Gravity Desk

Designed and created by Jack Killpatrick.
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What is Gravity Desk and what can it do for me?

I created Gravity Desk as a way to clean up my Windows workspace and as a response to watching my friends using their Macs.

Gravity Desk lets you...

> Assign 40-character names to your DOS filenames and directories (I call these Aliases, because the thesaurus didn't offer any better words).

> Load Aliases and files into already running applications, with one click.

> Run multiple programs, or files in their associated programs, in one click. No more double clicking on a half dozen icons (after wasting time figuring out which Program Manager Groups you left them in last!).

> Arrange all of your programs and files under easy to access drop down lists and name them anything you want. Without writing any code or macros.

> Have access to your whole system, floating on top of all of your apps.

> Quickly navigate to files located in deeply nested directories -- you won't have to double click six or seven times to get there. That's right, easy access to E:\Amipro\Docs\ToMary\Feb*.SAM!

> Delete files by their type, quickly and easily. No more going to the DOS Prompt to del *.bak. And you can even delete *.bak;*.tmp;*.txt, with one click.

> Move or copy files by type, quickly and painlessly.

> Run previously issued command lines again, without having to retype them or having to find their icons again somewhere in Program Manager.

In general, Gravity Desk will help give you quick access to every file on your system, and you won't have to remember cryptic DOS filenames. Give something a DOS name when you save it in your app, assign it an Alias, and it'll be forever at your fingertips. And you can quickly load any Alias or file into any running application that can read the file. With one click! Navigate your system, straighten up your desktop and access your computer world, easily -- with Gravity Desk.

What's in this manual.

This manual presents you with a picture of each control in Gravity Desk, followed by a description of how to use that control. The controls are arranged in the same order that you see them in the main Gravity Desk Window - first, the row across the top, then the column down the left hand side, then the column down the right hand side. Tips for getting the most out of Gravity Desk are also added here and there. See GDreadme.txt for last minute details and instructions for installing Gravity Desk.

If a word is underlined, you can find it in the table of contents.

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        Association Setup Window

A Few Basic Terms Used By Gravity Desk

Alias - A name that you create and attach to a DOS file. An Alias can be up to 40 characters long.

Group - A name under which you group your Aliases. A Group name can be up to 40 characters long.

Quick Dir - An name that you create and attach to a DOS directory. A Quick Dir also stores file mask information. A Quick Dir can be up to 40 characters long.

Ending - Any characters located to the right of the dot (**.**) in a file's name.

Association - A connection you create between an ending and a program that can read files that have such an ending. Just like the associations that you can set up in the Windows File Manager, except Gravity Desk keeps track of its own.

Gravity Desk - Main Window

Alias Info Button
Group Selector
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File Name And Path Button
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Down Arrow Button
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Color Changer Button

Gravity Desk

?

Group

Alias

Graphics

Freehand
Gravity Viewer 1.0
Page Maker
Paint Shop Pro
Photo Styler
Win Gif

File Name and Path

c:\windows\castle.bmp

Quick Directories...

Files *.*

c:\
windows
aaaa
games
graphics
icons
msapps
sbpro
sound

calc.exe
calc.hlp
calendar.exe
calendar.hlp
calls.bmp
canyon.mid
cardfile.exe
cardfile.hlp
cars.bmp
castle.bmp
changes.txt

c: [STACVO...]

List only BMP

Quick Filing Tools...

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Quick Filing Tools Button

File Mask Box
Quick Filer Button
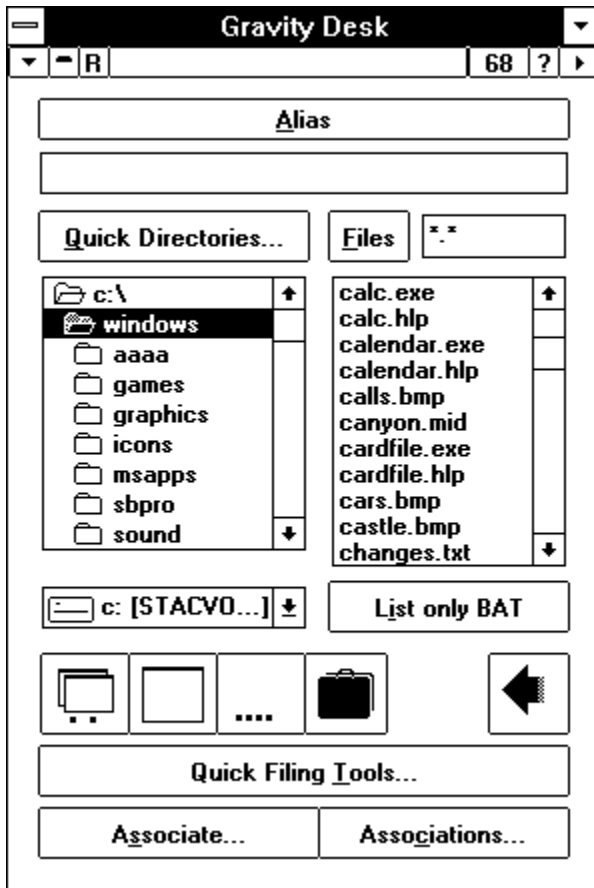List Only Button
Associations Button

Chapter One, The Controls

Up Arrow Button

[▲]

When you press this button, the general layout of Gravity Desk morphs to that of a File Oriented Launcher (pictured below).

This would be the layout of choice for people who are familiar with what is on their hard disk(s), and have managed to come up with some kind of a system for identifying their files within the limitation of DOS's 12 character file names. If you can understand ltregdrg.doc (letter to Lazlo Toth regarding Gravity Desk registration), then this layout may be quite comfortable for you.

One nice thing about working in the File Oriented Launcher is that you have access to Quick Dirs, which is a list that you can use to quickly change to a directory that you have assigned an Alias to (even a deeply nested directory).

Stay On Top Button

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When you press this button, the little blue trapezoid and the little white trapezoid, pictured on the button, will switch places. When the little blue trapezoid is on top, Gravity Desk will float on top of all of your other applications.

Tips
To always have easy access to everything on your system, set the Stay On Top Button so that Gravity Desk floats on top of all of your windows. Press the Roll Up Button to roll it up out of your way and place the title bar up near the top of your screen. Then, when you want to access your system, press the Roll Up Bar to roll Gravity Desk down.

Use the Stay On Top feature in combination with the Last Window Button to quickly access and load an Alias or file into the last window you were working in.

Auto Roll Up Button

R

When you press this button, the letter "R" will either appear on it, or disappear from it. When the letter "R" is visible, Gravity Desk is in "Auto Roll Up" mode. Auto Roll Up mode causes Gravity Desk to automatically roll up out of your way whenever you use it to launch or load a file. If you press the Auto Roll Up Button when there is an "R" on it, it becomes blank. This signifies that Gravity Desk will not automatically roll up when you launch or load a file.

See Also - Roll Up Bar

Roll Up Bar
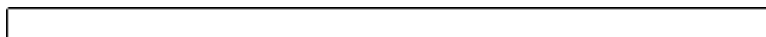
When you press this button, Gravity Desk rolls up so that only the title bar and the top row of buttons are showing. This helps keep Gravity Desk out of your way, giving you more real estate on the screen. If you use the Roll Up Bar instead of minimizing Gravity Desk, then you won't have to go scrounging for its icon somewhere on your desktop.

Pressing the Roll Up Bar again rolls Gravity Desk back down to the same layout it had before you pressed the Roll Up Bar.

Tip
Use the Roll Up Bar in combination with the Stay On Top Button. Set the Stay On Top Button so that Gravity Desk floats on top of all your apps. Then, shove the rolled up version of Gravity Desk up in the menu bar of whatever application you happen to be working in, somewhere to the right of the last menu item in your application. Then, use the Roll Up Bar to access Gravity Desk.

Color Bar

Pressing the Color Bar opens up the Color Changer (pictured below).
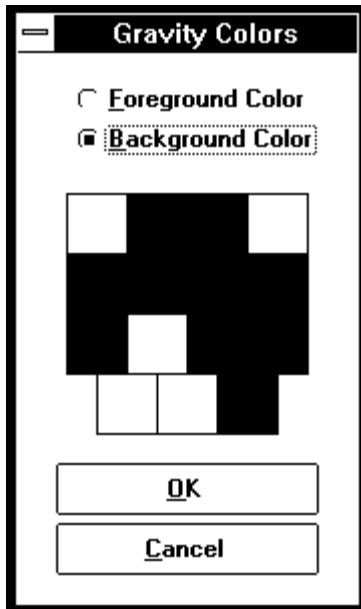
Use the Color Changer to change the foreground and background colors of Gravity Desk.

To change the foreground color of a control
Select the "Foreground Color" option. Press the **left** mouse button on a color. The cursor will change into an icon that looks like a paint can. Drag the paint can over to the control in Gravity Desk's main window that you want to change the foreground color of. Drop the paint can on the control. The foreground color of the control will change.

To change the background color of a control
Select the "Background Color" option. Press the **left** mouse button on a color. The cursor will change into an icon that looks like a paint can. Drag the paint can over to the control in Gravity Desk's main window that you want to change the background color of. Drop the paint can on the control. The background color of the control will change.

To keep your color changes
Press the button that says "OK" on it.

To revert to your last color scheme
Press the button that says "Cancel" on it. All of your modifications will be discarded.

Notes
When you exit Gravity Desk, you are asked whether you want to save the "Appearance" of Gravity Desk or not. If you press the "Yes" button, any color changes that you made will be

saved and Gravity Desk will look the same next time you load it. If you press "No", then the color changes that you made this session will be discarded and Gravity Desk will load looking the same as it did when you loaded it this time.

You can only change the colors of the controls in Gravity Desk's Main Window. You are essentially setting up a color scheme. The scheme is automatically portrayed in all the other Gravity Desk windows.

Tip On The Note
If you make a bunch of color changes and decide later that you don't like them, then press "No" when exiting Gravity Desk.

Command History Button
(Note: This button may have a number on it. The number shows the amount of your free system resources.)

When you press the Command History Button, you will be presented with a resizable window titled "Command History" (pictured below).
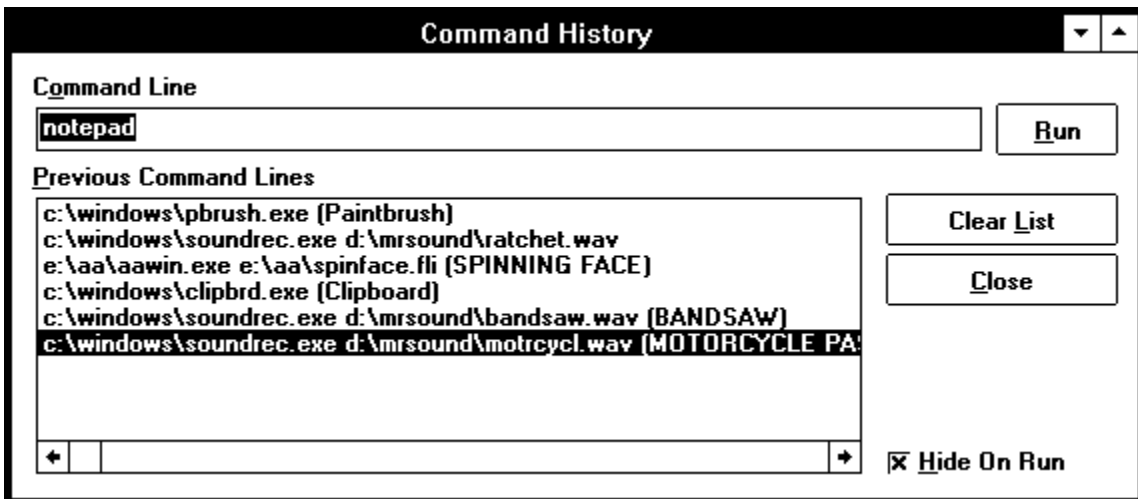
The Command History Window keeps a list of command lines that Gravity Desk has successfully executed since being launched.

To run one of the previously run command lines
Double click on one of the command lines. Alternatively, select the command line that you want to run. Then, press the button that says "Run" on it.

To run a new command line
Enter the new command line in the box labeled "Command Line". Then, either press the Enter Key on your keyboard, or press the button that says "Run" on it. Note: If the program that you want to run is on your Path (environment variable set in your config.sys file at boot up), you can enter just the name of the executable - for instance, "Notepad" - and press "Run".

<u>To Clear the Command History List</u>
Press the button that says "Clear <u>L</u>ist" on it. You will be asked for a confirmation. Press "<u>Y</u>es" to clear the list.

<u>To make the Command History window vanish when you run a command line from it</u>
Click on the check box that says "Hide On Run" until the check mark appears.

Help Question Mark

?

This is how you can access Gravity Desk's online help. If there is a control in Gravity Desk that you're not sure how to use, you can drag the Help Question Mark over to the control in question and drop it there. A help screen for that control will pop up.

Down Arrow Button

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Press the Down Arrow Button to morph the layout of Gravity Desk to an <u>Alias Oriented Launcher</u> (pictured below).
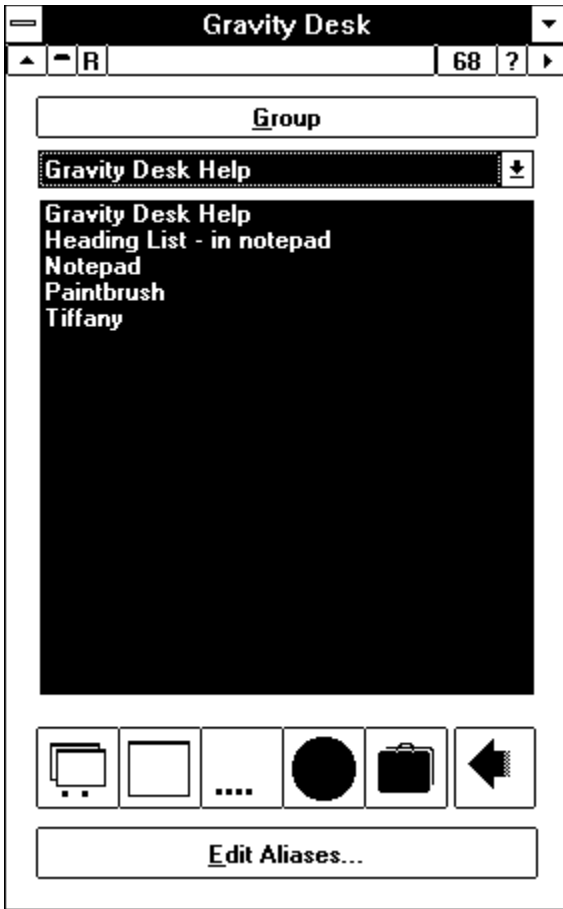
If you have set up lots of Aliases, or are drifting in that direction, then you'll probably spend lots of time with Gravity Desk in this layout. The File List and the Directory List will not be visible, but you will be able to access all of your Aliases and run or load them with the full flexibility that Gravity Desk offers.

File Info Button

When you press the File Info Button, a window titled "File Information" (shown below) opens up.
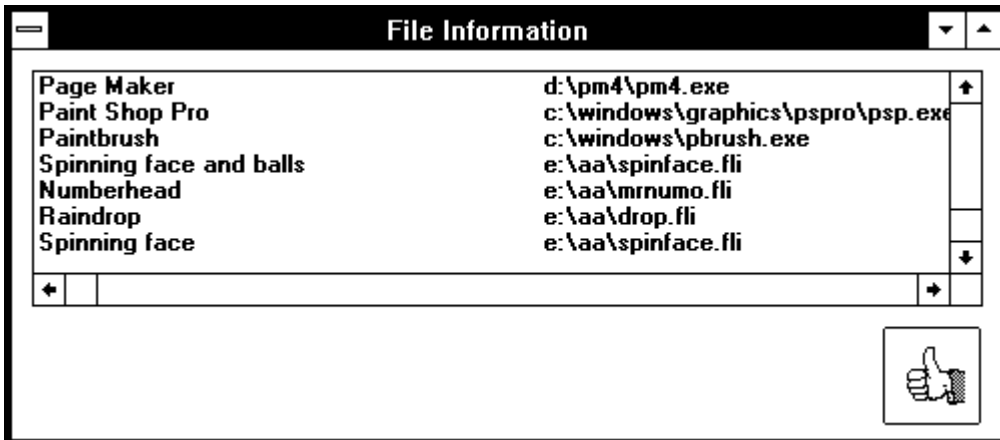
The File Information Window has a list box with three columns (the third column is not showing in the above illustration). The first column shows you the name of any (or all) of the Aliases currently highlighted in Gravity Desk's main Alias List. The second and third column show you the Alias' filename and its Associated Program, respectively.

The File Information window is resizable. Stretch it to a size that you like, showing you just the amount of information you'd like.

Notes:
If you have the File Information window open when you click on an Alias in the main Alias List, the File Information list gets updated.

On closing Gravity Desk, you are given an option of whether to save the "Appearance" of Gravity Desk or not. If you choose 'Yes', the size and position of the File Information Window are saved.

Group Selector

The Group Selector is a drop down list of all the Groups that you have currently set up in Gravity Desk. When you select a Group from The Group Selector, its Aliases will appear in the Alias List.

Alias List

```
Freehand
Gravity Viewer 1.0
Page Maker
Paint Shop Pro
Paintbrush
Photo Styler
Win Gif
```

The Alias List shows you all of the Aliases that exist in the currently selected Group.

If you double click on an Alias in the Alias List (and it has an association set up), the file that the Alias signifies will run in its associated program.

Example (kind of technical. Consult your physician.)
If you have an Alias called "Very Important Letter To Joe Blow", which is the Alias for "e:\letters\ joe\vimport.txt", and you have associated all files ending with "TXT" with "c:\windows\ notepad.exe", then double clicking on "Very Important Letter To Joe Blow" will send Windows this command line -> C:\WINDOWS\NOTEPAD E:\LETTERS\JOE\VIMPORT.TXT. Thus, running Notepad and loading your "Very Important" letter into it.

Notes
You can select one or more Aliases from the Alias List using the standard Windows conventions; SHIFT + CLICK to select contiguous Aliases; CONTROL + CLICK to select or deselect non-contiguous Aliases.

Highlight an Alias and press the Delete Key on your keyboard to remove the Alias from the Alias List.

Related Matter
Next are some buttons that you can use to run multiple selections in the Alias List, and one really useful one that you've got to be careful with, the Last Window Button.

Run Normal Button

Press this button to run all the Aliases that you have selected in the Alias List, or the file that you last clicked on in the File List, in normal sized windows. Whether the currently selected Alias(es) or the currently selected file is run is determined by which list you last made a selection in, the Alias List or the File List.

If you want to run a combination of Aliases from the Alias List and files from the File List, you can use the Portfolio Button to open up the Portfolio window, into which you can place both Aliases and filenames.

Run Maximized Button

This works just like the Run Normal Button, except that it runs Aliases, or the currently selected file, maximized (full screen).

Run Minimized Button

This works just like the Run Normal Button, except that it runs Aliases, or the currently selected file, minimized (as an icon).

Run All Button
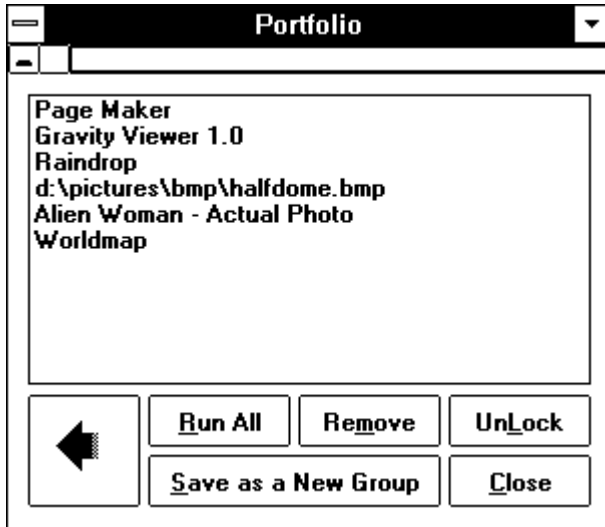(Button has an image of a globe on it.)

Pressing the Run All Button will run all of the Aliases in the Alias List, those highlighted and those not highlighted. You will be asked for a confirmation before Gravity Desk runs the whole list.

Portfolio Button

Pressing the Portfolio Button opens up the Portfolio Window (shown below).

You can use the Portfolio to set up a temporary workgroup. To do so, while the Portfolio is open, click on Aliases in the Alias List or files in the File List. The Aliases or file names are added to the list in the Portfolio Window. When you are satisfied with the contents of your Portfolio, press the button that says "Lock" on it. "Lock" will change to "UnLock". While the Portfolio is locked, you can use Gravity Desk's Alias List and File List to your heart's content and nothing that you click on will be added to the Portfolio. If you press the "UnLock" button, it will change to say "Lock" and items that you click on in Gravity Desk's Alias List and File List will again be added to your Portfolio.

To remove an item from your Portfolio, highlight the item that you want to remove. Then, press the button that says "Remove" on it. You will be asked for a confirmation. Press "Yes" to remove the item.

To run all of the Aliases/Files in your Portfolio, press the button that says "Run All". If an Alias does not have an associated program, it will not be run.

If you decide that you really like the contents of your Portfolio, you can save it as a new Group. To do so, press the button that says "Save as a New Group". You will be asked for a name for your new Group. Enter a name. Then, press "OK". Your new Group will be added to the Group Selector (in Gravity Desk's Main Window).

Notice that there is a Last Window Button in the Portfolio Window. It works exactly the same as the Last Window Button in the Main Gravity Desk Window. Read the description of how it works below - and **please pay attention to the warnings!**

Last Window Button
(Located in both Gravity Desk's Main Window and in the Portfolio Window.)

Press the Last Window Button to load the currently selected file, or the last selected Alias, into the last window that you had active.

Example
Say you are working in Ami Pro and you want to load another file. Instead of navigating the Ami Pro file/open dialog (and double clicking your way to the directory/drive that you want), you can load the file with Gravity Desk. If you have already set up an Alias for the file that you want to load, all you need to do is switch to the Group that the Alias is in (using the Group Selector), highlight the Alias that you want to load, and press the Last Window Button. A file/open command will be sent to Ami Pro (the last window you were working in), and the file that is connected to the Alias will be loaded. If you have no Alias for the file that you want to load, navigate to the directory that your file is in (using the Quick Dir Button or the Directory, Drive and File Lists). Then, press the Last Window Button. The file will be loaded. You may never have to navigate another File/Open dialog again!!!

Hot Tip
Use the Last Window Button in conjunction with the Auto Roll Up Button and the Stay On Top Button. Set the Auto Roll Up Button so that Gravity Desk automatically rolls up when you launch a file and set the Stay On Top Button so that Gravity Desk floats on top of all of your apps. Then, press the Roll Up Button, rolling Gravity Desk up so that all that is showing is the title bar and the top row of buttons. Place Gravity Desk's title bar on top of the title bar of the app that you are currently working in (or place it up near the top of your screen). Then, whenever you need to load a file, you can roll Gravity Desk down, click on the Alias or file name that you want to load and hit the Last Window Button. The file will be loaded, and Gravity Desk will automatically roll itself up out of your way.

Warning!
Though the Last Window Button button can be immensely lovable, it **can also cause great grief if you do not think of this before you press it: Make sure that the application that you want to load a new file into is capable of opening multiple documents. If not, be sure to save your work before pressing the Last Window Button. Gravity Desk has no way of checking to see if you need to save your work and will plow right ahead and try to load the file, regardless.** This can lead to unexpected results, and sometimes lost work. I don't want anyone to lose any of their work. It happened to me plenty of times when I had Windows 3.0, with its beloved UAE (Unrecoverable Application Error) crashes. Please be careful. If it won't open multiple documents, save before you load. It only makes sense. And don't drive drunk.

Edit Aliases Button

```
        Edit Aliases...
```

When you press the Edit Aliases Button, it disappears and the NewButton, Rename Button, Remove Button, and Done Button pop up in its place. These are buttons that you can use to edit your filename Aliases and your Group Names. They are described below.

New Button

```
  New
```

When you press the New Button, a dialog will open asking you for a name for a new Group. Enter a new Group Name (up to 40 characters). Press "OK". The new Group Name will be added to the Group Selector.

Rename Button

```
  Rename
```
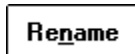
Press the Rename Button to rename the currently selected Alias or Group. Whether you will be renaming an Alias or a Group is determined by which list you clicked on last, the Group Selector, or the Alias List. A dialog will open asking you to enter a new name for your Alias or Group. Enter your modification. Press "OK" to save your changes.
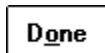
Remove Button

```
  Remove
```
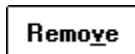
Press the Remove Button to remove the currently selected Alias, or the currently showing Group, from their respective lists. If you last clicked on the Group Selector, then you will be asked to confirm that you want to remove the current Group from the Group Selector. If you last clicked on the Alias List, then you will be asked to confirm that you want to remove the currently (or last) selected Alias from the Alias List. Press "Yes" to confirm your action.

Note
If you remove a Group from the Group Selector, you will also remove all the Aliases set up in that Group. You won't be able to retrieve them once you've made your confirmation.

Done Button

```
  Done
```

Press the Done Button to replace the New Button, the Rename Button, the Remove Button, and the Done Button with one button that says "Edit Aliases..." on it.

Alias Info Button

```
           Alias
```

If the file that is currently selected in the File List has an Alias, you can press this button to find out which Group it resides in. If it resides in more than one Group, then you are shown all of its different Aliases and their corresponding Groups, one at a time.

Alias Setup Button

```
     File Name and Path
```
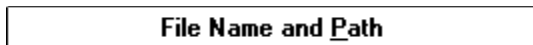
Press this button to open up a dialog box that asks you to assign an Alias to the currently selected file in the file list. Type in the Alias and press "OK" to save it. The Alias will be added to the Alias List.

Note
If you want to save the Alias to a different Group than the one that is currently displayed in the Alias List, use the Group Selector to change to that Group before pressing the Alias Setup Button.

Tip
Pressing the Alias Setup Button is only one of three ways to set up an Alias. Use the one that is most convenient for you:
   1.) Use the Alias Setup Button.
   2.) Highlight the file in the File List that you want to assign an Alias to. Press the **right** mouse button on the File List. The cursor will change to an icon of a hand holding a piece of paper. Drag the icon over to the Alias List and drop it there. You will be prompted for an Alias. Enter the Alias. Press "OK" and your Alias will be added to the Alias List.
   3.) Press the **left** mouse button on the File Path Name Box (displayed just below the Alias Setup Button). The cursor will change to an icon of a hand holding a piece of paper. Drag the icon over to the Alias List and drop it there. You will be prompted for an Alias. Enter an Alias. Press "OK" and your Alias will be added to the Alias List.

File Path Name Box

```
c:\windows\castle.bmp
```
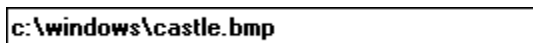
When you click on a file in the File List, its full path appears in the File Path Name Box. You can use the File Path Name Box to set up an Alias for the file path that it is showing. To do so, press the **left** mouse button on the File Path Name Box. The cursor will change to an icon of a hand holding a piece of paper. Drag the icon over to the Alias List and drop it there. You will be prompted for an Alias. Enter an Alias. Press "OK" and your Alias will be added to the Alias List.

Note
To set up an Alias, the File Path Name Box has to be showing a file name, not just a directory name. When you change directories, the File Path Name Box shows the current directory. Select a file name in the File List to get the File Path Name Box to show a file name.
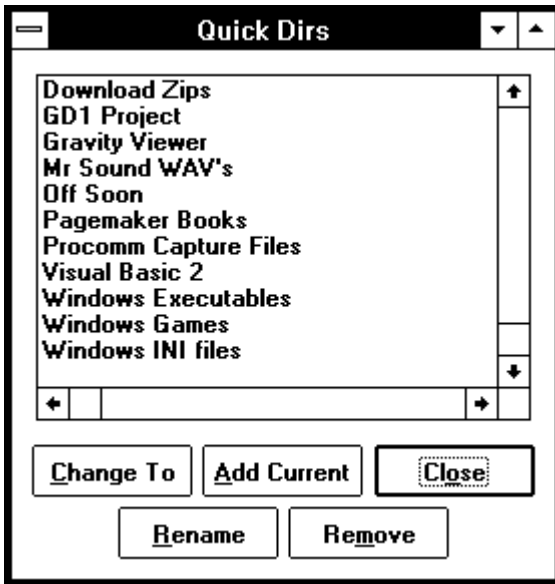
Quick Dirs Button
(Located in Gravity Desk's main window and in various dialogs in Gravity Desk and other Gravity Products.)

```
┌──────────────────────────┐
│ Quick Directories...      │
└──────────────────────────┘
```
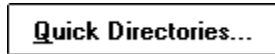
When you press this button, a window titled "Quick Dirs" opens up. You can use the Quick Dirs Window to set up Aliases, or, "Quick Dirs", for your directories. By doing so, not only can you identify your directories with up to 40-character names, but you can also quickly leap to deeply nested directories .

Below is a picture of the Quick Dirs Window.

To Add A Quick Dir

To add a Quick Dir to the Quick Dir List (the list box in the Quick Dirs window), press the button that says "Add Current" on it. A dialog box will open up showing you the name and file mask of Gravity Desk's current directory. There will be a space for you to enter a Quick Dir name for the directory. Enter it. Press "OK". The Quick Dir will be added to the Quick Dirs List.

To Change to a Quick Dir

To change Gravity Desk's current directory and file mask in one swipe, double click on the Quick Dir in the Quick Dir List. The Quick Dirs Window will close, and the directory list, file list, file mask, and drive list of the window with the Quick Dir Button that you pressed will be changed to reflect your selection.

To Remove a Quick Dir from the Quick Dir List

To remove a Quick Dir from the list, select the one that you want to remove. Then press the

button that says "Re<u>m</u>ove" on it. You will be asked for a confirmation. Press "<u>O</u>K" to remove it from the list.

<u>To Rename A Quick Dir Alias</u>

To rename a Quick Dir Alias, select the one that you want to rename. Then press the button that says "<u>R</u>ename" on it. You will be asked for a new Quick Dir name. Enter your new name. Press "<u>O</u>K". Your change will be reflected in the Quick Dir List.

<u>To Close The Quick Dirs Window</u>

To close the Quick Dirs window, press the button that says "Cl<u>o</u>se" on it. No changes will be made to Gravity Desk's current directory.

<u>Notes</u>
When you press the Quick Dirs button, Gravity Desk checks to see if you have set the <u>Stay On Top Button</u> so that Gravity Desk floats on top of all your other applications. If so, and the Quick Dirs window would be partially or fully obscured, Gravity Desk automatically rolls up out of the way. When you make your Quick Dir selection, Gravity Desk will automatically roll back down.

The Quick Dirs Window is resizable. When you resize it you will notice that there are three columns of information. The first column shows you your Quick Dirs. The second and third columns show you the path and file mask of each Quick Dir. If, upon closing Gravity Desk, you choose "Yes, save the current appearance", the position and size of the Quick Dirs Window is saved: The next time you run Gravity Desk, the Quick Dirs Window will appear just as you left it.

<u>Tip</u>
Use the Quick Dirs Button all you can. You may even find, since you can go to a deeply nested directory with the press on one button, that you can organize your drives more thoroughly. You no longer have to suffer the inconvenience involved with getting to a directory like c:\windows\ pictures\bitmaps\640x480\256color. And, when you do get there, your file list can show you only files ending with *.bak, if you want. All in one click.

<u>Promo</u>
Other Gravity Products also have <u>Quick Dir Buttons</u> and <u>List Only Buttons</u> to make directory and file list navigation easier. Also, the Quick Dirs that you set up in one Gravity Product are shared by all Gravity Products, so when you press a Quick Dir Button in one Gravity Product, you will get the same list of Quick Dirs as you would in another Gravity Product. Modifications made to Quick Dirs in one Gravity Product are reflected in all other Gravity Products. You will find, in every Gravity Product, that every <u>Directory List</u> is accompanied by a Quick Dirs Button and every <u>File List</u> is accompanied by a <u>List Only Button</u>.

<u>Directory List</u>
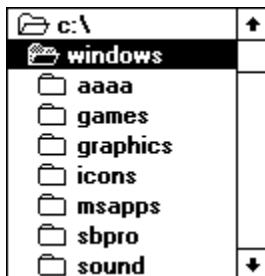
Double click on a directory name in the Directory List to change Gravity Desk's current directory. You can also tab to the Directory List, use the arrow keys to navigate the list, then press the Enter Key to change to the currently highlighted directory.

Set up Quick Dirs for the directories that you frequently use. It'll save you a lot of clicking.

Note
If you have pressed the button that says Quick Filing Tools, the Quick Filing Buttons will morph when you click on, or tab to, the Directory List -- giving you directory manipulating options. You can use them to create a new directory, rename the current directory, or kill (delete, files and all) the current directory.

Drive List
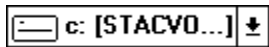
Use the drive list to change Gravity Desk's current drive.

Quick Filer Button

You can set the Quick Filer Button so that the file management program of your choice opens up when you press it. To do so, use the File List to select the executable (a file ending with EXE, COM, BAT, or, PIF) that you want to attach to the Quick Filer Button. Then, press on the file list with your **right** mouse button. The pointer will change to an icon of a hand holding a piece of paper. Drag this icon onto the Quick Filer Button and drop it there. You will be asked to confirm that that executable is the one that you want to attach to the Quick Filer Button. Press "Yes" to confirm. Alternatively, you can press the **left** mouse button on the File Path Name Box (located just above the Quick Filer Button), drag the file path onto the Quick Filer Button, and drop it

Once the Quick Filer Button is assigned an executable file, that executable file will run any time you press the Quick Filer Button. To change the program that is assigned, just drag and drop another program onto the Quick Filer Button. Then, answer "Yes" to the confirmation.

Tip
You can assign any executable to the Quick Filer Button. For example, if you always want C:\windows\notepad.exe to be handy, you could assign it to the Quick Filer Button.

File Mask Box

The File Mask Box shows you the current mask for the File List. To change the file mask, type the mask that you want into the File Mask Box. Then, press the Enter Key on your keyboard, or, tab out of the File Mask Box. If you press the Enter Key, the cursor will stay in the File Mask Box, making it easy for you to change the file mask again by backspacing over what you just typed, typing in a new mask, and hitting the Enter Key again.

The file mask can be compound. Use a semi-colon (;) to separate each pattern. For example,
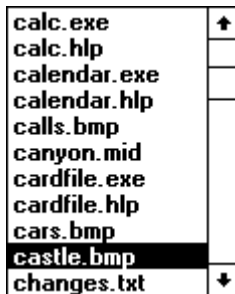
if you want the file list to show you all of the files ending with TXT, BMP, and WRI, then type *.txt;*.bmp;*.wri into the File Mask Box, and hit the Enter Key.

<u>Tip</u>
When you set up a Quick Dir, the file mask is saved as part of the Quick Dir. This means that every time you change to that Quick Dir, the File Mask Box and the <u>File List</u>'s file mask will also be changed. This can be really handy. For example, when I use my communications program, I frequently create capture files. I have set up a Quick Dir that will take me directly to d:\pcw\ capture*.cap. When I change to that Quick Dir, I am immediately given a list of all my capture files, and only my capture files.

<u>File List</u>

calc.exe	↑
calc.hlp	
calendar.exe	
calendar.hlp	
calls.bmp	
canyon.mid	
cardfile.exe	
cardfile.hlp	
cars.bmp	
castle.bmp	
changes.txt	↓

The File List shows a list of files in the currently selected directory (use the <u>Directory List</u> to change the currently selected directory). The file names that appear in the File List depend on the file mask, which is shown in the <u>File Mask Box</u> (described above).

When you click on a file in the File List, its Alias, if it has one, is shown in the <u>Alias Indicator</u> (just below the button that says "Alias" on it). If a file has more than one Alias, the first one you assigned is shown in the <u>Alias Indicator</u>, and the number at the right edge of the <u>Alias Indicator</u> will be higher than 1.

To run a file from the File List, double click on it. Alternatively, tab to the File List, use the Arrow Keys (on your keyboard) to select the file that you want to run. Then, hit the Enter Key or the Space Bar. If the file that you try to run does not end in EXE, COM, PIF, or BAT, then the file will be run in its Associated Program. If the file's ending does not have an Association, you be asked to set one up.

To load a file into the last application that you were working in, select the file that you want to load. Then, press the <u>Last Window Button</u>. **Warning** -- Before pressing the <u>Last Window Button</u>, make sure of one of these things -- make sure that the application that you are about to load the file into can open more than one document at a time, or, if the application can not open more than one document at a time, make sure you save your work just before trying to load the new file -- it will replace the one you are currently working on. **This is a warning** - I'd hate for anyone to lose any of their work. We've had enough with Windows 3.0's SAC (spontaneous application combustion). (Or was it UAE?)

To quickly delete a file from the File List, highlight the file that you want to delete. Then, press the Delete Key on your keyboard. You will be asked for a confirmation. Press "<u>Y</u>es" to delete the file. Your deletion will be reflected in the File List.

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<u>Note</u>
If you have pressed the button that says "Quick Filing Tools...", the <u>Quick Filing Buttons</u> will morph to give you file manipulating options when you click on, or tab to, the File List. You can

use them to delete all the files currently in the File List (the Kill List Button), rename the currently highlighted file, delete the currently highlighted file, or for access to the Bulk File Handler Window.

Tip On The Note
If you have pressed the Quick Filing Tools Button, you can use the Kill List button to delete all of the files in the File List. This is similar to the DOS "Del" command. If you are like me and jump to a DOS Prompt to use the delete command instead of tangling with the Windows File Manager, then you will like this. As an example, to use Gravity Desk to get rid of all of your backup files in a certain directory, all you need to do is navigate to that directory (set up a Quick Dir to get there fast), set the file mask (use the List Only Button or the File Mask Box) for the File List, and press the Kill List button. You will be asked for a confirmation. Press "Yes" to kill all the files in the list.

List Only Button
(Located in Gravity Desk's main window and in various dialogs in Gravity Desk and other Gravity Products.)
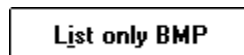
[List only BMP]

Use the List Only Button to quickly change the file mask of the File List.

When you click on a file in the File List, the words on the List Only Button change to reflect your choice. If the current file mask is "*.*" (All Files) and you click on a file that has an ending (the characters after the .) of "txt", then the List Only Button will read "List Only TXT". If you click on a file with a different ending, for example "doc", then the List Only Button will read "List Only DOC". If the List Only Button reads "List Only DOC", and you press it, then the File List will show you only files ending with "doc" and the List Only Button will change to read "List All". Press it again and the File List will show you all of the files in the directory.

Notes
When you change directories, the file mask does not change. Hence, you can quite easily browse your directories for only a certain type of file. The current file mask is always shown in the File Mask Box.

Quick Filing Tools Button

> **Quick Filing Tools...**

When you press the Quick Filing Tools Button, it disappears. Five buttons, which you can use to manage the files and directories on your system, appear in its place. They are listed below.

Note: The next four buttons appear when you press the Quick Filing Tools Button. If you click on, or tab to, the Directory List, they will be morphed into three buttons oriented around directory manipulation. To change them back to their initial appearance, click on, or tab to, the File List.

> **Kill List**

Press the Kill List Button to delete all of the files currently showing in the File List. You will be asked for a confirmation before the files are deleted. Press "Yes" to carry on with the deletion.

Tip
You can use the Kill List Button as a replacement for the DOS Command "del". As an example, instead of going to the DOS Prompt to delete all the BAK (*.bak) files in a directory, you can set the file mask for the File List (using the List Only Button or the File Mask Box) so that it shows you only files ending with "bak". Then, you can press the Kill List Button to delete all these files in one swipe. Since the file mask for the File List can be set compoundly (i.e., "*.bak;*.txt"), you can easily delete all of the files that have a few different endings.

Rename Button

> **Rename**

When you press the Rename Button, a dialog opens up asking you to enter a new name for the currently highlighted file in the File List. Enter the new name. Press "OK". The new name will be reflected in the File List.

Note
Highlighting a file in the File List, then pressing the Insert Key (on your keyboard), is exactly the same as pressing the Rename Button.
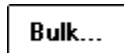
Delete Button

> **Delete**

Press the Delete Button to delete the currently highlighted file in the File List. You will be asked for a confirmation. Press "Yes". The file will be deleted.
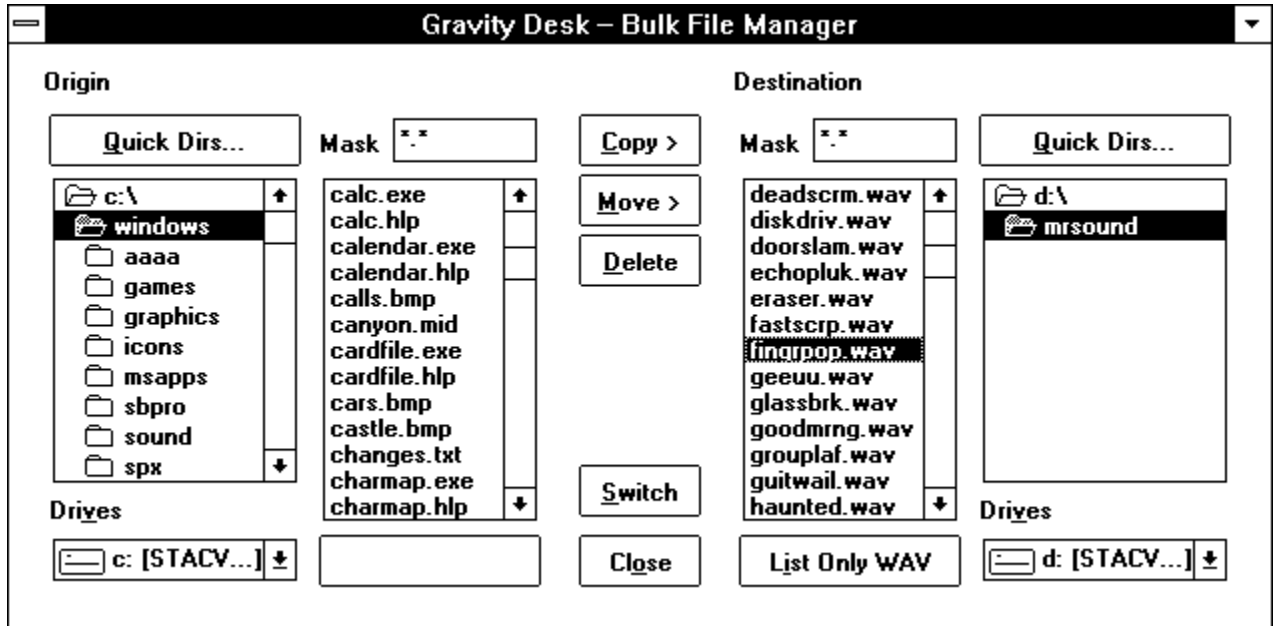
Note
You can also highlight a file in the File List, then press the Delete Key (on your keyboard), to delete it.

Bulk Button

Bulk...

Press the Bulk Button to open the Gravity Desk - Bulk File Manager Window (pictured below). Use the Bulk File Manager Window to copy, move, and delete more than one file at a time.

When the Bulk File Manager Window opens, the leftmost directory list, file list, drive list, and mask will be set the same as those in Gravity Desk's Main Window.

To Move, Copy or Delete Files Using The Bulk File Manager
In the leftmost file list, highlight the files that you want to move, copy, or delete. Then, press either the button that says "Copy >", the button that says "Move >", or the button that says "Delete". A small window will open up, showing you your file selections and asking you for a confirmation on your intended action. If you press "Yes", your intended action will be carried through. Changes will be reflected in the file list(s).

Note
You can press the button that says "Switch" on it to switch the lefthand and righthand file list, drive list, directory list, mask, and the setting of the List Only Button.

Tip
Use the Quick Dir Buttons to rapidly navigate your drives and the List Only Buttons to quickly narrow down your possible selections.

Note: The next three buttons appear only if you have pressed the Quick Filing Tools Button and the Directory List has the cursor's focus.

<u>Make Dir Button</u>

Make Dir
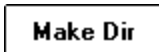
Press this button to create a new directory directly under the current directory (set with the <u>Directory List</u>). A dialog box will open, showing you the current directory and asking you to enter a name for your new directory. Enter the name for your new directory. Press "<u>O</u>K". The new directory will be created and the change will be reflected in the <u>Directory List</u>.

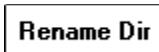<u>Kill Dir Button</u>

Kill Dir
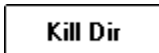
Press this button to delete the current directory and all of the files it contains.

You will be asked for a confirmation. Press "<u>Y</u>es". The <u>File List</u> will be read. Then, you will be asked for another confirmation. If you press "<u>Y</u>es", there will be no turning back. All of the files in the current directory will be deleted and the directory will be removed from your system. **Please be careful! It can be very hard to undelete files once their directory has been removed.**

<u>Note</u>
You will only be able to delete the current directory and all its files if the mask for the <u>File List</u> is set for '*.*' (all files). If it is not, set it using the <u>List Only Button</u> or the <u>File Mask Box.</u>

<u>Rename Dir Button</u>

Rename Dir

Pressing the Rename Dir Button opens up a dialog box that asks you to enter a new name for the directory that is currently highlighted in the <u>Directory List</u>. Enter your new name (be sure to type in the full path, including the drive letter and the colon (ie, C:\pictures\raytrace)). Press "<u>O</u>K". The change will be reflected in the <u>Directory List</u>.

<u>Note</u>
The directory whose name you wish to change does not have to be the current directory, it can be any directory that you highlight in the <u>Directory List</u>, with the exception of a drive's root directory. You cannot rename the root directory. Again, be careful...and don't forget to type in the directory's full path.

<u>OK Button</u>

OK

Press the OK Button to hide the <u>Quick Filing Buttons</u> behind one button that says "Quick Filing Tools...".

Associate Button
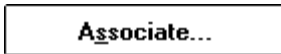
Press the Associate Button to Associate the ending of the currently highlighted file in the <u>File List</u> with a program that can load files of that type.

When you press the Associate Button, a dialog box, titled "Gravity Desk - Association Setup", opens up. It is pictured below.
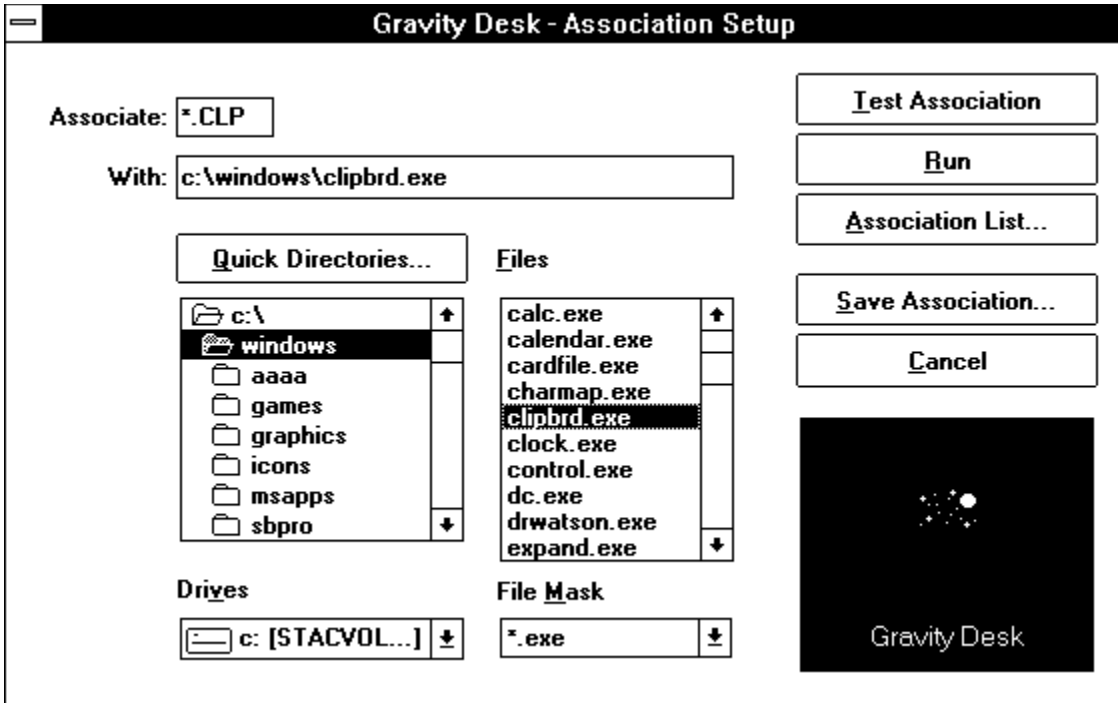

The ending of the file that is highlighted in the main Gravity Desk <u>File List</u> will be noted in the box near the top left of the Association Setup dialog box. Let's call this the "Associated Ending", in this case "*.CLP". Use the <u>Quick Dirs Button</u> (or the directory list, drive list, file list, and file mask) to navigate to a program that can load any file with the "Associated Ending". When you have found a program that you think can load this type of file, either press the button that says "Test Association", or the button that says "<u>S</u>ave Association". Press the button that says "<u>T</u>est Association" if you are not sure that your Association will work. Press the "<u>S</u>ave Association..." button to save your Association. When you do so, you will be asked for an Alias for the program that you are associating the ending to. Enter an Alias. Press "<u>O</u>K". Your Association will be saved.
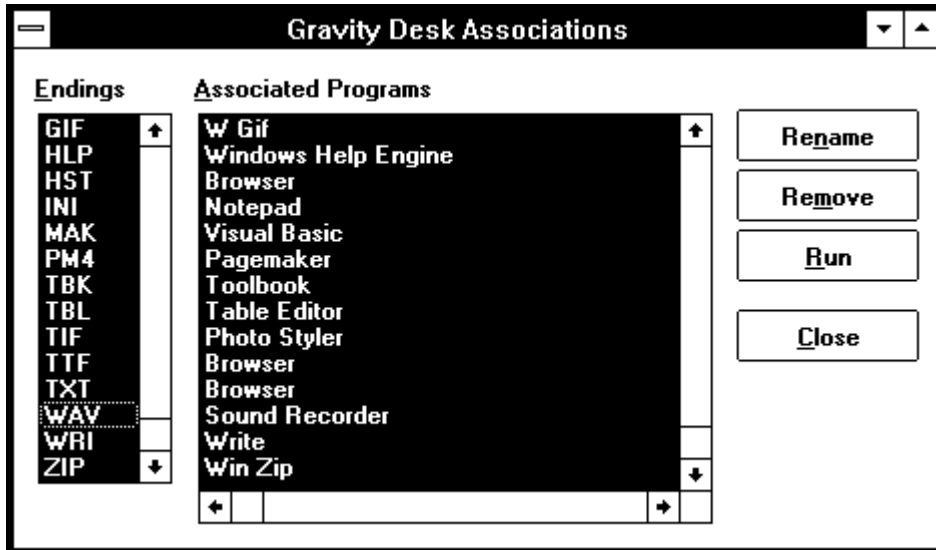
<u>Note</u>
To view a list of all the Associations that you have set up, press the <u>Associations Button</u> (described next).

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Associations Button
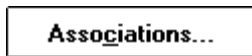
Associations...

Press the Associations Button to open the <u>Gravity Desk Associations Window</u> (shown below).

The Gravity Desk Associations Window uses two lists to show you all of your Associations. The list on the left, labeled "<u>E</u>ndings", shows you all of the endings that you have associated to programs. The list on the right, labeled "<u>A</u>ssociated Programs", shows you the Alias and file path of all the programs that you you have associated endings with. These lists scroll together, and when you click on an item in one list, its corresponding entry in the other list is highlighted.

The "<u>A</u>ssociated Programs" list has two columns. One if them is not visible in the picture above. The first column shows you the Alias that you have assigned to a program. The second column shows you the Alias' full file path name.

<u>To edit the Alias of one of your Associated Programs</u>
Highlight the Alias that you want to edit. Then, press the button that says "Re<u>n</u>ame" on it. A dialog will open up asking you for a new Alias. Enter the new Alias. Press "OK". Your changes will be reflected in the "<u>A</u>ssociated Programs" list.

<u>To change the path of the Associated Program</u>
Press the button that says "Re<u>m</u>ove" on it. This removes the Association from Gravity Desk. Then, set up a new association from scratch. The most rapid way is to find a file in Gravity Desk's main <u>File List</u> that has the ending that you want to set up an Association for. Highlight it. Then, press the <u>Associate Button</u> to open up the <u>Association Setup</u> dialog.

<u>To remove an Association from Gravity Desk</u>
In the "<u>E</u>ndings" list, highlight the ending that you want to remove. Press the button that says "Re<u>m</u>ove" on it. You will be asked to confirm that you want to remove the Association for all files ending with "your selection". Press "<u>Y</u>es" to confirm. Your changes will be reflected in both the "<u>E</u>ndings" list and the "<u>A</u>ssociated Programs" list.

<u>To run a program from the Associated Programs Window</u>
Double click on the program in the "<u>A</u>ssociated Programs" list. Alternatively, you can highlight the program that you want to run in the "<u>A</u>ssociated Programs" list. Then, press the button that says "<u>R</u>un" on it, or, press the Space Bar or Enter Key on your keyboard.

<u>Tip</u>
If you double click on an ending in the "<u>E</u>ndings" list, the Associated Program will be run, and its File/Open dialog box will be opened with the file mask set to "*.(ending you clicked on)". This can be a handy way to get around those File/Open dialog boxes that automatically open with a set file mask, like the one in Notepad that always opens to "*.txt".

Thanks for using Gravity Desk!

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