



# Contents



## A back-to-basic approach with enhanced capabilities....

### \*For Windows 3.1 and above.

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## **Adding a new menu item**

You may double click over the empty menu line or enter the menu number in the input box and press the ENTER key. Attempting to execute an empty menu line will automatically display the Menu Entry window . This window allow you to define the menu item information.

### **DRAG-AND-DROP**

You may also add new menu items by "dragging" with your mouse the selected file(s) from the File Manager. While Winmenu is minimized, just select the desired file(s) in the File Manager and drag-and-drop them on top of Winmenu's minimized ICON. Winmenu will scan for the next available menu space (unless you had a empty menu space already highlighted) and will add the dropped file to this space. If you had an empty menu space highlighted, Winmenu will add the dropped files starting at that menu space number.

If you are running Winmenu Network edition:

Note: Changing,adding and moving menu items is restricted by your network administrator.

You can only do changes to your personal menu(s). Contact your administrator for more information.

## Changing a menu item

Click once and highlight the desired menu line to review or change and then select the Add/Review option from the Options menu. Or, enter the menu line number in the input box and press CTRL+A. If this menu item has a password defined, WinMenu will prompt you for the password. The Menu Entry dialog will be displayed.

If you are running Winmenu Network edition:

Note: Changing, adding and moving menu items is restricted by your network administrator.

You can only do changes to your personal menu(s). Contact your administrator for more information.

## Moving a menu item

Enter or highlight the menu line number to move and press CTRL+V . A small window will pop-up and prompt you for the destination line number to move the selected menu. You can only move menu items within the current menu section . If a menu item already exist in the destination, then Winmenu will swap menu items.

If you are running Winmenu Network edition:

Note: Changing,adding and moving menu items is restricted by your network administrator.

You can only do changes to your personal menu(s). Contact your administrator for more information.

## Deleting a menu item

Click once over the menu line to highlight the desired menu to delete and then select the Delete menu option from the Options menu. Or enter the menu line number in the input box and press CTRL+A. If this menu item has a password defined, WinMenu will prompt you for the password. The Menu Entry dialog will be displayed. Just press the DELETE button to delete the current menu item.

If you are running Winmenu Network edition:

Note: Changing, adding and moving menu items is restricted by your network administrator.

You can only do changes to your personal menu(s). Contact your administrator for more information.

## The Accessories menu and the Blue Ribbon

The blue ribbon is displayed at the top of the WinMenu screen. It contains up to nine utility program icons which are defined in the accessories menu. These programs can be quickly executed by a click of the mouse or via the system menu while Winmenu is minimized. The blue ribbon programs can be customized by the users. This is a good place to define frequently run programs like your electronic mail application. These programs can also be executed from the Accessories menu. Changing or adding a blue ribbon program also modifies the Accessories menu and the system menu. Note for Network users: The accessories are defined by the network administrator. **Network users may not change and configure their accessories at their workstation.**

### To change a blue ribbon program:

Use your favorite text editor to pull the file WINMENU.INI usually located in the C:\WINMENU directory or where winmenu.exe resides. Scroll the file until you find the [Accessories] section. The accessories are defined each on a separate line. Accessory1 through Accessory9 may be changed as follows:

[Accessories]

Accessoryx=Filename,Description,Icon file

where x is the accessory number from 1 to 9. **Filename** is the full path and filename of the application to execute. **Description** is a short description (up to 30 characters) that describes the application. The description is displayed in the Accessory and system menu. **Icon file** is a .ICO filename that contains the icon to be used in the blue ribbon. The icon file is optional. Winmenu will attempt to extract the icon from the executable file. If none found, Winmenu will use the GENERIC.ICO file included with the Winmenu files.

### To delete a blue ribbon program:

Accessoryx=UNDEFINED

The word UNDEFINED automatically disables that particular ribbon program. Winmenu will display the EMPTY.ICO included with the Winmenu files. If not found, no icon will be displayed. When the user clickover the disabled ribbon program space, Winmenu makes a small beep and ignores the action.

When Winmenu is installed, the following accessories are pre-defined as defaults:

[Accessories]

Accessory1=COMMAND.COM,DOS Session,DOS.ICO

Accessory2=CALC.EXE,Calculator

Accessory3=CALENDAR.EXE,Calendar

Accessory4=WINFILE.EXE,File Manager

Accessory5=NOTEPAD.EXE,Note Pad

Accessory6=PROGMAN.EXE,Program Manager

Accessory7=CONTROL.EXE,Control Panel

Accessory8=CARDFILE.EXE,Card File,PHONE08.ICO

Accessory9=C:\MSMAIL\MSMAIL.EXE,MS Mail,mail16b.ico





## Auto Minimize

The Auto Minimize option can be enabled or disabled from the Options menu. This feature allows you to automatically minimize Winmenu when executing any program. If this option is disabled, Winmenu will remain open at all times unless you manually minimize the window. To enable the auto minimize option, open the Option menu and verify that the Auto Minimize is marked. If not marked, click once over the menu option. To disable, click over the marked menu option.

Winmenu enables the auto minimize option as the default when installed. Combine with the Auto Restore option, Winmenu better simulates a conventional menu that closes and automatically opens after the application has executed.

## **Auto Restore**

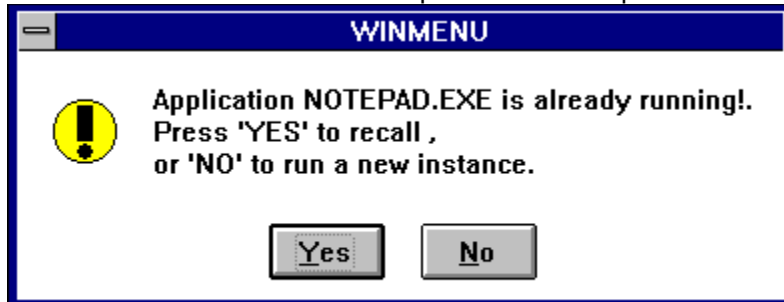
The Auto Restore option can be enabled or disabled from the Options menu. This feature allows you to automatically maximize or display Winmenu when all running applications have ended or are minimized. If this option is disabled and Winmenu is minimized, you would have to double click over the Winmenu icon to display the menu again. To enable the auto restore option, open the Option menu and verify that the Auto Restore is marked. If not marked, click once over the menu option to mark it. To disable, click over the marked menu option.

Winmenu enables the auto restore option as the default when installed.

## Verify Instances

The Verify Instances option can be enabled or disabled from the Options menu. This feature allows Winmenu to monitor all running applications to detect multiple instances or copies of the application you are about to execute. If the application is already running, Winmenu gives you the option to recall the running application or execute another copy or instance. If multiple instances of the same application were running, Winmenu would create and display a pop-up menu with the running instances to allow you easy recalling.

Winmenu enables the Multiple Instances option as the default when installed.



## **Menu Lines**

[Adding a menu item](#)

[Changing a menu item](#)

[Deleting a menu item](#)

[Moving a menu item](#)

## **Options**

Auto Minimize

Auto Restore

Verify Instances

Show Icons

## File Menu

**Run** - Click over the Run option to display the Run Window. This window allows you to browse the directories and execute any file.

**Exit** - click over the exit option to terminate Winmenu session.

**Enter Registration** - Use this option when you have registered Winmenu and you have received your registration number.

**About** - This option display additional system information and the author name.

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## Sections Menu

The "Sections" menu optionally displays a list of available menu section names that you can choose from to display the associated menu items. Winmenu optionally organizes all the menu items into menu sections (i.e Word Processing, Finance, Communications, etc..) . Each menu section can hold up to 72 menu items.

If you are a user of Winmenu for networks, all your menu section names are created and assigned for you by your network administrator. Winmenu will only show to you those menu sections that you was authorized to use. The information below is only for users of Winmenu for single computers.

Users of Winmenu for single computers have the option to define their own menu section's names. Most single users do not need more that one or two menu sections. In fact, if you do not need more than 72 menu items, you do not have to define any menu section. In any event, defining menu sections is optional.

FOR USERS OF THE SINGLE USER VERSION ONLY

### Creating Sections:

Use your favorite text editor and pull the file WINMENU.INI located where WINMENU.EXE resides. Search for the line [Config] or create this line at the end. You can define sections under the [Config] line as follows:

INIfile1=Section Name, INI filename

You can add up to 20 sections using INIFILE1= to INIFILE20=. The Section names must not be larger than 35 characters long. Examples:

```
[Config]
Default=General
INIfile1=General,winmenu.ini
INIfile2=Word Processing,wordpro.ini
INIfile3=Communications,comm.ini
etc...
```

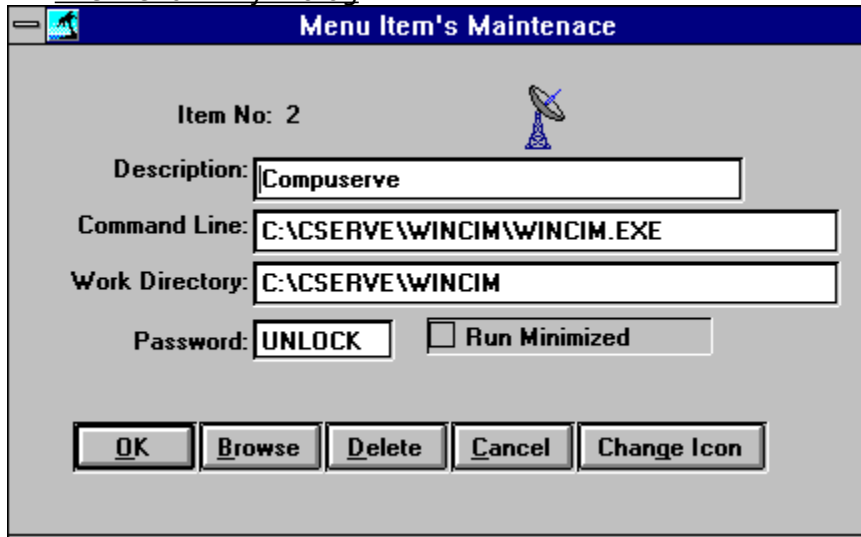
Note: the.INI files may optionally have a directory path specified. If no path was specified, Winmenu looks for these files in the source directory where winmenu.exe resides. I recommend not specifying a path to ease the maintenance task.

Default= line is created and updated automatically to display the last section used. This parameter is stored in the user's local winmenu.ini file. You may manually include the Default= line to set a startup section.

Save the WINMENU.INI file . Next time you run Winmenu, click over the Sections menu and select the desired section. Add, change or delete menu items as normal.

## Menu Entry Dialog

The Menu Entry Dialog



Item No: 2

Description:

Command Line:

Work Directory:

Password:   Run Minimized

**Command Line** - Enter the full command line to execute the desired application. You must also include any parameters needed. Example: MSMAIL.EXE

**Work Directory** - Enter the default directory or path for the application. This is optional. Winmenu will make the directory the current default directory before executing the command line. Example: C:\MSMAIL

**NOTE:** Winmenu also support automatic insertion of environment variables. Any word between the percentage characters (%) is interpreted at execution time. Winmenu will replace the %variablename% with the corresponding value found in the environment. If none found, Winmenu replaces the %variablename% with a space. **NOTE:** This feature is only available for the fields Command Line and Work Directory. Also, the variable search is case sensitive. (Upper and lower case letter are not the same).

**Password** - Enter desired password. This is also optional. Winmenu will require entering this password before executing the command line or opening the Menu Entry dialog.

**Run Minimized** - When marked, this indicate WinMenu to execute the application as an ICON. Leave unmarked for normal execution.

Press the OK button when finished, CANCEL to abort changes, BROWSE to pop-up a window that helps locate files. Note: the DELETE button is disabled when entering new menu items.

The **Change Icon** button allows you to setup or "attach" an ICON to the menu line for displaying when the Show Icons switch is enabled. Just select the desired ICON or click the browse button to extract the icon from another file. **NOTE:** make sure the file is available for the users.





The menu item will be saved under the current menu section .

## The Lock key



The above picture is the "Lock" key. It allows users to immediately invoke their favorite screen saver. The lock key can be accessed from the accessories menu, the main display or while Winmenu is minimized using the system menu. It is recommended that you set up your screen saver to ask for a password. This way, you may use your screen saver as a security layer. So, next time you are working on a sensitive e-mail and the phone rings or you need to walk out, click over the "Lock" key to hide your display and secure your workstation. **NOTE: you may setup your screen saver in the Desktop option of the the Control Panel.**

## **The TITLE= parameter**

The TITLE= parameter allows you to display your name or company name in the Windows top title bar. Use can use your favorite text editor to open the file WINMENU.INI and insert the following line under the [Options] section:

```
[Options]
```

```
Title=My Company Name, Inc.
```

```
etc.
```

```
etc.
```

## **Show Icons**

Enable this option to allow Winmenu to also display the associated ICON for each menu line. NOTE: Enabling this option may slow down Winmenu display time. To change or setup the icon for any menu line, please review the [Menu Entry dialog](#) .

## **Sound**

Winmenu has the capability to do event sound effects. If you have a sound card or the speaker.driv installed in your workstation, you may enable this option.

