. QuikMenu 4 Windows - Professional (32-bit)	450,00
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File: Edit Association

To *Add* a new file extension to the File Association list, supply the 3 letter extension in the *File Extension* field. Indicate the location of the editor or program to be associated with this file type in the *Application Path* field (or use the *folder* button to browse through the files on your system to locate the parent program). If the *Application Supports Printing*, check this box to allow files to be dragged directly to the printer icon for output.

Use the *Edit* button to make changes to the file type highlighted on the list. Use the *Delete* button to remove the currently highlighted file type from the list.

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Auto Indent

Enabling this option will cause an indent to be inserted at the beginning of the line each time you press the Enter key. The indent size is determined by the number of spaces used at the beginning of the previous line of text.

Tab Size

This function sets the number of spaces which will be inserted whenever you press the Tab key while editing a message. To specify the size, simply enter into the box a number of spaces between 1 and 80.

In the QuikMenu Text Editor utility, you also have the choice of selecting *Fixed Tabs* (equally spaced tabs consisting of spaces), *Real Tabs* (using the tab character, for use with other programs), or *Smart Tabs* (which match the spacing used in the previous line - for tables, etc.).

Word Wrap

Enabling this function will cause text which extends beyond the borders of the editing window to be "wrapped" to fit within the window.

The QuikMenu Text Editor utility also gives you the option to wrap text at a text column (number of spaces from the left).

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Show Previous Month

Checking this option causes a small calendar showing the previous month to be displayed to the right of the current calendar.

Delete Reminder

This function will delete any reminder text from the currently selected date.

Date: Today

Use this function to jump to today's date from another month, year and/or day.

Date: Go to

Use this function to jump to a specific date. You will be asked to supply the date.

Date: Next Month

Use this function to jump to the same date in the next consecutive month.

Date: Previous Month

Use this function to jump to the same date in the previous month.

Date: Next Year

Use this function to jump to the same month/date in the next consecutive year.

Date: Previous Year

Use this function to jump to the same month/date in the year immediately previous.

Edit Text Library

If you use certain blocks of text frequently when composing documents, this option will allow you to create a library of paragraphs and other text blocks which may be quickly inserted directly from the Edit menu.

1) The text block must exist in its own file. You may create or edit a text block by using the *Open* button. If the text block already exists within another file, you can use the Editor to Cut the text and Paste it into a New file window, **or** you may simply eliminate any text you do not wish to include and use the Save As function to Save the file under a different name.

2) Use Options/Edit Text Library to *Add* a short description of the text block to the menu.

3) Whenever you wish to insert the text block into a document, simply place the mouse cursor where the text should be placed and click on its description under the Insert Text option of the Edit menu.

The description will remain as a menu selection until you use the *Delete* button to remove it.

Any existing Text Library menu selections are listed in the window on the left side of the dialog. You may select a menu item from the list (to Edit or Delete) by clicking on it. Use the *Add* button to add a new item to the menu. Use the *Edit* button to change the menu item selected in the list. For each menu item, you must supply a short *Description* (short enough to fit on the menu), and specify the *File Name* in which the text block is stored (use the *folder* button to browse through the files on your system).

Disk: Copy

Use this function to create a duplicate of the information from one diskette onto another. You will be asked to indicate the drive which contains the *Source*, and the *Destination* drive letter on which to copy the information (use the drop-down list to select from drives attached to your system). If the *Source* and *Destination* drives are the same, you will be prompted to swap diskettes when necessary.

Note that any information on the *Destination* disk will be overwritten and destroyed.

Window: New

Use this function to open a new drive/directory window. Having several windows open to different drives or directory folders makes it easier to copy files by simply dragging files from one window to another.

File: View

This command loads the file into the Viewer to allow you to examine its contents.

File: Edit

If a program is Associated with the selected (highlighted) file, that file will be loaded directly into the associated application for editing. Double-clicking on a file which is associated with another application will also load the file into its parent application.

File: Associate

Filenames having certain extensions (a period, plus up to three additional characters at the end of the name) can tell Windows and QuikMenu the kind of information stored in a file. If a file is Associated with a particular program, QuikMenu will launch that program whenever an associated file type is selected. If the program edits that type of file, the file will be automatically loaded as well. *E.g., double-clicking on a file having the name BRITTON.TXT would launch QuikMenu's Text Editor with BRITTON.TXT already loaded.*

Your system will already recognize many file types. The list of existing file types is displayed in a window on the left side of the dialog. This function allows you to add or change other file types to the existing list.

File: Make Directory

Use this command to create a new sub-directory folder under the currently selected drive or directory. You will be prompted to supply a name for the new folder.

Use the Delete command to remove a directory folder.

Print Directory

Use this function to print a listing of the files in the current directory folder.

File: Archive

You can compress the selected file, files or directory folder into a single, compact ZIP-format file for archival purposes. Compressed files transmit across modem and internet connections much more quickly than do normal files, and take up less room on your disk.

Supply a name and location for the compressed file in the location field (or use the *folder* button to browse through the directories and files on your system). The original, uncompressed file will remain on your drive, unless you choose to Delete it.

Archived files may be viewed and decompressed using the Viewer utility.

File: Copy

Use this command to produce a duplicate of the selected file. The file may be copied into another directory folder, or may be given another name and placed in the same folder. The original file being Copied will remain on the disk, unlike files which are Moved to another location.

Note: you may also copy a file simply by dragging its icon to another folder, or file.

File: Move

Use this command to relocate the selected file to another drive or directory folder on your system. The original file will be Moved to the location you specify, and will no longer appear in the original directory folder. If you wish to retain a copy in its original folder, use the Copy command instead.

To Move files by dragging them to another drive, highlight the file(s), then drag the file's icon to another drive while holding down the Ctrl (Control) key on your keyboard. Note: press the Ctrl key after you begin dragging.

View: Sort by Type

Checking this option causes the files displayed in the currently selected window to be sorted based on the first letter of the extension to their filenames.

File: Rename

Use this command to assign a new filename to the selected file. Type the new filename into the *To:* field.

Disk: Label

Use this command to assign or change the disk label for a diskette or hard disk. Specify a name up to 11 characters (no spaces) for the label. Labels appear next to the drive's letter when you log onto a drive.

Disk: Format

Use this function to format diskettes. **Note that formatting destroys any existing information which is on the diskette, so never format a diskette which contains important information which you may need later.**

Click on the *Disk Location* drop-down to select which disk to format. The *Disk Size* field allows you to select from the formats which are available for the drive.

If you wish to provide a *Label* for the disk, type the label name (up to 11 characters, no spaces) in the field provided.

If you check the *Verify Format* box, QuikMenu will double check that the format is being written correctly, although this will increase the time it takes to format the disk. If you check the *Make Bootable System Disk* option, the system files will also be copied to the diskette to allow you to start the computer from the diskette being formatted.

Disk Information

This function displays information regarding the currently selected disk.

Drive Letter: indicates which drive is being accessed

Label: displays the disk's label information

Type: shows whether this drive is removable (floppy), fixed (hard disk), CD-ROM, or a network drive.

Total Size: reports the maximum usable space available on the drive

Used/Available: gives a graph showing the amount of space occupied by your files, and the amount of free space left on the drive.

View: Name

Selecting this option will display only filenames, directory folders and drive letters.

View: All File Details

Selecting this option will cause all file details (such as file size, date, etc.) to be displayed in the currently selected File Manager window.

View: Partial Details

This option allows you to set which file details you wish to be displayed in the currently selected window. Click on *Size*, *Date*, *Time* or *Attributes* to place a checkmark in the boxes which you wish to display.

View: Sort by Name

Checking this option causes the files displayed in the currently selected window to be sorted based on the first letter of their filenames.

View: Sort by Size

Checking this option causes the files displayed in the currently selected window to be sorted based on the size of the files (from the smallest file to the largest).

View: Sort by Date

Checking this option causes the files displayed in the currently selected window to be sorted based on the date the file was created or modified (from oldest to most recent).

Options: Show Navigation Bar

This option displays (checked) or hides (not checked) the Navigation Bar at the top of the File Manager's window.

Options: Minimize on Run

Checking this option will cause the File Manager to be reduced to an icon whenever you launch an application or file from one of the directory windows.

Options: Link to QuikMenu Viewer

Selecting this function establishes a link between the File Manager and the QuikMenu Viewer utility. This allows you to preview files as you select them within the File Manager - a great way to double check the contents of a file which you are about to Delete, or to examine the contents of ZIPped archive files.

Options: Edit File Type Library

The Navigation Bar contains a handy drop-down *File Type* filter. With a click of the mouse, you can cause the current file window to display only certain types of files. If you often look only for certain file types (such as text files ending in ".TXT") you can add these to the File Type Library selections.

To the left of the dialog is a list of the currently recognized File Types. Use the Add button to place a new selection onto the list. Click on the Edit button to modify the currently selected File Type from the list. Click on the *Delete* button to remove the selected File Type from the list.

Options: Edit Location Library

The Navigation Bar contains a handy drop-down *Location* filter. With a click of the mouse, you can directly jump to a folder and display certain types of files. If you often access certain folders/file types (such as text files ending in ".BAK" in the "C:\DOCUMENT" directory folder) you can add these to the Locations selections.

To the left of the dialog is a list of the currently recognized Locations. Use the Add button to place a new selection onto the list. Click on the Edit button to modify the currently selected File Type from the list. Click on the *Delete* button to remove the selected File Type from the list.

QuikMenu 4 Windows Order

To order QuikMenu 4 Windows, please contact:

Via Post: LUX-PC
234, route d'Esch
L-1471 Luxembourg

Via Fax: 352-48.53.06
or Via Telephone: 352-48.52.97

Options: Text Preferences

There are two pages of options in this dialog: Font/Colors and Miscellaneous. Click on either of the tabs to switch between pages.

Miscellaneous Preferences

Under the *File Selector* heading, you may choose to use either *Windows Style* or the enhanced *QuikMenu Style* dialogs when choosing and saving files.

The *Spelling Checker* field allows you to specify a drive and folder in which to store the *User Dictionary* (containing words which you add to the Spelling Checker). You may click on the *folder* button to the right of the field to browse through the folders on your system.

Note: You must have read/write access to the directory which you select for your User Dictionary.

You also have the option of having the Editor create a *Backup* copy of the previous version of your document whenever you save edits to your text. The backup copy will be given a ".BAK" file extension.

QuikMenu 4 Windows Order

To order QuikMenu 4 Windows, please contact:

Via Post: ALEAN, SRL
Av. Gaona 2482
1416 Capital Federal
Buenos Aires

Via Fax: +54-1-958-0315
or Via Telephone: +54-1-582-2568

Calendar Preferences

Use the *Password* field to enter a password which will be required to enter your Calendar. Choose a password which you will remember (or keep a written copy of your Calendar password in a safe place). The *Preferences Password* option allows you to assign a password to limit access to changing the Calendar's configuration settings.

The *Show Menu* option controls whether or not the Calendar's *Menu* bar is displayed. If the Menu bar is hidden, however, you may access the menu by clicking on the Calendar using the right mouse button.

The *Show Navigation Buttons* option controls whether or not the buttons on the Month Bar are displayed.

When the *View Reminders Only* option is enabled, users may view daily reminders, but may not add or edit Reminders. This option is usually used with the Preferences Password option (below).

When the *Auto-Remind* option is selected, you may specify that you be given an advance reminder a number of *days prior* to a date containing a Reminder Note. This advance reminder will appear in addition to the daily reminder.

Enabling the *Remove Reminder* option will cause Reminder Notes to be removed after the number of days specified has elapsed following the date.

The *Calendar Image* field controls what picture is placed on the Calendar. Specify the filename of the image to use, or use the *folder* button to the right of the field to browse through the drives and folders on your system. Note that the Options/Show Image function must be selected before the picture will be displayed.

QuikMenu 4 Windows Order

To order QuikMenu 4 Windows, please contact:

Via Post: JIMAZ s.r.o.
Hermanova 37
170 00 Praha 7

Via Fax: (02) -378103
or Via Telephone: (02) -379498

QuikMenu 4 Windows Order

To order QuikMenu 4 Windows, please contact:

Via Post: SoftMarket, S.A.
 San Pacual 107
 Las Condes, Santiago

Via Fax: 2082450
or Via Telephone: 2061343

QuikMenu 4 Windows Order

To order QuikMenu 4 Windows, please contact:

Via Post: Fred's Favorites
P.O. Box 2542
Dartmouth, NS B2W-4B7

Via Fax: 902-434-1890
or Via Telephone: 902-462-4453

QuikMenu 4 Windows Order

To order QuikMenu 4 Windows, please contact:

By Post: Callsoft Multi-Lingual Solutions
P.O. Box 81
Rosewater, SA 5013

By Fax: (08) 341-0279
or by telephone: (08) 341-2291

QuikMenu 4 Windows Order

To order QuikMenu 4 Windows, please contact:

Via Post: Bove Software
 TurnHoutsebaan 51 B2
 2400 MOL

Via Fax: 32-014/31.03.13
or via Telephone: 32-014/31.69.34

Enter Password

The ***Password*** field is used to help prevent others from assuming your identity and accessing or changing portions of your desktop.

Options: File Type Add

When *Adding* or *Editing* a File Type to the list, you are asked to supply a brief *Description* of the File Type and a *File Mask*. The *File Mask* field can contain several filters, each separated by a space. Each mask filter consists of letters occurring in the file, plus wildcard characters. Only filenames which match the mask will be displayed.

Print Reminders

This option prints your Reminder notes. Specify a range of dates to print in the fields provided. Use the *Print Each Reminder on a Separate Sheet of Paper* only if you wish the notes for each date to print on its own sheet. Otherwise, Reminders for all dates will print in sequence without using a new page for each day.

Once you have selected a range of dates, the Print dialog will appear.

Options: Add Location

When *Adding* or *Editing* an item on the list, you are asked to supply a brief *Description* of the File Type, the directory folder *Location* to access (you may also use the *folder* button to browse through and locate a directory on your system) and an optional *File Mask*. The *File Mask* field can contain several filters, each separated by a space. Each mask filter consists of letters occurring in the file, plus wildcard characters. Only filenames in the *Location* which match the mask will be displayed.

Preferences: File Manager

There are five pages of options in this dialog: Font/Colors, Directories, Confirmation, Disabled Features and Password. Click on any of the tabs to switch between pages of options.

File: Rename Group

Use this command to assign new filenames to a group of selected files.

Selecting the top option will allow you to rename portions of several selected files at once. Since each file must have a unique filename, use wildcard characters to retain a portion of the existing filename when using the **Rename All Selected Files to:** option. E.g., selecting *ANGUS.TXT*, *HOLSTEIN.DOC* and *JERSEY.DEF* and then specifying **.BAK* in this field would rename the files to *ANGUS.BAK*, *HOLSTEIN.BAK* and *JERSEY.BAK*.

Choosing the **Rename Files Individually** option will prompt you to supply a new filename for each selected file in turn. Type the new filename into the *To:* field. If you encounter a file among the selected files which you do not wish to rename, click on the *Skip* button.

Desktop Text Editor

The editor allows you to place text onto desktop screen pages.

Type your text in the main editing area. The menu at the top of the screen contains the following functions:

File: allows you to import an ASCII text file.

Edit: allows you to Cut, Copy, or Delete the selected text; to Paste text from the clipboard; or to Select All the text.

Text: allows you to position the text inside the frame. Choose from *Left*, *Right*, or *Center* alignment.

Color Palette

Each Screen Page may be assigned a palette of colors. The currently selected palette is displayed in the large grid at the left side of the dialog. Note that this feature is only active for 256 color display modes.

You may modify the palette for a page by clicking on a color from the grid and then adjusting the **Red**, **Green**, **Blue** and **Brightness** sliders to produce the desired shade. Your changes will be reflected in the preview window below the sliders, as well as on the palette itself.

If you would like to use the modified palette on all the screen pages of your desktop, enable the **Copy Palette to All Pages** checkbox.

The **Reset Palette** button restores the entire palette to its state before you began editing it.

The **Reset Color** button restores the currently selected color to its state prior to your last edits.

The **Load Palette** button allows you to load a previously Saved palette file, or to import a palette from a .BMP format image. Note that palette files may also be imported from NeoSoft Corp.'s *NeoPaint* image editing application.

The **Save Palette** button allows you to save your edited color palette as a file on your system.

Button Setup

After you have drawn your Command Button, a dialog will be displayed which allows you to select from various options to be applied to the button.

At the top of the dialog are three types of Command Buttons. Select from one of the following for a description of its options:

Software Page Dialer

Dialer Button

Use this type button to dial a telephone number through a modem device attached to your system.

You may select a unique **Speed Key** for this button from the list of those available. This will allow you to type the Speed Key from the keyboard instead of clicking on the button with the mouse. If you check the **Show Speed Key** box, the key will be shown in the button's title.

Use the **Title Field** to specify any text which you wish to appear on the button. Use the tilde (~) character to insert a line break in your Title.

In the **Phone Number** field, enter the telephone number which will be dialed when this button is activated. To insert a 2 second pause (to connect to an outside line, etc.) use a comma at the point in the dialing sequence where a pause is required.

At the bottom of the dialog are additional tabs which allow you to configure other settings for the Dialer Button:

Appearance Miscellaneous Password

Click on the **OK** button when you are finished configuring your options.

Note: you must set up your dialing hardware port using either the PhoneBook utility, or by typing **Ctrl-D** at the menu.

Password Settings

If you would like to protect this button from unauthorized use, place a password in the Password field. Check one or both of the boxes below to enable the protection.

If the **Require Password to Launch** option is checked, the desktop user will be asked for a password before the button's function will be executed.

If you check the **Require Password to Edit** box, the button will not be able to be modified unless the correct password is entered.

Note: you should keep careful track of the passwords you assign (particularly for the Require Password to Edit option and the Master Password override option in the Menu Setup), as the potential exists to lock up your desktop should you forget them.

Button Miscellaneous

The ***Run Application Minimized*** option will launch the application in the background (as an icon). Use this for print spoolers and other utilities which do not require your input. Note, however, that some programs do not allow themselves to be Minimized.

The ***Run Application Maximized*** option will launch the application in the foreground (in full-screen mode where possible). Use this for graphics and other programs which need maximum screen area.

Use the ***Play Sound*** option to play a .WAV format audio file on systems equipped with a sound card. You must specify the name of the file to play (or use the *folder* button to browse through the files on your system). Click on the *Speaker* button to preview the selected sound file.

Button Appearance

At the left side of the dialog is a **Preview** window. Scroll the screen's slider bar to select a style for your button (from no button to 3-D buttons).

If desired, use the **Icon** button to select a different icon to use with the button.

The **Alignment** button allows you to choose the position for the button's icon and text.

Checking the **Show Icon** box will cause the selected icon to be shown. Otherwise, no icon will be used (e.g., if you wish to use a button only, or are creating an invisible hotspot).

The **Fill Behind Text** checkbox determines whether or not the text is placed on a background (determined by the tool palette's Fill color).

Edit: Paste Attributes

Use this function to apply style/appearance attributes (which were previously copied using the Copy Attributes function) to the currently selected element.

Button Icon Selection

When you select the **Icon** button, the *Select an Icon* dialog presents the current library of icons stored in QuikMenu.

The icons are listed in a *window* on the left side of the dialog. Simply click on the desired icon to select it, or use the *scroll bar* to view other icons which may be available from your library.

Use the **Add** button to create a new icon, or use the **Edit** button to change the currently selected icon.

The **Import** button allows you to read an existing icon from an .ICO format icon file, extract an icon from an application (.EXE or .DLL), or read the icon from a stored icon library (.DEF) file.

Use the **Delete** button to remove the currently selected icon from the library.

You may also drag icons to a new location on the library list, or to the **Delete** button.

Page Button

Use this type of button either to provide links between your desktop's screen pages or to load another desktop.

You may select a unique **Speed Key** for this button from the list of those available. This will allow you to type the Speed Key from the keyboard instead of clicking on the button with the mouse. If you check the **Show Speed Key** box, the key will be shown in the button's title.

Use the **Title Field** to specify any text which you wish to appear on the button. Use the tilde (~) character to insert a line break in your Title.

In the **Page** field, use the drop-down list to select one of your desktop's screen pages. In addition, using *Previous Page* will take the user back to the page which is before the current screen page, while *Next Page* will go forward one page in the order.

In the **Desk** field, use the folder icon to locate another desktop file. Desktop files end with the extension ".MNU" and will usually be found in the same directory as QuikMenu. Use this type of button to provide links between your desktop's screen pages.

At the bottom of the dialog are additional tabs which allow you to configure other settings for Page Buttons:

Appearance Miscellaneous Password

Click on the *OK* button when you are finished configuring your options.

Software Button

Use this type button to launch software applications from the desktop.

You may select a unique **Speed Key** for this button from the list of those available. This will allow you to type the Speed Key from the keyboard instead of clicking on the button with the mouse. If you check the **Show Speed Key** box, the key will be shown in the button's title.

Use the **Title Field** to specify any text which you wish to appear on the button. Use the tilde (~) character to insert a line break in your Title.

Use the **Location** field to indicate the directory folder (path) in which the software program is located. Use the **Command** field to enter the filename of the program which is to be launched. You may include a filename to edit or any command line parameters following the application's filename. Note that you may include multiple application filenames in the Command field, so that you may use a single button to sequentially launch several programs.

Use the **QuikMenu Utilities** button to automatically create a button for the utility applications included with QuikMenu 4 Windows. Simply select the utility from the list and the Location and Command fields will be completed.

Use the **List Programs** button to browse through the applications on your system. Once you select an application, the Location and Command fields are automatically completed.

The **Command Options** button allows you to ask for user input before launching the program selected in the **Command** field. The user's response is passed along to the command line at the point at which the option appears. These options take the form of "[X, message] - where "X" represents the QuikMenu command and "message" represents a message which will appear to the user. You may substitute your text for the "message" text.

The File, Program and Directory options are used to prompt the user to specify the filename, program or directory folder to use. The Alert option is used to simply pop-up a message for the user. Confirmation Continue/Cancel, Confirmation Yes/No options are used to provide the user with a message and an opportunity to continue the launch process. The Delay option inserts a pause before launching the application (the number in the option is used to specify the length of the delay in microseconds). The Multiple Choice Query allows the user to choose between several strings to send to the command line (note that the choices are separated by the pipe "|" character). Text Input allows you to provide a message requesting the user to type in a string, which will be inserted into the command line. Use the !BYE option to exit from QuikMenu, and use the !PATH command to insert the path (directory/folder) last used in the first window in the File Manager.

At the bottom of the dialog are additional tabs which allow you to configure other settings for the Software Button:

Appearance Miscellaneous Password

Click on the **OK** button when you are finished configuring your options.

Edit: Duplicate

Use this function to make a duplicate of the currently selected item(s). The copy will be placed on top of the original. If the original was an object which had a Speed Key assigned to it, the next available key will be automatically assigned to the duplicate to avoid causing a conflict on the desktop.

Edit: Adjust Object

This function allows you to precisely position and size the selected object. The **X** value represents the position (in pixels) from the left side of the window. The **Y** value is used to specify the position from the top of the desktop. The **W** value is used to specify the width (in pixels) of the object, while the **H** value indicates the height. If the selected object is a command button, the alignment of the icon and/or text within the button may be adjusted using the **Left**, **Center** and **Right** options.

Edit Object

This function allows you to adjust the contents of the following selected elements: Command Buttons, Text, and Pictures.

Arrange: Bring to Front

Use this option to place the selected object(s) into the foreground (on top of all other elements).

Arrange: Send to Back

Use this function to send the selected object(s) to the background (behind all other elements).

Arrange: Align

Use this function to realign the selected objects. The *top row* of buttons controls the horizontal alignment of the objects. The *second row* controls the vertical alignment. Check the **Relative** box if you wish the objects to be realigned relative to their *existing* positions, otherwise they will be placed relative to the entire desktop.

Arrange: Group

This function assembles all selected items into a group, which may be copied, moved, etc. as with a single element. Use the Ungroup function to return the items contained in the group to individual elements (to edit their properties individually).

Arrange: Ungroup

Use this function to disassemble a selected Group of elements into individual objects.

Master Page

The Master Page contains items which may be shown (using the *Show Master Items* option under the Page menu) on any or all other desktop Screen Pages. If the Page Tabs are enabled, the Master Page will occupy the leftmost tab when in Modify mode.

QuikMenu 4 Windows Ordering

To order QuikMenu 4 Windows, please contact:

Via Post: Facts and Figures
 365 Mayfair Avenue
 Windsor, ON N9J 2H6
 Canada

or via Telephone: 519-978-0513

Page Tabs

The Page Tabs, located at the bottom of the window, allow you to switch between the available Screen Pages. Simply click on the desired tab, and you will jump to the corresponding page.

In Modify mode, you may rearrange the positions of the tabs using the Page/Move function, or simply by dragging the tab to a new location. You may also rename the tab's title using the Page/Rename option.

Screen Pages

Your desktop can encompass several separate Screen Pages. Each page can have its own background, palette, command buttons, graphics and other elements. Usually, you will want to group related items (such as commands buttons which are used together, or objects which are used by a particular person) on their own separate pages. Each page can have its own title, with a corresponding Page Tab at the bottom of the window.

To simplify creation of multiple pages, you may place items which appear on most or all pages onto the Master Page, and use the Page/Show Master Items to display these on the current Screen Page.

Page: Delete

This option removes the page being currently viewed (and its contents) from the desktop.

Page: Specify

Type in a Page Title in the field provided. If you are using Page Tabs, remember that shorter titles will allow more tabs to be viewed at once.

Page: Select

Use this function to select a Screen Page. The drop-down list allows you to scroll to the desired page title.

Deleted pages will be removed, along with their contents.

Copied pages will be placed at the end of the list (they may be repositioned using the Move function).

Page: Move

Use the *first* field to specify the Screen Page to be repositioned (select the page's title from the drop down list).

Use the *bottom* drop-down list to specify a page title adjacent to the new position.

Use the **Before** or **After** buttons to position the page in front of or behind the page you selected in the field at the bottom of the dialog.

Page: Show Master Items

Checking this option will allow items from the Master Page to be displayed and accessible on the current Screen Page.

Options: Set Grid

Use this function to specify spacing for the Grid. The Grid is useful for precisely aligning and sizing elements when creating or Modifying Screen Pages.

Set the **Horizontal** and **Vertical** spacing using these two fields (you may use the arrow buttons to scroll to a new setting). The spacing units are specified as a number of screen pixels.

Checking the **Show Grid** option will cause the grid points to be displayed, providing a visual guide. Checking the **Snap to Grid** option will cause elements which are being drawn or moved to jump to the nearest grid point.

Options: Show Grid

Checking the **Show Grid** option will cause the grid points to be displayed, providing a visual guide. Use the Set Grid function to determine spacing between the grid points.

Options: Snap to Grid

Checking the ***Snap to Grid*** option will cause elements which are being drawn or moved to jump to the nearest grid point. Use the Set Grid function to set the spacing between the grid points.

Options: Show Mouse Position

Checking this option will cause a small window to be displayed which shows the current coordinates (number of pixels from left x number of pixels from top) of the position of the mouse cursor. This window may be dragged to any position on your screen.

Program Manager Group

Many Windows applications create a "Program Manager Group" when they are installed. You may use this function to read the items from these files. The Program Manager Group which you choose from the list will be placed as a new page on your desktop, with each item within the group given its own icon/command button. You may further modify this page, and the items placed on it.

Page: Attributes

Use this function to specify settings for the current Screen Page.

If you select the **Solid Color** background option, you may click on the *Color* field to select a background color from the palette.

If you select the **Wallpaper** background option, you must specify a BMP format image file to use on the desktop (use the *folder* button to browse through the files on your system).

Checking the **Show Items from Master Page** box will use buttons and graphics which are on the Master Page on the current page.

The **Tile Image** option will cause the Wallpaper picture to be repeated to fill the desktop window. Small tiled images will usually load faster than a single large image file. Pictures of textures make great tiles.

Checking the **Copy to All Pages** box will cause the attributes to be copied to all desktop pages.

Notes: Images larger than the desktop window will be cropped. The file size of the image will affect the time it takes a page to load - small tiled images display much quicker. To preserve image quality, use a paint program to scale the image to your desktop's size.

Page: Password

To limit access to the current Screen Page, assign a Password in this field.

Note: you should keep careful track of the passwords you assign, as the potential exists to lock yourself from making modifications to screen pages should you forget them.

You may also set passwords on specific icons/buttons, and other functions.

Preferences: Password

To limit access to all File Manager Preference settings (except the Font/Color settings), assign a Password in this field. To limit access to the File Manager itself, assign a password to the button or icon which you use to launch the File Manager.

Note: you should keep careful track of the passwords you assign, as the potential exists to lock yourself from making modifications to File Manager options should you forget them.

Desktop Password

Use these fields to limit access to portions of the Desktop.

Select from the **Protect What?** field the portion of the desktop that will require a password.

Individual *Commands* may be password protected by selecting these from the *Protect What?* field.

Individual drop down *Menu headings* may also be hidden from the desktop user (although these may not be passworded). Menus which are unavailable from the Menu Bar may be accessed by clicking on the desktop using the right mouse button. If you wish to protect against users accessing hidden menu items, you may also specify a password for this **Pop-up Menu**.

The **Master Password** option allows you to set a password which will override any other password on your desktop. Use this to protect against losing or forgetting a password on an individual item, or to protect against someone else locking you out of your own system.

Note: *you should keep careful track of the passwords you assign, as the potential exists to lock yourself from using or making modifications to your desktop should you forget them. Be particularly cautious with the **Master Password** selection, as this represents your last line of recovery should you, or an employee, lose an individual password. **We strongly recommend** that the system's owner set a Master Password and store this in a secure location, to prevent others from inserting their own Master Password and preventing you from protecting your system (or even limiting your access to your desktop).*

Use the **Password** field to type in the password you've chosen.

Checking the **Remove this Choice from the Menu Bar** box will eliminate the password protected feature from the menu in which it normally appears. When a feature is removed from the Menu Bar, you will have to use Modify/Desktop Setup and restore it to the menu before accessing the function.

You may also set passwords on individual icons/buttons, and pages.

Preferences: Directories

Use these fields to specify which directory folder the File Manager will use to store temporary files, to specify which text editor is used to edit text (.TXT) files, and the name of the File Viewer to use when browsing through the files on your system.

Preferences: Confirmation

These options prompt the user to state that he or she wishes to continue with certain operations. Click on the boxes to toggle between enabling and disabling the confirmation. The user will be asked for confirmation for operations whose box contains a checkmark.

Preferences: Disabled Features

To protect against a user performing potentially damaging operations, you may use this option to prevent the user from having access to certain File Manager features. Click on the boxes to toggle between enabling and disabling the access to features. The user will be denied access to those features whose box contains a checkmark.

The *Automatic Updating* feature will (if not checked) automatically re-read the listed files each time you switch from another application to the File Manager window. Otherwise, you should use the Refresh option under the Windows menu to update the lists of files displayed.

You may also wish to use the Password option to prevent users from modifying your settings on this dialog page.

Dialer Setup

Use this option to setup QuikMenu to work with your dialing hardware.

You may need to consult your hardware documentation to determine the **Port** setting and whether the device dials using **Tone** or **Pulse**.

Use the **Modem Initialization String** field if you wish to send characters to your modem prior to dialing.

Dialer: Add/Edit

For each item added to the library, provide a brief *Description* of the purpose of the number (to list on the drop-down menu), enter the *Number(s)* to send, and select whether the number will be dialed before (Prefix) or after (Suffix) the main phone number.

Note: use a comma to insert a two second pause in the dialing sequence (when required to connect to an outside line, wait for switching, etc.).

The PhoneBook Screen

Use QuikMenu PhoneBook to keep track of names, telephone numbers and other contact information. The PhoneBook may also be used to dial a modem or compatible telephone dialing device.

At the top of the PhoneBook window is the **Title Bar**. You may use the Title Bar to drag the window to another location. As the appearance and functions of the Title Bar will vary, depending on what version of Windows you are running, consult your Windows documentation for further information on using the Title Bar.

Below the the Title Bar lies the **Menu Bar**. Clicking on any of the titles in the Menu Bar will display a group of related functions, from which you may select.

Below the Menu Bar is an optional **Button Bar** which contains shortcut buttons for commonly used PhoneBook functions. At the right side of the Button Bar are buttons which may be used to scroll through the PhoneBook database.

Occupying the main portion of the screen is the **PhoneBook Record Area**. Records are placed in the database using the Record/Add function. You may type into the fields within a record directly. Use the Home and End keys to jump to the beginning and ending lines respectively. Select blocks of text within a record by dragging the mouse over the desired text to highlight it. To move to another record, simply select the tab at the bottom of the window to jump to records beginning with the corresponding letter. You may also use the arrow keys on the Button Bar, the Page Up and Page Down or the options under the Search and Record menus to go to other records.

Each record in your PhoneBook consists of a *Name/Index* field (which contains the Name and which is used to sort the record), a comment area (the largest field, which can hold the address or other information), the *Work Phone* number (type this in just as you would dial it, using the comma character to insert a 2 second pause), the *Home Phone* number (or alternate telephone line), and the *http:www.* field (which is used to specify the URL address for an internet home page).

See the Menu Functions topics for more information on creating, modifying and using the records stored in the PhoneBook database.

Run

Use this option to launch an application directly (without using a button on the desktop). You must specify the **Command** and its location (path), or use the *folder* button at the right side of the field to browse through the files on your system. Enable the *Run Minimized* option if you wish the application to be run in the background (iconized).

This function may be password protected using the Options/Menu Setup function when in Modify mode.

PhoneBook: Set Preferences

This dialog allows you to configure options for the PhoneBook. The settings are contained on multiple pages, which may be accessed by clicking on the tabs at the bottom of the dialog.

Miscellaneous

The *File Selector* area allows you to select from either the standard Windows-style or the enhanced NeoSoft style selector. This will govern how you choose and save files and how you browse through drives and directory/folders. Use the *Default Phone # Descriptions* fields to set the titles of the fields containing the records' phone numbers. The *Network/Multiuser* option allows networked users to share a common PhoneBook database. Use this field to specify how often (in seconds) to check the shared PhoneBook database for updated records.

Modem

Use this page to indicate to which communication port your modem or dialing device is attached and whether to use *Tone* or *Pulse* dialing. You may need to consult your modem/dialing device documentation to identify which port your device is using. Use the *Modem Initialization String* field to type in characters to send to the device upon dialing.

Internet

This page allows you to specify the Web browser application which you use when connecting to the internet. Type the application name and location in this field, or use the *folder* button to locate the command for the browser on your system.

PhoneBook Import

Use this function to import a comma-delimited ASCII file from another database, word processor, etc. You will be asked to specify the name of the file to import.

PhoneBook Export

Use this function to export the data in the current PhoneBook to a file on your disk. The data will be written as a comma-delimited ASCII file, which may be read by many databases, word processors and mail merge programs. You will be asked to specify the name of a new or existing file which will contain the PhoneBook data.

PhoneBook: Go to Record

Each record page in your PhoneBook has a record number listed in the upper right hand corner. Use this function to jump directly to an individual record simply by specifying its number.

Dialer Prefix/Suffix Library

Use this function to add prefix and suffix numbers to the Dialer's drop down menu selections. Prefix numbers are dialed before the phone number, and may be used for such functions as connecting to an outside line, accessing a long-distance service, accessing international country codes, etc. The Suffix numbers are dialed after the phone number, and may be used to route your call to an extension, to access automated answering devices, etc.

Use the Add or Edit buttons to modify the items listed in the Dialer's drop down menus. Use the *Delete* button to remove the currently highlighted line.

Dialer

This function dials your modem or dialing device. If the current record contains a telephone number, it will be entered in the *Number to Dial* field. You may choose between *Work* and *Home* phone numbers if they exist in the record, or you may enter another number into this field (using either your keyboard or the keypad on the screen). If you wish, you may select dialing Prefix and/or Suffix numbers from the drop-down menus at the bottom of the dialog. These numbers will be dialed along with the phone number. Click on the *Dial* button to send the numbers to the modem or dialing device.

Note: typing a comma within the number will insert a two-second pause in the dialing sequence.

PhoneBook: Add

Use this function to add a new record to your PhoneBook database. Use the *Save* button to put the new record into the database.

Note: network administrators may prevent others from making changes to the database by using the networking software to set write privileges.

PhoneBook: Delete

Use this function to remove the currently selected record from the PhoneBook database.

Note: network administrators may prevent others from making changes to the database by using the networking software to set write privileges.

PhoneBook: First

This function takes you to the first record in the PhoneBook database.

PhoneBook: Form

Use this option to show records with each record displayed on an individual form. Use View List to display all records on a single listout.

PhoneBook: Previous

This function moves to the record in the database immediately preceding the current record.

PhoneBook: Next

This function moves to the record in the database which immediately follows the record currently being viewed.

PhoneBook: Last

Use this function to go to the last record in the PhoneBook database.

PhoneBook: New

Use this function to create a new PhoneBook database. Enter a name and path (directory folder) for the new database file (or use the *folder* button to the right of the field to browse through your system).

PhoneBook: Find

The Find function allows you to specify a string of text to locate within the file currently selected.

Type the text to locate in the **Find What** field. If you wish to only search the first (name) field, enable the **Search Index Field Only** check box (otherwise, all fields will be searched. If you wish to only locate text which uses UPPER and lower case capitalization in the same places as you entered, enable the **Match Case** check box.

Click on the **Find** button to begin searching for the text. You will be returned to the file window with the text string located within the file. Clicking on **Cancel** will abort the search process and return you to the utility.

To find subsequent occurrences of the same text located using **Find**, use the **Find Next** command (or use the F3 key) to continue the search.

PhoneBook: List

Use this option to display records, one per line, as a scrolling listout. Use the View Form option to display your records on individual tabbed pages.

Run Task Manager

Use this function to launch the Task Manager panel. Note: that if you place a button for the Task Manager on your StartUp page, the Task Manager will be automatically loaded each time you start Windows.

QuikMenu's Task Manager

Not Available in this Edition

The QuikMenu Task Manager allows you to easily switch between applications which are running on your system. While Windows comes with its own Task Manager applet, QuikMenu's closes security holes found in that product and adds more functionality (such as switching between multiple virtual desktops).

The Task Manager occupies a small, resizable bar which may be positioned in an unobtrusive area of your screen. Most users like to place it at the top of the screen, where it can sit on the wasted area normally occupied by application's title bars. On the left side of the bar is the Menu button, which drops down options available for the Task Manager. On the right side are the standard Windows Close button (far right) which shuts down the Task Manager, the Drop-down arrow button (middle right) and a standard Windows Minimize button which sends the Task bar to the background.

Drop down the Task Manager window either by clicking on the drop-down arrow button on the title bar, or by double-clicking on any empty area in the title bar. If you use QuikMenu Task Manager to replace the Windows Task Manager, the QuikMenu Task Manager (and its security and other features) may also be invoked by double clicking on the Windows background (the blank or patterned area on the screen when all other windows, including the desktop, are minimized). You may resize the Task Manager window by dragging its borders.

The Task Manager window contains a list of the applications which are currently being run. To switch to an application, simply click on it. When enabled, a display of up to 5 virtual desktops is shown at the bottom of the Task Manager Window. Virtual desktops are used to unclutter your Windows sessions by allowing you to run related applications on their own screen, while other tasks can run alone on their own screens. You may switch to a virtual desktop simply by clicking on it. You may also drag applications from either the list or from other virtual desktops and drop them onto a virtual desktops. You may also switch between applications and move their windows in the virtual desktop display.

See also, the Menu topic for more information about using the Task Manager panel.

Exit Windows Dialog

This window is shown under Windows 95/NT when you choose "Desktop Exit" from QuikMenu's desktop or "Shut Down Windows" from QuikMenu's Task Manager.

You are given the option to "Shut Down the Computer," which you should select if you will be turning your system off. Wait for Windows to tell you it is safe to turn off your system to give Windows a chance to write information to the disk. Choose "Restart the Computer" if you just want to reboot or reset your system. Choose "Restart the Computer in MS-DOS Mode" if you wish to run a DOS game or other software that cannot be run under Windows.

The "Restart the Computer in MS-DOS Mode" function may be disabled or password protected using the Options/Desktop Setup function when in Modify mode.

Click on the "Yes" button to continue with the shutdown process. Click on the "No" button to cancel the shutdown and return to your Windows session. Click on the "Help" button to see this and other information about QuikMenu.

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