

Virtual Monitors Demo Copy

Online Help Index

[Selecting Monitors](#)
[Moving Applications](#)
[Selecting Options](#)
[Feature Buttons](#)
[Naming Monitors](#)
[Quitting](#)

To get more help, choose one of the topics listed above.

Selecting Monitors

There are several ways in which you may choose monitors with Virtual Monitors Demo Copy. It directly depends on which interface you are currently using. The following topics are possible methods for selecting monitors:

[Icon System Menu](#)

[Big Dialog Box](#)

[Small Dialog Boxes](#)

[Graphic Display \(Map Interface\)](#)

[Hot-Keys](#)

[Applications](#)

Remember: You may always find which monitor is currently selected by examining the Virtual Monitors Demo Copy icon.

For more information on choosing the current interface, see [Selecting Options](#).

Selecting Monitors by Icon

You may easily change monitor screens by using the Virtual Monitor icon. To do so, simply click on the icon once with the left mouse button to activate the icon's system menu. In the center of the menu there will be twelve menu selections labeled **Monitor 1** through **Monitor 12**.

- To change to a desired monitor, move the mouse cursor on top of the monitor you would like to switch to and click the left mouse button.

- A check-mark will appear beside the currently selected monitor.

Selecting Monitors with the Big Display

Picking a monitor is extremely simple from the Big Display. Near the top left-hand corner of the display you will find two rows of buttons numbered from **1** to **12**.

- **To change to another monitor, simply move the mouse cursor on top of the desired monitor number and click the left mouse button.**
- **The currently active monitor is displayed as a shaded, unselectable button.**
- **You do not have to click *OK* in order to switch monitors, switching is accomplished immediately after pressing a monitor button.**

Selecting Monitors by the Small Displays

If you decide to use the Small Display boxes, you have the opportunity to choose between two. A larger display box is used if you decide to display monitor names and a smaller is used if no names are displayed. You may choose which display box to use by setting the Virtual Monitors Demo Copy options. For more information on setting these options, see [Selecting Options](#).

No matter which display you use, there will be two rows of buttons numbered from **1** to **12** in the top left corner of the display box.

- **You may choose monitors by clicking on any of the buttons labeled from 1 to 12.**
- **The currently active monitor is indicated by a shaded, unselectable button.**
- **If you are using the Small Display with the ability to *Show Monitor Names* enabled, you will also be able to select monitors by double-clicking the left mouse button on the appropriate name in the list box. For more information on setting the *Show Monitor Names* option, see [Show Monitor Names](#).**
- **You do not have to use the *OK* button to actually change monitors.**

Selecting Monitors by the Graphic Display (Map)

If you are using the Graphic Display or Map as your primary interface, you may select monitors through it as well.

- To select monitors with the Map interface, simply move the mouse cursor within the grid cell of the monitor number you wish to change to and double-click the *RIGHT* mouse button.

- The currently active monitor is indicated in this interface by a brighter, wider border around the grid cell of that monitor.

Selecting Monitors by Hot-Keys

In addition to using the interfaces available for selecting monitors, you may also quickly change monitor screens by using hot-keys. These hot-keys are the number keys on the numeric keypad section of your computer keyboard. The ability to enable the hot-keys is available in the section [Selecting Options](#).

- To change monitors, the following keys are used for each of the monitors:

1 .. 9	Pick monitors 1 through 9.
/	Picks Monitor #11.
*	Picks Monitor #12.

- The current monitor will be indicated in the Virtual Monitor Icon by a number in parenthesis. This number is also updated by using any of the other techniques for changing monitors.

- If you use the numeric keypad for data entry, you may choose the *Require CTRL* option from the *Options* section of Virtual Monitors Demo Copy. This causes Virtual Monitors Demo Copy to require the CTRL key to be held with a numeric keypad number before switching monitors. For information, see [Selecting Options](#).

- You MUST have the NUM LOCK on your keyboard enabled before you can use the hot-keys.

Selecting Monitors by Application

You may also choose monitors by selecting individual applications. This option is only available when you are using the Big Dialog Display.

- In order to select monitors, you may double-click the left mouse button on any application name listed in any of the Program List boxes.

- The currently active monitor will be indicated in the Virtual Monitors Demo Copy icon as well as by a shaded, unselectable button in the Big Display.

Moving Applications

There are several interfaces that you may use for moving applications onto any of the twelve monitors. Like choosing monitors, moving applications directly depends on which interface you are using.

If you need help choosing interfaces, see [Selecting Options](#). For more information on moving applications between monitors, pick one of the following topics:

[Big Display](#)

[Graphic Display \(Map\)](#)

[Virtual Monitor Task List](#)

Moving Applications with the Big Display

If you are using the Big Display, you may move applications easily through the interface. Remember that each of the Program List boxes contain the application names of each of the applications on that monitor.

- To move an application, you must first highlight the application you wish to move in the Program List box that it may be found in.

- After you have selected the application, you may move it to another monitor by clicking on the *Move To* button above the Program List box of the monitor that you would like to move the application to.

REMEMBER: When you first start Virtual Monitors Demo Copy, all of the applications that you have previously loaded will be found in the first monitor Program List box.

NOTE: You may select multiple applications at a time from a Program List box and move the entire block selected.

Example: If you wanted to move the **Program Manager** from the first monitor to monitor 5, you would first select the word **Program Manager** in the first list box. After it has been highlighted, you then would click on the **Move To** button that is above the fifth Program List box. The name **Program Manager** would disappear from the first list box and be added to the fifth Program List.

Moving Applications with the Graphic Display (Map)

Among the several applications available, this is perhaps one of the most intuitive for moving applications onto other monitors. When you are using the Graphic Display or Map, a grid will appear with scaled images of each of the twelve monitors and the application windows on each. For more information on choosing an interface, see [Selecting Options](#).

- To move an application, simply move the mouse cursor on top of one of the windows displayed on the map and hold the left mouse button. The window will appear transparent and you may then drag it into any of the other monitor grid spaces.

- If you believe that a window may exist underneath another, you may hold the left mouse button on the window in question, forcing it to become transparent. If any other application windows do exist underneath, they will be displayed.

- It is important to notice that when you drag a window into another monitor grid space, the window being moved will be "rounded" into that grid space.

Rounding: If you let go of the mouse button and the window being dragged is not entirely inside a grid space, but overlapping between two or more of the grid lines, the application being moved will be forced completely into one monitor space. For more information, see the manual on "Rounding".

Moving Applications with the Task List

The Virtual Monitors Demo Copy Task List may also be used to move applications between monitors.

- To move an application, first choose the monitor that you would like to move to by either using the icon's system menu, the hot-keys, the graphic display, or any of the monitor select buttons from the display boxes. It is recommend that you use the hot-keys or the icon menu with the Task List.

- Once you have selected the monitor that you would like to move an application to, invoke the Task List by either double-clicking the RIGHT mouse button on the icon or picking the *VMON Task List* option from the icon's system menu.

- A complete list of all loaded applications will be displayed inside the Task List. Each application name is preceeded by a number that indicates which monitor that particular application is on.

- To actually move an application, you would first highlight one of the applications listed in the list box and click on the Move App button. The application selected would then be moved from the previous monitor, indicated by the number prior to the application's name, to the currently selected monitor.

Example: If you wanted to move the clock application from Mnitor #1 to Monitor #10, you would first move to the tenth monitor by pressing the **0** key on the keypad (if the hot-keys are active) or use the icon system menu. Then, you would recall the Virtual Monitors Demo Copy Task List by double-clicking the right mouse button on the icon, or again picking it from the icon system menu. The actual move will be completed after you select the Clock application in the program list box and click on **Move App**.

Selecting Options

Virtual Monitors Demo Copy offers a wide variety of interfaces and methods for moving applications and selecting monitors. In addition, Virtual Monitors Demo Copy provides several options for choosing default displays, enabling hot-keys, and specifying useful features. All of these options may be chosen by using the "Set Options" screen. To find out more, choose one of the following topics:

[Show Monitor Names](#)

[VMON to Top](#)

[Minimize on Use](#)

[Save Memory](#)

[Auto Restore](#)

[Hot Keys](#)

[Default Display](#)

Showing & Naming Monitors

With twelve monitors, it may become quite easy to forget what applications may be on each monitor. In order to prevent confusion, you have the ability to name each of the monitors. In this way, you could name a monitor and then place programs that could be logically grouped together on that monitor.

For example, let's say that you want to use the clock and the calendar applications included with windows. You could logically group these two applications as "Appointment" type programs. Therefore, you could assign the monitor name "Appointment" to any monitor and move the clock and calendar applications onto that monitor.

Now, if you would like to change to the clock and calendar monitor, you don't have to remember what number they exist on, you can switch to the correct monitor by using the "Appointment" name.

This option may either be enabled or disabled in the **Set Options** display. If the names are enabled, they will be displayed at the bottom of each grid cell in the **Graphic Display (Map)** interface as well as in the **Small Display** list box.

Notice that if you do use the **Small Display**, a list box will appear listing all of the monitor names. If you disable the "Show Monitor Names" option, an even smaller **Small Display** will be used without a monitor name list box.

- To name monitors, you must use the Big Display. Under each Program List box, there is a text box into which you may enter a monitor name for that monitor number.

REMEMBER: Use the TAB key to move to the next monitor group when assigning names. Pressing the ENTER key will activate the OK button which closes the dialog box.

- When you do click on the OK button, you will have the opportunity to save your monitor names if any have been entered or changed.

VMON to Top

The purpose of Virtual Monitors Demo Copy is to save time and aggravation from moving and sizing windows in order to get to the one that you want. If a window happened to overlap the Virtual Monitors Demo Copy icon and you wished to access the icon to recall a display interface, change options, or choose monitors via the icon menu, you would have to move windows to recover the icon. This defeats the purpose of Virtual Monitors Demo Copy!

Therefore, you have the ability to activate the **VMON to Top** feature. This option attempts to place the Virtual Monitors Demo Copy icon and dialog boxes on top of other windows automatically, so that you don't have to fish for them!

- Checking this option will automatically place the icon on top of all other windows.

NOTE: This option works with several popular screen savers! For more information on which are currently supported, please read the README file included on your Virtual Monitors Demo Copy disk. If you are using a screen saver not currently support by Virtual Monitors Demo Copy, the icon will appear on top of the screen saver. The problem may be easily corrected. Please see the Virtual Monitors Demo Copy manual, Appendix B, for more information on adding other screen savers to the Virtual Monitors Demo Copy compatibility list.

Minimize on Use

The Minimize on Use option automatically iconizes applications that are not currently being used. However, this option only works in conjunction with the **Big Display** interface.

- When Minimize on Use is activated, you may select any application name in any of the monitor groups listed in the Big Dialog box by double-clicking the left mouse button. All other applications in that monitor group will be iconized and the application you picked will be restored.

Save Memory

In order to conserve memory on systems which do not have memory to spare, the **Save Memory** option is available. When the **Save Memory** is activated, Virtual Monitors Demo Copy automatically **CLOSES ALL** applications except those on the current monitor and the first monitor.

Since the applications are actually closed and reloaded, there are several drawbacks and incompatibilities with this option. For instance, when you change monitors, it may take a substantial amount of time, because of the loading and unloading of applications. In addition, when some applications are closed, they may post a warning message, asking you if you had saved your work.

NOTE: This option is NOT recommended unless users find it absolutely necessary. For more information on incompatibilities and hints about using the Save Memory feature, see Appendix A of the Virtual Monitors Demo Copy Manual.

Auto Restore

With this feature, it is possible to automatically restore windows when you decide to close any other application. **Auto Restore** will work when all of the applications are in their icon state or when there remains one last icon after closing other applications.

For example, let's assume that you have both a word processing package and spreadsheet program running and only the spreadsheet is currently iconized. In this case, if you terminate the word processor, the icon of the spreadsheet application will be restored to its window.

NOTE: If there are several applications in their iconized state, Virtual Monitors Demo Copy picks the first from the Big Dialog box Program List for the current monitor group or from the Virtual Monitors Demo Copy Task List.

Enabling the Hot-Keys

With the **Hot Keys** section of the "Set Options" display, you have the opportunity to set Virtual Monitors Demo Copy so that it traps key strokes in order to select monitors.

- When *Enable Hot Keys* is selected, you will have the ability to use the numeric keypad on your keyboard to select monitors.

- In some cases you may wish to use the numeric keypad on your keyboard for data entry, not monitor selection. In this case, you can enable the *Require CTRL* section of the *Set Options* display. With this option, you must hold the control (CTRL) key on your keyboard in addition to a number on the keypad in order to change monitors.

Hot-Keys allows instant switching between monitors without needing to have the Virtual Monitors Demo Copy icon present or any dialog box interfaces. For more information on using the Hot-Keys, see [Selecting Monitors by Hot-Keys](#).

Choosing a Default Display

Virtual Monitors Demo Copy offers a wide variety of display interfaces for moving and selecting monitors. In this section of the *Set Options* screen, you have the ability to choose the default display you wish to use.

- To pick a display, you may choose any of the three listed: **Big Display, Graphic Display, Small Display.**

NOTE: When you pick the **Small Display**, one of two interfaces will be used, depending on the **Show Monitor Names** option. If you chose to **Show Monitor Names**, a larger display box will be used which contains the list of monitors. If you did not choose to show names, the smallest possible interface box will be used.

REMEMBER: This section of the *Set Options* screen only picks the initial, default interface. If you choose the **Expand, Shrink, or Map** buttons to change interfaces, you will use the most recent interface that you have selected. See the section [Feature Buttons](#) for more information on the **Expand, Shrink, and Map** buttons.

Using the Features

In addition to being able to switch between monitors and moving applications onto different monitors, Virtual Monitors Demo Copy also offers several **Features** which were intended to make your *Windows* session a little easier.

There are five different **Features** available in several of the Virtual Monitor interfaces. Some interfaces do not show every feature simply because that feature does not logically belong in that interface. For more information on the features available, choose one of the following:

Map

Expand

Shrink

Close Apps

Iconize

Exit Windows

Using the Map Feature Button

The **Map** button appears in either the Big Display interface or the Small Display interface when monitor names are shown. In the smallest interface box, the **Ma** button is the abbreviation for the Map. The Map is an extremely intuitive interface and may be recalled from either of the other interfaces at any time.

- **By clicking on this button, you will change from the Big or Small Display interface to the Graphic Display or Map.**

REMEMBER: This does NOT affect your initial interface display choice. You must invoke the Set Options screen to change the default interface. However, once you have chosen the Map, you will always use the Map interface when you double-click the left mouse button on the Virtual Monitors Demo Copy icon. That is, until you switch back to one of the other interfaces.

Using the Expand Feature

Although using the Small Display interface is convenient because it does not clutter up the screen, it is limited. In order to conserve space, the ability to move applications to other monitors is not available in the small interfaces. You must change to either the **Map** interface or the **Big Display**.

- If you choose the *Expand* (or the *Ex* button in the Small Display without monitor names) button, the Small interface will disappear and be replaced by the Big Display.

- If you are using the Graphic Display (Map) interface, you may switch back to the Big Display by choosing *Expand* from the Virtual Monitors Demo Copy menu.

REMEMBER: Choosing *Expand* will not affect your *Default Display* setting. You must use the *Set Options* screen to change this. However, once you have changed to the Big Display, you will use that interface from that point on, until you change to another interface.

Using the Shrink Feature

Although the **Big Display** and **Graphic Display (Map)** interfaces are extremely useful for moving applications and selecting monitors, they are large interfaces. If you would like to simply select monitors with an interface, yet still see what is on the screen, you may decide that the **Small Displays** are more efficient.

- To change to a small interface, use either the *Shrink* button in the Big Display or the *Shrink* option in the *Virtual Monitors Demo CopyMonitors* menu of the Map.

REMEMBER: Changing to the smaller interfaces does not affect your *Default Display* setting, you must use the *Set Options* to change this setting. Also, once you have changed interfaces, you will be required to use the small interface until you change to another.

Using the Close Apps Feature

Virtual Monitors Demo Copy offers the feature **Close Apps** in order to make closing of multiple windows less tedious.

- **By clicking on the *Close Apps* button in the Big Display, *Close* in the Small Display without monitor names, or *Cl* in the smallest interface, you will be able to close several applications on the current monitor at once.**

After picking the Close Apps feature, you will be asked to close a particular group of icons:

Iconized Apps - Picking this button will close only those applications that are in their iconized state.

Normal Apps - Will terminate all applications that are either maximized or windowed (not iconized).

Close ALL - Closes all applications, regardless of their window state.

Cancel - Allows you to abort from closing any applications.

Using the Iconize Feature

At times, you may wish to automatically iconize all of the application on your screen at once, without needing to search for the minimize gadget on each application's window. With Virtual Monitors Demo Copy, you can iconize all the applications quickly and easily for the current monitor.

- To iconize all windowed applications, invoke either the Small Display interfaces or the Big Display. If you are using either the Big Display or the Small Display with monitor names listed, choose the *Iconize* button. If instead you are using the smallest possible interface without monitor names, pick the *Ic* button.

HINT: This option is extremely handy for when you are first laying out the monitors and loading several applications at once from the Program Manager. This way, you can load several applications, iconize those, load a few more, and then begin spreading them across the monitors once they have all been loaded!

Using the Exit Windows Feature

If you are currently working on another monitor than the one which the Program Manager exists on, you will have to find the Program Manager or your other shell every time you wish to leave *Windows*. Instead, you may choose the **Exit Windows** feature from the **Big Display**.

- Pressing the *Exit Windows* button will automatically exit from *Windows* and return to DOS.

REMEMBER: Make sure that you have saved all of your work in applications on all monitors before leaving *Windows*!

Quitting Virtual Monitors Demo Copy

When you are finished using Virtual Monitors Demo Copy, you may click on the Virtual Monitor icon once to reveal the icon's system menu.

- Near the top of the menu, you will find the option *Close*. To quit Virtual Monitors Demo Copy, simply pick this option from the menu.

- After you have selected close, you will be asked if you really wish to terminate Virtual Monitors Demo Copy. If so, choose *Yes*.

- Once you have chosen to close Virtual Monitors Demo Copy, all of the applications that you have loaded that were not closed will pile on one monitor.

- Another message will be displayed asking if you would like to close all of the applications. If so, choose *Yes*. Virtual Monitors Demo Copy will attempt to close each application before totally quitting.

NOTE: You will have the opportunity to save any unsaved material as long as the program you were using uses standard warning prompts before terminating.

REMEMBER: By choosing to close applications, Virtual Monitors Demo Copy will attempt to close your *Windows* shell as well. This may cause you to leave *Windows*! Depending on your shell, you may not have the opportunity to abort from leaving *Windows*.