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README.SHL

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This README file contains additional Shell 4.0 Network Installation Help that was not included in the Shell 4.0 User's Guide.

Network Installation Help explains how to customize Shell on a network after you install it. It also outlines common Shell 4.0 problems and answers. In addition, it gives information about Shell 4.0 temporary files and startup options, differences between Shell 3.1 and Shell 4.0, and enhancements introduced with Shell 4.0.

**Shell 4.0**

**Network  
Installation  
Help**

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### **NOTICE - PLEASE READ**

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## Installing Shell

The Shell installation process is determined by the program you are installing Shell with.

### Stand-alone

For all releases, except Shell 4.0c, stand-alone versions of the Shell are installed with the program they ship with, as explained with the products listed below.

Shell 4.0c is sometimes shipped separately on diskette by request.

To install Shell 4.0c as a stand-alone product on a personal computer,

- 1 Insert the diskette that contains the Shell files into your computer's disk drive.
- 2 Enter **cd\** at the DOS prompt to move to the root directory.
- 3 Enter **md directory**, where directory is the name of the directory you want to use for Shell. For example, to install your Shell files to the SH40 directory, enter **md sh40**.
- 4 Enter **cd directory** to move to that directory. For example, enter **cd\sh40** to move to the C:\SH40 directory.
- 5 To copy the Shell files to the new directory, enter **copy drive letter:\*.\***, where drive letter is the letter of drive in which you have placed the diskette. For example, if the diskette is in your a: drive, enter **copy a:\*.\***.

If you receive Shell separately, you can reinstall it by using the above steps. Otherwise, you need to reinstall the program you purchased in order to reinstall Shell.

### For WordPerfect Office 4.0 or 4.0a and GroupWise 4.1 for a Network

When you install Office 4.0 or 4.0a or GroupWise 4.1, Shell is installed in the OFDOS40 directory under the domain directory. When you run Office setup (OFSETUP), the program files are copied to an OFDOS40 directory under the post office directory. The program files in the post office directory are then used to run Shell.

To reinstall Shell, you need to reinstall Office or GroupWise.

### For WordPerfect 6.0

When you use the standard method to install WordPerfect 6.0 for DOS, WordPerfect is installed in the C:\WPC60DOS directory.

You can use a custom install to reinstall only the Shell files.

### **For WordPerfect 6.0a or 6.0b**

When you use the standard method to install WordPerfect 6.0a or 6.0b for DOS, WordPerfect is installed in the C:\SH40 directory.

You can use a custom install to reinstall only the Shell files.

### **For DataPerfect**

When you install DataPerfect, the Shell files are installed to the C:\DP23 directory.

To reinstall Shell, you need to reinstall DataPerfect.

### **Running Shell**

To run Shell from the DOS prompt,

- 1 Change to the directory where the Shell files are found.
- 2 Enter **shell** to start the Shell.

On a stand-alone computer, if the Shell directory is included in the list of directories found in the path in your AUTOEXEC.BAT file, you can start Shell from any directory.

On a network, if the Shell directory is listed in the path in each user's AUTOEXEC.BAT file or the directory has been mapped to it for Novell networks, you can start Shell from any directory.

## Customizing Shell 4.0, 4.0a, 4.0b, and 4.0c on a Network

After you have used the instructions given in the Shell 4.0 guide to install the Shell program files to your network, several additional steps are necessary to customize Shell on a network.

### Creating the SH{SH}.ENV File

In order for Shell to function correctly on a network, you must create a Shell environment file in DOS text file format and place it in the same directory as SHELL.EXE.

The Shell environment file is called SH{SH}.ENV. It alerts the Shell that it is running on a network.

The SH{SH}.ENV file must contain the following startup option:

/NT-x, where x is the network type.

It can also contain any of the following options:

/PS-path, where path is the pathname of the drive and directory where you want to send user's .SET and .VEW files.

/D-path, where path is the pathname of the drive and directory where you want to send user's temporary files. Temporary files are deleted when users exit the Shell.

/V-path, where path is the pathname of the file where the disk swap file directory is sent. The disk swap file is a temporary file created when users switch from one program to another.

All users must have all rights to these directories except for access control and supervisory rights (on a Novell network).

If you do not want to include these options in the SH{SH}.ENV file, you can add them to the Novell Login Script (on Novell networks), to a batch file, or to a DOS Environment variable.

For a list of other possible startup options and additional network type information, see [Shell 4.0 Startup Options](#) later in this guide.

To use the COPY CON command to create a SH{SH}.ENV file,

- 1 Change to the directory where the Shell files are found.
- 2 Enter **copy con sh{sh}.env** at the DOS prompt.
- 3 Enter **/nt-x**, where x is the network type.

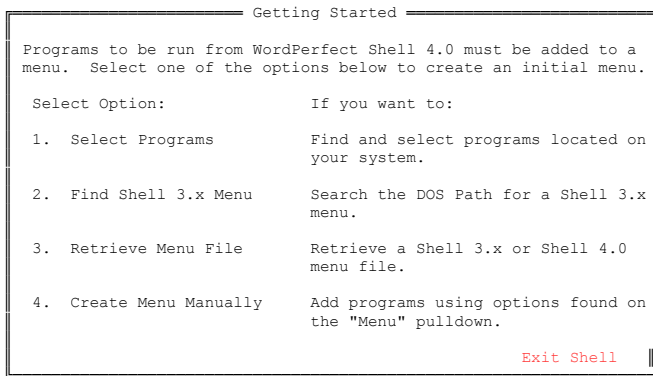
- 4 Enter any other options you want to include in the SH{SH}.ENV file.
- 5 When you have finished entering options, press the **F6** function key, then press **Enter**.

### Selecting the Network Master Menu

Once you have created a SH{SH}.ENV file, you need to create the master Shell menu that you want everyone on your system to use.

- 1 Log on to the system as a user with network supervisor equivalence.
- 2 Change to the directory where the Shell files are found.
- 3 Enter **shell/u-{sh}** at the DOS prompt to start the Shell program as a network administrator.

The first time you start Shell as a network administrator, the Getting Started dialog box appears.



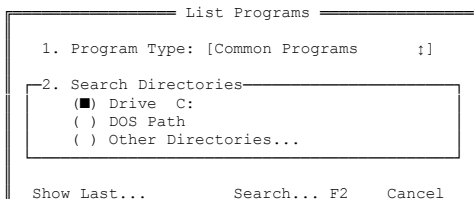
You can use the Getting Started menu options to create or retrieve a master Shell menu for your system.

### Select Programs

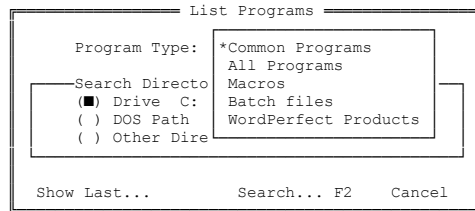
Use Select Programs when you want to choose the programs you want on your Shell menu and then have it created for you.

- 1 Choose Select Programs (1) from the Getting Started dialog box.

The List Programs dialog box is displayed.



- 2 Select Program Type (1) to display the possible program types.



You can select from the following program types:

### **Common Programs**

Program files you may have that are widely used throughout the computer industry and that have a .EXE or .COM extension. For the most part, these programs are produced by WPGroup.

### **All Programs**

Any files with a .EXE or .COM extension.

### **Macros**

Any files with a .SHM or .KBM extension. These files contain Shell and keyboard macros.

### **Batch Files**

Any files with a .BAT extension.

### **WordPerfect Products**

The program files for any product provided by WPGroup.

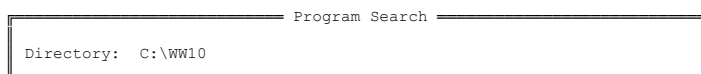
- 3 Select a program type, then press **Enter**.

You can have the search include only the c: drive, the files and directories in your DOS Path, or another directory of your choice.

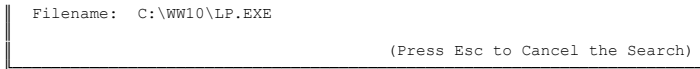
- 4 Select Search Directories (2), select an option to indicate the scope of your search, then press **Enter**.

- 5 Press **Search** (F2) to begin the search.

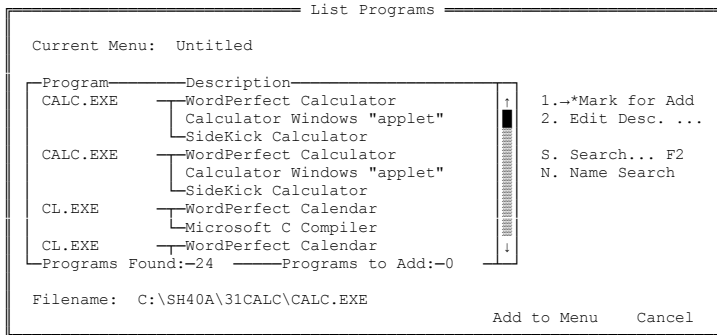
While the search is in progress, the Program Search dialog box displays the names of the directories and files being searched.







Once the search is completed, the List Programs dialog box appears. It lists the programs that you want added to the Shell menu.



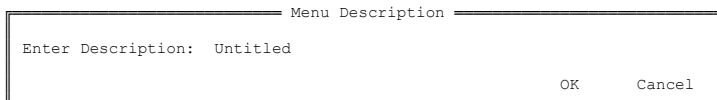
6 Highlight a program you want to include on the Shell menu, then select Mark for Add (1) or type an asterisk (\*) to mark that program.

The descriptions displayed for the executable files are not always complete. Consequently, when you select a program, the complete pathname of the program file is listed at the bottom of the dialog box. This information may help you decide if this is a program you want to add to the Shell.

7 Repeat step 6 for each program you want to add to your Shell.

8 Move to Add to Menu, then press **Enter**.

The Menu Description dialog box is then displayed.



9 Type the title of your menu in the Enter Description box, then move to OK and press **Enter**.

OR

Move to OK, then press **Enter** to leave the new menu untitled.

The menu is created and displayed.

### Find Shell 3.x Menu

Use Find Shell 3.x Menu to find the Shell menu you used with Office 3.0, 3.01, or 3.1 and convert it to Shell 4.0 format.

- 1 Select Find Shell 3.x Menu (2) from the Getting Started dialog box.

If a previous version of Office is installed on your system, you are asked for your user initials.

- 2 Enter your 3-letter user identification.

OR

Continue to step 3.

The program then searches for the 3.x menu file.

If a Shell 3.x menu file is found, it is converted and displayed. You can then use it as it is or edit it.

If no Shell 3.x menu file is found in the current DOS path, the following error message is displayed: "Shell 3.x menu file not found."

- 3 Move to OK, then press **Enter** to return to the Getting Started dialog box.

You can then use the Retrieve Menu File option to retrieve a menu file.

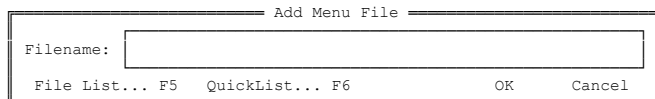
### Retrieve Menu File

The Retrieve Menu File option lets you input the drive letter and directory path for the menu file you want to retrieve. You can use this option to retrieve either a 3.x or a 4.0 menu file.

However, do not use this option to retrieve the SH{SH\_\_}.MNU master menu file because this will create a duplicate menu.

- 1 Select Retrieve Menu File (3) from the Getting Started dialog box.

The Add Menu File dialog box appears, asking you for the name of the menu file you want to retrieve.



The screenshot shows a dialog box titled "Add Menu File". It has a "Filename:" label and a text input field. At the bottom, there are four buttons: "File List... F5", "QuickList... F6", "OK", and "Cancel".

- 2 In the Filename box, type the path and filename of the 3.x or 4.0 menu file you want to retrieve.

You can use the File List (F5) or QuickList (F6) features to find a menu filename and insert it in the Filename box.

3 Move to OK, then press **Enter** to retrieve the file.

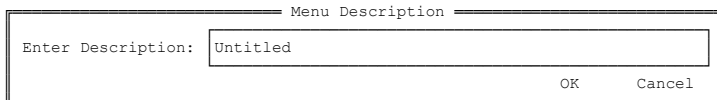
The file is converted and displayed. You can then use it as it is or edit it.

### Create Menu Manually

Use Create Menu Manually to create a blank Shell menu with no programs added to it. You can then use Shell menu setup options to add the menu items you want.

1 Select Create Menu Manually (4) from the Getting Started dialog box.

The Menu Description dialog box is displayed.

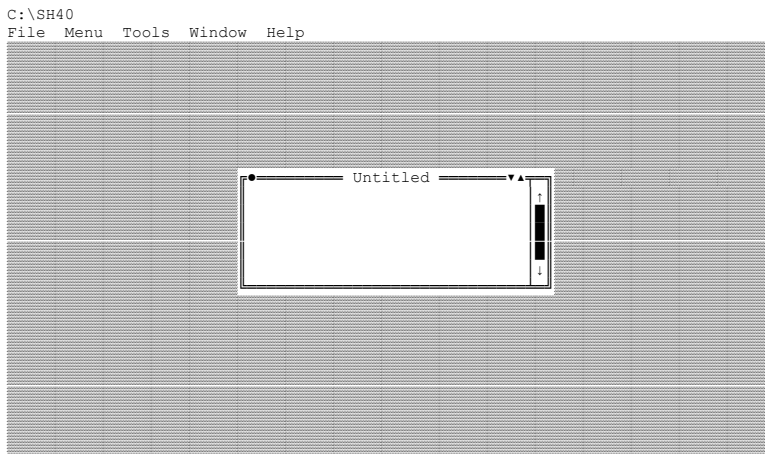


2 Type a new title for your menu in the Enter Description box, move to OK, then press **Enter**.

OR

Move to OK, then press **Enter** to leave the new menu untitled.

The new menu is created and displayed.



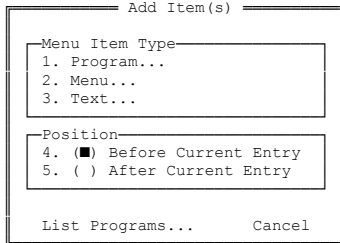
You can now add program items to your new Shell menu.

3 Press **Insert**.

OR

Select Add Item from the Menu menu.

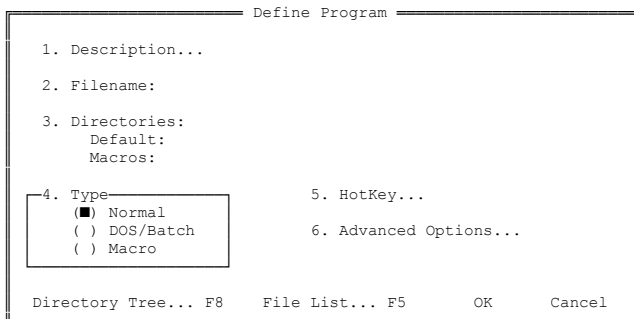
The Add Item(s) dialog box is displayed.



You can use Program to add program and macro items to your menu, Menu to create a submenu, and Text to add titles that are for display only.

- 4 Select Program (1) and begin adding a new program to your menu.

The Define Program dialog box is displayed.



- 5 Use the Define Program options to input the necessary information about the program you want to add (as explained below).

- 6 Move to OK, then press **Enter** or **Exit** (F7) to return to the menu and add the new program item to it.

The Define Program dialog box contains the following items:

### **Description**

This box should contain the text that you want on the Shell menu to identify this program.

Select Description (1), type the text, then press **Enter**.

If you want the title to include a mnemonic letter that you can press to start the program, place a tilde (~) before the character you want to use as the

mnemonic.

### **Filename**

This box should contain the pathname of the file that program is using. Executable files are used to run programs. They have one of the following extensions: \*.EXE, \*.COM, \*.BAT, \*.SHM, or \*.KBM. You do not need to include the extension with the filename. However, if you do, the extension must match the program type (see Type below) or the following error message is displayed: "The filename for this program is not a standard DOS executable filename (.COM or .EXE)" when you try to save the program definition.

Select Filename (2), then type in the pathname of the file, or use Directory Tree (F8) or File List (F5) to insert it.

### **Default Directory**

This box should contain the pathname of the default directory for the files you use when you run the Shell. Normally, you can leave this box blank. However, if you are having problems loading the Shell program, type the pathname of the directory where the executable file for the program you are adding is found (the same directory also used in the Filename box, above).

### **Macros Directory**

This box should contain the name of the directory where you want to place the Shell macros created for this program item.

### **Type**

This box lets you indicate the type of program file you are using: Normal for \*.EXE or \*.COM files, DOS/Batch for \*.BAT files, or Macro for \*.SHM or \*.KBM files.

### **HotKey**

This optional box lets you select the hotkey you want to use for this program. You can then press **Control-Alt-hotkey** (the default keystroke) from any program to move to this program, where hotkey is any letter from a-z or any number from 0-9.

If you include a mnemonic letter in the Description, that letter is also inserted as the hotkey letter. If the hotkey has already been assigned, changing the mnemonic does not change it.

To change the hotkey letter, select HotKey (5), then type the key you want to use.

### **Advanced Options**

The advanced options let you insert command line options and preloaded

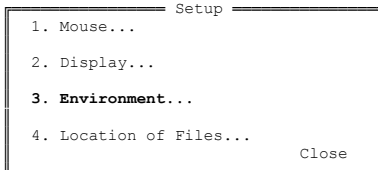
commands for the program. They also lets you disable the hotkey letter and start the program as resident on the Shell menu. See [Program Definition Options \(for Advanced Users\)](#) on page 29 of the [Shell 4.0 User's Guide](#).

## Checking for the Network Environment File

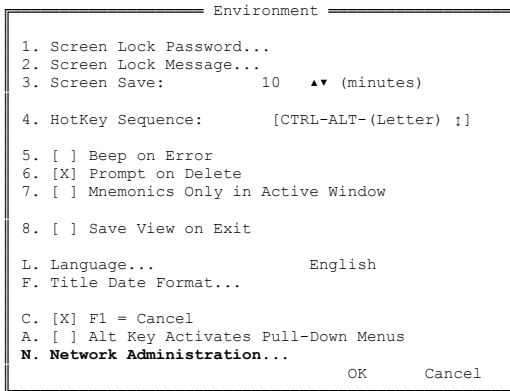
After you have a menu file, the main system menu is displayed.

You now need to verify that your system is reading the Shell environment file (SH{SH}.ENV).

- 1 Press **Shift-F1** to display the Setup dialog box.



- 2 Select Environment (3) to display the Environment dialog box.



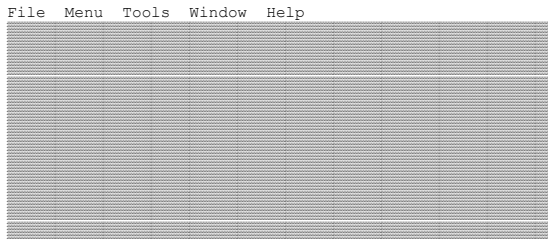
- 3 Make certain that the Environment dialog box includes the Network Administration (n) option (highlighted above).

- 4 If the Network Administration option appears, the system is reading the environment file. Move to OK, then press **Enter** to return to the main menu.

OR

If no Network Administration option appears, you need to make certain that the environment file is in the same directory as SHELL.EXE and is named SH{SH}.ENV (see [Creating the SH{SH}.ENV File](#) earlier in this section). Continue following the above steps until you can verify that the Network Administration option exists. Once it does, move to OK, then press **Enter** twice to return to the main menu.

A Shell menu is displayed.



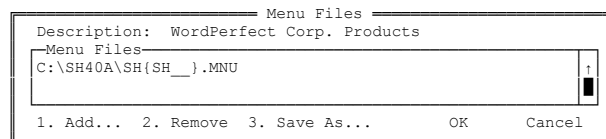
5 If you want to use the displayed menu as the master menu, press **Shift-F10** to display the Menu Files dialog box. Make certain that this dialog box lists the path and filename of your master menu file, then move to OK and press **Enter** to return to the menu. You can then press **F10** to save the view, and advance to the User Access section below.

OR

If the menu is blank, as shown above, continue following the steps in order to retrieve a menu.

6 Make certain that you are the network administrator and have started using the program by entering **shell/u-{sh}** at the DOS prompt.

7 Press **Shift-F10** to display the Menu Files dialog box.



8 Select Remove (2) to remove any menu files from the list. Note that this does not delete the menu files. It simply removes them from the list to avoid confusion.

9 Choose Add (1), then enter the path and filename of the menu file you want to use as the master menu. Be sure to include the .MNU extension.

The standard network master menu file is called SH{SH\_\_}.MNU. It is found in the same directory as the SHELL.EXE file.

You can press File List (F5) and QuickList (F6) and use these features to insert a filename.

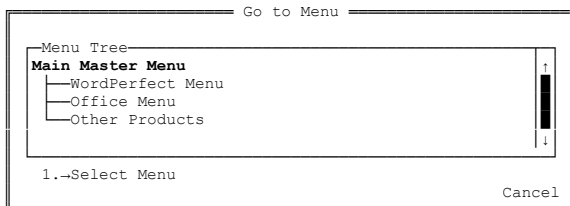
10 Make certain the Menu Files dialog box lists the full pathname of the menu file you want to use.

11 Note the description given for the menu file. You will use this description to identify it.

12 Move to OK, then press **Enter** or **Exit** (F7).

You are returned to the main menu. However, it is still blank. You now need to select the master menu.

13 Press **Ctrl-O** to display the Go To Menu dialog box.

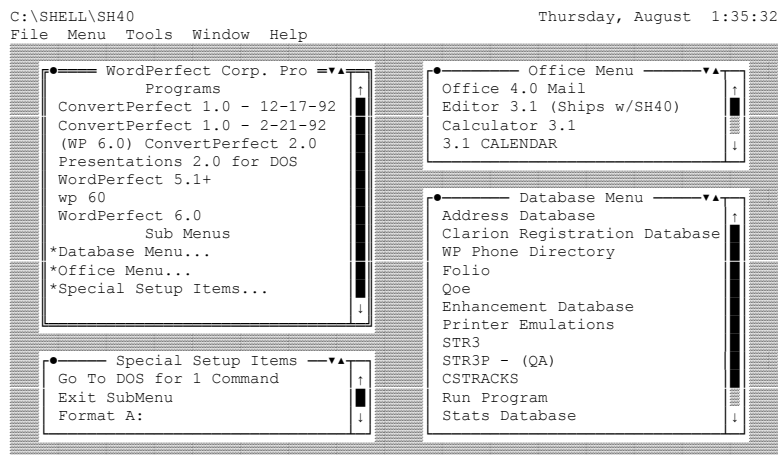


The master menu is listed by the description you noted in step 11 above.

14 If necessary, highlight the menu you want to as the main master menu.

15 Choose Select Menu (1) to select it.

The main master menu is now displayed.

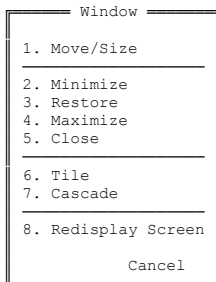


16 Use the mouse to position and size the menu as you want it by clicking the left mouse button on the side of the menu and dragging it to be the size you want.

OR



Use **Tab** to move to the menu you want to size, then press **Ctrl-F3** to display the keyboard options:



Use the keyboard options to reposition and size the items you want.

17 When you've finished arranging the menu, press **F10** to save the view and create the master view file.

All view files have .VEW extensions. The master view file is called SH{SH\_\_}.VEW. The view files are found in the directory you indicate using the /PS option in your environment file. See [Creating the SH{SH}.ENV File](#) earlier in this section.

You are returned to the main master menu.

If the menu you want is still not displaying as the main master menu in Shell 4.0, repeat steps 6-15 above to select the master menu.

### User Access

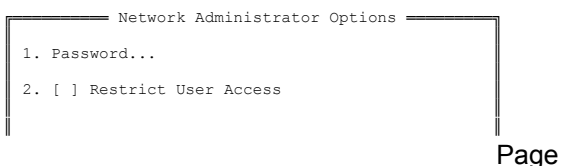
If you want to let all system users create and change their own menus, you can skip this section.

To keep users from creating and changing personal Shell menus so that they will have access only to the master Shell menu,

1 If necessary, enter **shell/u-{sh}** at the DOS prompt to start Shell as the network administrator.

2 Press **Shift-F1**, then select Environment (3).

3 Type **n** to select Network Administration and display the Network Administrator Options dialog box.





4 Select Restrict User Access (2) to insert an X in the Restrict User Access check box.

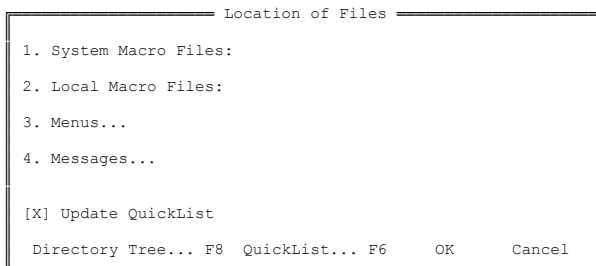
5 Move to OK, then press **Enter** to leave the Network Administrator Options dialog box and return to the main master menu.

### Location of Files

As network administrator, you may also want to make sure that the Location of Files options indicate the correct directories.

1 If necessary, enter **shell/u-`{sh}`** at the DOS prompt to start Shell as the network administrator.

2 Press **Shift-F1**, then select Location of Files (4) to display the Location of Files dialog box.



3 Make certain that the various Location of Files options contain the pathnames of the directories you want to use (explained below).

You can move to an option, press **Directory Tree** (F8) or **QuickList** (F6), then use these features to select a directory name.

4 Once each box lists the directories you want to use, move to OK, then press **Enter** to save your selections.

The Location of Files dialog box contains the following options:

### System Macro Files

The System Macro Files option (1) should contain the full pathname for the directory where the system macro files are stored. No system macros are shipped with Shell. However, any Shell macros you create in the future will be placed in the directory listed here. Also, you need to move any previously created macro files into this directory. It is a good idea to store your shared macro files in a shared directory, which users have all access rights to, except for access control and

supervisory rights (on Novell networks).

### **Local Macro Files**

System users can use the Local Macro Files option (2) to indicate the name of a directory they use for storing their personal macro files. As the network administrator, you can leave this entry blank.

### **Menus**

Selecting the Menus option (3) displays two possible options:

#### **Personal Directory**

This box lets system users indicate the name of the directory they want to use for their personal menu files. As the network administrator, you can leave this entry blank for the users to complete.

#### **Shared Directory**

This box lists the full pathname for the directory that contains the master system menu files. By default, menu files are placed in the Shell executable directory. If you change the location, you then need to place any menu files you have created in that directory.

### **Messages**

Selecting the Messages option (4) displays two possible options:

#### **Personal Directory**

This box lets system users indicate the name of the directory they want to use for storing their personal messages for the Message Board. As the network administrator, you can leave this entry blank for the users to complete.

#### **Shared Directory**

This box should contain the full pathname of a drive and shared directory, which users have all access rights to, except for access control and supervisory rights (on Novell networks).

## Setting Up Shell 4.0, 4.0a, 4.0b, and 4.0c as a User

Once you've finished customizing the system Shell options, you are ready to start the Shell as a user.

The following instructions guide you through customizing a personal Shell.

1 Log into the network as a user, then enter **shell** at the DOS prompt.

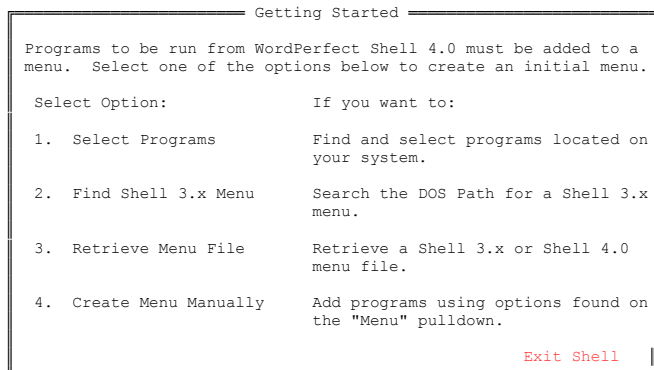
OR

Enter **shell/u-xxxxx** where xxxxx represents your user initials. The /u option is explained under Startup Options later in this guide.

2 If you marked the Restrict User Access option on the Location of Files dialog box with an X when you defined the Shell as the network administrator, an exact duplicate of the master Shell is displayed. As a user, you can only change the Setup (Shift-F1) options.

OR

If you didn't mark the Restrict User Access option with an X as the network administrator, the Getting Started dialog box is displayed.



This is the same dialog box that you used to create the master Shell menu for your system. You can now use its options to create a personal Shell menu, as explained under Selecting the Network Master Menu earlier in this guide.

## Common Shell 4.0 Problems and Answers

### Problem

I have several separate user groups on my network. How can I create Shell menus for these separate groups?

### Answer

1 At the DOS prompt, move to the directory that contains the Shell executable file SHELL.EXE. See [Installing Shell](#) earlier in this guide for a list of the directories Shell uses for each product.

2 Create a SH{SH}.ENV environment file that contains only the /NT-x option. See [Creating the SH{SH}.ENV File](#) earlier in this guide.

3 Create a subdirectory for each group.

4 Enter **cd directory name** at the DOS prompt where directory name is the name of a group's subdirectory.

5 Enter **shell/u-{sh/ps-directory name}** at the DOS prompt, where directory name is the name of that group's subdirectory.

6 Follow the necessary steps to create the master menu for that group (see [Selecting the Network Master Menu](#) earlier in this guide).

When you indicate the name of the menu file in the Menu Files (Shift-F10) dialog box, be sure to include the full pathname.

7 Create a batch file to direct the information for that group of users into that group's subdirectory. The batch file should contain the SHELL/PS-directory command, where directory is the name of that group's subdirectory. It can also contain any other startup options necessary to run the Shell in your environment.

8 Repeat steps 4-7 for each group.

### Problem

I encounter memory errors when I attempt to swap to or from Office 4.0. I have the same problem with WordPerfect 6.0. What can I do?

### Answer

1 On the Shell menu, highlight the program item for Office 4.0.

2 Press **F6** to begin editing the information for that program.

3 Select Advanced Options (6).

4 Select Command Line Options (1).

5 If you have more extended than expanded memory, enter **/w=\*,0,1024** as the command line option.

OR

If you have more expanded than extended memory. enter **/w=\*,1024,0** as the command line option.

6 Repeat steps 1-5 above for WordPerfect 6.0.

### **Problem**

I want to start over from the Getting Started dialog box to set up a new Shell menu. What files do I have to delete?

### **Answer**

As a network administrator, delete the SH{SH\_\_}.MNU, SH{SH\_\_}.SET, and SH{SH\_\_}.VEW files.

As a user, delete the SHxxxxx\_\_}.MNU, SHxxxxx\_\_}.SET, and SHxxxxx\_\_}.VEW files, where xxxxx represents your user initials. To learn about user initials, see the /U option under Startup Options later in this guide.

### **Problem**

When I run Windows from Shell, the Shell screen saver appears even though I am typing or using my mouse. How can I turn it off?

### **Answer**

Even though Windows has control of your keyboard and environment, the Shell is still running in the background and the Shell doesn't recognize mouse movements under Windows.

When you run Shell under Windows, the Shell only recognizes the following keystrokes: Num Lock, Caps Lock, and Scroll Lock.

Consequently, when you want to turn off the Shell screen saver and continue working in Windows, press **Num Lock**, **Caps Lock**, or **Scroll Lock**.

### **Problem**

When I press **Exit** (F7) and type **y** to exit the Shell, the following message is displayed at the c: prompt: "Type EXIT when done to return to program."

### **Answer**

One of the programs you used from the Shell 4.0 has changed your DOS environment to the point that the Shell does not know if you have exited the program correctly.

To remove the prompt temporarily, enter **prompt \$p\$g** at the DOS prompt.

To permanently remedy the situation, you need to determine which program is causing the problem and then correct it.

- 1 Start the Shell, launch a program, exit that program, then exit the Shell to see if that program is the one that is causing the problem.
- 2 Repeat step 1 for each program on the Shell menu until you discover the program that is causing the problem.
- 3 Once you have found the problem program, start the Shell.
- 4 Highlight the program item for that program.
- 5 Press **Edit** (F6) to begin editing the program information.
- 6 Select Advanced Options (6).
- 7 Select Preloaded Commands (2).
- 8 Type %% as the first command, then press **Enter**.
- 9 Type **prompt \$p\$g** as the second command.
- 10 Press **Exit** (F7) to save the commands and leave the menu.
- 11 Continue pressing **Exit** (F7) until you return to the Shell menu.

### **Problem**

How do I exit a submenu?

### **Answer**

To use the keyboard to exit a submenu, press **Ctrl-F3**, then type **5**.

To use the mouse, click the small dot in the top left-hand corner of the submenu.

You can set up a program item that exits the submenu simply by pressing one key (as in Office 3.x).

- 1 Enter **mc shell** at the DOS prompt to start the Shell.
- 2 Select the mnemonic for the submenu you want to display.
- 3 With that submenu onscreen, press **Ctrl-Alt-F10** to begin recording a Shell macro.
- 4 Select Record (2).

- 5 Enter a name for the macro.
- 6 Enter the description you want for the macro.

OR

Press **Enter** to ignore the description.

- 7 Press **Ctrl-F3** then select Close (5) to close the submenu.
- 8 Press **Ctrl-Alt-F10** to end the macro.
- 9 Select the mnemonic for the submenu to reopen it.
- 10 Press **Insert** to begin adding a program item.
- 11 Select Description (1).
- 12 Type a Description such as: **E~xit submenu**.

Place a tilde (~) before the character you want use as the mnemonic.

- 13 Select Filename (2), then type the name of the macro you just created.
- 14 Select Type (4), then select Macro (2) as the type.
- 15 Continue pressing **Exit** (F7) until you return to the submenu.

You can now exit the submenu simply by typing the mnemonic for that program item.

### **Problem**

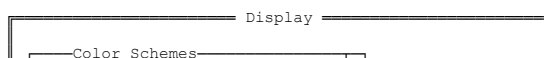
The colors I selected as a network administrator are not displayed when I start the Shell as a user.

### **Answer**

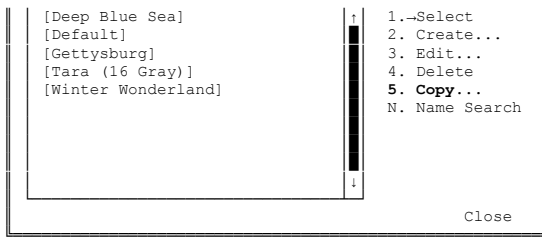
The default colors for users differ from those displayed for the network administrator.

To synchronize colors for users and the administrator, you need to copy the color scheme used for by the administrator and select it for system users.

- 1 Enter **shell/u-{sh** at the DOS prompt to start Shell as the network administrator.
- 2 Press **Shift-F1** to display the Setup dialog box.
- 3 Select Display (2).

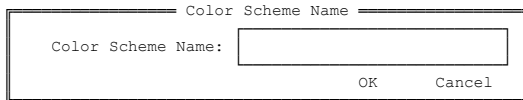






4 Highlight the color scheme that you want to use as the default.

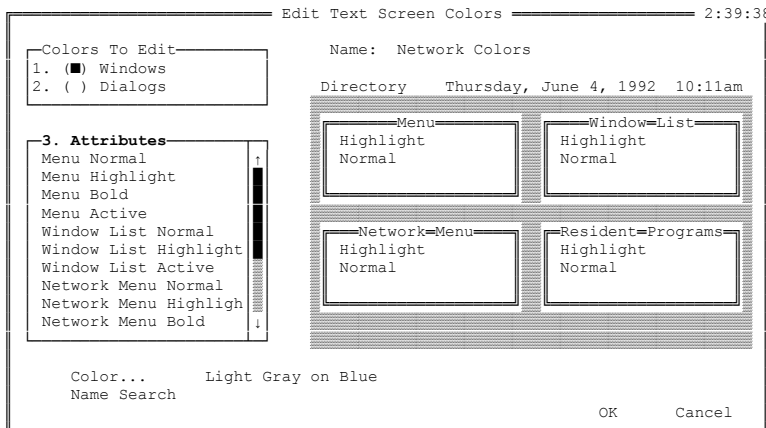
5 Select Copy (5).



6 Type the name of your new color scheme (for example, Network Colors) in the Color Scheme Name box, then press **Enter**.

You are returned to the Display dialog box. The new color scheme has been added to the list.

7 Highlight your new color scheme, then select Edit (3).



8 Select Attributes (3).

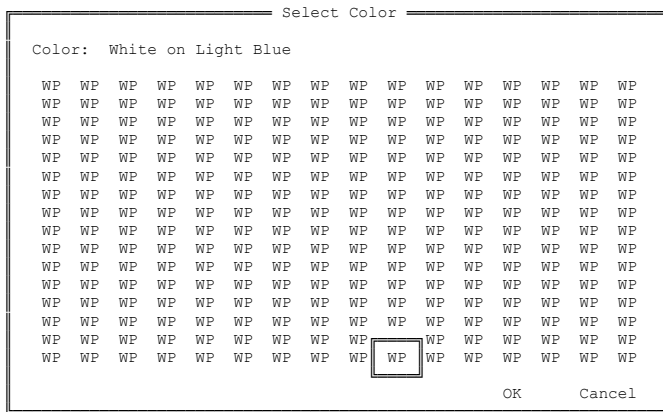
9 Highlight Menu Normal, then write down the color listed next to Color... at the bottom left of the screen.

10 Highlight Menu Highlight, then write down the color listed at the bottom left of the screen.

11 Highlight Menu Bold, then write down the color listed at the bottom left of the screen.

12 Highlight Menu Active, then write down the color listed at the bottom left of the screen.

13 Once you have recorded the names of the colors used for your default color scheme, move the cursor to Network Menu Normal, then press **Enter** to display the Select Color dialog box.



The cursor is represented by a boxed WP. The color represented by that WP is listed at the top of the dialog box.

14 Move your cursor to the WP that represents the color you listed for Menu Normal, then press **Enter**.

15 Repeat steps 13 and 14 for Network Menu Highlight, Network Menu Bold, and Network Menu Active.

16 Once you've selected the colors for your default menu, continue pressing **Exit** (F7) until you return to the Display dialog box.

The new color scheme has been added to the Color Schemes list.

17 Highlight the new color scheme, then type **1** to select it.

18 Continue pressing **Exit** (F7) until you return to the main menu.

The Shell menu colors displayed for the users on your system are now the same as those for the network administrator.

### Problem

The following error message is displayed when I try to start the Shell: "Write Protected Directory. Directory In Use."

### Answer

First, make sure that the SH{SH}.ENV environment file is found in the same directory as the SHELL.EXE file. See [Creating the SH{SH}.ENV File](#) earlier in this guide for instructions on creating the environment file. See [Installing Shell](#) earlier in this guide for a list of the directories Shell uses for each product.

Second, make certain that all users have all rights to the directories specified for the /PS and /D options in the environment file, except for access control and supervisory rights (on Novell networks).

**Problem**

The following error message is displayed when I try to start the Shell: "Invalid directory specified for Disk Swap File SH{SH\_\_}.BSW."

**Answer**

For Office 4.0b and 4.0c and GroupWise 4.1, you can eliminate the error message by using the /V startup option when you start Shell. You can include the option with the Shell command or place it in your SH{SH}.ENV environment file. See [Creating the SH{SH}.ENV File](#) earlier in this guide.

If you are using a local disk drive, you also need to specify that drive.

If you are using a diskless workstation, you need to specify a network drive and directory that users have all rights to, except for access control and supervisory rights (on Novell networks).

The /V option does not apply to Shell 4.0 or 4.0a. If you are using these product releases, call Customer Support to get a copy of the Office 4.0c release.

**Problem**

A box containing an exclamation mark sometimes appears center screen. What does it mean?

**Answer**

The box is an indication of memory problems.

Try using the following startup options with the SHELL command:

```
/w=*,*,* ---Using various settings.  
/ll  
/ne  
/nx  
/32  
/da (with Shell 4.0a or 4.0b)
```

You can use these options alone or in any combination. You can include them with the Shell command or in your AUTOEXEC.BAT file as a DOS set variable. For an explanation of each option, see [Shell 4.0 Startup Options](#) later in this guide.

If the problem persists, try removing any TSR (Terminate and Stay Resident) programs such as fax drivers, device drivers, and anti-virus programs from your Shell menu. Remove a program, then reboot your machine. Continue removing programs until you locate the problem.

**Problem**

When I start Shell 4.0a with the /MNU option, the "Access Denied" message is displayed.

**Answer**

Make sure the Shell menu file that you are using has been assigned shareable and read-only rights.

For Shell 4.0b, the file needs only shareable rights.

For Shell 4.0c, it makes no difference what rights are assigned to the file.

### Problem

When I try to select a printer in the Editor program, a "Printer files not found" error message is displayed.

### Answer

Since the Editor program was shipped with the Shell only to enable you to edit Shell macros, no printer files were included with it.

If you need to print from the Editor program, call Customer Support and ask for a disk containing the Office 3.1 Editor printer files.

### Problem

When I'm in WordPerfect 6.0, the Shell screen saver doesn't work.

### Answer

In order for the screen saver to work while you are using WordPerfect 6.0 from the Shell, you need to add the /SB option to the Shell Command Line Options for WordPerfect.

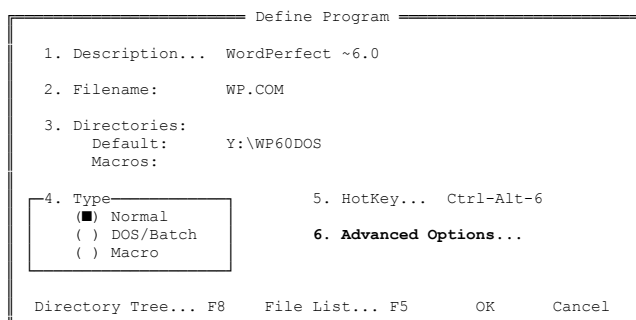
1 To edit the system's master menu, enter **shell/u-{sh}** at the DOS prompt to start the Shell program as a network administrator.

OR

To edit a user's personal menu, enter **shell/u-xxx**, where xxx represents your user initials. To learn about user initials, see the /U option under Startup Options later in this guide.

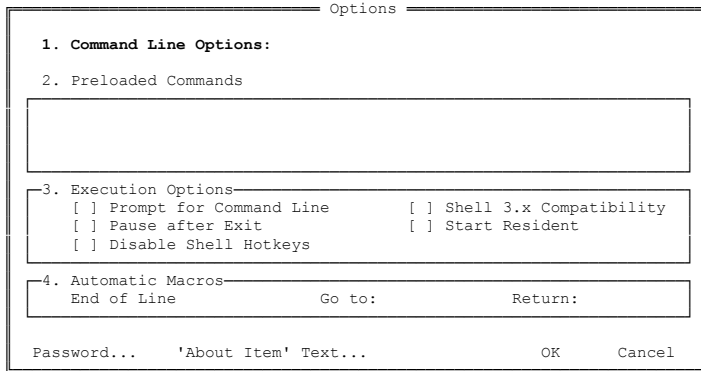
2 Highlight WordPerfect 6.0 on the Shell menu.

3 Press **Edit** (F6) to display the Define Program dialog box.



4 Select Advanced Options (6).

The Options dialog box is displayed.



5 Select Command Line Options (1).

6 Type **/sb-x**, where **x** is the interval of time, in minutes, that you want to pass before the screen saver is displayed.

7 Continue pressing **Exit** (F7) until you return to the Shell menu.

### Problem

When I press **Ctrl-Alt-space bar** to return to the Shell menu, a "1" is displayed in the top left corner of the screen.

### Answer

If you are using a non-WordPerfect program when this happens, you need to make certain that the program is not marked as being Shell 3.x compatible.

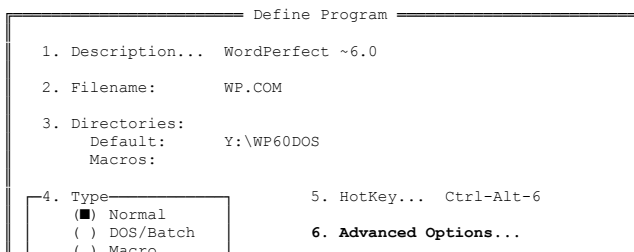
1 To edit the system's master menu, enter **shell/u-{sh}** at the DOS prompt to start the Shell program as a network administrator.

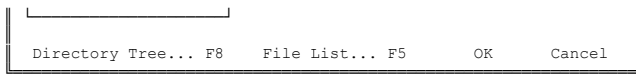
OR

To edit a user's personal menu, enter **shell/u-xxx**, where **xxx** represents your user initials. To learn about user initials, see the **/U** option under Startup Options later in this guide.

2 Highlight the item on the Shell menu for the program you are having problems with.

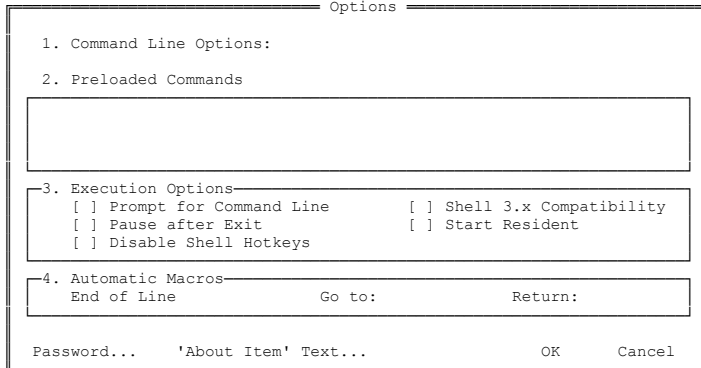
3 Press **Edit** (F6) to display the Define Program dialog box.





4 Select Advanced Options (6).

The Options dialog box is displayed.



5 Make certain that Shell 3.x Compatibility is not marked in the Execution Options group box.

6 Continue pressing **Exit** (F7) until you return to the Shell.

### Problem

When I am using Shell 4.0, the screen saver appears even though I am using my mouse.

### Answer

In order for Shell 4.0 to recognize mouse movement, you need to make certain that the MOUSE.COM program is found in the same directory as the SHELL.EXE. See [Installing Shell](#) earlier in this guide for a list of the directories Shell uses for each product.

Shell 4.0a and later recognize the mouse movements without MOUSE.COM for WordPerfect products.

### Problem

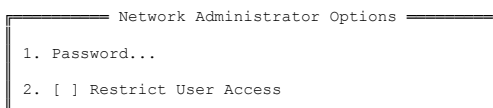
As a network administrator, how can I provide users with an exact copy of the master menu and still let them edit their own copy?

### Answer

1 If necessary, enter **shell/u-*sh*** at the DOS prompt to start Shell as the network administrator.

2 Press **Shift-F1**, then select Environment (3).

3 Type **n** to select Network Administration and display the Network Administrator Options dialog box.





- 4 If necessary, select Restrict User Access (2), then press the **space bar** to remove the X from the Restrict User Access check box.
- 5 Continue pressing **Exit** (F7) to return to the main master menu.
- 6 Press **Exit** (F7), then type **y** to leave the Shell menu.
- 7 Enter **copy username.mnu** at the DOS prompt, where username is the name of a system user, to make a copy of the master Shell menu, SH{SH\_\_}.MNU, for each user. Note that each menu file must have a .MNU extension.
- 8 Log in as a user, then start Shell 4.0.

The Getting Started dialog box appears. If not, delete that user's .SET and .VEW files.

- 9 Select Retrieve Menu File (3).
- 10 Type the name of the menu file that you created for that user, then press **Enter**.

Two identical Shell menus are displayed. One may be behind the other.

11 Determine which is the user's menu and which is the master menu. The Edit option is grayed out on the Menu of the Master menu.

12 With the master menu selected, press **Ctrl-F3, 5** to close it.

The other menu is the user's menu.

13 Size and position the user's menu, then press **Save** (F10) to save the view.

14 Exit the Shell menu and log out as that user.

15 Repeat steps 7-14 for each user on your system.

### **Problem**

What has happened to the Shell 3.x Swap Shell Out option for Shell 4.0?

### **Answer**

In Shell 4.0 you cannot swap out the Shell.

When you start Shell 4.0, the Shell program is loaded into conventional memory. When you start a program from the Shell, the Shell program moves into extended memory if it is available. If no extended memory is available, Shell moves into expanded memory. If no expanded memory is available, Shell moves to disk. Otherwise, it remains in conventional memory.

### **Problem**

How can I start the Shell, go directly into a program, and remain there? Currently, when I try to do this, I'm taken back to the Shell with an asterisk (\*) displayed next to that program item.

### **Answer**

You can create a Shell macro that takes you into the program when you start the Shell.

- 1 Enter **mc shell** at the DOS prompt to start the Shell.
- 2 Press **Ctrl-Alt-F10** to start recording a Shell macro.
- 3 Select Record (2), then enter a macro name.

The description is optional.

- 4 Enter the description you want for the macro.

OR

Press **Enter** to ignore the description.

- 5 Type the letter for the program you want to start.
- 6 Once you are in that program, press **Ctrl-Alt-F10** to end the macro.
- 7 Continue pressing **Exit** (F7) until you exit the program and the Shell.
- 8 When you want to start Shell and the program, enter **mc shell/m=name** at the DOS prompt, where name is the name of the macro you just created.

### **Problem**

I converted a Shell 3.x menu that had several submenus to 4.0 format only to discover that all the submenus are blank. Why?

### **Answer**

The menu item for that submenu in your 3.x SHELL.FIL Shell menu file does not contain the full pathname to the submenu file.

- 1 Start Shell 3.x, then select Setup (4).
- 2 Highlight the item on the Shell menu for the submenu.
- 3 Select Edit (1) to edit the program information for that item.
- 4 Under Startup options, include the full pathname for the file that contains the submenu.



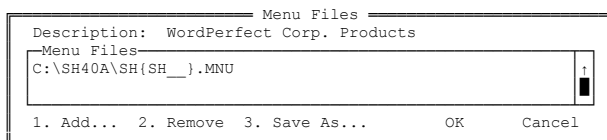
- 5 Continue pressing **Exit** (F7) until you return to the DOS prompt.
- 6 At the DOS prompt, enter **del \*.set** to delete your Shell 4.0 .SET files.
- 7 Enter **del \*.view** to delete your Shell 4.0 .VEW files.
- 8 Enter **del \*.mnu** to delete your Shell 4.0 .MNU files.
- 9 Start Shell 4.0, then follow the necessary steps to convert the Shell 3.x menu file to Shell 4.0 format (see [Find Shell 3.x Menu](#) earlier in this guide).

### Problem

How can I retrieve a Shell 3.x submenu as a separate menu in Shell 4.0?

### Answer

- 1 Start Shell 4.0.
- 2 Press **Shift-F10** to display the Menu Files dialog box.



- 3 Select Add (1).
- 4 In the Menu Files box, type the full pathname for the submenu file, then press **Enter**.

Shell 4.0 asks you for a Shell 4.0 menu filename.

- 5 Type the name you want to use for the Shell menu file. Be sure to include a .MNU extension with the filename.
- 6 Continue pressing **Exit** (F7) until you return to the Shell menu.
- 7 Press **Ctrl-O** (Go To Menu), highlight the menu, then choose Select (1) to select it.
- 8 Continue pressing **Exit** (F7) until you return to the Shell menu.

### Problem

I copied a user's menu file for use by a second user. Now, editing the first user's menu also changes the menu of the second user.

### Answer

You need to make certain that each menu file has a different filename.

- 1 Enter **copy shxxxx\_}.mnu shyyyyy\_}.mnu** at the DOS prompt, where xxxxx is the user initials for the menu you want to copy and yyyyy is the initials of the new user. To learn about user initials, see the /u option under Startup Options later in this guide.
- 2 Log into the network as the first user and start the Shell.
- 3 Press **Shift-F10**.
- 4 Make certain that the menu file listed there is the first user's menu filename and pathname of the directory where the file is located.
- 5 Repeat steps 2-4 for the second user.

## Shell 4.0 Files

### **ELD\_CLIP.EXE**

The ELD\_CLIP.EXE file is the Clipboard file. It must be found in the same directory as the SHELL.EXE file in order for you to use the Clipboard. See [Installing Shell](#) earlier in this guide for a list of the directories Shell uses for each product.

### **ELD\_SCRN.EXE**

The ELD\_SCRN.EXE file is the screen swapper file. Without it, you cannot swap between graphical programs. This file must be in the same directory as the SHELL.EXE file.

### **FIXWIN.EXE**

The FIXWIN.EXE file lets you run Windows 3.x from the Office 4.0 Shell. The FIXWIN.EXE utility file makes Shell 4.0 memory compatible with Windows.

Unless FIXWIN.EXE is installed, your computer will lock when you exit Windows and return to Shell.

With Shell 4.0a and subsequent versions, you can load FIXWIN.EXE at DOS before you start Shell, in a batch file that starts Windows or in the preloaded commands in the advanced options of the Shell menu.

### **MC.EXE**

The MC.EXE file is the advanced macro engine file. The MC.EXE file enables you to record and play advanced Shell macros. It must be found in the same directory as the SHELL.EXE file, and you need to load this file when you start the Shell by typing **mc shell** at the DOS prompt.

With Shell 4.0b and subsequent versions, you can use the /TSR startup option with the MC SHELL command to load the macro engine into upper memory. For example, you could enter **loadhigh c:\shell40\mc.exe /tsr** at the DOS prompt to load the macro engine into high memory. However, you will then need to reboot your computer to unload the macro engine from memory.

### **NSHSETUP.EXE**

The NSHSETUP.EXE file is a network setup utility used to update users' .SET files with the changes made to the network administrator's .SET file. This file must be in the same directory as the SHELL.EXE file.

To run this utility from the DOS prompt,

- 1 Make certain that no one on your system is using the Shell.
- 2 Change to the Shell directory.

3 Enter **nshsetup**.

### **NSHSETUP.FIL**

The NSHSETUP.FIL file is an overlay file for the network setup utility. This file must be in the same directory as the SHELL.EXE file.

### **README.SHL**

The README.SHL file contains the latest information about the Shell at the time of release.

To display the README file onscreen,

- 1 Change to the Shell directory.
- 2 Enter **type readme** at the Shell prompt.

You can also retrieve the README file into WordPerfect or any text editor.

### **SH.MRS**

The SH.MRS file is a Shell macro resource file. This file enables you to record Shell macros and also to use Editor to edit Shell macros. This file must be in the same directory as the SHELL.EXE file.

### **SH40.PIF**

The SH40.PIF file lets you use higher memory when you run the Shell from Windows. However, keep in mind that Shell is a DOS program and is not meant to run under Windows.

### **SHELL.COM**

The SHELL.COM file helps load the Shell into memory. This file must be in in the same directory as the SHELL.EXE file.

### **SHELL.EXE**

The SHELL.EXE file is the main Shell file.

You must either start Shell from the directory where SHELL.EXE is found, or you must include that directory name in a DOS PATH command.

### **SHELL.ICO**

The SHELL.ICO file provides a Windows icon for the Shell. However, keep in mind that Shell is a DOS program and is not meant to run under Windows.

### **SHELL.OVL**

The SHELL.OVL file is an overlay file that contains the Shell error messages and other prompts. This file must be in the same directory as the SHELL.EXE file.

## SHELLDOS.COM

The SHELLDOS.COM file enables you to return to the Shell after you have gone to DOS from a program, while leaving the program resident. This file must be in the same directory as the SHELL.EXE file.

After you have gone to DOS from a program, you can enter **shelldos** from the DOS prompt to return to the program and bypass the Shell.

## SHELLMAC.TXT

The SHELLMAC.TXT file contains the information about new macro commands and Shell 3.x macro commands that have been updated from 3.1. It is installed in the same directory as the SHELL.EXE file.

To display SHELLMAC.TXT onscreen,

- 1 Change to the Shell directory.
- 2 Enter **type shellmac** at the DOS prompt.

## SHL\_CMP.EXE

The SHL\_CMP.EXE file is a Shell 3.x Compatibility file.

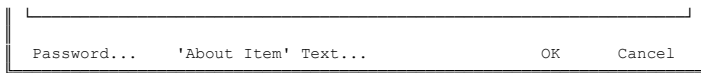
If you are using programs originally designed for use with Shell 3.x (such as WordPerfect 5.1, PlanPerfect, DataPerfect, Notebook, and Calculator), this file enables those programs to interact correctly with Shell 4.0. This file must be in the same directory as the SHELL.EXE file.

To use the SHL\_CMP.EXE file,

- 1 Start the Shell.
- 2 Highlight the program item for the program you want to use.
- 3 Press **Edit** (F6) to begin editing the program information.
- 4 Select Advanced Options (6).

The Options dialog box is displayed.

```
Options
-----
1. Command Line Options:
2. Preloaded Commands
   [Empty text box]
3. Execution Options-----
   [ ] Prompt for Command Line   [ ] Shell 3.x Compatibility
   [ ] Pause after Exit         [ ] Start Resident
   [ ] Disable Shell Hotkeys
4. Automatic Macros-----
   End of Line          Go to:          Return:
```



5 Make certain that Shell 3.x Compatibility is not marked in the Execution Options group box.

6 Continue pressing **Exit** (F7) to return to the Shell.

### **STANDARD.IRS**

The STANDARD.IRS file is a mouse driver file. In order for you to use a mouse this file must be in the same directory as the SHELL.EXE file.

### **WP\_SH\_US.DTA**

The WP\_SH\_US.DTA file is a program description file used to display the information about the various programs in the program list.

### **WP\_SH\_US.TRS**

The WP\_SH\_US.TRS is a text resource file that provides the text used in menus and dialog boxes.

### **WP\_S\_US.TRS**

The WP\_S\_US.TRS file is a text resource file that provides the text for the NSHSETUP utility.

### **WP{SS}.SET**

The WP{SS}.SET file provides the setup information for the NSHSETUP utility.

### **\*.HLP**

Three Help files are provided with the Shell in the Shell executable directory.

### **\*.MNU**

The Shell creates menu files when you set up your menu. If you don't specify a menu directory in setup, these files are placed in the same directory as the SHELL.EXE file.

### **\*.MSG**

The messages you create on a message board are stored as files with this extension. These files are placed in the directory you specify in Location of Files.

### **\*.SET**

The \*.SET files store any changes you make to the default settings in Shell setup. These files are placed in the directory you indicate by using the /PS startup option (see [Shell 4.0 Startup Options](#) later in this guide).

### **\*.VEW**

Whenever you make a change to the desktop, a \*.VEW file records the

placement of the windows and the active window. When you return to Shell from DOS or from a program, the .VEW file displays the desktop the same way it was when you left it. These files are placed in the directory you indicate by using the /PS startup option (see [Shell 4.0 Startup Options](#) later in this guide).

**\*.MFL**

The \*.MFL file contains any messages you have sent or received. It is stored in the directory you specify for messages in setup.

## Shell 4.0 Temporary Files

### **\*.BSW**

The \*.BSW files are program swap files. They are created each time Shell has to swap a program to disk. You don't need to delete these files. They are deleted automatically when you exit the Shell.

### **\*.CHK**

The \*.CHK file is a check file that serves the same purpose as the WordPerfect .CHK file.

### **\*.CLP**

The \*.CLP file is a temporary file created when you save anything to the Clipboard. It is deleted each time you exit Shell.

### **\*.SPC**

The \*.SPC file is a space file that serves the same purpose as the WordPerfect .SPC file.

### **\*.TMN**

The \*.TMN file is a temporary menu file.

### **\*.VRM**

The \*.VRM file is a virtual memory file.

### **SH{SH\_}.TRE**

When you do a file scan on the drive where Shell is found, a SH{SH\_}.TRE file is created in the root directory. If you delete this file, it will be recreated the next time you do a file scan.



## Shell 4.0 Startup Options

- /32** - Allows use of Lotus Intel Memory Specifications (LIM 3.2). May be necessary for compatibility with older memory drivers.
- /? or /h** - Displays the available startup options without starting the Shell.
- /cp=<number>** - Tells the Shell program to use the code page indicated by number. Code Pages are character sets you can select for specific languages and language groups. See your DOS manual for more information.
- /d=d:\path** - Redirects Shell's temporary files to the directory indicated by path. You can only use one path. For example, use /d=d:\path and not /D=d:\path;c:\path, as stated in the manual.
- /da** - Forces Shell to not take advantage of the task-swapping ability of DOS 5.0 higher that conflicts with Shell's own task switching ability. Using this startup option may also solve problems that occur with launching or swapping programs.
- /l=<language>** - Starts Shell in a given language, where language is a two-character .TRS file language ID, as follows.

### Languages:

US English, U. S.  
AF Afrikaans  
AR Arabic  
CE Canadian - English  
CF Canadian - French  
CA Catalan  
CS Czech  
DK Danish  
NL Dutch  
OZ English - Australia  
EJ English - Japanese

UK English - U.K.  
SU Finnish  
FR French - National  
GA Galician  
DE German - National  
SD German - Swiss  
GR Greek  
HE Hebrew  
MA Hungarian  
IS Icelandic  
IT Italian

NI Japanese/Niponese  
NO Norwegian  
PL Polish  
PO Portuguese - National  
BR Portuguese - Brazil  
RU Russian  
ES Spanish - National  
SV Swedish  
TR Turkish  
YK Ukrainian/**m=macroname** - Runs the macro as you start Shell.  
If the macro is not found in the current directory, be sure to include the complete path with the macro name.  
**/mono** - Lets you emulate a monochrome monitor.  
**/mnu=menuname** - Lets you specify which menu (in a network setting) should be used as a template. You can use the /mnu startup option to let users bypass the Getting Started dialog box that initially displays when you start Shell.  
**/mt=<number>** - Tells Shell to override the current monitor type and use the type specified by the startup option.

#### Monitor Type Numbers:

0 Monochrome  
1 Color Graphics Adapter  
2 PC3270  
3 EGA (CO40 or CO80, 64K memory)  
4 EGA (CO40 or CO80, 128K memory)  
5 EGA (MONO, 64K memory)  
6 EGA (MONO, 128K memory)  
7 EGA (EMULATION, HI-RES, 64K memory)

- 8 EGA (EMULATION, HI-RES, 128K memory)
- 9 VGA
- 10 MCGA
- 11 8514/A
- 12 Hercules Graphics Card (Vanilla)
- 13 Hercules Graphics Card (Ramfont)
- 14 Hercules Graphics Card (In-Color)
- 15 NEC PC-9801

**/n** - Starts Shell without starting resident programs. Any program marked to be loaded will not be left resident. Use the /n option if you do not want to load any programs that are set to start resident when you start Shell.

**/ne** - Starts Shell without expanded memory.

**/nx** - Starts Shell without extended memory.

**/nf** - Starts Shell with a non-flash display.

**/nk** - Eliminates advanced keyboard bios calls in the keyboard that you are using which may conflict with Shell bios calls and cause problems.

**/nt=<n>** - Indicates the network you are using, where n is the network ID number, as follows:

- 0 Other
- 1 Novell Netware
- 2 Banyan VINES
- 3 TOPS Network
- 4 IBM LAN Networks
- 5 NOKIA PC\_Net
- 6 3Com 3+

- 7 10Net
- 8 LANtastic
- 9 AT&T StarGROUP
- A DEC Pathworks
- B 3Com 3+ OPEN
- C Banyan StreetTalk
- D IBM LAN Server

**/ps=d:\path** - Indicates the directory for the Shell .SET and .VEW files.  
**/r** - Puts SHELL.OVL in extended or expanded memory  
 (ELABORATE).

**/re** - Puts SHELL.OVL in expanded memory.

**/rx** - Puts SHELL.OVL in extended memory.

**/sa** - Starts Shell as a stand-alone program (disables the network).

**/ss=rows,cols** - Sets the screen size the same as for the WordPerfect /ss option.

**/u=xxxxx** - Starts Shell for a user, where xxxxx is a user's initials. Although Shell 3.1 used only three letters, Shell 4.0 can use up to five. If no previous user initials exist, Shell 4.0 creates default five-letter user initials for each user based on network names. To learn a user's default network user initials, log in as that user, press **Alt-h** to display the Help menu, then type **s** for Shell information. The default user initials are listed as the user's Network ID. You can use the /u startup option with the DOS SET Environment variable or the WPC environment string to change the default initials for the users on your system. See User Startup Options, DOS SET Environment, and Environment String on pages 77 and 78 of the Shell 4.0 User's Guide.

**/tsr** - Loads the macro engine (MC.EXE) as a Terminate and Stay Resident (TSR) program. The /TRS option is valid only for the macro engine (MC.EXE). To load the macro engine as a TSR, enter **mc/tsr** at a DOS prompt. To load the macro engine into upper memory, use a utility in addition to this startup option (for example, enter **loadhigh c:\shell40\mc.exe /tsr**).

**/w=kk,kk,kk** - Sets the workspace size in kilobytes, where kk,kk,kk represents CONV,EMS,XMS.

**/ws** - Displays available workspace.

**/x** - Disables default setup file changes.

### Shell 4.0's Launcher Startup Options

**/el=<number>** - Sets the EMM swapping limit, where number is a number in kilobytes.

**/xl=<number>** - Sets the XMS swapping limit, where number is a number in kilobytes. This option is only available in Shell 4.0b and later.

**/ll** - Loads the Shell program launcher into conventional memory.

**/nv** - Eliminates disk (virtual) swapping so that you cannot swap to disk.

**/pe=<number>** - Limits the number of programs you can leave resident at any one time, where number is a number from 7 to 40.

**/sb=<number>** - Sets screen blanking time, where number is a number in minutes. You must insert the /SB option on the Command Line Option for WordPerfect 6.0 for the Shell screen saver to work.

**/v=p1[];p2[]** - Sets swap directories and limits. The /V option is used to redirect the .BSW (swap file) to another directory. This option is available in 4.0a and later releases.

## Differences Between Shell 3.1 and Shell 4.0

### Memory Requirements

Shell 3.1 requires 53K of memory (unless you swap out the Shell). This memory is used to enable macros and task switching.

Shell 4.0 automatically loads high and uses expanded, extended, and virtual disk memory. Therefore, as you switch between applications, all conventional memory is available for your applications.

### Memory Management

Shell 3.1 supports swapping of resident programs to expanded memory and to disk. It does not support extended memory.

Shell 4.0 supports expanded and extended memory. It also uses virtual memory from available disk space.

### Submenus

In Shell 3.1, you display only one menu at a time. Each submenu was maintained in a different file.

With Shell 4.0, you can open and display several menus at a time. You can also size, tile, and cascade menu windows. All the submenus of a menu are stored in one menu file. You can display the organization of a menu file and its submenus by using **Go To Menu** (Ctrl-O).

### Mnemonics

In Shell 3.1, each item in a menu or submenu had to have a unique mnemonic.

In Shell 4.0, you can have several items with the same mnemonic. When a conflict exists, you are asked to clarify your selection. In addition, Shell 4.0 checks through all open windows to determine if the item you selected is already displayed.

### Hotkeys

In Shell 4.0, hotkeys function separately from mnemonics. When duplicate program and submenu items have the same hotkey character, you are asked to clarify your selection. Possible hotkey characters are 0-9 and a-z. Shell 4.0 checks for hotkeys through all menu entries (including closed menus).

### Standard Hotkeys

In addition to the hotkeys used to move between menu items, an additional set of standard hotkeys is provided to access Shell 4.0 functionality. For instance, if you need to display a file list when using TAPCIS under Shell 4.0, you can simply press **Alt-Ctrl-F5**. You can use **Alt-Ctrl-F2** to display a complete list of available hotkeys.

## **Network Menu**

In Shell 4.0, a network administrator can define which network menus can be used but not modified by all network users. When an administrator changes any item on a network menu, that change is automatically provided to each network user without disrupting the user's personal menus or forcing all users to use the same personal menus.

## **Shell Macros**

The Shell 4.0 macro language is essentially equivalent to that provided with Shell 3.1.

In addition, Shell 4.0 includes record and playback keystroke macros and programmable macros accessed by loading a Macro module, which is installed as a TSR and can be loaded into high memory.

## **Hardware Requirements**

Shell 3.1 runs on any PC/XT compatible machine.

Shell 4.0 requires a 286 computer or better. For best performance, 2M RAM or more is highly recommended.



## Shell 4.0 Enhancements

### Define Program

In the Define Program dialog box, pressing **PgDn** or **PgUp** now takes you to the next or previous program in the current menu window, so you can quickly edit program information for different programs.

### Default Pathnames

In many of the text boxes where you are asked for a pathname, you can now enter a valid drive letter and have it expand to list the default directory for that drive.

For example, if you enter **x:** in the Define Program dialog box, the x: expands to list the default directory for that drive.

### Multiple Menu Files

Since you can open multiple menu files at any given time in Shell 4.0, groups of users can even share certain menu files for specific functions. For instance, users in a law firm who need to access a specific set of time and billing programs can all point to a common menu file with these program items. These users can be accessing the network menu file and their own personal menu files at the same time.

### IBM LAN Server

If you are running Shell on an IBM LAN Server, call IBM at (800) 237-5511 to obtain a new REDIR (redirector). Be prepared to give the operator your customer number, software package, and operating system, then ask for APAR #IC05512 to transfer to a technician that can give you the redirector.

### Menu Windows

You can now have a maximum of 12 menu windows open on the Shell desktop at one time and use **Ctrl-Up Arrow** and **Ctrl-Down Arrow** to maximize, minimize, and restore menu windows.

### Mouse

If MOUSE.COM is not your mouse driver, you may have to reselect your mouse each time you hotkey to another program.

### Add Program

In the Preloaded Commands group box in the Options dialog box under Advanced Options for program information, typing text that wraps to the next line inserts a soft return. When you start the program, the soft return is treated as a space.

### QEMM Memory Manager

If you are using QEMM as a memory manager, do not use the QEMM Stealth feature with Shell 4.0 as it may cause Shell to behave erratically.

## **Shell Under OS/2**

If you are using Shell 4.0 under OS/2 2.x, you may want to customize some Shell settings.

When you create the icon for Shell 4.0, enter **shell.com** in the Path and Filename text box for that icon.

In the Optional Parameters text box, enter /ll as well as any other startup options you want to use. Click the Session tab, select DOS full screen, then turn on DOS\_UMB.

## **Macro Information**

The SHELLMAC.TXT file contains macro information that has been changed or updated since Shell 3.1.

For complete macro documentation, you can order the WordPerfect Office Editor 3.1 manual with updated Shell 4.0 macro documentation by contacting the WPGroup Sales Center.

## **Display**

A new color scheme, Tara (16 Grey), has been added to Shell 4.0a. This color scheme shows mnemonics with greater contrast on monochrome VGA displays.

## **List Programs**

Editing the description for a program in the List Programs dialog box now marks that program for addition to the menu.

## **Advanced Macros**

The {Active Programs} macro command has been renamed to {Resident Progs}.

## **Message Board**

Pressing **Save** (F10) from the Message Board dialog box saves the highlighted message. Pressing **F4** saves the attachment of the highlighted message.