

# **Easy Menu for Windows Versions 3.2 and LT**

**The Complete Menuing System  
for Microsoft Windows 3.X**

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**Easy Menu for Windows  
Versions 3.2 and LT**

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# 1. Introduction

## **General Description**

Easy Menu for Windows is a menu system for Microsoft Windows 3.X. It makes user-defined applications available with a single click of the mouse or press of a key. In addition, it makes all of the Windows Desktop Accessories or user-defined accessories available on the same menu. Applications may be Windows applications or DOS programs. Version 3.2 is fully compatible with Windows 3.1 and later (and will not run under previous versions of Windows). Easy Menu 3.2 runs only in Standard and Enhanced mode. Easy Menu for Windows has complete keyboard support, so it is an excellent Windows applications manager for laptops and other systems without a mouse.

## **Program Features**

This version of Easy Menu includes support for start-up directories for each menu item, and each item can be started as either a window, icon, or full screen. New in this version is support for file handling -- no more need to start the File Manager for simple file copies, moves, etc.

Version 3.2 includes the Easy Menu Editor, which makes maintenance of your menus quick and convenient. With the editor, you can clear, insert, and delete menu items. The editor also provides printer support, so all of the menu data can be printed. Some of the features of Easy Menu include:

- Start all of the Windows desktop accessories from the menu

- Start the Program and File Managers from the menu

- Run applications from a command line

- Minimize the menu on start of applications

- Specify the Windows start-up shell

- Specify applications to auto-start when Windows is loaded

- Complete keyboard support for all features -- great for laptops

- Command Bar -- pushbuttons for changing menus, accessories menu on/off, menu editor, update menus, and exit

- Menu Editor -- insert, delete, clear items -- undo edits -- print menu data -- test menu item data

- Complete directory support -- specify start-up directory for each application

- Specify whether an application will start as a window, an icon, or full

screen

Replace Windows Accessory menu with user-defined accessory menu

Complete error checking and reporting

Save the menu window position

System info dialog box -- reports Windows version, operating mode, free memory, disk space, etc.

Start Easy Menu with list of menus

Specify initial file for the Windows accessories

Password protection and system locking

Support for up to 300 menu items organized in 5 groups

A Command/Information Bar to support changing groups and menus, display of date/time, free disk space, and free memory

Specify an alternate file manager

File utilities to copy, move, delete and rename files on your hard disk

## **Organizing Your Menus**

With Easy Menu 3.2 you can construct up to five menu groups, each with six independent menus with 10 items each, for a maximum of 300 menu items. How you organize the groups, menus, and items in your menus will have a lot to do with how easy and convenient Easy Menu is to use. There are many ways to organize the menus, so the decision on what is best for you will depend on your specific situation. The suggested organizations below are only some of the ways you might want to consider.

**Menu Groups.** Menu groups are designed to give you more flexibility in organizing your menus. If you need to start more than 60 applications you can create groups of menus, giving you up to 300 menu choices. Easy Menu 3.2 supports up to five groups of six menus each. Creating multiple groups will also be useful if more than one person uses a computer -- each person can be given their own group of menus. Within each group, you can also provide some organization to the menus as described in the following paragraphs.

**Organizing by Type of Application.** One way to set up the Easy Menu menus is to have each menu contain different types of applications. Menu 1 might contain word processing and text editing applications, for example, while Menu 2 could contain spreadsheet and database programs. Menu 3 could have drawing, graphics, and presentation applications. Menu 4 might contain entertainment and game programs. The menu names for these four menus would describe the types of applications they contain: Word Processing, Data Analysis, Drawing and Presentation

Tools, and Entertainment.

**Organizing by Task.** Another way to organize your menus is by the tasks you complete. This type of organization is useful if you want to use the same applications for several menu items, but with different start-up files (as command line parameters) or start-up directories. For example, a small consulting firm might have one menu for each current project. Each menu would contain a word processing menu item, a project management item, a spreadsheet item, and a desktop presentation item. The menu items would have different start-up directories which were created for the exclusive use of the appropriate project. So, when the applications are started, the current working directory would be the directory for the desired project.

**Organizing Sequentially.** If you do not have many applications, it may be more useful to simply list the applications alphabetically in the first couple of menus. When the first menu is full, go on to the next and continue with the listing. With the menu scroll buttons on the Command Bar (see Using Easy Menu for Windows below) this can be a quick and easy way to access the menu items.

### **Quick Setup**

To configure Easy Menu for Windows for your system, you will need to: (1) install the program files and start Easy Menu, (2) enter the information for the menus, and (3) update the menu listings in Easy Menu.

**Install the Program Files and Start Easy Menu.** Easy Menu is distributed as a ZIP file. To install the necessary files you need to "unzip" the files to your Windows directory. The following files are included in the distribution ZIP file:

menu.exe	Main Easy Menu program
menult.exe	The "Lite" version of Easy Menu
menuedit.exe	Menu editor program
mconvert.exe	Program to convert version 2.0 files to 3.0/3.1/3.2
menu.wri	This user's manual
order.txt	Order form for license, diskette, manual, or
upgrade	

The file "menu.ini" is created the first time you run Easy Menu for Windows (unless you are using an earlier version).

After the program files have been placed in your Windows directory, start Easy Menu from the Program Manager or the File Manager by executing the file menu.exe. When the program starts a dialog box will be displayed requesting a license number. Until you receive a license, click **Cancel** and the Easy Menu window will be displayed. You are now ready to enter the menu data.

**Important Note for Easy Menu Version 2.0 Users: Easy Menu 3.2 uses a new file format for the menu data. Users of version 2.0 will need to run MCONVERT.EXE to convert their menu.ini file to the new format.** You do not have to retype your menus -- the Mconvert program will make all of the necessary changes for you. To make the conversion, start Easy Menu as usual. All of the menu items should be "Reserved." Select **Quick Run...** from the **Menu** menu and when

the **Quick Run...** dialog box appears, enter *mconvert.exe* and click the **OK** button. When the Easy Menu Menu File Conversion program starts, select **Convert!** from the menu. After the conversion is complete, close the conversion program and select **Update Menus** from the Menu menu in Easy Menu. Your menus will be ready to use, so you can skip the next two steps of the quick setup.

**Set up the Menu Items.** Start the **Easy Menu Editor** to set up the applications to be run from each of the six menus. To start the editor, select the **Menu Editor...** item under the **Menu** menu. (Note: The Editor is a separate program, so you can also start it from the Program Manager or File Manager; the file name is *menuedit.exe*.) When the Editor starts, the six menus for the currently selected group (Group A when you first start) will be listed in the main window. You can select the menu you want to edit by clicking anywhere on the menu listing with the left mouse button. Or, you can use the arrow keys to select the menu to be edited. The selected menu will have a red border around it.

After you have selected the menu you want to edit, select **Edit...** from the **Menu** menu. The **Menu Items...** dialog box will appear. First, select the Menu Name field (with the mouse or the **TAB** key) and type the name of the menu. The name will appear in the Easy Menu **Menu** pull-down menu and in the Easy Menu for Windows title bar. You should make the name descriptive, but not too long. A maximum of 40 characters is permitted.

Now you are ready to set up the applications to be run from the menu. Easy Menu for Windows can start up to ten applications in each menu. Applications are loaded according to the information you supply in the **Menu Items...** dialog box. For each application, you enter a label, a command line, a start-up directory, and whether you want the application to start as a window, icon, or full screen.

The label is the name of the application that you want to appear next to the button in the menu. The label can be up to 20 characters long. For example, the label for Microsoft Excel might be *MS Excel*.

The command line consists of the executable program to be run, and any optional parameters. For example, to run Microsoft Excel, you would enter the command line: *excel.exe*. To start Excel with a spreadsheet named "budget.xls" loaded on start-up, the command line would be: *excel.exe budget.xls*. The command line can be up to 80 characters long.

The start-up directory is the directory you want to use as the working directory when the application starts. For example, if Excel is in the directory "c:\excel," but your spreadsheets are in a directory called "data" on drive c:, you could specify a start-up directory as: *c:\data*. When Excel is started, the "data" directory would be active (when you open or save files, for example). The start-up directory is also useful for DOS programs that use configuration files, or for files that are in directories that have not been included in your PATH statement.

Finally, select the way you want the application to start: as a window, an icon, or as the full screen. When using a mouse, just click the radio button for your selection. If you are using the keyboard, use the **TAB** key to move to the **Start as...** group, and then use the arrow keys to select the start-up mode.

Use the **Next** pushbutton to advance to the next menu item. Enter the data for the item, and continue for as many menu items as you want. When all of the menu items have been entered, click the **Save** button to save your menu data to the "menu.ini" file. **The menu data you have entered will be lost if you exit without saving it.** After you have saved your data, the **Menu Items...** dialog box will be closed. Now you can **Exit** the editor.

**Update the Menus.** When you return to Easy Menu for Windows from the editor, your changes will not appear on the menu. To apply the edit you have made, select the **Update Menus** item under the **Menu** menu. Easy Menu will show the labels you entered in the Easy Menu Editor. You are now ready to use Easy Menu to start the applications. (For more information on how to use the editor, see section 3 of the user's manual.)

## 2. Using Easy Menu for Windows

### The Easy Menu for Windows Window

The Easy Menu for Windows window has six major parts, as described in the paragraphs below. You use different parts of the the window to accomplish different tasks.

**The Title Bar.** At the top of the window is the title bar, along with the system box and a minimize button. The title bar will always show the group letter (A,B,C, etc.) and menu name of the currently selected menu.

**The Menu Bar.** The menu bar has five items. The **File** item is used to copy, move, and otherwise manage files on your hard disk, to display the dialog box in which you can enter a command line to execute applications, and includes the system information and About menu items. The **Group** item is used to select the current group of menus and to exit the program (or to exit Windows if Easy Menu is the system shell). The **Menu** item is used to select a menu, to start the Easy Menu Editor, to update the menus after they have been edited. The **Accessories** item is used to start each of the Windows Desktop Accessories or the user-defined accessories. The **Options** item is used to select various options which control how Easy Menu looks and operates: the **Windows Accessories** and **User Accessories** items toggle the accessories menu between the Windows Desktop Accessories and a set of user-defined accessories; the accessories pushbutton menu can be turned on or off; Easy Menu can be minimized to an icon each time an application is run; and the Easy Menu position on the screen can be saved. Also, you can specify an optional password for protection of your system and data.

**The Command/Information Bar.** Below the menu bar is the Command/Information Bar. The Command Bar has 12 pushbuttons which can be used to execute frequently used commands. Two sets of arrow buttons, < and >, are at the left end of the Command Bar. The top set is labelled "Group:" and is used to scroll from one menu group to the next. The lower set is labelled "Menu:" and is for scrolling through the six menus in the currently selected group.

The remaining four buttons on the upper row of the Command Bar are **E**, **U**, **Q**, and **!**. The **E** button is for starting the Easy Menu Editor, and the **U** button updates the menus after they have been edited. The **Q** button displays the **Quick Run...** dialog box for starting applications not on your menus. The **!** button locks the system and displays a dialog box for entering your password to unlock the system. (The **!** button will be disabled if no password is active.)

The lower set of four buttons are **w|u** (or **u|w**), **-** (or **+**), **X**, and **C:** (or **D:**, **E:**, etc.). The **w|u** (**u|w**) button is used to toggle between the Windows or user-defined accessories. this button will be disabled if the accessories pushbutton menu is turned off. The **+/-** button is for turning the accessories pushbutton menu on and off. The **X** button exits the program (or exits Windows if Easy Menu is the system shell). The **C:** (or **D:**, **E:**, etc.) button is used to select the drive to be used for the free disk space display. The button label will change to show the drive currently selected.

The right-hand side of the Command Bar displays the current date and time in the upper row. Below the date/time display are the amount of free disk space for the currently selected drive, and the amount of free system memory.

**The Applications Menu.** The next portion of the Easy Menu window is the Applications Menu. The Applications Menu consists of the ten pushbuttons used to start the applications that you specify. The applications are defined with the Easy Menu Editor.

**The Manager Menu.** Below the Applications Menu is the Manager Menu. This portion of the Easy Menu window has two buttons for starting the Windows Program Manager and File Manager. With Version 3.2, you can specify an alternate file manager. See the instructions for the Menu Editor to use this feature.

**The Accessories Menu.** The bottom portion of the window is the Accessories Pushbutton Menu. This menu is used to start each of the Windows Desktop Accessories or the user accessories. The accessories pushbutton menu can be turned on or off as you prefer.

### **Entering Your License**

Use the order form included with Easy Menu to order your license number. When you obtain your license, start Easy Menu and the **Enter License...** dialog box will appear. (The license number removes the license dialog box which appears when Easy Menu for Windows is started.) When the **Enter License...** dialog box appears, type your license number exactly as it appears on your registration notification (capital letters must be typed as capitals, etc.). If you are using a mouse, click the **OK** button. If you are using the keyboard, press the **TAB** key to select the **OK** button, then press the **SPACE BAR**. (Note: After Easy Menu has been started, you can also enter your license by selecting the **Enter License...** item from the **Options** menu.)

### **Working with Files**

The first item on the Easy Menu menu bar is the **File** item. The **File** menu is used to run, copy, move, delete, rename, or view files on your hard disk or floppy diskettes. Also, this menu is used to create subdirectories on your hard disk.

**Running an Application not on the Menu.** On occasion you may want to run an application not on your Applications Menu. To do this, select the **Quick Run...** item from the **File** menu. Or, you can click the **Q** button on the Command Bar. If you are using only the keyboard, press the **[Q]** key. When the **Quick Run...** dialog box appears, type the command line you want and click the **OK** button or press the **RETURN** key.

**Copying and Moving Files.** To copy or move a file, select the **Copy/Move** item from the **File** menu. The **File Copy/Move** dialog box will be displayed. Select the file to copy by highlighting it in the list box in the lower left hand portion of the dialog box, and then click the **Select File** button. You can move from one directory to another within the list box by highlighting the name of the directory and clicking the **Change Directory** button. The name of the selected file will be displayed in the **From:** text box at the top of the dialog, and the **To:** list box in the lower right hand

portion of the dialog will be enabled. The **From:** list box will be disabled. Select the drive and directory where you want to copy the file to. You can move to other directories by highlighting the directory name and clicking the **Change Directory** button. The currently selected directory will be displayed in the **To:** text box at the top of the dialog. To carry out the copy operation, click the **Execute** button. After the copy is complete a message box will notify you.

If you make a mistake in specifying any of the information for the copy you can clear all your entries and start over by clicking the **Reset** button. After you have copied all the files, click on **Close** to return to Easy Menu.

To move a file, follow the steps above for copying a file, but click the **Move** radio button before clicking the **Execute** button.

**Deleting Files.** To delete a file select **Delete** from the **File** menu. The **File Delete** dialog box will be displayed. Type the name of the file to be deleted in the edit box and click the **Delete** button. If you do not know the exact name of the file, click the **Browse** button for a list box with all the files in the currently selected directory. Highlight the file to be deleted and click the **Select File** button. The file name will be copied to the **File Name:** edit box. Click the **Delete** button to delete the file.

Note that you can delete a file only in the current directory, which is shown above the edit box for the file name. If you need to change directories, click on the **Browse** button to display the file list box. Highlight the directory you want and click the **Change Directory** button. You can also change drives with the **Drives:** combo box.

**Renaming Files.** To rename a file, select **Rename** from the **File** menu. The **Rename File** dialog will be displayed. Type the file's current name in the **From:** edit box at the top of the dialog. Move to the **To:** edit box (by pressing the **[TAB]** key or clicking the box with the mouse) and type the new file name. Click the **Rename** button to carry out the rename operation. If you do not know the exact name of the file to rename, click the **Browse** button for a list box of files in the current directory. Select the file to be renamed by highlighting it and clicking the **Select File** button. The file name will be copied to the **From:** edit box and the focus moved to the **To:** edit box ready for the new file name.

Note that you can rename a file only in the current directory, which is shown above the edit box for the file name. If you need to change directories, click on the **Browse** button to display the file list box. Highlight the directory you want and click the **Change Directory** button. You can also change drives with the **Drives:** combo box.

**Viewing Text Files.** To view the contents of a text file, select **View** from the **File** menu. The **View File** dialog will be displayed. Type the name of the file you want to view and click the **View** button. A window with the contents of the file will be displayed. The file will be displayed in blocks of 8 Kb, with the proportion currently displayed shown as a horizontal bar at the top of the dialog. Also shown are the file name and file size. You can scroll through the blocks (if more than one) by clicking the **<<PgUp** and **PgDn>>** buttons. Use the standard scroll bar to scroll through the contents in the text window. If you do not know the exact name of the file to view,

click the **Browse** button for a list box of files in the current directory. Select the file to be viewed by highlighting it and clicking the **Select File** button. The file name will be copied to the **File Name:** edit box. Click the **View** button to view the file. The viewer works only with ASCII text files.

Note that you can view a file only in the current directory, which is shown above the edit box for the file name. If you need to change directories, click on the **Browse** button to display the file list box. Highlight the directory you want and click the **Change Directory** button. You can also change drives with the **Drives:** combo box.

**Creating a New Subdirectory.** To create a new subdirectory on your hard disk, select **Create Directory** from the **File** menu. The **Create Directory** dialog box will be displayed. The new directory will be created in the current directory, which is shown above the edit box at the top of the dialog. Type the new subdirectory name in the edit box and click the **Create** button. If you need to change to a different directory, click the **Browse** button to display a list box of the directories. Select the directory you want and click the **Change Directory** button. The new directory will be displayed above the edit box.

### **Selecting a Menu Group**

When Easy Menu first starts, Group A will be active. You can change the active group from the Easy Menu menu bar, the Command Bar or the keyboard. Note: To create or edit a group, use the Menu Editor.

**Using the Menu.** To select a group using the Easy Menu menu, choose the **Group** item on the Easy Menu menu bar. The groups which have been created will be displayed in the drop-down menu. Select the group you want to load. The currently selected group will have a check mark next to it. When a new group is selected, the Easy Menu menus will be updated to display the menus associated with the group.

**Using the Command Bar.** To scroll through the available groups, click the Group < or > pushbuttons.

**Using the Keyboard.** The keyboard can be used to scroll through the groups just as the < and > pushbuttons function in the Command Bar. The **PgUp** and **PgDn** keys select the previous and next group respectively.

### **Selecting a Menu**

There are several ways to select a menu, or to change from one menu to another. The most convenient for you will depend on how you are using the system and whether you have a mouse.

**Using the Menu.** To select the menu you want to use, choose the **Menu** item in the Easy Menu for Windows menu bar. Then click the menu you want. A check mark will appear next to the currently selected menu.

**Using the Command Bar.** To scroll through each of the menus, click the Menu < or > pushbuttons in the Command Bar.

**Using the Keyboard.** The keyboard can be used to scroll through the menus just as the < and > pushbuttons function in the Command Bar. The left and up arrow keys select the previous menu; the right and down arrow keys select the next menu.

### **Starting Applications on the Applications Menu**

You can start the applications on your menus with the mouse or the keyboard. The keyboard interface is especially useful for laptops and other systems which do not use a mouse.

**Using the Mouse.** To start an application on the Applications Menu, click on the appropriate button. Just click the button once -- don't double click as you would on the Program Manager.

**Using the Keyboard.** If you are working without a mouse, you can start the application by pressing the number key corresponding to the button. You may use either the number keys above the letters or the numeric keypad.

### **Selecting Windows Accessories or User Accessories**

Easy Menu for Windows includes a menu for accessories. The accessories are utility applications that are generally available to the user regardless of which of the six application menus may be displayed. Easy Menu supports two types of accessories: (1) those supplied with Windows, and (2) utilities which the user supplies from other sources. The Windows Accessories include such utility programs as a clock, a cardfile, a paint program, a calculator, the control panel, etc. User accessories might include a text editor, a graphics file viewer, a screen blanker, etc. And of course, you could define some of the Windows Desktop Accessories as user accessories also. To define the user accessories you use the Menu Editor (described section 3 of this manual).

**Using the Menu.** You can select between Windows Accessories and user accessories in the **Options** menu. Select **Windows Accessories...** if you want the Accessories menu to include the 12 Desktop Accessories. Select **User Accessories...** if you want the Accessories menu to include the nine accessories you have defined.

**Using the Command Bar.** You can toggle between the two types of accessories by clicking the **w|u** or **u|w** button. When the Windows accessories are selected, the button shows **w|u**. Clicking the button changes to the user accessories. When the user accessories are active the button shows **u|w**. Clicking the button now switches back to the Windows accessories.

**Using the Keyboard.** You can also toggle between the Windows and user-defined accessories by pressing the **[SPACEBAR]** when Easy Menu is the active window.

## **Turning the Accessories Menu On/Off**

You can turn the Accessories pushbutton menu on or off as you prefer using the menu, Command Bar, or keyboard.

**Using the Menu.** The first time you start Easy Menu for Windows, the Accessories menu will be on. To turn it off, select **Accessories Menu** from the **Options** menu. This configuration will be saved, so the next time Easy Menu for Windows is started your preference will be used. To turn the Accessories menu back on, select **Accessories Menu** again from the **Options** menu.

**Using the Command Bar.** As an alternative, you can use the - pushbutton on the Command Bar to turn the Accessories Menu off. The + pushbutton turns the Accessories Menu on.

**Using the Keyboard.** If you are working without a mouse, the **[+]** and **[-]** keys can be used to turn the Accessories Menu on and off.

Note: The pushbuttons for the Program Manager and the File Manager are always available, even with the Accessories Menu turned off.

## **Starting the Windows Desktop Accessories**

If you have the Accessories menu configured for the Windows Desktop Accessories, you can start the accessories in several different ways.

**Using the Accessories Pushbutton Menu.** To run a Windows Desktop Accessory from the pushbutton menu, click on the appropriate button on the Accessories Menu.

**Using the Keyboard.** When the Accessories Menu is turned on, you can also use the keyboard to start the accessories. Press the letter key corresponding to the pushbutton. The appropriate letter is the one underlined in the pushbutton.

**Using the Menu.** If you prefer, the Desktop Accessories can be run by selecting the accessory from the **Accessories** menu on the Easy Menu menu bar. Even if you have the Accessories pushbutton menu turned off, the accessories can be run from the pull-down menu.

## **Starting the User-Defined Accessories**

If you have the Accessories menu configured for accessories you have defined, you can start the accessories in several different ways.

**Using the Accessories Pushbutton Menu.** To run a user-defined accessory from the pushbutton menu, click on the appropriate button on the Accessories Menu.

**Using the Keyboard.** When the Accessories Menu is turned on, you can also use the keyboard to start the accessories. Press the function key you assigned to the accessory in the menu editor to start the accessory.

**Using the Menu.** If you prefer, the user-defined accessories can be run by selecting the accessory from the **Accessories** menu on the Easy Menu menu bar. Even if you have the Accessories pushbutton menu turned off, the accessories can be run from the pull-down menu.

### **Configuring Minimize on Run**

You can make Easy Menu for Windows minimize to an icon each time you run an application or accessory by selecting **Minimize on Run** from the **Options** menu. A check mark will appear next to **Minimize on Run** when the option is active. To turn it off, select it again.

### **Saving the Easy Menu Window Position**

By default, the Easy Menu window will center itself on the screen. You can override this default by moving Easy Menu to the position you want it on the screen and selecting **Window Position Save** under the **Options** menu. The position you selected will be saved, and used whenever you start Easy Menu. To return to the default, select **Window Position Center** from the **Options** menu.

### **Using System Security**

The **System Security...** item on the **Options** menu provides several methods for you to protect your system and data. You can set up password protection for various tasks, and you can set attributes for key system files. These features provide basic security for your system, and can be especially useful if you are using a network or are in an office in which others may have access to your computer.

**Creating a Password.** To create a password, select **System Security...** from the **Options** menu. The **System Security...** dialog box will be displayed. Type your password in the **Password:** edit box. So that others cannot see what you type, asterisks will be shown in the edit box as you type. Type carefully, because you will need to type your password exactly as you type it the first time whenever you are prompted for a password (the password is case sensitive, for example).

To activate the password you click the **On** radiobutton beside the edit box. This automatically applies the password to three tasks: the **System Security...** dialog box, the Easy Menu Menu Editor, and the system lock. You can disable the password at any time by clicking the **Off** radiobutton.

You can also optionally apply the password to the start-up of Easy Menu (and to Windows itself if Easy Menu is the shell), the start-up of each application on the menu, the start-up of the Program and File Managers, and the use of the Windows and user accessories. Note that if you apply the password to the Easy Menu start-up, you will have to also type your password to close Easy Menu (or your Windows session if Easy Menu is the shell). This is useful in preventing someone from ending your Windows session in order to get access to the DOS prompt.

**Using Your Password.** After you have entered a password and turned it on, whenever you start a task to which the password has been applied you will be prompted for the password. If you type it wrong, the computer will beep and you can

try again. If after three tries the correct password has not been entered, the task will be cancelled. Remember, you must enter the password exactly as it was created -- capital letters must be entered as capitals, etc.

**Protecting System Files.** The **System Security...** dialog box also provides a means to protect critical system files. Five files can be made read-only and/or hidden: *config.sys*, *autoexec.bat*, *win.ini*, *system.ini*, and *menu.ini*. Making the files hidden will keep others from finding the files on directory listings. Making them read-only keeps them from being accidentally erased or modified. Note, however, that making *win.ini*, *system.ini*, or *menu.ini* read-only means you will not be able to save any changes to your Windows configuration. Also programs such as Excel and Word save their configurations to *win.ini* when they exit; if *win.ini* is read-only protected, you may get an error message. In addition, many programs must write to *win.ini* when they are installed. Read-only protection should be turned off before installing any new applications in Windows.

### **Using the System Lock**

On occasion, when you walk away from your desk, you may want to keep others from disturbing your work in a Windows application. Easy Menu 3.1 makes it possible to lock your Windows session with the **System Lock** dialog box.

**Setting Up the Lock.** To use the system lock you first need to enter and turn on a password in the **System Security...** dialog box. See the **Using System Security** section above for instructions on how to create and activate a password.

**Activating the Lock.** Whenever Easy Menu is the active window, you can lock your system in any one of three ways. To use the Easy Menu menu, select **Lock System!** from the **Options** menu. To use the Command Bar, click the **!** button. Or you can use the keyboard by pressing the **[PAUSE]** key.

These actions will display the **System Lock** dialog box. Once the **System Lock** dialog box is displayed, all other Windows processing is halted. When the system is locked, no Windows or DOS applications can be accessed. To resume operation, you must enter your password and click the **OK** button or press **[RETURN]**.

### **Getting System Information**

Sometimes it is necessary to get information about your system, such as how much free memory or disk space is currently available. You can get a report on system information by selecting **System Info...** from the **File** menu. The **Easy Menu System Information** dialog box opens and displays the current version of Windows; whether Windows is operating in Standard or 386 Enhanced mode; the microprocessor type for your system; whether a math coprocessor is present in the system; the amount of free memory in the system; the percentage of free system resources; and the amount of free disk space on the currently selected drive. Click the **OK** button or press **[RETURN]** to close the dialog box.

### **Exiting from Easy Menu for Windows**

To exit, select **Exit** (or **Exit Windows...** if Easy Menu for Windows is the

system shell) from the **File** menu. Or you can click the **X** pushbutton on the Command Bar. If you are using the keyboard, you can just press the **[X]** key. If Easy Menu is the system shell, you will be asked to confirm that you want to exit your Windows session.

### **Using Easy Menu LT**

Easy Menu LT is a "lite" version of Easy Menu for Windows. All its features work as described for Easy Menu. It is different in that many features have been removed. This provides you with a menu application that uses much less memory and is easier to use. Easy Menu LT can be run simultaneously with Easy Menu, and can be used to select menus different from those displayed in Easy Menu. Also, Easy Menu LT can be run as the system shell.

## 3. Using the Easy Menu Editor

The Easy Menu Editor is used to create, edit, delete and print the menus used by Easy Menu. It is also used to configure certain features of Easy Menu.

### The Easy Menu Editor Window

The Editor window has three major parts: a title bar, a menu bar, and a menu listing window.

**The Title Bar.** As with all Windows applications, the title bar shows the name of the application. The title bar also shows the name of the currently selected group.

**The Menu Bar.** The Editor menu bar has four items. The **Group** item is used to select and edit the menu groups. The **Menu** item is used to edit and print the menu data. The **Options** item is used to set various configuration options for Easy Menu. The options include saving the Editor window position and size, setting the Windows system shell, specifying an alternate file manager defining the applications to start automatically when Windows starts, specifying the initial files to load for the desktop accessories, and whether to start Easy Menu with a list of the menus. The **About...** item displays a dialog box with information about the Easy Menu Editor.

**The Menu Listing Window.** The Menu Listing Window shows the menu name and item labels for all six of the Easy Menu menus in the currently selected group. Note that if your menu name is long, only the first 20 characters will be displayed. The currently selected menu is outlined with a red border. The selected menu is the one that will be edited when you select the **Edit...** command, or printed when you select the **Print Current Menu** command. When the Editor starts, the currently active group and menu in Easy Menu will be selected. To select another menu click on the listing with the left mouse button, or move the red selection border with the arrow keys.

### Creating and Editing Groups

To create or edit a group, select **Edit Group Names...** from the **Group** menu. The **Menu Group Names** dialog box will be displayed. For each group you want to create or edit, simply type the name of the group in the appropriate edit box. Click **OK** to save the new group names. (To delete an existing group, just delete the name in the edit box. All the menu data associated with the group is retained so you can reenter a group name later to use the group.

To add menus to a new group, select the group from the **Group** menu. The Menu Listing Window will display six empty menus. You may now edit any of the menus.

### Creating and Editing a Menu

To create or edit a menu, select the menu on the menu listing window. Click the **Edit...** item from the **Menu** menu. The **Menu Items...** dialog box will be displayed.

**Creating a New Menu.** To create a new menu, select an empty menu in the menu listing window. An empty menu will be labeled "Reserved," and have a list of 10 "Reserved" items. Select **Edit...** from the Menu menu. The **Menu Items...** dialog box will be displayed. First, type the name of the menu. The name will appear in the Easy Menu **Menu** pull-down menu and in the Easy Menu for Windows title bar. You should make the name descriptive, but not too long. A maximum of 40 characters is permitted.

Next, you enter the information for the applications in the menu. Easy Menu for Windows can start up to ten applications in each menu. Applications are loaded according to the information you supply in the **Menu Items...** dialog box. For each application, you enter a label, a command line, a start-up directory, and whether you want the application to start as a window, icon, or full screen.

The label is the name of the application that you want to appear next to the button in the menu. The label can be up to 20 characters long. For example, the label for Microsoft Excel might be *MS Excel*.

The command line consists of the executable program to be run, and any optional parameters. For example, to run Microsoft Excel, you would enter the command line: *excel.exe*. To start Excel with a spreadsheet named "budget.xls" loaded on start-up, the command line would be: *excel.exe budget.xls*. The command line can be up to 80 characters long.

The start-up directory is the directory you want to use as the working directory when the application starts. For example, if Excel is in the directory "c:\windows," but your spreadsheets are in a directory called "data" on drive c:, you could specify a start-up directory as: *c:\data*. When Excel is started, the "data" directory would be active (when you open or save files, for example). The start-up directory is also useful for DOS programs that use configuration files, or for files that are in directories that have not been included in your PATH statement.

Finally, select the way you want the application to start: as a window, an icon, or as the full screen. When using a mouse, just click the radio button for your selection. If you are using the keyboard, use the **[TAB]** key to move to the **Start as...** group, and then use the arrow keys to select the start-up mode.

Use the **Next** pushbutton to advance to the next menu item. Enter the data for the item, and continue for as many menu items as you want. When all of the menu items have been entered, click the **Save** button to save your menu data to the "menu.ini" file. **The menu data you have entered will be lost if you exit without saving it.** After you have saved your data, the **Menu Items...** dialog box will be closed.

**Editing an Existing Menu.** To edit an existing menu, select the menu in the menu listing window. Select **Edit...** from the **Menu** menu. The **Menu Items...** dialog box will be displayed. Use the **Next** or **Prev** pushbuttons to select the menu item you want to edit. Remember, if you are using the keyboard, you can select all the pushbuttons by pressing the key corresponding to the letter underlined on the pushbutton. Use the mouse or **[TAB]** key to position the text cursor to the text you want to edit. To change an existing item you can just retype the new menu data,

using the **[DELETE]** or **[BACKSPACE]** keys as necessary. If you change your mind about your edit, you can click the **Undo** button to restore the original text. Remember to **Save** the changes before you exit from the dialog box.

The editor also permits more sophisticated editing of your menus. In the lower right corner of the **Menu Items...** dialog box are four pushbuttons for special editing functions. With these buttons you can **Clear**, **Insert**, and **Delete** your menu items. If you change your mind about an edit, you can **Undo** all of the editing actions since the last **Save**.

Clearing an item simply deletes the current text in the edit boxes and replaces it with the defaults for an empty item. You click the **Clear** pushbutton to clear the currently displayed item. Click the **Undo** pushbutton to restore the text.

Inserting an item moves the items prior to or after the currently selected item so that a new menu item can be added to the menu. How the insert is accomplished by the Editor depends on where "Reserved" items remain on the menu -- if "Reserved" items are below the inserted item (have a higher item number), the existing items are moved down, and the "Reserved" item will be deleted; if a "Reserved" item is above the inserted item (has a lower item number), the items above are moved up to fill the "Reserved" item. You click the **Insert** pushbutton to insert an item. Click the **Undo** pushbutton to remove the inserted item and restore the menu to its previous order.

Deleting an item removes the currently selected item from the menu, moves the items below it on the menu up one position, and inserts an empty "Reserved" item at the end of the menu. You click the **Delete** pushbutton to delete an item. Click the **Undo** pushbutton to restore the deleted item and move the items below it back to their original positions.

**Testing the Menu Data.** The **Test** pushbutton is used to determine if the menu information you have supplied can be used by Easy Menu to execute the application in the way you intended. When you click the **Test** pushbutton the Editor performs the following tests: (1) parses the item label so you can see how it will appear on the menu, (2) determines if the command line executable file can be found, (3) checks the start-up drive and directory to determine if they actually exist on your disk, (4) checks the start-as mode to make sure that an appropriate mode is specified in the "menu.ini" file, and (5) parses the command line parameters so you can see them in the final test report. After the test is complete, a report dialog box will be displayed. Any potential errors in your menu data will be reported. See the Troubleshooting section below for an interpretation of each of the error messages.

**Deleting a Menu.** The final editing function in the **Menu Items...** dialog box is the **Delete Menu** pushbutton. This button is in the upper portion of the dialog box, next to the group name. You use this button to delete an entire menu from the "menu.ini" file. This action cannot be undone, so make sure you really want to delete a menu before clicking this button. If you do, you will be asked to confirm the action before the deletion takes place. Click the **No** button to cancel the delete action.

### **Printing a Menu**

The Easy Menu Editor can print all of the data associated with your menus. To

print a menu, select the menu you want to print by clicking on it in the main window (or move the selection box with the arrow keys), and select **Print Current Menu** from the **Menu** menu. The Editor prints to the default printer for Windows, using the current settings for the printer.

### **Saving the Editor Screen Position**

Once you have resized the Editor main window to the size and position you like, you can save the position to be used whenever you start the Editor. Select **Save Editor Position** from the **Options** menu to save the current position and window size.

### **Selecting the System Shell**

The system shell is the program that runs when you first start Windows. When you installed Windows, Program Manager was set up as the shell. But you can select other programs as shells if you wish. The **System Shell...** item in the **Options** menu will configure the shell you want. If you decide to use Easy Menu for Windows 3.1 or LT on a regular basis you can set either as the shell. Click the button for the shell you want and then click the **OK** button. The shell will be effective the next time you start Windows.

### **Setting Up Applications for Auto Start**

If you select Easy Menu or Easy Menu LT as the system shell, you can specify that certain applications run when you start Windows. Five applications can be started as full windows and an additional five applications can be started as icons. To configure the applications to run, select the **Auto Start...** item from the **Options** menu. Enter the program names you want to run and to load as icons. Remember, if a program is not in a directory specified in your path statement, you will need to enter a complete path and filename in the **Auto Start...** dialog box (and it's preferable to enter the complete path anyway, because the application will load faster). You can move from one field to the next by pressing the **[TAB]** key. Click **OK** or press the **[RETURN]** key to save your configuration.

### **Specifying an Alternate File Manager**

Normally, when you click the File Manager button on the Easy Menu manager menu, the File Manager shipped with Windows is started. With Easy Menu you can now specify an alternate file manager to start when the File Manager button is clicked. To specify the new file manager, select **File Manager...** from the **Options** menu. The **Alternate File Manager** dialog box is displayed. Type the name of the new file manager (such as ndw.exe for the Norton Desktop for Windows) and click **OK**.

### **Setting the Initial Files for Windows Accessories**

On some occasions it may be useful to have the Windows Desktop Accessories load an initial file when they are started. This is especially useful for an accessory such as Calendar, for which you would normally use the same calendar file each time it is started. The Editor can be used to specify the initial file for each of the accessories (that can open a file). To specify files for the accessories, select

**Accessories...** from the **Options** menu. The **Initial Accessory File...** dialog box will be displayed. For each of the accessories listed, type in the file you want to have loaded when the accessory starts. You can use the **[TAB]** key to skip down to the next item. You do not have to specify a file for all of the accessories, only for the ones you want to open an initial file. Click the **OK** pushbutton to save your set-up to the "menu.ini" file. Click **Cancel** if you want to exit without saving the changes.

To cancel the settings for the initial file, you simply delete the filename specified in the **Initial Accessory File...** dialog box.

### **Setting Up the User Accessories**

The Easy Menu Accessories menu can be configured with either the Windows Desktop Accessories or with nine accessories which you define. To set up your own set of accessories, select **User Accessories...** from the **Options** menu. In the dialog box that is displayed, you enter the name to appear on the face of the pushbutton and the command line to be executed when the button is pushed. The command line can consist of the executable file name plus any command line parameters. When Easy Menu starts accessories it assumes they are in your Windows directory, and you should normally put accessories in that directory. If your accessories are elsewhere, you will have to include the path as a part of the command line; the accessory will start, but the Windows directory will remain active.

Note that each accessory you define is assigned to one of nine function keys. When the Accessories pushbutton menu is active in Easy Menu, you can use the assigned function key to start the accessory.

Once you have defined all of the accessories, click the **OK** pushbutton. To use the accessories you have defined, return to Easy Menu, update the menus by clicking the **U** pushbutton in the Command Bar, and select **User Accessories** from the **Options** menu.

### **Listing Menus on Start-up**

If you use a large number of applications on the six menus you may want to start Easy Menu with the list of menus instead of with Menu 1. You can make the **Select Menu...** dialog box in Easy Menu display automatically on start-up by selecting **List Menus on Start** from the **Options** menu. A checkmark will appear next to this option if it has been selected. To turn off the option, select **List Menus on Start** again.

### **Exiting from the Editor**

To exit the editor, select **Exit** from the **Group** menu or double-click the system box.

## 4. Troubleshooting

Easy Menu 3.2 provides for complete error checking and reporting. Error and informational messages will be displayed when a command or other action cannot be successfully completed. Listed below are the Easy Menu and Easy Menu Editor error messages, the likely cause for each error, and the possible solutions to the problems.

### **Easy Menu Error Messages**

#### **Too many clocks or timers.**

This error means that too many programs which use the Windows timer (such as the Clock) are currently running. Easy Menu needs one of the timers to display the current date and time. Close one of the applications and try to restart Easy Menu.

#### **The specified start-up directory is invalid.**

The start-up directory that you entered for the application does not exist. You may have misspelled it when entering it. Use the Easy Menu Editor to change the start-up directory to a valid DOS directory.

#### **The specified start-up drive is invalid.**

You specified a disk drive in the start-up directory that does not exist. Use the Easy Menu Editor to change the start-up drive to a valid drive on your system.

#### **Insufficient memory to run application.**

There is not enough memory to run the application. If other applications are running, try closing some of them to free some memory.

#### **Invalid path or filename.**

The path or filename that you specified in the command line is invalid. You may have misspelled it. Use the Easy Menu Editor to enter the correct path and filename for the application you want to run.

#### **Unable to execute application.**

Easy Menu has encountered some problem while trying to execute the application. Close other applications, and be sure your command line is correct.

#### **Unable to execute accessory.**

Easy Menu has encountered some problem while trying to execute an accessory. If the accessory is a Windows Desktop Accessory, it probably is not in the Windows directory; be sure the accessories are properly installed in the Windows directory. If it is a user accessory, you may have misspelled the accessory program name when setting it up or it is not in the Windows directory; use the menu editor to check the information you supplied and enter a path in the command line if

necessary.

**Program Manager is already running.**

You tried to start the Program Manager when it was already running. Use the Task List to activate the Program Manager.

**File Manager is already running.**

You tried to start the File Manager when it was already running. Use the Task List to activate the File Manager.

**Incorrect license number entered.**

The license number you entered was not valid. Be sure you typed the number exactly as listed on the registration notification. Contact the author if the your license cannot be entered.

**Invalid password after three attempts. Cancelling current task.**

The password has been entered incorrectly three times. After the third try, Easy Menu cancels the requested task.

**Invalid password. Cannot start Easy Menu 3.1.**

Password protection has been applied to Easy Menu start-up and the correct password was not entered. Easy Menu cannot be started.

**Easy Menu Editor Not Found.**

The file "menuedit.exe" could not be found. This file must be in the Windows directory. Contact the author if the file is not included in the distribution ZIP file you are using.

**Selected drive is removable. Please insert diskette now.**

You have requested a file operation for a diskette drive (a: or b:). This is a reminder to be sure a diskette is in the drive.

**File has no text and cannot be viewed.**

You tried to view an empty file. The viewer will work only with a valid ASCII text file.

**Source file cannot be opened. File operation halted.**

Easy Menu could not find or could not open the specified file. You may need to specify a full path the file or make sure it is not read-only.

**Cannot copy or move a file to itself. Select a new Target Directory.**

You tried to copy a file but did not change the target directory. Change the directory you are to copy the file to.

**File already exists in Target Directory. Overwrite existing file?**

This message is asking for confirmation to overwrite a file with the same file name as the one you are copying or moving.

**Target file cannot be created. File operation halted.**

Easy Menu was unable to create the file you specified. Check to make sure it was a valid DOS filename, or that your disk is not full.

**File could not be deleted.**

Easy Menu was unable to delete the file you specified. Make sure you specified the file name correctly and that the file is not read-only.

**File cannot be opened for viewing. View operation halted.**

Easy Menu could not open the specified file. Make sure you specified the file name correctly and that it is in the current directory.

**Directory could not be created.**

Easy Menu could not create the new subdirectory you requested. Make sure that you specified a proper DOS directory name and that the directory does not already exist on the specified drive.

**Easy Menu Editor Error Messages****Cannot access printer driver.**

This error occurs if the Easy Menu Editor is unable to determine the type of printer you are using. This information is contained in the "win.ini" file under the [Windows] section in a field labeled "devices=." Use the Control Panel to set up a default printer.

**Unable to start print job.**

The Easy Menu Editor was unable to initialize the printer spooler. Be sure that the Print Manager is properly installed.

**Are you sure you want to delete the menu: \_\_\_\_\_.**

This is an informational message requesting confirmation before deleting a menu. This action cannot be undone, so only delete a menu if you are sure you no longer need it.

**You do not need to insert. The item is available for use.**

You tried to insert when the current item is Reserved. You do not need to insert.

**Cannot insert. This menu is full.**

You tried to insert a menu item in a full menu. Only ten items can be listed in each menu. Delete an item in the current menu, or try to insert in another menu with "Reserved" items.

### **Problem Reporting**

Please report any problems or suggestions for improvements to the following address or contact the author on CompuServe: 71401,2413.

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