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Accesses Places windows, launches programs, launches whole desktops, calls your phone, notifies you when alarms are set, launches programs based on alarm settings and has a few clipboard functions.

AccDrive displays the current Free Drive Space and alarms you when the Free Drive Space value is less than your preset alarm point.

DayAlarm is a low memory usage calendar display that Alarms you on requested dates.

This file contains information on the following:

Subject

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See ACCESSES.HLP for more information. Press F1 from any dialog box of Accesses.

(Find the SECTION # using Find+Find...)

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The following is a 5 - 10 minute, 19-step review of Accesses functions:

1. **To Quickly Activate Your Menu:** Using the Left Button of your mouse, Double Click on the Right 1/3 of Accesses' pop-up window. (The cursor should show 'MENU' if you are on the right spot.)

Mouse Click Activate the Task List: Using the Left Button of your mouse, Double Click on the Left 1/3 of Accesses' pop-up window. (The cursor should show 'LIST' if you are on the right spot.)

- 2a. **Save a different DEFAULTSIZE (start up position) for this Help File:** (I recommend the Top 1/2 of your monitor for ACCESSES.HLP and ACCESSES.WRI. You can practice saving this position if you wish because you can save a different defaultsize for each program help file; although, you will have to use the Mouse Click dialog box to position Help Files. More later...)

Move the "Help - Accesses" or "Write -ACCESSES.WRI" window to where you want it to start up.

Press Ctrl+Esc, select the "Help - Accesses" or "Write - ACCESSES.WRI" name in the Task List list box. (Just move the marquee to your selection in the Task List if you are selecting just one Window from the Task List. You do NOT have to HighLight your selection in the Task List when you are selecting just ONE window except when closing the Window.)

Then press the following key combinations: Alt+U, V, Alt+D, Alt+S. (I'm showing all accelerator keys as capitals for ease of viewing only. Do not use the Shift Key unless specifically requested.)

You can save any window position with its complete title this way (as shown on the Window Caption Bar). Normally, you will not save the complete title but will save just the program name portion of the Window Title by skipping the Alt+D keystroke in the sequence shown above.

- 2b. **Attach the Help file to the Pop-up window:** Press Ctrl+Esc, Select this Help File in the Task List - list box, then press Alt+S, C. Now, this Help File will pop to the top focus when you Right Mouse Single Click on the Left 1/3 of the Accesses pop-up window. To Try it out... Minimize this Help File and then Right Mouse Single Click on the Left 1/3 of the Accesses pop-up window. This attached position is saved across Windows sessions and can be changed anytime. (The + sign shown on the "Attach... +" menu item selects the second Show Attached position. The plus symbol normally means Shift Key or Right Mouse Click in Windoweze. See Show Attached in ACCESSES.HLP for more information.)
3. **Change the pop-up window display and size:** Click ONCE on the Pop-up window displayed in the upper right corner of

your monitor using the Left Mouse Button. Use the left-right arrow keys to scroll thru it's displays. Your last selection is automatically saved as the start up choice when you close Accesses. (See Pop-up Colors in ACCESSES.HLP for information about colors or to adjust the text display position on the pop-up by a few pixels up or down; therefore, you can move the pop-up off the display slightly to make the pop-up height smaller. You can also adjust the width or height of the pop-up.)

4. **Switch the Focus away from the Accesses Pop-up Window:** Single Click the Left Mouse button on Accesses pop-up window. Now press the Esc key. Accesses tries to not get the top window focus, but if it does, Esc or the Up and Down Arrow keys will switch it away.
5. **Launch AccDrive and Move the pop-up windows:** Select Ctrl+Esc, Alr+R, F to launch AccDrive. You can launch up to 4 AccDrive programs. Now, Press the Left Mouse Button down on a Pop-up window and hold it down for approximately 2 seconds. After the cursor changes to an Arrow, Drag this window to where you want it to start up the next time you start Accesses.

Accesses will cancel the move operation if you do not start moving the pop-up window within approximately 2 seconds after the Arrow cursor is shown.

Move all of the pop-up windows to where you want them to start up. (Moving the pop-up is difficult so it doesn't move when you double click on it. More later.)

Save the startup setting of Accesses and AccDrive now so we don't mess this up later in this Tutor. Select Ctrl+Esc, Alt+U, T.

If you are using Norton Desktop, Restore some or all of the Norton Desktop windows that are minimized (Icons) at the button of your screen before continuing.

6. **Tile all of your windows:** Maximize this Help File Window AFTER pressing the following key combinations: Ctrl+Esc, Alt+S, S, T. (Some windows cannot be sized and these windows are minimized.)
7. **Move the Parent Windows back to the DEFAULTSIZE:** Press the following key combinations: Ctrl+Esc, Alt+L, Alt+D.

Did you remember to Right Mouse Click the Left 1/3 of the pop-up window to bring the Help file back to the top focus? There is a reason that the Help file wasn't at the top. The marquee was at the end of the Task List and that file was the one with the final focus.

Are you running DrWatson and DrWatson's dialog box popped open? If you are and this was annoying, then select Ctrl+Esc, (select DrWatson from the Task List), then:

EITHER:

1. Press: Alt+S,H. This hides the icon. Read

List Hidden On / Off for more information before using the Hide function for other windows.

OR

2. Press: Alt+U, V, Alt+X, Alt+S. This will exclude it from displaying in the Task List. If you want to re-include a window that was excluded, select Ctrl+Esc, Alt+U, V, Alt+X, Alt+. (period key). Read Exclude Window Title from All Task List Displays for more information.

If you are not a Norton Desktop User, skip to point 8.

All users can move the Parent Windows back to the DEFAULTSIZE using the above procedure:

All users can move the Child Windows back to the DEFAULTSIZE: Press the following key combinations: Ctrl+Esc, Alt+S, L. This will check the 'List Childs only' menu item. Then from the Task List dialog box, press Alt+L, Alt+D. Normally, non-Norton Desktop users will not have a child window unless a pop-up window is opened that has an enabled Parent Window (e.g., Windows Write Find dialog box.)

All users can move ALL Windows (parents and children) back to the DEFAULTSIZE: Press the Shift key or right mouse button when selecting the 'List Childs only' menu item if you want to list Children and All Parents.

To re-list the Parent Windows in the Task List be sure that you have unchecked the 'List Childs only' menu item if you checked this item as described in the previous paragraph. Press Ctrl+Esc, Alt+S and confirm that the 'List Childs only' menu item is not checked.

All users can move ALL Windows back to the DEFAULTSIZE: Press the following key combinations:
Ctrl+Esc, Alt+S, S, L, D or Norton folks can also use: Ctrl+Esc, Alt+S, Shift+L, Alt+L, Alt+D

8. **Move just one window using Mouse Clicks:** Move the Cursor across the Accesses pop-up window until the cursor shows a picture of a MOUSE in the lower right corner (Right 1/3 of the Accesses pop-up window. The right corner of the cursor displays the function of the right mouse button. The left corner of the cursor says "MENU" and displays the function of the left mouse button.). Single Click the Right Mouse button on the spot where the mouse is shown. Choose the position where you want the next window to be moved from the dialog box that opens. Click on the window that you want moved.
9. **Move just one window using the Key Board:** Press Ctrl+Esc. Select a Window from the Task List that you want to move. Press Alt+S, and choose the position where you want to move the window. The Split On check box on the Task List may confuse you if you select 2 or more windows from the Task List. You may want to keep it off until you become more familiar with Accesses. See Split

On / Off in ACCESSES.HLP for more information.

10. **Close Windows:** I'm going to have you launch more programs so Press Ctrl+Esc, then select a BUNCH of Windows in the Task List (yes, choose more than 1 from the Task List), then press Alt+F, E (to close those windows). If you did not close and restart Windows after installing Accesses for the 1st time, right now you are thinking that Accesses maybe really nice if it was not so slow. But remember, Accesses is faster the next time you run windows because the changes to your SYSTEM.INI file do not take effect until you exit and restart Windows!

11. **Place a window when launched from Program Manager** (or similar program like Norton Desktop):

11a. Launch "Program Manager" or Norton Desktop if not running:

11b. From the "Program Manager" Press: Alt+F, R,

then type: Accesses.exe Notepad.exe WIN.INI

then press [Enter]. (Response expected: Notepad should now be running with WIN.INI and placed in your DEFAULTSIZE location.)

(file extensions are preferred but not required for accessses,
e.g., .exe, .com, .pif, .bat)

12. **Configure a Program Manager Icon to place a window when launched:** Select an Icon from "Program Manager" (or similar program like Norton Desktop) that is for one of the programs that you had running when Accesses 1st was initialized. Then Press:

Alt+File, Properties, [Home], *

(The above just places an asterisk in front of the Description of the Icon so you know that this program is being launched by Accesses.)

then type

[Change Icon], [Enter] (This sets the icon so that Accesses Icon is not automatically used.)

[Go to the command line]

then type: Accesses.exe

notepad.exe WIN.INI

(in front of the program that is listed on the Command Line for Program Manager's "Properties" dialog box.)

The Command Line now looks similar to the following:

Accesses.exe notepad.exe WIN.INI

Yes, you will have 2 programs listed for the above Command Line. This example will look similar to what you typed as the Run Line for paragraph 11b above.

Save the Program Manager's "Properties" dialog box. Then double click on the Icon. (Response expected: This program should now be running and placed in your DEFAULTSIZE location.)

Use the Change Icon button before including Accesses.exe to the command line if you are adding a new program item so Program Manager doesn't automatically default to Accesses's icon.

Please monitor your System Resources as displayed on the Accesses Pop-up window. To continue, you will need at least 30% System Resource Memory Free showing in the Accesses Pop-up display. Close a few windows until you have 30% or more Resource Memory Free....

13. **Quickly Activate Accesses Run Dialog box:** Using the Left Button of your mouse, Double Click on the Middle 1/3 of Accesses' pop-up window and don't close this dialog box yet. (The cursor should show 'RUN' if you are on the right spot. The Run Dialog Box should open when Left Mouse double clicked in this position. This is the same as pressing Ctrl+Shift+Esc from any Windows program)

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

Although the Ctrl+Esc key combination WILL call the Task List when working in a DOS window, the Ctrl+Shift+Esc key combination WILL NOT work thru a DOS Window.

13.a Add Accesses to the association's section of your WIN.INI [extensions]: On the Run Dialog Box opened above, Press Alt+L, and scroll down to the ACCESSSES.INI file in the "Run Program with Filename" list box.

Then Press Alt+i. Enter as the WIN.INI association the following:

accesses.exe notepad.exe

Then Press 'OK'. (Now all INI files will be launched with Accesses launching Notepad when you double Click on an INI file name.)

Double Click on an INI file in the "Filename" list box. You can see the Association in the "Run" Edit Combo box. Now press the [enter] key to launch that program.

13.b Launch !folderno1: Press: Ctrl+Shift+Esc, and double click on !folderno1 in the "Run User List" list box.

- 14a. **Launch a user configured Function Key Program:** Click once on the Accesses Pop-up window using the Left Mouse Button. Now press: Shift+F4 (Your F4 function key with the Shift Key held down). If Windows File Manager wasn't already running it should have been launched.
- 14b. **Launch a Program from File Manager:** (Windows 3.0 and 3.1 are different here. The Windows 3.1 File Manager requires you to enter some of the extensions from the File + Associate menu of File Manager.)

Procedure for Windows 3.1 File Manager Only:

For some programs, the Windows 3.1 File Manager uses its own file Associations list and does not use the WIN.INI extensions to launch programs. To associate a *.INI document with Notepad or any other program, select the *.INI document in the File Manager and then from the File Manager press, Alt+F, A, Alt+A and type in:

ACCESSES.EXE NOTEPAD.EXE

Procedure for Windows 3.0 or Windows 3.1 programs that use the WIN.INI extensions: See 13.a above.

Now double click on the ACCESSES.INI file listed in File Manager. (Notepad should have launched with ACCESSES.INI and the program placed in your DEFAULTSIZE location. If not see Using Accesses to launch Programs from File Manager (or similar programs) in ACCESSES.HLP.)

You may have to close the Notepad windows (except Notepad WIN.INI) to free up more Resource Memory. Close a few windows now until you have 30% or more Resource Memory Free....

15. **Configure a Function Key Program:** Press: Ctrl+Esc, Alt+R, C. You can configure the Function keys to anything you want. Press Esc.
16. **Switch to a user configured Function Key Program from the TASK LIST DIALOG BOX:** Press: Ctrl+Esc, Alt+R. The + sign on Windows Menus represents the Shift Key. This means that the F4 key will do something and the Shift+F4 will do something else. (Note the right mouse can be substituted for the Shift Key.) Any of the Shifted Function Keys will switch to that program if it is already running. While F4 will launch another copy even if a program is running; unless of course, the program allows only one copy of itself to be running.

If one or more Notepad windows are still opened, Minimize them by selecting Ctrl+Esc, highlight them all in the Task List then press Alt+S, N. Now press Ctrl+Esc, Alt+R, Shift+F3. Notepad should have restored.

Now press Ctrl+Esc, Alt+R, F3. Another Notepad should

open.

17. There are Mouse Clicks associated with the Function Keys listed in point 16, see "Popup - My favorite Mouse Click Function" in Section 5 of this Tutor.
18. Read the section of this Help file that recommends a change in your SYSTEM.INI file System.ini / Win.ini changes if you decide to keep Accesses. This will speed the Ctrl+Esc key combinations.
19. This is the LAST Step of this Tutor. **How do you save a ! Folder?** See "Saving/Launching Desktops from Folders" in this document.

Miscellaneous:

An answer to a question you have or will have: The last window selected from the Task List (the one with the marquee around it) is the window that has the top focus when you select more than one window from the Task List for a Show Window function. e.g., Select 3 windows from the Task List and note which one has the Marquee around it then press the Switch button or press the Defaults button.

Accesses can show hidden windows on your system and you may be surprised by the Hidden Windows you never knew about. Accesses has only one window on your system and this is called "z Accesses". The hidden windows you'll see are from other programs. Accesses will allow you to Show Hidden windows. DO NOT DISPLAY hidden windows that you are not familiar with... Windows may lock-up on you since some of these windows were not expecting to be displayed. But it is nice to hide some of those programs that are always icons. See List Hidden On / Off in ACCESSSES.HLP for more information.

If you wish Accesses would place then MAXIMIZE a window when the window is launched, then select Ctrl+Esc, Alt+R, M to check the "Max after run on / off" button. Look at the far left character in the Accesses pop-up. A carrot (^) in the far left character indicates the app. will be maximized after launching. No carrot indicates that the app. will launch in the Restored position.

The Drag Drop version of Accesses displays a single quotation to the far right of the pop-up when "Auto Drag Drop" is on. See Drag Drop version in ACCESSSES.HLP for more info.

If you are using a WIN 3.0 Screen Saver (Screen Blankers): see Hiding the Pop-up Window with Screen Savers in ACCESSSES.HLP.

Have fun, and register Accesses within the first 30 days.....

This section of the Tutor explains how to place windows:

UPDATING WINDOW POSITIONS STORED BY ACCESSES (DEFAULTSIZE):

- A. **First you have to store your Window positions in ACCESSES.INI.** The windows you had opened when you 1st opened Accesses were already stored (and can be revised).

IMPORTANT TO UNDERSTAND THE FOLLOWING!!!

Accesses uses Window Title Bar (Caption) to Place Windows. You can use a portion of the title and Accesses looks for the best fit. For Example, the Window Title Bar of this Write document is "Write - ACCESSES.WRI". You can Save the Window position of "Write - ACCESSES.WRI" so that it always starts up in a particular position. This way, you can have multiple options to place a program based on the document running in the Program.

However, most of the time, you want all "Write"s (or "Notepad"s, etc.) to be opened in the same location. In this case, you will save only the "Write" portion of the Window Title Bar. This allows "Generic Placement" of all "Write" independent of the Document opened in Write.

Accesses looks for the best "case insensitive" fit in its DEFAULTSIZE table.

The following examples will explain the above point.

1. **"Generic Placement" for your currently opened Windows: to update ALL of your currently opened Window positions again, or to add new Window Positions,** press Ctrl+Esc, Alt+U, C, S, [enter],[enter]. I am showing the key combinations in capital letters for ease of viewing only. Do not use the Shift key until told.
2. **To update the window position of a Single Window** (either "Generic Placement" or to "Include the Document Name" of the Window Title Bar), press Ctrl+Esc, Select the window name in the Task List and Press, Alt+U, C, S, [enter], [enter].

For example, to Save a New Startup Window postion for the ACCESSES.HLP file:

(I recommend the top 1/2 of your Window as the Startup position for ACCESSES.HLP and ACCESSES.WRI. You can save a different defaultsize for each programs help file; although, you will have to use the Mouse Click dialog box to position Help Files from other programs since these programs do not launch their Help Files thru Accesses.)

Launch ACCESSES.HLP by pressing F1 from any Accesses Dialog box or when the Popup has the current focus. Move the "Help - Accesses" window to where you want it to start up.

Press Ctrl+Esc, select the "Help - Accesses" name in the "Task List" List Box. (Just move the marquee to your selection in the Task List if you are selecting just one Window from the Task List. **You do NOT have to HighLight your selection in the Task List when you are selecting just ONE window except when closing the Window.**)

Then press the following key combinations: Alt+U, V, Alt+D, Alt+S. (I'm showing all accelerator keys as capitals for ease of viewing only. Do not use the Shift Key unless specifically requested.)

You can save any window position with its complete title this way (as shown on the Window Title Bar). However,...

Normally, you will not save the complete title but will save just the program name portion of the Window Title by skipping the Alt+D keystroke in the sequence shown above.

MOVING (PLACING) windows based on positions stored by Accesses:

There are three primary methods and these are listed below:

1. **Move just one window using Mouse Clicks:** Move the Cursor across the Accesses pop-up window until the cursor shows a picture of a MOUSE in the lower right corner (Right 1/3 of the Accesses pop-up window.

Single Click the Right Mouse button on the spot where the "picture of a mouse" is shown. Choose the position where you want the next window to be moved from the dialog box that opens. Mouse Click on the window that you want moved.

2. **AUTOMATICALLY MOVE a Window launched from Programs like File Manager:** Most programs use the WIN.INI [extensions] section to find program associations with document names. Windows 3.1 is different here. The Windows 3.1 File Manager requires you to enter some of the extensions from the File + Associate menu of File Manager.)

- 2a. **WINDOWS 3.0 FILE MANAGER and any program that uses WIN.INI [extensions] Associations. Add Accesses to the Association:** Select, Ctrl+Esc, Alt+R, [enter], Alt+L, and for this example select a filename of an *.INI document that you want placed by Accesses. Then press Alt+I, and type the following in the Associations Edit Text Box:

```
c:\windows\accesses.exe c:\windows\notepad.exe
```

Yes, you will have 2 program names listed in the command line. This launches the program thru Accesses.

(After closing Accesses's dialog boxes). Now double click on any *.INI file listed in the File Manager. (Response expected: This program should now be running and placed in your DEFAULTSIZE location.

- 2b. **WINDOWS 3.1 FILE MANAGER and any program that uses a separate Associations list:** Some of the Associations in

Windows 3.1 File Manager are not selected from the WIN.INI file, but have to be entered thru the Windows File Manager directly. Select the File + Associate menu item from the File Manager (not from ACCESSES) and change the association to similar to the following: (for example, if you selected ACCESSES.INI as the document to associate.)

```
c:\windows\accesses.exe c:\windows\notepad.exe
```

(After closing Accesses's dialog boxes). Now double click on any *.INI file listed in the File Manager. (Response expected: This program should now be running and placed in your DEFAULTSIZE location.)

- 2c. **From any program similar to PROGRAM MANAGER:** Just like the above, you want to change the command line to launch the program thru Accesses. From Program Manager, Select an Icon from "Program Manager" (or similar program like Norton Desktop) for one of the programs that you had running when Accesses was 1st initialized or select a program that you know Accesses has DEFAULTSIZE information. Then Press:

```
Alt+File, Properties, [Home], *  
(Yes, type the asterisk in front of the  
Description of the Icon so you know  
that this program is being launched by  
Accesses.)
```

then press

```
[Change Icon], [Enter] (This sets the  
icon so that Accesses Icon is not  
automatically used.)
```

```
[Go to the command line]  
then type:      Accesses.exe  
notepad.exe WIN.INI
```

```
(in front of the  
program that is listed on the Command  
Line for Program Manager's "Properties"  
dialog box.)
```

The Command Line for the Icon in Program Manager now looks similar to the following:

```
Accesses.exe notepad.exe WIN.INI
```

Yes, you will have 2 programs listed for the above Command Line. This example will look similar to what you typed as the Run Line for paragraph 2a above.

Save the Program Manager's "Properties" dialog box. Then double click on the Icon. (Response expected: This program should now be running and placed in your DEFAULTSIZE location.)

- 2c. **All programs launched thru Accesses are placed if a DEFAULTSIZE is listed in ACCESSES.INI for that Program's Caption. You can launch programs from Accesses directly**

using the following:

From any Windows program: Select, Ctrl+Shift+Esc, (hold the Ctrl+Shift keys down longer than normal so that Accesses notices the Shift key since these keys have to pass thru the program that has the current focus.)

From a DOS window: Ctrl+Shift+Esc WILL NOT WORK from a DOS Window! Select Ctrl+Esc, Alt+R, [enter].

Then select the program that you want to launch from the "Accesses - RUN PROGRAM" dialog box. Investigate the Alt+L and Alt+M options.

Accesses uses the WIN.INI [extensions] Associations to find the program names associated with documents selected.

This section of the Tutor explains how to Launch Desktops or multiple programs using one command from Accesses or other programs:

"Launching Desktops" is defined as a "!FolderNo" in Accesses. A "!FolderNo" contains a list of multiple programs that you want to launch ALL-AT-ONE-TIME by Accesses.

UPDATING WINDOW POSITIONS STORED BY ACCESSES:

- A. **First you have to store your Window positions in ACCESSES.INI.** Read the "Placing Windows" section to do this.

SAVING A FOLDER - Using the "Run History List" Method.

1. **The easiest method for Saving a Desktop is to use the "Run History List" saved by Accesses.** Accesses saves the last 26 programs launched thru Accesses in a Run History List. Although, only 20 programs can be included in a !FolderNo.

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

- 1a. Launch your programs thru any of the "Accesses - RUN PROGRAM" dialog box lists. Investigate the Alt+L and Alt+M options of this dialog box. When the "Accesses - RUN PROGRAM" dialog box is unfolded with the Alt+L option (File List >>), the "Auto Insert" check box on the Run Dialog box gives the user control and indicates when Accesses will insert the filename selected in the Filename List box to the program name listed in the "Run User List" box or "Windows directory" list box.

Experiment with entering a File Mask in the "Run" combo box. Press enter after entering the Mask. (eg. *.TXT or *.TXT;*.INI). Notice that you can enter a multiple mask separated by a semicolon.

Also, programs are recorded in the "Run History List" if you launched the program "THRU ACCESSES" from Program Manager or File Manager as shown in the "Placing Windows" section. All programs that are launched thru Accesses are recorded in the "Run History List".

Finally, the Windows 3.1 version allows the user to **Drag Drop** document or program names from Drag Drop Servers like Windows File Manager. Hold the Left Mouse button down on a file name from File Manager and drag that name to the Accesses Popup.

- 1b. **To view the "Run History List":** (Assuming that you have launched some programs already, else the list will be empty.)

From a Windows Program, Select Ctrl+Shift+Esc (hold the Ctrl+Shift longer than normal)

From a DOS Program, Select Ctrl+Esc, Alt+R, [enter].

Then select Alt+[down arrow] when the "Run" edit text box has the input focus. Your "Run History" is displayed here and in other places. (For your information: You can select a program from this list and launch it by pressing [enter].)

- 1c. Once you have programs recorded in your "Run History List", from the "Accesses - RUN PROGRAM" dialog box, Press, Alt+P, [esc]. Now you are at the Main Menu, the "Task List". Then press, Alt+U, C, V, [enter], Then using the scroll buttons, select a folder to save your "Run History". Then press Alt+H.

From here you will be sent to an edit Folder Dialog box. Select the programs that you do not want to include in the Folder in the list box and press Alt+T to delete these program. Once you have the Folder that you want, press [esc].

TO LAUNCH !FOLDERS:

1. **From Program Manager:** Make an Icon that has a command line of "accesses.exe !FolderNo1". (where the "1" in !FolderNo1 is the Folder Number that you saved your Folder to in 1b. above). The 1st character in the !FolderNo1 name is an Exclamation point and is a required character of the name. Of course, don't type the Double Quotes as shown above for clarity. (Reminder, Add the Asterisk to the "Description" of the "File + Properties dialog box" of Program Manager so you know that Accesses will be placing the Window as shown in the "Placing Windows" point 2c.)
2. **From File Manager:** select Alt+F, R, and type "Accesses.exe !FolderNo1". (again, where the "1" in !FolderNo1 is the Folder Number that you saved your Folder to in 1b. above).
3. **From Accesses:** select Ctrl+Shift+Esc, (hold the Ctrl+Shift keys down longer than normal so that Accesses notices the Shift key since these keys have to pass thru the program that has the current focus.) Alt+U, [end], select the !FolderNoX that you want to launch and press [enter].

Several functions are available to the users without opening the Task List dialog box. Clicking on the Popup window with the Left Mouse Button, Right Mouse Button, or combinations provides these speed functions.

The Single Click Functions using either the Left Mouse Button or the Right Mouse Button are displayed by the cursor when the cursor is moved over the Left 1/3, middle 1/3 and Right 1/3 of the popup.

The Left Mouse Button Single Click Functions:

Move the mouse over the Popup until the LEFT picture of the cursor changes from "List" to "Run" to "Menu".

Left Mouse Double click on the popup when "List" is displaying will open the "Task List".

Left Mouse Double click on the popup when "Run" is displaying will open the "Run Program" dialog box.

Left Mouse Double click on the popup when "Menu" is displayed by the cursor will display your Menu program (this is configurable to anything you wish).

The Right Mouse Button Single Click Functions:

Move the mouse over the Popup, the RIGHT picture of the cursor changes from "*" to "?" to "a picture of a mouse".

The "*" displayed by the cursor means Show Attached:

1. **Attach the Help file to the Pop-up window:**
Press Ctrl+Esc, Select this Help File in the Task List - list box, then press Alt+S, C. Now, this Help File will pop to the top focus when you Right Mouse Single Click on the Left 1/3 of the Accesses pop-up window. To Try it out... Minimize this Help File and then Right Mouse Single Click on the Left 1/3 of the Accesses pop-up window. This attached position is saved across Windows sessions and can be changed anytime. (The + sign shown on the "Attach... +" menu item selects the second Show Attached position. **The plus symbol normally means Shift Key or Right Mouse Click in Windoweze.**

There are Mouse Clicks associated with these Function Keys, see "Popup - My favorite Mouse Click Function" in Section 5 of this Tutor.

How do you reconfigure these Function Keys? Select Ctrl+Esc, Alt+R, C.

There are 4 mouse click actions that Accesses's Pop-up Window recognizes:

Right Mouse Single Click,

Left Mouse Double Click,

Hold the Left Mouse button down & Single Click the Right Mouse button

Hold the Shift key down (not right mouse button) & Single Click the Left Mouse button

There are 3 window positions that the Accesses's Popup window can be clicked:

Mouse Click on the Left 1/3 of the Popup window, Middle 1/3 of the Popup window, and Right 1/3 of the Popup window.

The following TABLE describes these Mouse Click positions:

| Click location >>> | <u>LEFT 1/3</u> | <u>MIDDLE 1/3</u> | <u>RIGHT 1/3</u> |
|--|---------------------|-------------------|------------------|
| Left Mouse double click | Task List | Run Dialog | |
| User's Menu | | | |
| Right mouse single click | Change Display | System Info | Mouse Click |
| | or call Attached #1 | Attached #2 | dialog box |
| Hold Left Mouse button down and Right mouse single click brings the following window to the Top Focus: | F2 window | F3 window | F4 window |

The Max App after Run On / Off switch can be changed by holding the Shift key while and Left Mouse button single click on the middle 1/3 of the Pop-up window (the cursor shows 'Run').

The Display System Info can also be called by holding the Shift key while and Left Mouse button single click on the middle 1/3 of the Pop-up window. You may want to remember this if you Attach a window the middle right mouse single click.

The Max after Run on / off switch is changed when you hold the Shift Key down and Single Click the Left Mouse button on the left half of the pop-up window. A single quotation will display in the far left position of the pop-up to indicate that the switch is on. This is the same as selecting "Max after Run on / off" from the Run menu item of the Task List.

The AutoDragDrop on / off switch is changed when you hold the Shift Key down and Single Click the Left Mouse button on the right half of the pop-up window if you are running the Win 3.1 drag drop version of Accesses. A single quotation will display in the far right position of the pop-up to indicate that the switch is on. This is the same as selecting "AutoDragDrop on / off" from the Run menu item of the Task List.

1. **Switch to a user configured Function Key Program from the POP-UP WINDOW:** Single Click on the Accesses Pop-up window using the Left Mouse Button. Now press: F3 (Your F3 function key). If Notepad - WIN.INI (or any other Notepad.exe) was already opened, it should have popped to the top; otherwise the cursor will show "NOT OPEN" . The Function keys work for Accesses Pop-up window as well. (Although, the "Task List dialog box" will launch a program will launch a program if a straight Function Key is pressed while the pop-up will not launch a program unless the Shift Key is also pressed.) But MORE SIGNIFICANTLY, the F2, F3, and F4 function keys have special mouse click assignments.

The following is one of my most frequently used and favorite Mouse Click Functions of Accesses:

I recommend assigning the F2 function key to your Word Processor, the F3 Function key to your Text Editor or Text Viewer, and the F3 key to your File Managing program. This way when you "Hold the Left Mouse button down & Single Click the Right Mouse button" on the left 1/3 of the pop-up, your Word Processor will always pop to the top if it is running (F2 function key). The middle 1/3 will pop your text editor(s) (F3 function key) and the right 1/3 will pop your File Manager to the Top if they are running (F4 function key).

Try it. Hold the "Hold the Left Mouse button down & Single Click the Right Mouse button" on the middle 1/3 of the pop-up . (This is exactly the same thing that would happen if you pressed the F3 key.) Notepad should pop to the top focus if one is opened. "Hold the Left Mouse button down & Single Click the Right Mouse button" AGAIN. Each time you do this another Notepad pops to the top if more than one Notepad is opened. Accesses will scroll thru your notepad list.

You will not remember all of these function keys, but you will probably remember the F2, F3, and F4 keys and the ones that launch DOS, and a few of your frequently used utilities. (I only remember what 6 of these function keys will launch.)

Clipboard Functions

SECTION # 6

This section of the Tutor explains how to use Accesses Clipboard Functions:

Accesses will convert the text stored on the Clipboard to Lower Case, Upper Case, Proper Case, Strip word processor formatting information, Sort the Clipboard, and Count the Characters on the Clipboard.

These functions are all listed on the "Task List" menu. Select: Ctrl+Esc, Alt+F, C, to execute these functions.

Additionally you can use the Speed Mouse Click keys or Accelerator keys (the Accelerator keys work when the Popup window has the focus, ie. click once on the Popup window with the mouse button):

| <u>button</u> | <u>Accelerator Key</u> | <u>Shift Key + Click Rt Mouse</u> |
|--|------------------------|-----------------------------------|
| Clipboard to Lower Case | Alt+L | on Left 1/3 of Popup |
| Clipboard to Upper Case | Alt+U | on Right 1/3 of Popup |
| Clipboard to Proper Case | | |
| Strip word processor formatting information from Clipboard | Alt+S | Middle 1/3 of Popup |
| Sort the Clipboard | Alt+O | (none) |
| Count the Characters | Alt+C | (none) |

When the Popup Window has focus via a single Left Mouse Click, the following Accelerator Keys have the following functions:

| | |
|-----------|---|
| F1 | Launches Accesses.hlp (For F2 thru F12, see "Mouse Click Functions of the Popup".) |
| F2 | Switch to the F2 Program |
| F3 | Switch to the F3 Program (same for F2 thru F12, will switch to that program if running.) |
| F12 | Switch to the F2 Program |
| Shift+F1 | Switch to the F2 Program |
| Shift+F3 | Switch to the F3 Program (same for F2 thru F12, will launch that program.) |
| Shift+F12 | Switch to the F12 Program |

The Clipboard functions operate with Text (eg. not Bitmaps) and the following Accelerator Keys can be used when the Popup Window has focus. (eg. via a single Left Mouse Click).

| | |
|-------|---|
| Alt+L | Convert the clipboard to Lower Case |
| Alt+P | Convert the clipboard to Proper Case |
| Alt+U | Convert the clipboard to Upper Case |
| Alt+C | Count the size of the Clipboard |
| Alt+O | Sort the contents of the Clipboard |
| Alt+S | Strip formatting from Text on the Clipboard |

From ANY WINDOWS PROGRAM. Accesses's popup does not need to have the focus. However, when using Ctrl+Shift+Esc or Alt+Ctrl+Shift+Esc, hold the Ctrl+Shift keys down longer than normal so that Accesses notices the Shift key since these keys have to pass thru the program that has the current focus.)

| | |
|--------------------|---|
| Ctrl+Esc | Calls the "Task List" dialog box. Also works from a DOS Window. |
| Ctrl+Shift+Esc | Calls the "Run Programs" dialog box |
| Alt+Ctrl+Shift+Esc | Calls the "Multiple Select File List" dialog box. |

The more your launch programs thru Accesses, the greater the benefits.

You can relaunch ALL-AT-ONE-TIME up to 20 of the last 26 Programs you last launched thru Accesses even without Launching

a Folder.

Select from a DOS Window:

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

Select from a any Windows Program:

Alt+Ctrl+Shift+Esc

The Last 26 programs launched thru Accesses are in this "Run History List".

Choose all of the programs that you want to launch from the "Multiple Select File List" dialog box and press [enter].

All of of the programs will be launched and placed automatically setting up your Desktop where you last left Windows.