ACCESSES Help Index

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The ACCESSES.HLP provides "On-line" help from Accesses via the F1 key.   See
ACCESSES.WRI for additional detail and Technical information.

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Product Disclaimer	**Very Important to read. User assumes all risk.**
Registering Accesses	**Must register before Accesses is used for 30 days.**
System.ini	Adding 1 line to SYSTEM.INI will speed the Ctrl+Esc key.

Pop-up Window

Changing the Display	Display color, time, date, and/or memory
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Running and Placing Windows

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Alarms	Setting Deleting Alarms and Daily Reminders
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System.ini / Win.ini changes

The Ctrl+Esc and Ctrl+Shift+Esc key will call accesses more quickly if you add the following one line to your SYSTEM.INI file directly under the [boot] section:

	[boot]	(This must already exist. Don't add a 2nd one.)
to:	**taskman.exe=acckernl.exe**	(change or add this line even if the line below doesn't exist)
from:	taskman.exe=taskman.exe	(this line may not exist already)

You cannot add the directory information for Windows 3.0.   You can add the directory information to accesses.exe shown above for Windows 3.1.   Windows can be painful at times and slow calling Accesses if you do not make the change shown above!

This change is automatically done when you Register Accesses.   This is the ONLY FUNCTION of ACCKERNL.EXE

Changes to your SYSTEM.INI file do not take effect until you EXIT and RESTART windows.

To have Accesses automatically load each time you start Windows:

Add Accesses.exe to "Startup Group" of your Program Manager (or Norton Desktop's Startup Group).

Windows 3.1 users should not NOT ADD Accesses.exe to the end of either the load=   or the run =   line of the WIN.INI file!   Windows 3.1 sometimes has a problem loading more than one application that uses Fonts from the load=   or the run =   line of your WIN.INI file.

To start Accesses with the Task List when Accesses First starts up, press Ctrl+Esc, Alt+U, C, N, [enter], Alt+T, [enter].

Changing the Pop-up Window Display

Quick Procedure:

Click once on the pop-up window with the left mouse button, then use the left-right arrow keys to scroll thru the various display combinations: Date, Time (clock), or Free Ram Memory.

See Pop-up Colors for information about changing the color of the pop-up window and the color of the pop-up window's text.   Additionally, the Pop-up Colors section describes how to adjust the text display position on the pop-up by a few pixels up or down or adjust the pop-up width by pixels left or right.   This allows you to make the pop-up height smaller.

Additional Information:

Accesses displays the Date and Time using the settings in your WIN.INI file.   Use the Control Panel to modify the time setting among 12 and 24 hour formats, the am/pm indicator, and the separators (colon and slash).

The far left of the pop-up window shows a single quotation (') to indicate that the Max after run on / off switch is ON.   This indicates whether a launched application will be maximized after positioning the app. to your preferred position unless DEFAULTSIZE edit overrides this.

The far right of the pop-up window shows a single quotation to indicate that the AutoDragDrop on / off switch is ON.   This indicates whether a SINGLE drag dropped application will automatically use the WIN.INI [extensions] (ON) or always open the Run Dialog box (OFF).

Pop-up Color Changing &
 Adjusting the Display Text Location

You can change the pop-up display colors depending on the colors available on your computer.   You can reach the "Accesses Configure" dialog box using the following key combinations: Ctrl+Esc, Alt+U, C.

Use the scroll buttons to change the colors.   A color display number near the scroll buttons will show you the windows color index that you are referring.   Several consecutive numbers may be the same color depending on the setup of your computer.

There is also a check box that indicates whether you are adjusting the colors of the display for the active or inactive pop-up window.   I suggest that you use a different color for the active and inactive pop-up background because the pop-up will flash between the active and inactive background colors when an alarm is activated.

Additionally, you can adjust the popup width, height, and position of the text displaying on the popup using the scroll bars located at the bottom of the "Accesses Configure" dialog box.

The "Left align text and seconds" checkbox will position the text towards the left of the popup or will center the text in the popup.   The timer seconds will not be displayed when the checkbox is grayed as well as the positioning the text towards the left of the popup.

See Changing the Display.

Hiding the Pop-up Window with Screen Savers

Quick Procedure:

If you are using a TRUE Windows 3.1 Screen Saver, it should cover Accesses, AccDrive and AccDrop.

If it doesn't you, are using a Windows 3.0/3.1 compatible Screen Saver.   Open ACCESSES.WRI and refer to Windows 3.0/3.1 Screen Savers - SECTION # 11.

Pop-up Window - Mouse Click Functions
(A reminder that you can print any page from the Help file menu)

To scroll thru the various Display combinations:

Click once on the pop-up window with the left mouse button, then use the left-right arrow keys to scroll thru the various display combinations: Date, Time (clock), or Free Ram Memory.

To move the pop-up window:

Hold the left mouse down on the pop-up window for approximately two seconds before the cursor will change shape to an   arrow.   You must move the Accesses pop-up window within two seconds after the cursor changes to an arrow shape else the cursor will revert back and the move operation cancelled.

Moving the pop-up is intentionally difficult to avoid Accesses from being accidentally moved during Left Mouse Clicks.

Additional information is available in ACCESSES.WRI, Popup - Mouse Click Functions.

Function Keys - Pop-up Window

F1, the Help function key:

Pressing the F1 function key will open this help file when Accesses's Pop-up window is active. You can press the F1 function key from any of Accesses's dialog boxes as well to get answers to questions about specific buttons, list boxes, edit text boxes, check boxes,...

F2 thru F12 function keys Additional Information:

The F2 thru F12 function keys buttons are configured from Accesses's Run + Configure Menu... from the Task List menu.

The + sign on the Task List menu indicates that the Shift Key (or optionally, the Right Mouse button) selects a different option on the Task List Show+Attach menu item.

To launch a Function Key Program:

The function key combinations F2 thru F12, always launches the associated program from the Task List dialog box.   To launch a Function Key program from the Pop-up window, Activate the pop up window by clicking once on the Pop-up window with the left mouse button, and then press the Shift key and the associated function key simultaneously.

When a Shifted Function Key is pressed from the Task List dialog box:

The program will be launched only if a copy of that program is not already running.   If a copy of that program is already running then the that program will pop to the top focus.

When a non-shifted Function Key is pressed when the Accesses pop-up window has the focus:

If a copy of that program is already running then the that program will pop to the top focus. The cursor will show "NOT OPEN" if a copy of that program is NOT already running.   Only the Shift + Function Key will launch a program from the Pop-up window.   The F2, F3 and F4 function key definitions have special mouse click functions associated with them from the pop-up window.   See Pop-up Window Mouse Click functions.

Editing F2 thru F12 Function Keys

Quick Procedure:

You can reach the dialog box that allows you to edit the commands associated with the Function Keys and the Task List menu using the key combinations: Ctrl+Esc, Alt+R, C

Example formats for the Editing Function Keys dialog box is:

Menu Description	Command Line for executing
Winword	c:\win\word\winword.exe
Browser - E	c:\win\browser.exe e:\accesses.msg,155,-5,851,621
Notepad	notepad.exe c:\windows\win.ini

Additional Information:

The Function Keys responds when the Pop-up or Task List has the current input focus.   (Note: the F10 function key is not usable from the "Task List" since this key is assigned as the "Menu" key by Windows.)

The Menu Description:

The Menu Description is displayed on the Task List Menu under the "Run" menu item.   If you wish, you can also use an ampersand to underline a character as the menu selection key in the description; although, all but the F10 Function Key will launch that program.

Additionally, these Function Keys assignments are active when the pop-up window has the focus.

The Command Line for Executing:

The format for the command line is as follows:

       c:\win\word\winword.exe

or

       c:\win\browser.exe e:\accesses.msg,155,-5,851,621

The first example will launch winword.   Since there isn't a dimension following, and if that program has a DEFAULTSIZE position in ACCESSES.INI, then it will be placed in its DEFAULT location when launched.   See Save Default Sizes of all Current Windows or Save 1 Window: Selected Window.

The second example will override the DEFAULTSIZE with the given x,y,w,h dimension shown. You can collect the x,y,w,h information using Accesses's Copy to Clipboard function.

The second example also launches a document with the program.

If you need information describing how Accesses decides which directory to start the program, see Start-up Directory.

Other Menu Examples:

menu.bat	(uses _DEFAULT.PIF)
DOS.PIF	(launching a PIF file)
LOTUS.PIF	(launching a PIF file)

```
notepad.exe win.ini            (including a filename)
c:\windows\notepad.exe c:\windows\win.ini
win.ini,0,0,500,500            (find the program from the extensions of WIN.INI)
notepad.exe*d:\textfile\       (start the program Notepad in the d:\textfile\ directory)
```

Task List Dialog Box - Index

Quick Procedure:

The Task List   / Placement Dialog Box of Accesses is opened when the user presses the Ctrl+Esc key combination from any program.

The Task List dialog box is used to switch between applications and is Accesses's Main Menu.

Task List dialog box index:

Buttons / Menu Items:

Add/Change Alarms
Apps, Icons, All...
AutoDragDrop on/off   Specifics relating to the Drag Drop version of Accesses.
Configure Menu...   Edits the F2 thru F12 function keys and Run Menu
Configure...
Copy to Clipboard
Defaults
End Tasks
End Windows
Free Drive Space
List Accesses on / off
List All of the Above   Checks the List Apps, Icons, and Hidden menu items all at once
List Apps On / Off
List Childs only
List Hidden On / Off
List Icons On / Off
Max after run On / Off
Phone Call
Repeat Task List On / Off
ReRead INI
Run....
Save startup settings,   saves the basic startup settings of Accesses, AccDrive and AccDrop.
Saving - Selected Window   as a default size with Document name, as Menu name, etc.
Select All
Show Accesses on/off,   switches between hiding and not hiding Accesses, AccDrive and
                             AccDrop.
Show   (Top ½, Hide, Restore, Defaults, Attach, List Hidden on/off, etc.)
Sort on/off   (Sorts the Windows displayed in the Task List)
Split On / Off
Stay on Top and Not on Top,   Windows 3.1 function where a user can define a window to
                             always be displayed on top of all other windows.   Not on Top
                             deactivates this function.

Swap Apps/Icons
Switch
System Information

Phone Calling procedure

Quick Procedure:

Pressing the following key combinations will open the Phone Call dialog box:
        Ctrl+Esc, Alt+U, P

Buttons / Menu Items:

Most modem and phone combinations will allow the user to pickup the phone and then dial thru the modem from Accesses.   Press the **Disconnect** button (or Escape key) as soon as the modem finishes dialing to improve the reception of your phone.

The **Add**, **Change**, or **Delete** buttons are used to add, change, or delete phone numbers from the phone list.

The major configurable items are located behind the Settings » button.   The double arrow indicates that this button widens the dialog box to show the Settings.

The best information I can supply is to confirm the ATD (modem dialing) and ATH (modem hang-up) command.   Then, check the **Keep dialog box OPEN** check box located just below the Phone Call Caption and experiment with the settings behind the **Settings »** button.   You must refer to your modem manual.   The variations between modems and modem settings are significant.

Turn your modem volume up, Press the call button, and if you hear a dial tone followed by the dialing of your modem, then you got it.   Press **Save Changes** to save this setting.

Some modems can be configured to operate at the speed of last AT command.   This simplifies the Baud rate setting.

Uncheck the **Default Settings** check box to set the Baud rate, stop bits, etc. to the normal default setting for most user systems.

Alarms - setting, changing, and saving as Daily Alarms

Quick Procedure:

Pressing the following key combinations will open the Alarms dialog box:
    Ctrl+Esc, Alt+U, A

Additional Information:

Up to 10 alarms can be saved to Accesses.ini.   Scroll thru this list to view the alarms saved to the INI file or for this session only.   Alarms do not have to be set or saved in any particular order.

You can change 1 or more alarms before pressing Save All Changes.

The time is displayed in the format set by your WIN.INI settings.   To change this setting, run Control Panel, International, then change the Date and Time formats.

See Miscellaneous Setup Options Accesses **SOUNDS** function.

Select Alarm Number:
The + (plus) and - (minus) signs in the the list box indicate whether the Alarm is ON for this session; ON in the INI file; or you have listed the Description as a Program.   The 1st plus indicates the INI setting and the 2nd plus indicates "This Session" setting.

If the alarm is not saved to the INI file, then that alarm is valid for this session of Windows (actually, until Accesses is closed or the Accesses.ini file is reread).

Alarms are delayed for 2 to 60 seconds depending on the Last Function executed by Accesses to not interfere with the last function executed.

Alarm Description:
The Alarm description will display when the alarm is activated to remind you of the time and purpose of the alarm.   A maximum limit of 90 characters can be used in the Alarm description.   The Alarm Description can also be a **Program Name**.   Checking the 'Description is a Program Name' will launch that program

Alarm Setting ON:
The "Alarm Setting ON" check box indicates whether the Alarm is currently ON for today.   If checked, the Alarm is ON.   You'll use this to set the Alarm ON or OFF.   You can independently save an alarm in the ON or OFF position both for Today and in your INI file.

The **ON / OFF** text listed beside the Check Boxes will not change until the alarm is reselected in the List Box.

"Saving Alarms to your INI file" is used to save Alarms that you want to go off EVERY DAY.

"Saving Alarms for this Session" is used to save Alarms that you want to go TODAY ONLY.

Quick Procedure:

Pressing the following key combinations will open the Arrange dialog box:
Ctrl+Esc, Alt+S, S

This dialog box ignores the Selection from the Task List list box; but instead, the user chooses the windows to include in the Arrange from the Arrange Windows dialog box.

Arrange Above Icons:
This check box sets the bottom of the arrangement options on the "Arrange Windows" dialog box so that the windows are arranged above the bottom row of icons.   The adjustment is made for all of the "restored window" arrangement options from the "Arrange Windows" dialog box: Arrange - Defaults, Tile, Cascade, and Restore.

Default (positions):
This button will arrange all of the windows using the DEFAULTSIZE values in the Accesses.ini file.   The arrangement is made for all of the windows depending on the Arrange Apps, Icons or All button selection.   See Save Default Sizes of all Current Windows or Save 1 Window: Selected Window.

Tile:
This button will arrange all of the windows using the Tile option.   The "Arrange Above Icons" check box can modify this arrangement so that the bottom row of icons are still showing. Applications that do not have "thick-frames" are minimized since they cannot be adjusted to the proper size.   Some applications have "thick-frames" but do not allow their size to be adjusted below a certain value.

Cascade:
This button will arrange all of the windows using the Cascade or "deck of cards" option.   The arrangement is made for all of the windows depending on the Arrange Apps, Icons or All button selection.

Align Icons:
This function reorganizes the icons to the default Windows settings along the bottom of your monitor.

Restore:
This button will arrange all of the windows using their restored (not maximized and not minimized values).   The arrangement is made for all of the windows depending on the Arrange Apps, Icons or All button selection.   The "Arrange Above Icons" check box can modify this arrangement so that the bottom row of icons are still showing.   Check the "Arrange Above Icons" check box and this function will restore all of the apps. to a full screen but above icons position.

Minimize:
Maximize:
Minimize or Maximize the applications depending on the Arrange Apps, Icons or All button selection.

List Hidden On / Off:
The hidden applications are included in the Tile, Cascade, etc., options when this check box is checked.   See List Hidden On / Off.

Additionally, the List Hidden On / Off switch is a Main Menu item on the <u>Task List</u> dialog box.

Swap Apps/Icons:
All current applications are minimized and all Icons are Restored when this Menu Item is selected, then the Tile, Cascade, etc., option selected is executed.

Configure... (Setup) - Index

Quick Procedure:

Use the following key combination to call the "Configure..." dialog box:
    Ctrl+Esc, Alt+U, C

Configure... dialog box index:

Use Large, Small, or Button Menu Task List
Save Default Sizes of all Current Windows   for auto sizing of windows.
Save 1 Window: Selected Window   as a default size with Document name, as Menu name, etc.
Save Windows in !Folder   for starting up multiple programs or documents.
REGISTER...   **very important to author**
Miscellaneous Setup options   MDI setup, Windows programs directory, Screen Saver.
Pop-up Colors   for auto sizing of windows.
Ctrl+Shft+Esc Activates   Activates Run Dialog Box, or System Info, or User's
                                              Menu.

Repeat Task List

Additional Information:

The Configure... dialog box is used to configure Accesses beyond the original Setup.

It is important to modify your WIN.INI file using the "Update WIN.INI extensions below" so that the [extensions] portion of the WIN.INI files uses Accesses to launch the programs associated with the documents in the extension's section.   This way, Accesses will automatically position programs when you double click on a document name from windows programs that use the WIN.INI extensions. File Manager for Win 3.1 has a few exceptions. See File Manager example.

If you use a program that allows command lines for launching programs from icons (like Norton Desktop), see Program Manager example.

Miscellaneous Configuration (Setup Options for Advanced Users)

Quick Procedure:

Press Ctrl+Esc, Alt+U,C,N, [Enter] to reach the Miscellaneous Setup Options dialog box.

Additional Information:

This box contains the settings where you can enter:

Your Windows Programs directory
Start up !Folder Name
Millisecond Delay and PIF mSec Delay
Run Only One MDI program
Hide inactive minutes
Alarm Beeps
Open with Task List (on start up)
Avoid Popups   -   Is used if you are running a Window's 3.0 popup that
                                painfully always gaining the top focus when you don't want it to.
Avoid Screen Saver below -   Is used if you are running a Window's 3.0/3.1 compatible
                                Screen Saver.   See ACCESSES.WRI for details.

Sounds:
To use the normal Windows beep: Select Ctrl+Esc, Alt+U,C,N,[enter], and Alt+S until the
Check box is unchecked (not gray and not 'X').

To use sounds produced by your computer's speaker: Select Ctrl+Esc, Alt+U,C,N,[enter], and
Alt+S until the Check box is 'X' (not unchecked and not gray).

To use the Asterisk sound of your Windows sound board: Select Ctrl+Esc, Alt+U,C,N,[enter],
and Alt+S until the Check box is gray (not unchecked and not 'X').

The Alarm sound frequency and Alarm sound duration, is effective only when the "Use sound
function for alarm is checked.

See ACCESSES.WRI about Accesses **SOUNDS** function.

Run Programs Dialog Box Index

Quick Procedure:

Pressing the following key combinations will open the Run Programs Dialog Box:
  Ctrl+Esc, Alt+R, [enter]

Run Programs dialog box index:

Buttons / Menu Items:

Auto Insert (filename)
Edit List - Editing !folders
Edit List - Editing "Run User List" Programs
File List »»
Filename Directory.
INI Associate
Max after run On / Off
'multi' button
Repeat Task List
Run
Run Program with Filename
Run User List list box
Switch (Execute if NOT running)
Top Left   (also Top Right, Top ½, Bottom ½, Bottom Left, Bottom Right, Use Default Positions)

Windows Directory

Additional Information:

The Run Programs dialog box is used to launch other Windows and DOS programs.   This dialog box provides the user the ability to launch:

1.   All programs in their Windows directory.
2.   A user configurable list where individual programs (and optionally their associated documents) can be save for launching.
3.   Up to 10   !folders to launch groups of programs with one command.   Each of these ! Folders can launch up to 20 programs.

Additionally, if a user wants to load multiple documents into one Multiple Document Interface (MDI) program the user should configure the Run Only One MDI variable.

Running / Saving !Folders

Each !folder is a collection of up to 20 programs that Accesses can launch with one command.   A maximum of 10 !folders are stored by ACCESSES.   See <u>Editing the !Folder Contents</u> for !Folder Commands.

Quick Procedure:

Launch a folder with the command: Accesses.exe !FolderNo1
          (Note the exclamation mark before the"F" in folder above.)

<u>Program Manager example</u> example and <u>File Manager example</u> example explains how to launch aFolder from each type of Program.

The !Folder can be launched from Program Manager or any other program (like Norton Desktop) that uses a command line for launching (running programs) using the command:

          Accesses.exe !FolderNo1
thru
          Accesses.exe !FolderNo10

And of course, !Folders can be launched from Accesses using the <u>Run Programs dialog box</u>.

The primary option for saving a <u>!Folders</u> is to use the <u>Run History List</u>:

The "Run History List" is the only method of automatically recording PIF filenames for a !Folder.

1.   Accesses maintains a small history of all programs launched thru Accesses.   This history can be viewed in the Run Dialog Box via Ctrl+Esc, Alt+R, U, Alt+[down arrow].

2.   First, launch all programs, PIF files, etc, that you want to include in a folder thru Accesses.   You can do this via Ctrl+Shft+Esc, Alt+L, select a program, then enter.

        Accesses maintains a Run History List of the last 26 programs launched thru Accesses.   Additionally, all other Windows programs that launch programs THRU Accesses are maintained in this list.

        eg. Accesses will record programs launched thru the Program Manager if you have an icon in Program Manager that has Accesses listed in the command line.   (see <u>Program Manager example</u>)

        Also Accesses maintains a Run History List   if your program was launched thru the WIN.INI extensions thru Accesses.   (See <u>File Manager example</u>.)

3.   After launching all of your programs thru Accesses, press Ctrl+Esc, Alt+U, C, V, [enter] to reach the point where you can save your Run History as a Folder.   The last 20 programs launched will be included in the !Folder and you will be sent to a dialog box that allows you to edit the !Folder for the programs you do not want to include.

        See "ACCESSES.WRI, Saving/Launching Desktops from Folders" for an example.

Another procedure for saving "Windows Programs" in a <u>!Folders</u> is:

1.   Minimize all programs that you do not want in a !Folder.   (You can edit the !Folder

later.)

2.	Use the following command sequence to call the Save !Folder dialog box: Ctrl+Esc, Alt+U, C, V, [Enter]. Open the Save Folder Dialog box from the <u>Setup + Configure..</u> dialog box.

3.	A dialog box opens asking which !folder number you want to use. Each !Folder can have a 25 character description.

4.	Select a folder to replace then press OK to save the new !Folder.

5.	Accesses makes a best guess of directories for documents in a program; however, another dialog box will open asking you to edit the documents collected in the !Folder since Accesses has no way of knowing for sure if all programs have a document name, which programs are MDI programs containing multiple documents, and directory locations.

6	!Folders are edited from <u>Editing the !Folder Contents - Run User List</u>.

And a Final option for the Windows 3.1 users to save a folder is is to convert the Last Drag Dropped operation.

This option works for folders that contain document names or program names from the same directory.

1.	Windows 3.1 allows the user to Drag Drop one or more simultaneous filenames from File Manager or any other Drag Drop Server. These programs are saved in ! FolderNo11. !FolderNo11 is not normally available to the user for editing. However, the user can convert !FolderNo11 to !FolderNo1 thru !FolderNo10 and these folders can be edited.

2.	After launching your programs or documents from one Drag-Drop step, press Ctrl+Esc, Alt+U, C, V, [enter] will get you to the point where you can save your Last Dragged Dropped operation as a Folder that can be edited.

Using Accesses to Launch Programs
from Program Manager

To avoid slowing your system down, Accesses does not watch to monitor when you are launching a program.   Instead, you place programs by calling the program thru Accesses.

For Program Manager or a similar program (like Norton Desktop), your objective is have a command line that looks similar to the following to launch your program:

> accesses.exe notepad.exe   (to launch just notepad.exe)

or

> accesses.exe notepad.exe win.ini   (including a filename)

or

> accesses.exe notepad.exe win.ini,0,0,500,500   (including positioning information)
> (The numbers are x,y,w,h window positioning information and will override the DEFAULTSIZE data)

> (Drive:\Drectory location of the above programs are optional)

(Page Down for other examples, e.g. Launching one of Accesses !folders.)

Select an existing Icon from the Program Manager.   From Program Manager's menu select "File" + "Properties...".   Then Add Accesses.exe as shown above to the "Command Line" of the Program Manager's "Program Item Properties" dialog box.   The **Notepad Icon will still be used if** you choose the Browse Icon button to "Fix" the icon to Notepad before adding the Accesses.exe name.

(I suggest prefixing the Icons Name with an asterisk to show which Icons are using Accesses to place the program.   For example: *Notepad Win.ini - is the recommended "Description" for the icon.)

Yes, you will have two executable type programs shown on the command line.   It doesn't matter if the program you are launching is an EXE, COM, BAT, or PIF type Windows or DOS executable program.   You'll still follow the normal Windows conventions for launching that program, but you will be launching it first thru Accesses.

If you are using a document that has a WIN.INI [extension] for the program, then you do not have to include the program name, but can show the command line as follows:

> accesses.exe win.ini (including a document name)

And finally, if you changed your WIN.INI extensions to show Accesses.exe launching Notepad.exe, then you would need to only enter the document name WIN.INI.

For any of the above cases, if that program has a DEFAULTSIZE position in ACCESSES.INI, then it will be placed in its DEFAULT location when launched.   See Save Default Sizes of all Current Windows or Save 1 Window: Selected Window.

If you need information describing how Accesses decides which directory to start the program, see Start-up Directory.

Other Command Line Examples:

accesses.exe menu.bat   (uses _DEFAULT.PIF)
accesses.exe LOTUS.PIF   (launching a PIF file)
accesses.exe !folderno1   (launching one of Accesses's !FOLDERS)
accesses.exe notepad.exe win.ini   (including a filename)

c:\windows\accesses.exe c:\windows\notepad.exe c:\windows\win.ini
accesses.exe win.ini,0,0,500,500   (find the program from the extensions of WIN.INI)
accesses.exe notepad.exe*d:\textfile\   (start the program Notepad in the d:\textfile\ directory)

Programs like File Manager will launch *.TXT or any documents based on their file extension thru Accesses, and Accesses will launch Notepad or any other program with that document. If there is a DEFAULTSIZE for the program, then Accesses will place the program in its default size position.   See Save Default Sizes of all Current Windows or Save 1 Window: Selected Window.

To avoid slowing your system down, Accesses does not watch to monitor when you are launching a program.   Instead, you place programs by calling the program thru Accesses.

If you need information describing how Accesses decides which directory to start the program, see Start-up Directory.

Procedure for Windows 3.1 File Manager Only:

Windows 3.1 File Manager uses its own file Associations list.   To associate a *.INI document with Notepad or any other program, select the *.INI document in the File Manager and then from the File Manager press, Alt+F, A, Alt+A and type in:

        ACCESSES.EXE NOTEPAD.EXE

Procedure for Windows 3.0 or Windows 3.1 programs that use the WIN.INI extensions:

This section covers the case where the "Other Program" uses WIN.INI extensions to launch documents.   If your "Other program" uses menus or Icons (like Norton Desktop), please refer to Program Manager example to get more detail on this procedure.

Your objective will be to change the WIN.INI extensions to include Accesses for the documents.   After the modification, the extension section of your win.ini file should look like (as seen in your WIN.INI file):

        txt=c:\windows\accesses.exe c:\windows\notepad.exe ^.txt
    or
        txt=accesses.exe notepad.exe ^.txt

You can change individual WIN.INI extensions from Accesses's Run Programs dialog box.

Additional Information:

There are 3 ways to launch an application and have it automatically placed in Accesses DEFAULTSIZE position for that Application.

1.   Always launch that program thru Accesses's Run Programs dialog box.

2.   Launch the program using the Command Line (as in Program Manager):

        accesses.exe notepad.exe c:\windows\DocumentName.Extension

        where any executable program can be substituted for notepad.exe and any document name can be optionally included.   This will work from any program that uses a command line to launch programs (like Program Manager).   See Program Manager example.

3.   Change the [extensions] portion of the WIN.INI file if you launch programs from programs where you can double click on a document name.   Like MS-DOS Executive, Win 3.0 File Manager, etc.

Startup Directory of Programs

Accesses will automatically switches to the directory of the document using the following Windows convention to determine the document's directory if not listed in the command line:

Current directory
Windows directory
User's path statement

There is a "semi-undocumented" procedure for "starting a program without a filename in a user defined directory".   The format for starting a program in a particular directory is as follows:

accesses.exe notepad.exe*d:\textfile\

where the directory follows the program name and is separated by an asterisk.   You cannot enter a filename for this function.   The last backslash is required since Accesses will not append the last backslash.

Examples:

Will start up Notepad in the WIN.INI directory that is found first using the following search (Current directory of the launching program, Windows directory, User's path statement):

accesses.exe notepad.exe win.ini

Will start up Notepad in the c:\bin directory in all cases:

accesses.exe notepad.exe c:\bin\yourfile.txt

Will start up Notepad in the c:\bin\ directory:

accesses.exe notepad.exe*c:\bin\

If you are starting the program from Accesses, then you do not have to say accesses.exe in all of the above examples.

Multiple Select File List - Run Programs

Accesses has a multiple file selection dialog box.   The user can launch multiple documents or programs located in a directory using this box.   The dialog box can be reached via either:

      Ctrl+Shift+Alt+Esc

or

      Ctrl+Esc, Alt+R, Shift+[enter]

or

      Ctrl+Esc, Alt+R, U, Alt+m

The user can enter a simple or complex **File Mask**.   The complex file mask is separated by semicolons.

      eg.   *.xls;*.doc

Press [enter] or Alt+F to freshen the file list based on the file mask displayed.

Multiple files can be selected in the file list.   Press "OK" to launch all of these programs or Alt+C to copy the file statistics the selected in the File List displayed to your clipboard.

Selecting the **"List Run History"** check box allows the user to display the previous user's previous Run History List.

DEFAULTSIZE is a table in the Accesses.INI file where Accesses stores the "partial window titles" and positioning information.   The "partial window titles" are compared from left to right with the actual window titles (from the Window Caption Bar) of your current applications. The DEFAULTSIZE window positioning information is used to move the window when a **CASE INSENSITIVE PARTIAL MATCH** in the Window Title is found in the DEFAULTSIZE table in the Accesses.INI file.

A case insensitive PARTIAL WINDOW TITLE MATCH IS FOUND for the following examples:

Window Title: **DEFAULTSIZE Title:**
Notepad - WIN.INI   ==   Notepad - WIN.INI   (the BEST FIT is used when more than 1 match)
Notepad - WIN.INI   ==   NOTEPAD - w
Notepad - WIN.INI   ==   Notepad
Notepad - WIN.INI   ==   N   (The title search is from Left to Right)
Notepad - (untitled) ==   Notepad

A match is NOT found in the following examples:
Notepad   not=   Notepad - WIN.INI   (not found from Left to Right)
Notepad - WIN.INI   not=   WIN.INI

Defaults Positioning of Window(s)

Accesses uses partial window titles and x,y,w,h coordinates to place windows.   The Actual window title is compared to the window title in the <u>DEFAULTSIZE</u> section of the Accesses.ini file.   The window is placed according to the best match between the actual window title and the DEFAULTSIZE titles.   The comparison is not case sensitive.

For example, if WIN.INI is opened with Notepad, then the Window Caption is:

      Notepad - WIN.INI

If you always use the procedure for   <u>Saving Default Sizes of all Current Windows</u> then all of the programs that are recorded in Accesses's INI file will have the Document Name EXCLUDED.   In the above example, "Notepad" is recorded.   Therefore, all programs of the same name will be placed in the same position.

To always be placed a program with a specific document name in a specific window position, then you must execute <u>Save 1 Window: Selected Window</u>.   Then for the above example, Notepad - WIN.INI will be saved and if this position is different than that for the Notepad running with out a filename, then that window will be placed in its "different" position.

Additionally, Accesses can ALWAYS startup a window minimized, maximized, or restored. However, I've found that you want to use this option sparingly and used the flexibility of the <u>Max after run on / off</u> switch.   See <u>Editing the Defaultsize Table</u>.

"Defaults" positions are used when you select a "Defaults" button from any of Accesses dialog box.   Defaults are used when you execute a program thru Accesses.

Please see <u>File Manager example</u> to launch documents from other programs like File Manager, Norton Desktop, Command Post and have Accesses position the applications; or see <u>Program Manager example</u> if your user menu is like Program Manager and launches programs using a command line from either a menu or Icon (like Norton Desktop).

Saving the Default Size of ALL Current Windows

Quick Procedure:

The proper procedure to follow is to Minimize all Windows that you do not want to save or to have the DEFAULTSIZE changed.   Then save the DEFAULTSIZE of the rest.   Because of the checking Accesses has to do, it is almost as fast to save the DEFAULTSIZE of one window as it is for a dozen windows.

Pressing the following key combinations will open the Save Defaultsize of ALL Current Windows dialog box: Ctrl+Esc, Alt+U, C, S, [Enter]

For Norton Desktop user, Accesses can also list, move, minimize, etc., the Child Windows of Norton Desktop.   See List Childs only for more information.

Additional Information:

This procedure updates the DEFAULTSIZE keywords in the Accesses.ini file for all currently non-minimized applications.   If the application is minimized, the Defaultsize is not updated. Maximized applications are restored.   The Defaultsize is used when you select 'Default Size' from the Task List   / Placement dialog box.

Defaultsize is also used to size applications when launched thru Accesses even when launched thru Accesses from other programs.   (See Program Manager example, File Manager example, or Running Programs using Accesses.)

Up to a maximum of 1024 program window positions can be stored by accesses.   (The smaller this list is, the faster Accesses is!!!!   A reasonable number is 150 program Windows.)

Accesses needs only a partial window title to place Windows.   If 2 or more titles almost match, then Accesses uses the best fit to place windows; however, Accesses must find an exact partial window title match before Accesses replaces that partial window title stored as a DEFAULTSIZE.   The comparison is case insensitive, but all characters, spaces, hyphens are compared if they exist in the DEFAULTSIZE.

You may need to individually modify the partial window title stored in the DEFAULTSIZE keyword for some programs or to include the document name with the program name in the caption.   You can make these additions using Save 1 Window: Selected Window to save or edit default sizes.   For example, I use CMDPOST; and I have a Tree - D: and a Tree - C:. Accesses assumes that I want both of these to be stored in the same position with the Caption of 'Tree'.   Therefore, I individually add 2 DEFAULTSIZE keywords, one with a Caption of 'Tree - C:' and another DEFAULTSIZE keyword for 'Tree - D:'.

Saving - Selected Window (Saving DEFAULTSIZE)

Quick Procedure:

Pressing the following key combinations will open the Save Defaultsize of one Window's defaultsize: Ctrl+Esc, (then select a window in the Task List), then Alt+U, V, [Enter].

This procedure uses the Window Title selected from the Task List to open a dialog box that allows you to do any one of the following:

1.   Save the selected **Window Title** and its current position as its Defaultsize.   This is used when you want to include a longer (or a shorter) partial window title so that certain windows as Notepad - WIN.INI is placed in a different position than other Notepads. Select Defaultsize for more information.   Additionally, after saving the Defaultsize of a window, Accesses can ALWAYS startup a window minimized, maximized, or restored.   See Editing the Defaultsize Table.   However, I've found that you want to use this option sparingly.   For example, you may ALWAYS want Windows clock to startup minimized or restored, but I wouldn't recommend that you configure Notepad to always startup restored, but instead give yourself the flexibility of using the Max after run on / off switch.

2.   Save the selected **Window Title** as your Menu Title.   The Menu Title is the Title that is popped to the Top focus when you Left Mouse Double Click on the right 1/3 of Accesses's pop-up window.   Select Menu Title for more information.

3.   Always **Exclude the selected Window Title** from the Task List display.   Normally this feature is used to not display hidden windows, especially those that will terminate windows if they are displayed. See Exclude Window Title.

4.   Or use the position of this window to set the General Window Positions: TOP ½, Top Left, Top Right, Bottom ½, Bottom Left, Bottom Right, Left ½, Right ½, Middle Left, and Middle Right.   The Window title in this case is ignored since these positions are selected from the Task List or Mouse Click dialog box.   Select General Window Positions for more information.

        Additionally, the user can change the name of the "Show+Middle Right" and "Show+Middle Left" menu items of the Task List using the "Description" edit text box. This way the user can replace the "Show+Middle Right"   with, for example, a "Show+Above Icons" menu item.

Additional Information:

Accesses uses partial window titles and x,y,w,h coordinates to place windows.   The Actual window title is compared to the window title in the DEFAULTSIZE section of the Accesses.ini file.   The window is placed according to the best match between the actual window title and the DEFAULTSIZE titles.   The comparison is not case sensitive; however, all the characters in the DEFAULTSIZE must match the same number of characters from left to right in an actual window title before that DEFAULTSIZE is used.

Saving the Defaultsize of One Window

Quick Procedure:

Pressing the following key combinations will open the Save Defaultsize of one Window dialog box: Ctrl+Esc, (then select a window in the Task List), then Alt+U, V, [Enter].

For Norton Desktop user, Accesses can also list, move, minimize, etc., the Child Windows of Norton Desktop.   To save the Defaultsizes of only the Child Windows, check the 'List Childs only' menu item under 'Show' on the Task List before Pressing the above keys shown.   See List Childs only.

Additional Information:

This procedure updates the DEFAULTSIZE keyword in the Accesses.ini file for the *one window selected from the Task List* because you want to edit the partial window title stored for the DEFAULTSIZE.   The Defaultsize is used when you select the 'Default' button from the Task List / Placement dialog box.   Additionally, the DEFAULTSIZE keywords are used when you select 'Arrange' + 'Defaults' from the Task List dialog box.

Defaultsize is also used to size applications when launched thru Accesses even when launched thru Accesses from other programs.   (See Running and Placing Windows.)

Up to a maximum of 1024 program window positions can be stored by Accesses.   (The smaller this list is, the faster Accesses is!!!!   A reasonable number is 150 program Windows.)

Accesses needs only a partial window title to place Windows.   If 2 or more titles almost match, then Accesses uses the best fit to place windows; however, Accesses must find an exact partial window title match before Accesses replaces that partial window title stored as a DEFAULTSIZE.   The comparison is case insensitive, but all characters, spaces, hyphens are compared if they exist in the DEFAULTSIZE.

This procedure is used to individually modify the partial window titles stored in the DEFAULTSIZE keyword for some programs or to include the document name with the program name in the partial window title.   For example, I used CMDPOST; and I have 2 windows, one called   Tree - C: and the other is Tree - D:.   Accesses assumes that I want both of these to be stored in the same position with the Caption of 'Tree', but I do not want them placed in the same window position.   Therefore, I individually add 2 DEFAULTSIZE keywords using this procedure, one with a Caption of 'Tree - C:' and another DEFAULTSIZE keyword for 'Tree - D:'.   Accesses keeps the original Captions when you add Captions that do not match.   In this example, Accesses keeps the DEFAULTSIZE for the original 'Tree'.

You can edit the Caption to include the document name or to delete characters or to even enter a Window Title for a Window Caption that doesn't exist on your system at the current time.   However the Window position for the original Window selected from the Task List is the position used to update the DEFAULTSIZE position.

Additionally, Accesses can ALWAYS startup a window minimized, maximized, or restored.   However, I've found that you want to use this option sparingly.   For example, you may ALWAYS want Windows clock to startup minimized or restored, but I wouldn't recommend that you configure Notepad to always startup restored, but instead give yourself the flexibility of using the Max after run on / off switch.   See Editing the Defaultsize Table.

Jump back to Save 1 Window: Selected Window.

Save the Selected Window Title as your Menu Title

Quick Procedure:

Pressing the following key combinations will open the Save Defaultsize of one Window dialog box: Ctrl+Esc, (then select a window in the Task List), then Alt+U, V, Alt+M, [Enter].

Additional Information:

You can save one Window Caption or partial Window Caption as your Menu Title.

This procedure updates the UserMenuName and UserMenuProgram keywords in the Accesses.ini file for the one window selected from the Task List.   The Menu Title is the Title that is popped to the Top focus when you Left Mouse Double Click on the right 1/3 of Accesses's pop-up window.

Accesses assigned the UserMenuName found from your shell= keyword in your System.ini file when Accesses was first launched.   You may want to reassign this to the program that you want Accesses to pop to the top focus when you Left Mouse Double Click on the right 1/3 of Accesses's pop-up window.   This name does not have to agree with your shell= keyword in your System.ini file.

Accesses will launch the program, if the program is not running.

Jump back to Save 1 Window: Selected Window.

Editing the Defaultsize Table

Quick Procedure:

Pressing the following key combinations will open the Edit Defaultsize of one Window dialog box: Ctrl+Esc, Alt+U, V, [Enter], Alt+. (period).

Additional Information:

This procedure is used to manually edit the <u>DEFAULTSIZE</u> keywords in the Accesses.ini file because you want to edit the partial window title stored for the DEFAULTSIZE or because you want to ALWAYS STARTUP the application Minimized, Restored or Maximized.

The format for the List box is:

"Window Title,x,y,w,h,positioning   nnnn

where the **Window Title** begins with a quotation because some window titles begin with a space character (Windows Help for example).   Accesses uses case insensitive <u>partial window titles</u> to find a match in this table.   If two or more titles almost match, then Accesses uses the best fit to place windows; however, Accesses must find an exact partial window title match before Accesses replaces that partial window title stored as a DEFAULTSIZE.   The comparison is case insensitive, but all characters, spaces, hyphens are compared if they exist in the DEFAULTSIZE table.

The Window title and x,y,w,h are entered into the same edit text box in case you are using Accesses's <u>Copy to Clipboard</u> function.

The **x,y,w,h** are coordinates to place windows (where x, y represents the top left corner of your monitor and w, h represents the width and height of the program's window).   Accesses uses 0-1000 as your window coordinates; and from the user's point of view, ignores your Monitor's resolution in case you switch from VGA to Super VGA, etc.

The **positioning** variable is optional, and is entered using the Radio Buttons listed in the upper right corner of the dialog box.   A 0 (zero) or no position variable means that the   <u>Max after run on / off</u> switch will be followed.   A 1=always startup the application Minimized, 2=always startup the application Restored, and a 3=always startup the application Maximized.

I've found that you want to use positioning variable option sparingly.   For example, you may ALWAYS want Windows clock to startup minimized or restored, but I wouldn't recommend that you configure Notepad to always startup restored, but instead give yourself the flexibility of using the <u>Max after run on / off</u> switch.

Ignore the **nnnn** variable.   This is the keyword of this variable in the Accesses.ini file.

Jump back to <u>Save 1 Window: Selected Window</u>.

Save General Window Positions
e.g. Top ½, Bottom Right, etc..

Quick Procedure:

Pressing the following key combinations will open the Save Defaultsize of one Window dialog box: Ctrl+Esc, (then select a window in the <u>Task List</u>), then Alt+U, V.

Additional Information:

(TOP ½, Top Left, Top Right, Bottom ½, Bottom Left, Bottom Right, Left ½, Right ½, Middle Left, and Middle Right)

This procedure updates the general window positions in the Accesses.ini file for the one window selected from the Task List.   These positions are found on the Task List and are listed on the <u>Mouse Click dialog box</u>.

The Window title in this case is ignored since these positions are selected from the Task List or Mouse Click dialog box for any window.

You can reach this dialog box using the key combinations: Ctrl+Esc, (then select a window in the Task List), then Alt+U, C, W, [Enter].

You must select the Window that is already in the position that you want to save from the Task List before trying to save it as your General Window Position in this Dialog Box.

Jump back to <u>Save 1 Window: Selected Window</u>.

Exclude Window Title from All Task List Displays

This radio button is located on the <u>Save 1 Window: Selected Window</u> dialog box.   To save an Excluded Window to this list press Ctrl+Esc, then select the window name from the Task List display, then press Alt+U, V, Alt+X, Alt+S.

Press   Alt+U, V, Alt+X, Alt+. (period) to edit the Exclude Window Title list.

This section allows the user to add up to 10 Window Title to exclude from all Task List displays.

Excluding Window Titles is especially useful to users that run programs that have hidden windows that the user would never want to show (e.g.,. the Norton Desktop).

Accesses automatically does not show a window if the HIDDEN WINDOW does not have a minimize box, maximize box, or is not a "ThickFrame" window.

You will have to manually delete the Excluded Window Title from the [ExcludeWindowNames] if you ever want to re-include a window that was saved to the Accesses.ini file for Exclusion. You can do this by selecting Ctrl+Esc, Alt+U, V, Alt+X, Alt+. (period).

See <u>List Accesses on / off</u> to Exclude the Accesses from listing in the Task List.

ALL Hidden Window names even Excluded Windows can be temporarily listed in the Task List when the "List Hidden on/off" Menu item (found under Show) is selected while holding the Shift Key or Right mouse button down.   (Note the + sign on this Menu Item.)   Exclude Window Titles are not shown unless the Shift or Right mouse button is used when selecting the List Hidden on/off.   **As a safety precaution, Accesses turns this option off before you can make a selection from the Task List.**

Mouse Click Dialog Box

The **Mouse Click Dialog Box** is the dialog box that pops up when you Right Mouse Single Click on the Right 1/3 of the Accesses pop-up window.   When this window is opened, you can select a position to move the next window that is clicked with the mouse.

Additionally, a smaller version of the Mouse Click Dialog Box opens for the File+End Tasks function and Copy to Clipboard function.   These two functions are accessible from the 'Task List' menu.

Repeat Task List On / Off - (check box)

This check box is located on several dialog boxes.   Accesses <u>Task List</u> dialog box will open after the next function is executed and this check box is on (checked).   If the cancel button is pressed, then that dialog box will close and the Task List dialog box will open.   Similar to a "go to the Top Menu" function.

ReRead INI File

This option requests Accesses to reread its INI file.   Additionally, this command sends a WIN.INI [extensions] command to all other applications so that they know to reread the WIN.INI extensions.

This option was provided to the users who manually edit the ACCESSES.INI file using a text editor like Notepad.

System Information Dialog Box

Quick Procedure:

You can reach this dialog box from the Task List menu, using the following key strokes: Ctrl+Esc, Alt+F, S.

Additionally, you can Right Mouse Single Click the middle 1/3 of Accesses's pop-up window unless you have Attached this mouse click position to a window.

And finally, holding down the Control Key and then Right Mouse Click on the middle 1/3 of this window will always display the System Information Dialog Box when the pop-up window has focus.

Copy to Clipboard

The "Copy to Clipboard function is provided for the user that manually edits the Accesses.ini file.   This function will provide the selected window's executable name, Window Caption Title, and Window position in the screen coordinates used by Accesses.   The information can be copied from the clipboard to another text editor.

An example of the text copied to the Clipboard is:

      c:\windows\notepad.exe,Notepad - WIN.INI,126,-6,875,490

Where:

      c:\win\notepad.exe   - is the programs name
      Notepad - WIN.INI   - is the window's Caption
      126,-6,875,490   - are the x,y,w,h positions of the window using coordinates of 0,0 as the top left of your screen and 1000,1000 as the bottom right.

Task List - List Box

This list box is shown on the 'Task List' dialog box and displays all of the windows operating at this instance.   The List Box displays only the Parent Window names.   Both the parent Window and the Child or Pop-up windows are displayed if you select a Parent window that has a top level Child or Pop-up window opened.

The Task List - list box can be accesses from any program using the Ctrl+Esc key combination.   You can also Left Mouse Double Click on the left 1/3 of the Accesses pop-up window to call the Task List - list box.

You can select one or more Windows in the Task list box for most functions; otherwise, the last task window highlighted is the selected one.

You do not have to highlight a task to select just one.   The marquee will indicate the selected task; EXCEPT,   End Tasks always requires a selection.

Accesses can also list, move, minimize, etc., the Child Windows of Norton Desktop.   See List Childs only.

There is one unusual option where Accesses will display either the Shown or the Shown   and Hidden windows.   See List Hidden on / off.

List Apps On / Off

The **List Apps On / Off** option is available on the 'Task List' menu under "Show".   The Windows that are Restored or Maximized (not minimized) are displayed in the Task List - List Box when this menu item is checked.   When this menu item is unchecked, then the Restored or Maximized windows are not displayed.

You must check the **List Apps On / Off,** List Icons On / Off, and the List Hidden On / Off menu items to list all windows with Window Titles.

List Icons On / Off

The **List Icons On / Off** option is available on the 'Task List' menu under "Show".   When this menu item is checked then the Windows that are Minimized (not Restored or Maximized) are displayed in the Task List - List Box.   When this menu item is unchecked, then the Minimized windows are not displayed.

You must check the List Apps On / Off, **List Icons On / Off,** and the List Hidden On / Off menu items to list all windows with Window Titles (except for Exclude Window names).

List Hidden On / Off

Accesses can show hidden windows on your system and you may be surprised by the Hidden Windows you never knew about.   Accesses has only one window on your system and this is called "z Accesses".   The other hidden windows you'll see are from other programs.

The **List Hidden On / Off** option is available on the 'Task List' menu under "Show".   The Shown (visible) and Hidden (invisible) windows are shown in the Task List - List Box when this menu item is checked.   When this menu item is unchecked, then only the Hidden windows are displayed on the Task List - List Box.   Some windows are hidden, not shown, on your display.   **Accesses can show these hidden windows although the results can be unpredictable since the program was expecting to be hidden.**

Most   windows that are visible can be hidden and then made visible again without any problems.

You must check the List Apps On / Off, List Icons On / Off, and the **List Hidden On / Off** menu items to list all windows with Window Titles.

Except for Norton Desktop users, I don't know of a benefit to the user for showing and hiding windows except to hide an icon that you would rather not display or to "know what's happening" on your system.

To not show these or some of these hidden windows, please see Exclude Window Title from All Task List Displays.

For NORTON DESKTOP Users:

Accesses Version 2.0 or later allows you to perform functions that the parent window will not be aware of.   I've tested the functions and believe that there are no problems other than the parent will not know when the "child" windows are hidden or showing, etc.   BUT IT IS UP TO YOU, THE USER, TO CONFIRM COMPATIBILITY PROBLEMS.   Accesses or the programmer will not be held responsible or liable for anything you lose!

ALL Hidden Window names even Excluded Windows can be temporarily listed in the Task List when the "List Hidden on/off" Menu item (found under Show) is selected while holding the Shift Key or Right mouse button down.   (Note the + sign on this Menu Item.)   Exclude Window Title is not shown unless the Shift or Right mouse button is used when selecting the List Hidden on/off.

List Childs only
(and All Parents/Childs - List)

The **List Childs only** option is available on the 'Task List' menu under "Show".   When this menu item is checked then only the child windows are displayed on the Task List - List Box. Child Windows are the visible Pop-ups that have a Parent or the visible "Child Windows" that are DLLs of Norton Desktop.   When this menu item is unchecked, then only the Parent windows are displayed on the Task List - List Box.

Press the Shift key or right mouse button when selecting this menu item To list Children and All Parents.   (Note the + symbol on the menu item.)

The primary purpose of this selection serves Norton Desktop users.   The Norton Desktop user can view, move, minimize, etc., their Desktop Windows when this box is checked.

Only pop-up windows where the Parent Window is Enabled and DLL windows of Norton Desktops will be displayed when the 'List Childs only' menu item is checked.   For the Norton Desktop user, Accesses can also list, move, minimize, save window positions, etc., the Child Windows of Norton Desktop.   To save the Defaultsizes of only the Child Windows, check the 'List Childs only' menu item under 'Show' on the Task List and then continue with the Save Default Sizes of all Current Windows or the Save 1 Window: Selected Window procedure.

For NORTON DESKTOP Users:

Accesses Version 2.0 or later allows you to perform functions that the parent window will not be aware of.   I've tested the functions and believe that there are no problems other than the parent will not know when the "child" windows are hidden or showing, etc.   BUT IT IS UP TO YOU, THE USER, TO CONFIRM COMPATIBILITY PROBLEMS.   Accesses or the programmer will not be held responsible or liable for anything you lose!

Max Application after Run On / Off

The **Max App after Run On / Off** option is available on the 'Task List' menu under "Run" main menu and is located on the Run Programs.

Both the Task List menu item "Max after run on / off" and the top left of the pop-up window will indicate the status of this switch.   The "Max after run on / off" switch will be checked when on (apps. will be maximized after positioned).   The top left of the pop-up window will show a carrot (^) when on.

You can change the switch from the Task List.   Additionally, you can change the switch by holding the Shift key while and Left Mouse button single click on the left 1/3 of the Pop-up window (the cursor shows 'Menu').

When this menu item is checked then all programs that are launched, except the !Folders, are maximized after Accesses places the Restored application to your requested position.

This function will act on only Parent windows.

List Accesses On / Off

The Accesses, AccDrive and AccDrop windows are displayed in the Task List as "z Accesses", "z AccDrive", and "z AccDrop".   If you wish to exclude them from the Task List display select Ctrl+Esc, Alt+U, S.

The only purpose of this function is to unclutter your Task List display.   The abbreviation "z Acc" is the 1st 5 letters of the Accesses windows.   If you happen to have another program that begins with the same 1st 5 letters, it will also be excluded from the Task List Display. You can re-show the windows by pressing the same key combinations to un-check the menu item.

The Plus symbol on the menu indicates a ShiftKey status to the "List Accesses on/off". When the Shift Key (or right mouse button) is held down then Accesses, AccDrive and AccDrop will not show in the "Show"+"List All of the Above" Task List selection.

See Exclude Window Title from All Task List Displays if you wish to Exclude other programs (especially hidden programs) from listing in the Task List.

Show - Attach window to Right Mouse Button

Quick Procedure:

Ctrl+Esc.   Select a window in the <u>Task List</u> list box.   Press Alt+S, C.   Additionally you can press Press Alt+S, Shift+C.

Additional Information:

This procedure Activates the "Attached" Window whenever you Right   Mouse Single Click the pop-up window's LEFT 1/3 <u>button click position</u>.

The + sign indicates that the Shift Key (or optionally, the Right Mouse button) selects a different option on the Task List Show+Attach menu item.   If you press the Attach menu item with either the Shift key held down or the Right Mouse buttons down, then the pop-up window's MIDDLE 1/3 button click position is assigned to the selected window.

Run, Switch if Running On / Off - (check box)

The **Run, Switch if Running On / Off** selection is located on the "Run Programs dialog box. When this selection is checked then the next Run Programs request will launch that program if one is not already running.

It the program is already running, then Accesses will switch to that program instead of launching another using Accesses's best guess of the document name (if you are executing the program with a document.

Multiple copies of a program will be launch if this selection is unchecked.

The Run Programs request can be also be executed from a Function Keys request.

Ctrl+Shift+Esc from any Windows Program to Activate

Important note:

> Since Accesses is reading the Ctrl+Shift+Esc key combination thru other applications you will have to hold the Ctrl+Shift key down slightly longer than normal so Accesses notices that the Shift key is down; otherwise, only the Ctrl+Esc key will noticed by Accesses and the Task List will be activated.   (Hold down the Ctrl+Shift key then tap the Esc key, then release the Ctrl+Shift key after the Run Dialog Box is opened (or whichever you have configured to the Ctrl+Shift+Esc key combination).

> Additionally, the *Windows* program does not include a DOS Window.

Quick Procedure:

You can reach the dialog box that configures this using the key combinations: Ctrl+Esc, Alt+U, C.

Additional Information:

From any Windows program, the Ctrl+Shift+Esc key combination can be configured to do one of the following:

1.   Switch to your Menu.   (This is the same as executing the Left Mouse Double Click on the right 1/3 of Accesses's pop-up window.)

2.   Display the <u>System Information Dialog Box</u>.   (This is the same as executing the Right Mouse Single Click on the middle 1/3 of Accesses's pop-up window.)

3.   Display the Run Dialog Box.   This is the default setup.   (This is the same as executing the Left Mouse Double Click on the middle 1/3 of Accesses's pop-up window.)

The Ctrl+Shift+Esc key combination will NOT function within a DOS window.
(The Ctrl+Shift+Esc key combination WILL function from a DOS window.)

Jump back to <u>Configure....</u>

Individual WIN.INI Associations - Adding, Changing, Deleting

Quick Procedure:

Individual WIN.INI extension changes, as explained in this section, can be found on Accesses's Run Programs dialog box under the "INI Associate" button.

> Ctrl+Esc, Alt+R, U.   If the "INI Associate" button is not showing, press Alt+L. Then Press Alt+F and select a file extension (the last character(s) following the period of the filename) that you want to associate from the "Run Program with Filename" list box.   Then press Alt+i.

You will enter program name(s) that you want to associate with the extension using the format as shown on the dialog box that opens.

As seen in your WIN.INI file, you want to have as many or all of the WIN.INI [extension] to have the following format:

> txt=c:\windows\accesses.exe c:\windows\notepad.exe ^.txt
> or
> txt=accesses.exe notepad.exe ^.txt

Additional Information:

After making these changes, when you double click on a document name, Windows will start that program using Accesses's DEFAULTSIZE keyword for that application.

Obviously, the DEFAULTSIZE of that program must have been stored in the Accesses.ini file. See Save Default Sizes of all Current Windows or Save 1 Window: Selected Window.

For example, this will always start notepad in the position that you configured in Accesses's DEFAULTSIZE keyword if you double click on a *.TXT file from File Manager, CMDPOST, etc.

> for example: In   WIN.INI:
>   [extensions]
>   txt=accesses.exe notepad.exe ^.txt
>   or
>   txt=c:\windows\accesses.exe c:\windows\notepad.exe ^.txt

Reminder, you will type only the following to change the WIN.INI association for notepad if you change the WIN.INI associations from Accesses's Run Programs Dialog Box:

> Select a TXT file from the run program with Filename List Box.   Then select the INI Associate button.   Then enter either:
>
>   accesses.exe notepad.exe
>   or
>   c:\windows\accesses.exe c:\windows\notepad.exe

Run User List - list box and Edit List button

Quick Procedure:

You can reach the Run User List - list box with the following key combinations:

Ctrl+Esc, Alt+R, U. Alt+U

To edit this list, select a file name or !folder in the Run User - list box and then press Alt+S.

Additional Information:

The   data displayed in the Run User List - list box is completely user configurable.   Up to 64 programs   AND 10 !Folders can be entered into this list box for quick launching.

The Run User List is a list of up to 64 frequently used programs that you wish to add for quick launching from Accesses in addition to the Function Keys programs.   A second purpose of the Run User List is to add programs that you want to append document names from the Run Program with Filename list box located on the same Run Programs Dialog Box. Single click on a Run User List program name and then single click on a document from the "Run Program with Filename" list box, then press enter.

See !Folders for the purpose of !folders.

The List Box displays the Program Description.   Double click on the program description to see the actual Command Line for executing the program.

For more information on editing the "Run User List" see Editing !folders or the Editing "Run User List" Programs.

Auto Insert check box - Run Programs Dialog Box

The "Auto Insert" check box on the Run Dialog box indicates and gives the user control when Accesses will insert the filename selected in the <u>Filename List box</u> to the program name listed in the <u>Run edit text box</u>.

Checked or grayed mean that the dialog box is will be auto inserting or has already auto inserted.

Not checked means that the user is overriding the default insert mode.

Go to   <u>Run Programs</u> dialog box.

File List Button - Run Programs

Quick Procedure:

You can reach the Run Programs dialog box with the following key combinations:

Ctrl+Esc, Alt+R, U

Additional Information:

Press the File List button and the dialog box will unfold to display a File name and Directory list boxes.   This button just simplifies and speeds the initialization of the Run Programs dialog box

Go to   Run Programs dialog box or Filename Directory. for more information.

File Name / Directory Name list boxes - Run Programs

Quick Procedure:

You can reach the Run Programs dialog box with the following key combinations:

Ctrl+Esc, Alt+R, U

Additional Information:

These two list boxes allow the user to click thru their drives and directories to find programs or documents to launch.

Single click on a Windows directory program name or Single click on a Run User List program and then single click on a document from the "Run Program with Filename" list box then press enter to launch a document name with a program name.

The INI associated program name is displayed (if one exists) when you double click on a document name in the File Name list box.

Pressing the [enter] key or pressing the OK button will launch the program displayed in the Run Edit Text box.   A double Click in the Filename list box will not automatically launch a program since it displays the WIN.INI extension instead.

The user can enter substitution characters (*) and(?) in the 'Run' edit combo box to display a partial list in the File Name List box.   The substitution characters are used as a file mask. Additionally, the drive/directory of the List boxes can be changed by entering the drive letter and a colon or the drive letter, colon, directory, followed by a slash so Accesses can recognize this is a directory and not a misentered file name.

If you need information describing how Accesses decides which directory to start the program, see <u>Start-up Directory</u>.

Go to   <u>Run Programs</u> dialog box for more information.

Run Programs - Run Program Name

Quick Procedure:

You can reach the Run Programs dialog box with the following key combinations:

       Ctrl+Esc, Alt+R, U

Additional Information:

The User can manually type in the program to run in the 'Run' edit combo box.   Accesses prefers all programs and document names to have extensions.   Since you are launching the program from Accesses, it is not necessary to prefix "accesses.exe" to the program name.

The user can enter substitution characters (*) and(?) in the 'Run' edit combo box to display a partial list in the File Name List box.   The substitution characters are used as a file mask. Additionally, the drive\directory\ of the List boxes can be changed by entering the drive letter and a colon or the drive letter, colon, directory, followed by a slash so Accesses can recognize this is a directory and not a misentered file name.

Accesses maintains a small **Run History list** of all programs launched thru Accesses.   This run history can be viewed in the 'Run' edit combo box by pressing the combo box down arrow.   The user can scroll thru the list and launch any of the programs previously launched by pressing enter once the program name scrolls into the Edit text portion of the Combo Box.   Additionally, the **Run History list** can be saved as a !Folders.   See Running / Saving ! Folders.

Examples of proper formats:

       notepad.exe win.ini
       notepad.exe win.ini,0,0,500,500   (the numbers are x,y,w,h window positioning information and
                                    will override the DEFAULTSIZE data)
       accesses.exe !folderno1
       c:\windows\notepad.exe c:\windows\win.ini

If you need information describing how Accesses decides which directory to start the program, see Start-up Directory.

Go to   Run Programs dialog box for more information.

Small, Large, and Button versions of the Task List

The user has the option of a small font, Large font, and a button version of the Task List dialog box.   These options are available on the Configure... dialog box.   You can reach this dialog box using the following key combinations:

Ctrl+Esc, Alt+U, C

A preview button is available to "preview" these versions of the Task List.

Select All button - Task List

This button does nothing more than select all or de-select all of the windows located in the Task List - list box.

If a window is hidden and you wish to show that window press Ctrl+Esc, Alt+S, D.   This sets the List Hidden on / off switch to ON if it was OFF.

Quick Procedure:

The Show window functions are a Main Menu item on the Task List dialog box.   Additionally, some of the Show Window functions are listed as Buttons.   You can reach with the following key combination: Ctrl+Esc, Alt+S.

If you select just one window, then that action is as described.   i.e. the window is moved to the top half   when you select the Top ½ Show window position.

You do not have to select a window (not highlight black).   The action will be performed on the window displaying the marquee in the Task List - list box.

Additional Information:

If you select more than one window, then the action depends on whether the Split On / Off check box is checked.

You can configure the Top ½, Bottom ½, Left ½, Right ½, Top Left, Bottom Left, Top Right, Bottom Right, Middle Left, and Middle Right positions using the Save General Window Positions procedure.

If a window is hidden and you wish to show that window in the Task List - list box, press Ctrl+Esc, Alt+S, D.   This sets the List Hidden on / off switch to ON if it was OFF.

Only pop-up windows and DLL windows of Norton Desktops will be displayed when the "List Childs only" menu item is checked.   This feature is not of much use to users that do not have Norton Desktop.   For Norton Desktop user, Accesses can also list, move, minimize, save window positions, etc., the Child Windows of Norton Desktop.   To save the Defaultsizes of only the Child Windows, check the 'List Childs only' menu item under 'Show' on the Task List and then continue with the Save Default Sizes of all Current Windows or the Save 1 Window: Selected Window procedure.   See List Childs only.

The Default positions can be configured using the "Save Default Sizes of all Current Windows" or the "Save 1 Window: Selected Window" procedure.

The Apps, Icons, All... menu item executes the Arranging Windows procedure.

"**List All of the Above**" Menu item is a quick way to check the List Apps, List Icons, and List Hidden on/off menu items all at once.

The Exclude Window names can be temporarily listed in the Task List when the "List Hidden On / Off" Menu item (found under the Show menu) is selected while holding the Shift Key or Right mouse button down.   (Note the + sign on this Menu Item.

Split On / Off check box - Task List

This button does nothing if you are selecting only one window in the <u>Task List</u>.

When this check box is checked and there are two windows selected, then Accesses will split those two windows depending on your Show window selection.   For example, if your Show window selection is Top or Bottom ½, then Accesses will move one of the windows to the top half of your screen and the other to the bottom half.   Similar actions occur for the Left ½ - Right ½; Top Left - Bottom Left; Top Right - Bottom Right; and the   Middle Left - Middle Right positions.

If three or more windows are selected then Accesses moves these windows to one of the four quadrant positions independent of the Show window selection: Top Right , Bottom Right, Top Left , and Bottom Left.

Swap Apps / Icons menu item - Task List

Quick Procedure:

The Swap Apps / Icons function is a Main Menu item on the <u>Task List</u> dialog box.   You can reach this with the following key combination: Ctrl+Esc, Alt+S, W.

Additional Information:

This button ignores all selections in the <u>Task List</u>.

All current applications are minimized and all Icons are Restored when this Menu Item is selected.

Switch button - Task List

This button is similar to the switch button for the Windows' Taskman, except...

With Accesses you can select more than one window in the <u>Task List</u> list box.

Additionally, if no windows are highlighted black in the Task List - list box, then the window displaying the marquee will be switch to.

Double clicking in the Task List - list box executes the switch function.

Start up !Folder Name

Quick Procedure:

Activate "Program Manager" and added Accesses to your "Startup Group".   The command line for Accesses in Program Manager should be: "accesses.exe !folderno9".   You can substitute any !Folder name from 1 to 10 for "!folderno9".

Another option that is not as convienent is provided in Accesses.   Press Ctrl+Esc, Alt+U,C,N, [Enter] to reach the Miscellaneous Setup Options dialog box where this feature is located. Enter "!folderno9" or the !Folder that you are wanting to use in the "Start Up Folder Name" edit text box.

Additional Information:

You can have Accesses start up with a !Folder.   This is especially useful if you add Accesses your "Startup Group" of Program Manager.   The folder name is entered in the Start up ! Folder Name edit text box.   Any one of the 10 !folder names can be used.   The format for the !folder name is: !folderno1 thru !folderno10.   The exclamation point is a required character for the name.

From The command Line of the

Up to 10   !folders are available to launch groups of programs with one command.   Each of these !folders can launch up to 20 programs.   See Save Windows in !Folder.

Your Windows Programs Directory

Quick Procedure:

Press Ctrl+Esc, Alt+U,C,N, [Enter] to reach the Miscellaneous Setup Options dialog box where this directory location is entered.

Additional Information:

Most users do not need to change this variable...

Some users have most of their windows *.exe programs in one directory and the *.ini, *.dll, etc., files in another.   This edit text box allows you to enter a different directory than the default windows directory so that the Run Programs dialog box lists the files in this directory as a default.

Alarm Beeps

Quick Procedure:

Press Ctrl+Esc, Alt+U,C,N, [Enter] to reach the Miscellaneous Setup Options dialog box where this feature is located.

Additional Information:

The Alarm will beep when the alarm time is reached.   Up to 10 alarms can be set in Accesses.   You can change this number from 0 to 5 beeps when the alarm goes off. (Additionally the pop-up window will flash when an alarm goes off.)

Check your Control Panel setting if the alarm is not beeping when a number greater than one is entered into the Alarm Beeps edit text box.

For more information go to Alarms - setting, changing, and saving as Daily Alarms or Miscellaneous Setup Options.

Open with Task List on Start up

Quick Procedure:

Press Ctrl+Esc, Alt+U,C,N, [Enter] to reach the Miscellaneous Setup Options dialog box where this feature is located.

Additional Information:

Check this dialog box check box when you want the Task List to display when Accesses is first launched for the first time each Windows session.

For more information see <u>Task List - List Box</u> or <u>Miscellaneous Setup Options</u>.

Run Only One MDI Application

Multiple copies of a program are normally launched when a document is launched from Program Manager or File Managers.   For some Multiple Document Interface programs, MDI programs, the author of Accesses preferred all documents to be loaded into the currently running program if one is running.

(This procedure can be used for any type of Windows Program as long as the program uses a Alt+F, O to open documents, bitmap files, etc.)

When I used Microsoft Winword 1.1 and this version of Winword will not allow a second copy of Winword to be active, Accesses will not execute this second copy of Winword, but will instead paste the filename into the currently running copy of Winword.   This is especially handy if you edit the extension's section of the WIN.INI file for DOC files (the default extension for Winword document files).   This same function can be activated for other applications, Excel, Amí, etc.

You can reach the "Miscellaneous Configurations" dialog box using the following key combinations: Ctrl+Esc, Alt+U, C, N, [Enter].

The dialog box   allows up to 10 programs to be entered as a "Run Only One MDI Program". The format for this box is:

    ProgramName.Extension,MillisecDelayMultiplier
e.g.
    winword.exe,1
    excel.exe,3

After updating the Accesses.ini file, you will launch the program and/or document the same way that you normally would launch a document thru Accesses.   See running programs from Program Manager example, or running programs from File Manager example, or running programs from Running Programs from Accesses.

The program name (e.g., winword.exe,1) MUST NOT have the drive:\directory information!!!

The comma followed by a number greater than zero means this feature is turned on.   (Some programs will allow a ZERO number, see   below.)   The number is multiplied by the Millisecond Delay keyword. keyword also entered on this dialog box to provide a longer delay for the application to load.   Excel loads its documents very slowly; therefore, I've multiplied my 'MILLISEC_DELAY=' keyword by 3 in the above example.   Winword loads its documents quickly; therefore, a one is used.   (See the description of the 'MILLISEC_DELAY=' keyword in the ACCESSES.INI section earlier in this document.)

Only one program will be launched **for some programs** without using the Alt+FO PASTE option if you enter a ZERO value, eg. winword.exe,0.   (WinWord Version 2.0 will allow this.)

Millisecond Delay and PIF mSec Delay & Max after Run for DOS Windows

Quick Procedure:

You can reach the "Miscellaneous Configurations" dialog box using the following key combinations: Ctrl+Esc, Alt+U, C, N, [Enter].

Additional Information:

The MILLISEC_DELAY_WIN and the MILLISEC_DELAY_PIF variables are a timing variable that will vary between computer systems.   Since Accesses is launching and placing other applications, Accesses has to wait for some applications to finish initializing before executing the move request.

The MILLISEC_DELAY_**PIF** variable is used for placing PIF files (DOS windows), and is only of concern to 386/486 computer users that run DOS in a window.   This number needs to be larger if the window isn't being placed when the PIF file is launched with a command similar to the following, and you have a DEFAULTSIZE for the name of that window.   DOS Windows are launched thru Accesses using a command similar to the following:

        accesses.exe filename.pif

The MILLISEC_DELAY_**PIF**   number was initially 2000 milliseconds (a 2.0 second delay). 386/486 computer users: You can test this timing by launching a DOS Window.   The author has this setting at 100 milliseconds.

The MILLISEC_DELAY_WIN variable can affect the launching of DOS windows if you launch your DOS windows without specifying a file name without a PIF extension on the command line for launching that program.

The MILLISEC_DELAY_**WIN** variable is used for placing Windows programs.   This number was initially 100 milliseconds (a 0.1 second delay).   The author has this setting at 25 milliseconds.

Your 1st indication of whether the MILLISEC_DELAY_WIN= variable is too small is if this help file, when called from a dialog box of Accesses, stayed in front of Accesses or whether the Accesses dialog box jumped in front of the Help file.

A second preliminary test for the MILLISEC_DELAY_WIN= variable in the ACCESSES.INI file can be executed by pressing the following key combinations: (include Windows Calendar.exe and Cardfile.exe in this test, Calendar and Cardfile are notorious for Yielding back too soon, then regaining focus.)

        Ctrl+Esc, Alt+S, S, S

        The windows should have moved to the Cascade Positions.

        Now press:

        Ctrl+Esc, Alt+L, Alt+D

All went well when the all of the windows popped to the top only once.

The second test requires you to launch a !folder and observe that the programs in the ! Folder were all placed as requested.   If you don't observe an hour glass cursor that says 'Click to Stop' when multiple apps. or documents in a MDI program are launched in a folder then the MILLISEC_DELAY number is too small or for MDI programs, the Millisec Delay

<u>Multiplier</u> maybe too small.

Technically, you could lock up your computer if this number is too small!!!

Editing the !Folder Contents

Quick Procedure:

Press Ctrl+Esc, Alt+R, U, then select a !folderno in the "Run User List" list box, then Press Alt+S to reach the Edit !FOLDERNO dialog box.

Additional Information:

!Folderno and the user configurable "Run User Programs " are both listed in the Run User List list box found on the Run Programs dialog box.

This dialog box contains the settings where you can enter:

The Folder **Description**:   This description is displayed beneath the "Run User List" list box on the "Run Programs" dialog box (the previous dialog box).   Up to 25 characters can be used as a description.

The **Use Default Sizes** check box excludes the x,y,w, and h positioning information and instead advises Accesses to use DEFAULTSIZE information.   Since the DEFAULTSIZE table in Accesses is by Window Title versus program names, Accesses determines the DEFAULTSIZE information when the program is launched by the !folder.

Additionally, if the **Use Default Sizes** check box is not selected, then Accesses will ignore the DEFAULTSIZE table and use the x,y,w,h coordinates to place the program (where x, y represents the top left corner of your monitor and w, h represents the width and height of the program's window).

The **Add , Delete ,** and **Change** buttons modify the listed program to that folder.   Up to 20 programs or commands can be executed by a !folder and these commands are executed in order of the number shown.   Blank numbers are bypassed during execution.

Programming Commands:

Provided "Programming Commands" so you can Hide, Restore, Minimize, Maximize programs, etc from any folder. Additionally, the programs do not have to be launched by the folder (but obviously, must have been previously launched).   This is especially useful when you have a !Folder configured to start up when Accesses first starts (see Start up !Folder Name).

The "Programming Commands" example list is:

```
HideWindow drwatson.exe       (drive:\directory info not required)
MaximizeWindow clock.exe      (drive:\directory info not required)
MinimizeWindow clock.exe      (drive:\directory info not required)
PauseSecs 4                   (0 seconds will provide a brief pause)
PlaceDefault clock.exe        (drive:\directory info not required)
RestoreWindow clock.exe       (drive:\directory info not required)
RunIfNotExist drwatson.exe    (drive:\directory info not required)
SendingKey {ALT}              (the brackets { } are required)
SendingKey {BEEP}
SendingKey {ESC}
SendingKey {RETURN}
SendingKey {SPACE}
SendingKey {TAB}
```

SendingKey 1   **(any number from 0 to 9)**
SendingKey A   **(any Capital Letter from A to Z)**
SoundFile c:\windows\mary.snd
StayOnTop clock.exe   **(drive:\directory info not required)**
NotOnTop clock.exe   **(drive:\directory info not required)**

The "PlaceDefault" command is a redundant command for those programs that are difficult to Place during the original launch or if that program was launched from the Program Manager's Startup folder.

The "SendingKey" command that can be used to a LIMITED EXTENT to Send Keys from a ! Folder.   The command can be nested.   The 1st space after the word "SendingKey" is required, **any other spaces will end** the SendingKey command.

eg.   RunIfNotExist notepad.exe
        SendingKey {ALT}FOc:\windows\accesses.ini{RETURN}

        can be used to open a file.

The purpose of the SendingKey command was not to open files but to "get you thru" any "Routine Manual Key entries" required by programs launched in a Folder.

See <u>Running and Saving !Folders</u>.

Editing the "Run User List"

Quick Procedure:

Press Ctrl+Esc, Alt+R, U, then select a "Run User program description" (not a !folderno) in the "Run User List" list box, then Press Alt+S to reach the "Edit Run User List" dialog box.

Additional Information:

If you need information describing how Accesses decides which directory to start the program, see Start-up Directory.

The Run User List is a list of up to 64 frequently used programs that you wish to add for quick launching from Accesses in addition to the Function Keys programs.   A second purpose of the Run User List is to add programs that you want to append document names from the Run Program with Filename list box located on the same Run Programs Dialog Box. Single click on a Run User List program name and then single click on a document from the "Run Program with Filename" list box, then press enter.

The list of user configurable programs (Run User Programs) and !folders are both listed in the Run User List list box found on the Run Programs dialog box.

This dialog box contains the settings where you can enter:

The Program **Description**:   This description is displayed in the "Run User List" list box on the "Run Programs" dialog box (the previous dialog box).   Up to 25 characters can be used as a description.

The **Use Default Sizes** check box excludes the x,y,w, and h positioning information and instead advises Accesses to use DEFAULTSIZE information.   Since the DEFAULTSIZE table in Accesses is by Window Title versus program names, Accesses determines the DEFAULTSIZE information when the program is launched from the Run Programs dialog box.

Additionally, if the **Use Default Sizes** check box is not selected, then Accesses will ignore the DEFAULTSIZE table and use the x,y,w,h coordinates to place the program.

The **Add, Delete,** and **Change** buttons modify the listed program to that folder.   Up to 20 programs can be launched by a !folder and these programs are launched in order of the numbers shown in the list box.   Missing numbers are bypassed during the launching operation.

The **Min, Restored,** and **Max** buttons should be used only for those applications that are always started up Minimized, Restored, or Maximized.   This option always overrides the "Maximize After Run" check box on the Run dialog box.

End Tasks

Quick Procedure:

You can reach this function using the key combinations: Ctrl+Esc, (then select a window in the <u>Task List</u>), then Alt+F, E.

Additional Information:

From Accesses, you can close other applications.   The normal procedure requires you to select one or more windows from the Task List, then you will select from the Task List menu File+End Tasks.   These applications will close using their normal exiting procedures.

As a precaution: unlike the other functions selected from the Task List, you must highlight a selection in the Task List - list box before End Tasks function will execute.

The + sign on the menu item means that the Task List dialog box will reopen if the Right Mouse button or the Shift Key is pressed when the End Task Menu item is selected.   This is the same as checking the "Repeat Task List" check box.   This odd duplicity is because I use the "Repeat Task List" check box option the most for "End Task" option than any other and I could never remember to check the Check box before opening the menu to "End Task".

End Windows Session

This option sends an Exit Windows command to all Windows applications and will end your Windows session if all of the Applications exits normally.   It is up to each application to notify you if a document needs to be saved.

Accesses has 3 exiting modes for Windows.   The Normal Exit to DOS procedure is what most users use.   ReStart Windows will close all applications normally and restart Windows without exiting to DOS.   The Warm Boot DOS procedure is enabled only when running Windows 3.1 and will close all applications normally and sends a Warm Boot to DOS.

CAUTION: Some 386 memory managers may lock up on a Warm Boot to DOS from Windows!

Drag Drop Version of Accesses

Windows 3.0 users:
The Windows 3.1 version of Accesses requires the latest SHELL.DLL and COMMDLG.DLL library provided by Microsoft.   The Windows 3.1 version of Accesses will operate in the Standard and Enhanced modes of Windows 3.0 if you place SHELL.DLL and COMMDLG.DLL in the system directory of Windows 3.0.

Windows 3.1 users:
Drag Drop only works when using the Windows 3.1 version of Accesses, see the Help+About box.

Additional Information:

If the sending program is a "TRUE" Drag Drop application, you can select filename(s) from the sending program and drag the filename(s) over to Accesses and Drop it into Accesses to launch these filename(s).

The primary advantage of this procedure is to launch a document that does not have a WIN.INI extension or to launch a document with a program that is different than the WIN.INI [extensions].

Another advantage is to launch multiple programs.   All of the documents are launched using the WIN.INI extensions independent of the "AutoDragDrop" menu item if more than one filename is dropped into Accesses.

Check ON the "**AutoDragDrop**" menu item located under the Run Menu of the Task List to automatically launch a SINGLE Drag Dropped program using the WIN.INI extensions.   Even if the AutoDragDrop switch is ON, the Run Programs dialog box will open if a WIN.INI extension is not found for a single dropped filename.

When "AutoDragDrop" is ON, the far right side of the Accesses pop-up will display a carrot (^).

The AutoDragDrop on / off switch is changed when you hold the Shift Key down and Single Click the Left Mouse button on the right half of the pop-up window if you are running the SHELL.DLL drag drop version of Accesses.   A single quotation will display in the far right position of the pop-up to indicate that the switch is on.   This is the same as selecting "AutoDragDrop on / off" from the Run menu item of the Task List.

AccDrive.exe - Program Explanation

The program AccDrive.exe (AccDrive) was written to be as small as possible and minimizes using any additional system resources; therefore, it will not operate unless Accesses is also running.   Additionally, AccDrive does not set any Windows Hooks or consume any of your Windows timers other than the one timer used by Accesses.

The purpose of AccDrive is to display free drive space information and to Alarm the user when a minimum value is reached.   Free drive space is the available "empty space" that you have on that drive.   This "empty space" can be used to store additional files.   This information is nearly instantaneous if you are using a disk cache like Microsoft's smartdrv.exe.

Launch AccDrive using the menu "Run" + "Free Drive Space" from Accesses's Task List menu.   The following keys will launch AccDrive: Ctrl+Esc, Alt+R, F.   AccDrive will launch if it is located in the same directory as Accesses or in your path statement.

See ACCESSES.WRI for information about Accesses **SOUNDS** function.

Mouse Click Functions:

AccDrive recognizes a Left Mouse double click and this will open AccDrive's one and only dialog box.

Like Accesses, you can move the AccDrive pop-up window if you hold the Left Mouse button down on the AccDrive window for approximately 2 seconds.   You can move the pop-up window when the cursor changes from the Cross to the Arrow.   This is intentionally difficult so that the pop-up doesn't accidentally move when you double click on it.

Key Functions:

The Left and Right arrow keys will scroll AccDrive thru your "Fixed or RAM Drives".

Press the Esc key to switch the focus away from AccDrive if AccDrive gains the input focus.

Miscellaneous:

AccDrive uses the same color displays as Accesses.   Additionally, the same PixelUpDown variables that acts on Accesses also acts on AccDrive: e.g., the iTextUpDown, iWidthPopup, and iHeightPopup.   See Changing the Display.

AccDrop

The program AccDrop.exe will only operate in Windows 3.1.   AccDrop provides an alternative method of launching specific programs in Windows 3.1 by dragging a document name from Windows File Manager and dropping that document on AccDrop.

See ACCESSES.WRI for startup information.

Product Disclaimer & Registration Form

Off the WALL Software and Ted Wall expressly disclaim any warranty for supplying accurate or functional products or materials relating to or including this software. The user of this material and software assumes all risk as to the quality, performance, and/or use of the software. In no event will the liability of **Off the WALL Software** and/or the programmer ever exceed the price paid for the registration of the software regardless of the form of the claim. Registering this application indicates that you understand that you are using this product as-is and without any warranty of any kind.

You must register Accesses thru **Off the WALL Software** to obtain a Registration code.

Temporary registrations can be entered, just type your Name in the Register Dialog Box. You will have to periodically re-enter your name until registered. Delete your name from this box to de-install Accesses from your SYSTEM.INI file.

You will enter your name (and Registration Code) in the Register Dialog Box. This box is found using the following key sequence: Ctrl+Esc, Alt+U, C, R, [enter].

Once you have entered your name and the registration code supplied to you by **Off the WALL Software**, the "Please Register" messages will discontinue.

Remember to enter the registration code as explained by the instructions supplied with the Registration. Additionally, once you have entered your registration code, you do not have to enter the code for future upgrades to Accesses in the Windows 3.0 and 3.1 environment..

Select Ctrl+Esc, Alt+H, A, V to View or Print the Registration Form for Accesses.

Accesses: Before Using Tutor
(To print this or any page of the Help File, select File+Print topic from the HELP program menu)

When I refer to the pop-up I am refering to this: | ꓯꤙꞴ Ƨꟻꓛꓭꓘ ꟽꞔ ⅃⅃\SO 8:3S:ꓶ2 ᑫ |

You WILL NOT BE able to operate Accesses without reading the TUTOR!

Norton Desktop users: Since Accesses uses the Window Names from the Caption Bar to place windows and since Norton Desktop frequesntly uses Program Groups that are the same name as the actual Program Caption Bar, Norton Desktop users should read NORTON.TXT.

When an Alarm Beeps: Accesses will optionally beep and/or blink.   Look at the Window Caption of the Active Program to see the Alarm message.   Press Ctrl+Esc, N to stop the Alarm.

About now you should be getting an Alarm.   Press Ctrl+Esc, N.   To avoid getting this alarm and that AWFUL giant screen everytime Accesses starts up -> **You can temporarily Register Accesses on the Honor System to avoid the Nag Windows!   See** <u>Register Disclaimer</u>.

Everything in Accesses is configurable.   Call me if you don't like something in Accesses and you cannot find the method to change the function in this Help File.   I need to know what you want or cannot find.

If the Ctrl+Esc key combination is slow or **Windows is behaving erratically, be sure that you have made the changes in** <u>System.ini/Win.ini changes</u> **then   close and restart Windows.**   Technically, I should require the above mentioned System.ini change and reboot windows for you; however, I have had no reports of problems allowing the user to "cheat the system" during this initial evaluation.

The TUTOR is in ACCESSES.WRI and can be opened using Windows Write.   We're using Windows Write because it is easier and faster to print the instructions from there.   Please open ACCESSES.WRI now by pressing Ctrl+Shift+Esc (hold the Ctrl+Shift key down longer than normal since Accesses is "Reading these keys thru this program") and then Double Click on ACCESSES.WRI in the "Run User List" list box.

Select Ctrl+Esc, Alt+H, A, V to View or Print the Registration Form for Accesses.

Accesses Help - Version No. 3.0d

A !folder is a listing in Accesses that can launch multiple programs.   Normally, these programs are setting up your desktop when multiple programs are needed.   There are 10 available folders in Accesses INI file.   Each !folder can launch up to 20 programs.   One of the folders can be set to start when Accesses is first launched.

An exclamation mark always precedes the name !folder to emphasize the difference between the !folder and a normal file name.   See: Running !Folders