Dashboard® 95

User's Guide

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Starfish Software

Dashboard 95

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Introduction

Dashboard 95: The key to driving Windows 95!

Welcome to Dashboard 95, the high-powered, convenient utility that speeds up all your work with Windows 95.

What's new in Dashboard 95?

Dashboard 95 contains new and improved features that will make your work in Windows faster and easier. Here are some of the highlights:

◆ Dashboard 95 is specifically designed to run in Windows 95 and to take advantage of its features.

◆ You can organize Quick Launch buttons into the new Quick Launch groups.

Dashboard creates three system groups to give you instant access to your desktop, documents and Dashboard layouts. In addition, when you run Dashboard for the first time, the App Organizer scans your hard disk for common applications and creates groups and Quick Launch buttons for them. If you add applications later, the App Organizer finds them and adds them to the right groups.

◆ Layouts, which are arrangements of open programs in the Extended Screens, are now on the Quick Launch panel, so you can start several programs with a mouse click.

◆ Dashboard 95 provides single-click access to some of the most frequently used Windows 95 features, such as Find and the Explorer.

◆ The enhanced Resources panel monitors Windows 95 system resources, including CPU usage, threads in use, and number of "virtual machines". The CPU activity meter shows you the heartbeat of your computer.

◆ You can tile or cascade windows on the desktop with one click.

◆ The transition to Windows 95 is easier, because the Dashboard Programs panel preserves your Windows 3.1 program groups and provides single-click access to them.

◆ The Dashboard Taskbar provides enhanced flexibility compared to the Windows 95 taskbar. Dashboard's Taskbar can "float" in your workspace, and it can provide information about each task at the click of a button.

Where to go for help

Your first source of help and information should be this manual and the online Help system. In addition, Starfish provides other support options:

Fast fax information

Technical and product information sent directly to your fax machine in just minutes, any time of the day or night.

800-503-3847

The Starfish BBS

Download the Technical Information notes you need, 24 hours a day.

408-461-5930

Free online information services

Discuss your questions and problems with other users and Starfish experts.

On CompuServe, Go Starfish
On America Online, use the keyword Starfish
On Microsoft Network, the Go word is Starfish

Be sure to visit our Web site for product updates, companions and news (no technical support).   http://www.starfishsoftware.com

Free up and running support

No-charge assistance for installation and initial configuration.

970-522-4610, 6 a.m. - 5 p.m. Pacific Time

Support hotline

All the help you need, at $2 per minute, first minute free:

1-900-555-1010, billed to your phone bill
1-800-953-9995, charged to your credit card
6 a.m. - 5 p.m. Pacific Time

Installation

This chapter tells you what you need to run Dashboard and describes the Dashboard installation.

What's in the box

◆ A 3 1/2 inch disk

◆ This Dashboard *User's Guide*

◆ A registration card

What you need to run Dashboard

Here's what you need to run Dashboard:

◆ *Hardware:* Dashboard can run on any computer that will run Microsoft Windows 95. An IBM-compatible 386 computer with 4Mb of memory is required; a 486 with 8Mb of memory is recommended.

◆ *Software:* Microsoft Windows 95.

◆ *Hard Disk Space:* Dashboard uses 3Mb of hard disk space when installed on your system.

What about a mouse?

A mouse is recommended, but you can also use Dashboard without one. The *User's Guide* uses the following terms to describe how you use the mouse:

◆ *Click:* Press and quickly release the mouse button.

◆ *Double-click*: Press and release the mouse button twice in rapid succession.

◆ *Right-click:* Press and release the right mouse button.

◆ *Grab:* Press and hold down the mouse button.

◆ *Drag:* Grab an item, move the pointer to new location, and release the button.

Installing Dashboard

Before you can use Dashboard, you must install it on your hard disk.

NOTE If you already have a copy of Dashboard, you can install directly over it. However, if you have a dual-boot Windows 3.1 and Windows 95 computer, do not install Dashboard 95 over an existing version of Dashboard, because Dashboard 95 does not work with Windows 3.1.

Please take a moment to read the Product License, Limited Warranty, and Limitation of Liability before installing.

To install Dashboard

1 Start your Windows 95 computer, if you haven't already.

2 Insert the Dashboard disk into drive A.

3 Click the Start button, and then choose Run.

4 Type A:INSTALL (if you are installing from Drive B, type B:INSTALL.

5 Follow the instructions provided on your screen. Windows finds the Dashboard installation program INSTALL.EXE, and runs it to install Dashboard.

Please register your copy of Dashboard. Registration keeps you up to date on news of Dashboard and other Starfish Software products.

After installation

The first time you run Dashboard, your system is examined and the following features are automatically set up:

◆ Dashboard's App Organizer scans your hard disk for common applications and creates Quick Launch groups and Quick Launch buttons for them.

Dashboard creates three system Quick Launch groups:

Desktop, containing all icons and shortcuts found on your Windows 95 desktop.

Documents, containing documents you have accessed recently. These are the same as the documents found on your Start menu Documents folder.

Layouts, containing all layouts you have defined. If you create a layout with three applications, for example, a single click on the icon in this group launches all three applications and positions them on your extended screens.

Then the App Organizer scans to find installed programs it recognizes, and arranges them in additional Quick Launch groups: Utilities, E-mail/Internet, and suites. You can add or delete applications and rename these groups as desired.

◆ Dashboard creates tabs in the Programs panel for each of your Program Menu entries, and for each folder that contains program files.

Any program groups you had in Windows 3.1 are converted into tabs on the Programs panel to simplify your transition to Windows 95

Dashboard creates Quick Launch groups to contain applications on your hard disk

Dashboard sounds

Some Dashboard features, such as the alarm clock, use sound. Your Dashboard disk includes several .WAV sound files. These sound files appear as choices in appropriate places when you are setting Dashboard preferences. If your computer is equipped with a sound card, then you can play the sounds contained in these .WAV files.

Chapter 1

2

Driver's training: Getting started

This chapter gets you started by describing the following Dashboard features that make your work in Windows faster and more efficient:

◆ An overview of Dashboard
◆ A graphical summary of the Dashboard controls
◆ A brief description of the individual panels that make up Dashboard
◆ Getting help while using Dashboard

What is Dashboard?

Dashboard is an onscreen set of controls, gauges, and accessories for working with Windows quickly. Dashboard gives you convenient push-button control over everything you do in Windows.

You can launch programs from Dashboard with just the click of a button or a keystroke or two, or you can print or fax a file by simply dragging it to a Dashboard icon. A set of miniature screens shows which programs you're working with; you can switch back and forth among them with a single click. Glancing at a panel, you can instantly check how much memory is available in your computer. Dashboard even has an alarm clock with a built-in snooze alarm.

And one more thing: you can customize Dashboard to fit your personal style. It doesn't matter whether you prefer a "luxury sedan" or a "sports car," Dashboard will run the way you want.

What's on the Dashboard?

Dashboard provides quick and easy access to all the features of Windows. Three types of controls are on the Dashboard:

◆ Panels are groups of the most common features

◆ Menus are pull-down lists of commands you can use

◆ Buttons are icons you click to control Dashboard

Panels Dashboard groups most controls into panels that you have complete control over:

◆ You can snap panels on and off the Dashboard for easier access.

◆ You can control the size of panels, and even hide them if you want.

◆ You can rearrange items on each panel, and rearrange panels on the Dashboard itself.

The Clock/Calendar panel lets you set alarms to launch programs or take other actions

Try your luck with poker, slots, or the slide puzzle in the Games panel

Program groups from Windows 3.1, and programs in the Windows 95 Start menu, become tabs in the Program panel

The Resources panel tracks the levels of system resources

Use the Quick Launch panel to organize applications in tabs, and start an application with a single click

The Win Tools panel provides single-click access to Windows 95 features such as Explorer and Find

Cascade or tile windows on the desktop with one click

Extended Screens let you specify layouts and switch between groups of programs

Click an icon to change printers, or print by dragging a file icon to the Printers panel

Menus   Dashboard also provides three menus to help you work in the
Windows environment.
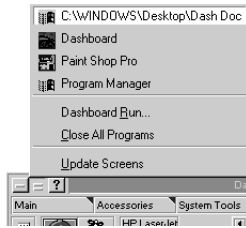
Use the Task menu to switch between open programs, display the Dashboard Run dialog box, or close all programs

Access typical Windows functions with the System menu
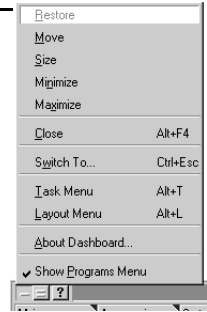
Use the Layout menu to save your Dashboard screen layout—the placement and size of applications in the Extended Screens—and to manage other previously saved layouts

Layouts let you launch several applications with a single click

Buttons   Buttons let you snap Dashboard panels on and off, launch Dashboard
Run and Help, and open the Customize dialog box.

These buttons let you snap panels on or off the Dashboard, or hide panels

Get context-sensitive help for any element on the Dashboard

Program panel

Quick Launch panel

Printer panel

Taskbar

Open the Layout menu

Launch the Dashboard Run dialog box

Open the Customize dialog box
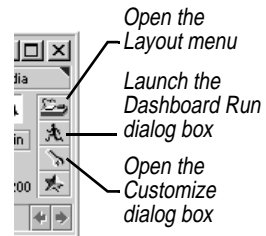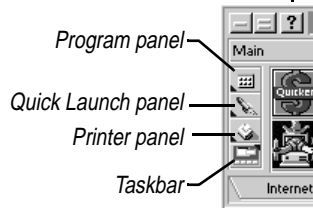
Driver's training

Each Dashboard panel groups together common tasks that you
perform in Windows. A panel's shortcut menu is usually the fastest
way to work with Dashboard.

To open a panel's shortcut menu
Right-click the panel.

Each choice in a shortcut menu is a command that is also available
elsewhere in Dashboard. For example, to hide a tab in the Program
panel, you can either right-click the panel and choose Hide Group

from the shortcut menu, or you can click the Customize button, select Programs from the Item to Customize list, select your program group from a list, click the Hide Group button, and click Done.

The shortcut menu for the Clock/Calendar panel is shown below.

Right-click a panel to display a shortcut menu listing tasks you can perform with that panel

For example, the Clock/Calendar shortcut menu lets you change the display of the date and time, and lets you set alarms

Overview of panels   The following sections provide a brief overview of each panel in Dashboard. For complete information about each panel, see the online Help or Chapter 4, "Cruising: The Dashboard panels."

Quick Launch panel

The Quick Launch panel displays your most frequently used programs as buttons for easy access. Quick Launch groups organize your Quick Launch buttons by task, program, or project.
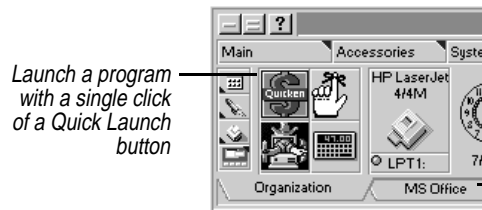
Launch a program with a single click of a Quick Launch button

Click a Quick Launch tab to display a different group of buttons

Win Tools panel

The Win Tools panel provides single-click access to the most frequently used features of Windows 95. Choose the features that you work with all the time and display them on this panel.

My Computer

Network Neighborhood

Find

Explorer
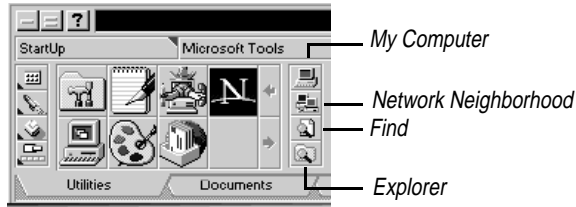
Resources panel

The Resources panel contains information about your memory, Windows system resources, and your system environment. Use the Resources panel to examine resource usage and to set alarm levels for low resources.

The CPU meter displays information about CPU usage, threads, and VMs

The memory meter displays the amount of free memory in kilobytes and graphically as a percentage

The CPU indicator shows how busy your computer is. Thread tells how many concurrent execution threads are operating. VM stands for Virtual Machine; your Windows 95 environment is one VM, any DOS windows are separate VMs.

The Drive Watch displays available disk space for drives that you specify

Clock/Calendar panel

The Clock/Calendar sets alarms that can launch programs or simply remind you of appointments, while keeping the date and time in a convenient display.

Choose digital...

...or a variety of analog styles
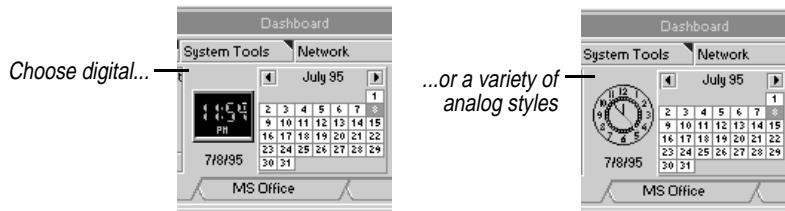
Printers panel

The Printers panel lets you change your default printer with a single click, and it prints any document that you drag to it.

Print by dragging to the default printer

Use scroll arrows to display other printers on the panel

Click to change the default printer
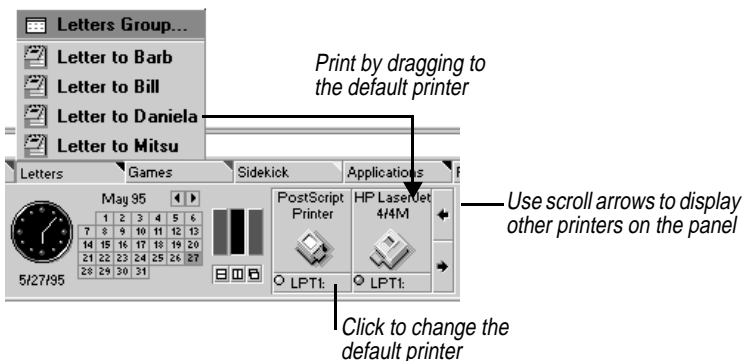
Extended Screens panel

Extended Screens specify layouts and let you switch between groups of programs. Each extended screen represents a full-screen view. You can open programs on different Extended Screens and then switch between them, rather than piling up programs on the same screen.

Launch a program by dragging it to an Extended Screen from a Quick Launch button, the Program panel, or the Explorer

Each running program is shown as a miniwindow

Clicking a screen selector activates its Extended Screen

A minimized program is shown with a minimized icon
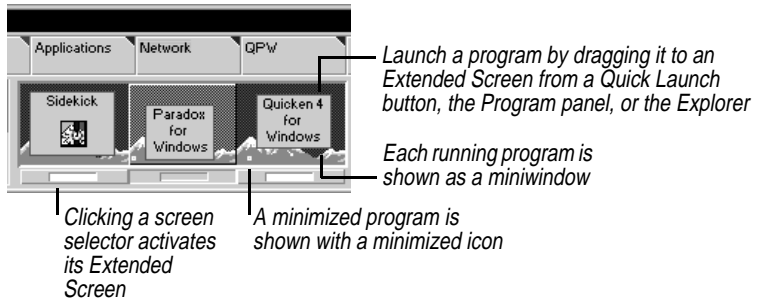
Games panel

The Games panel offers you a choice between poker, a slide puzzle, or a slot machine.

...and click to deal a hand of poker

Place your bet...

The slot machine...

...and slide puzzles are also available
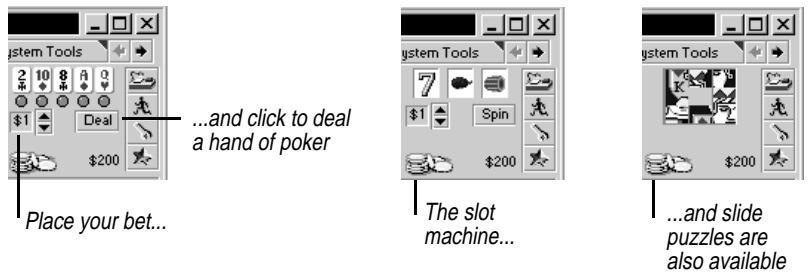
Dashboard Run

Dashboard Run displays a command line and a DOS command window from which you can execute DOS and Windows 95 commands.

Enter DOS commands in the Command Line box...

...or select a cofmmand from the drop-down list.

The results of commands appear in the scrolling command window
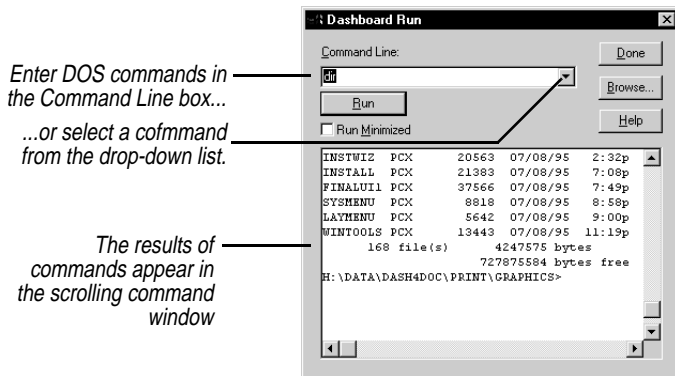
Programs panel

The Programs panel displays a tab for each of the program in the Windows 95 Programs folder and the Windows 3.1 Program Manager. It is designed to make it easy for you to find and start your applications.

Click a tab to display a menu listing programs it contains

Drag a program to the Quick Launch panel for easy access...

...or launch it by clicking or dragging it to an Extended Screen

Snap the Programs panel off the Dashboard to turn it into a floating palette
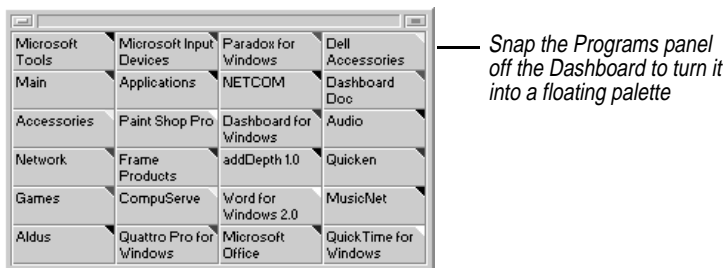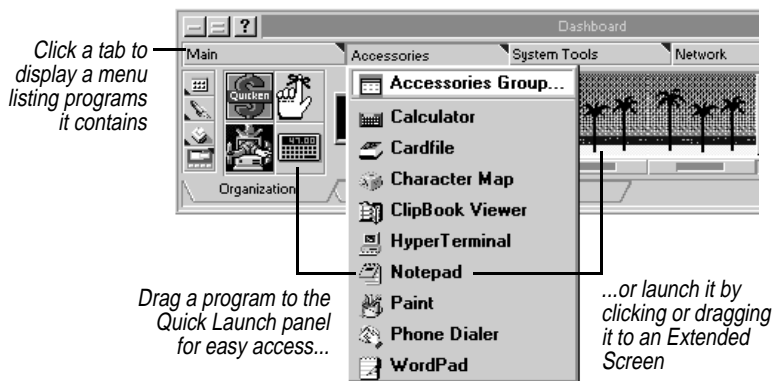
Taskbar

The Windows 95 Taskbar now provides some of the same functionality as the Dashboard Taskbar. However, you can snap off the Dashboard Taskbar, and you can get information about a task by right-clicking it in the Dashboard Taskbar and selecting Task Info.

Like the Windows 95 Taskbar, the Dashboard Taskbar lets you switch between open applications. When you dock the Taskbar at the edge of the screen, it is available from any application.
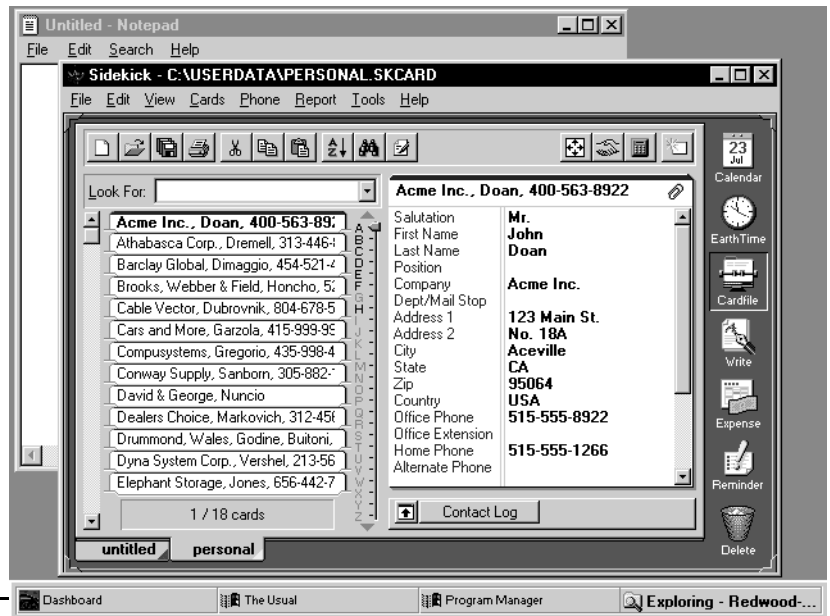
The Dashboard Taskbar

Getting Help

Dashboard Help lets you find the information you need quickly.

To display Help on any panel, button, or control on the Dashboard

1 Click the Help button on the Dashboard.
The mouse pointer changes into the Help pointer question mark.

2 Place the Help pointer on any item, and click to see the online Help topic for that item.

Click the Help button...

...to display the Help pointer. Click any item on the Dashboard...
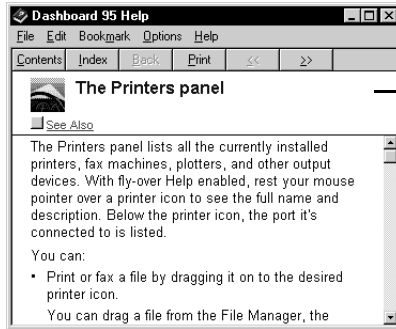
...to see Help for that item.

To display Help about a dialog box

1 Open the dialog box.

2 Click its Help button.
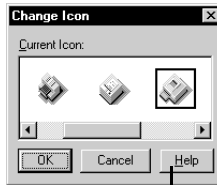
Clicking the Help button...

...displays Help for the dialog box

The Help Contents

The Contents page lets you navigate easily in the Dashboard Help.

To display the Help Contents page

Do either of the following:

◆ Double-click the Help button on the Dashboard.

◆ Click the Contents button in any help topic.

You can double-click any closed book on the Contents page to expand it and see the topics it contains, or double-click an open book to collapse it. Double-click an entry that contains the page icon to display the Help screen for that topic.

Double-click a closed book to expand it and see the topics it contains

Double-click an open book to collapse it

Double-click an entry that displays the page icon to display the Help screen for that topic
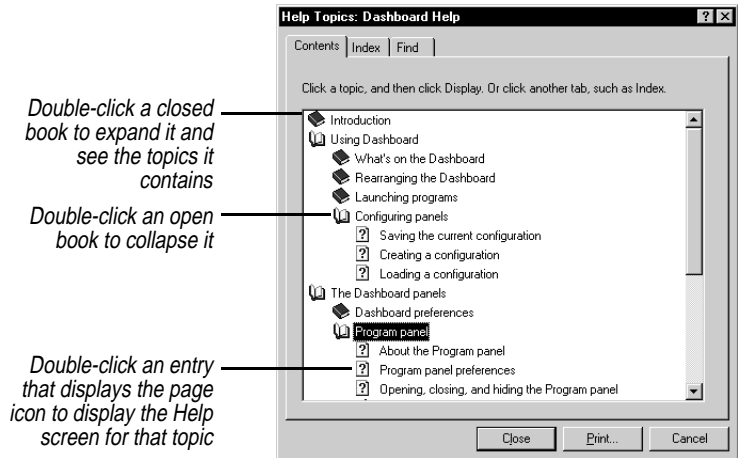
The Help Index   You can also use the Help Index to find the exact topic you want information about. Like a book's index, the Help Index contains an alphabetical list of index entries, and each entry is associated with one or more topics.

To display the Help Index
Do either of the following:

◆ Click the Index tab in the Contents page of the Help.

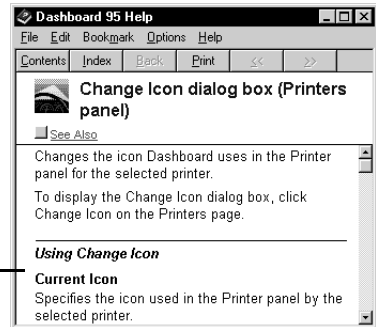◆ Click the Index button in any help topic.

To use the Help Index
1 Type the first few letters of the word you are looking for.

2 Select an index entry from the scrolling list.

3 Click Display.

  ◆ If the index entry is associated with only one topic, that topic is displayed.

  ◆ If the index entry is associated with more than one topic, the Topics Found list is displayed.

4 If necessary, select the topic in the Topics Found list and click Display.

Type the first few letters of the word you are looking for...

...select the index entry from the scrolling list...

...then click Display

If the index entry is associated with only one topic, that topic is displayed.

If the index entry is associated with more than one topic, the Topics Found list is displayed.
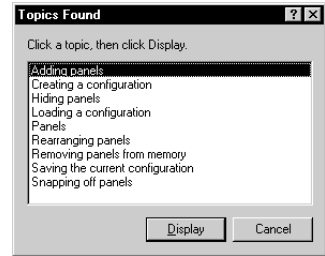
The Help full-text search

You can use the full-text search feature of the online Help to search for any word that appears in the Help, even if it does not appear in the Index.
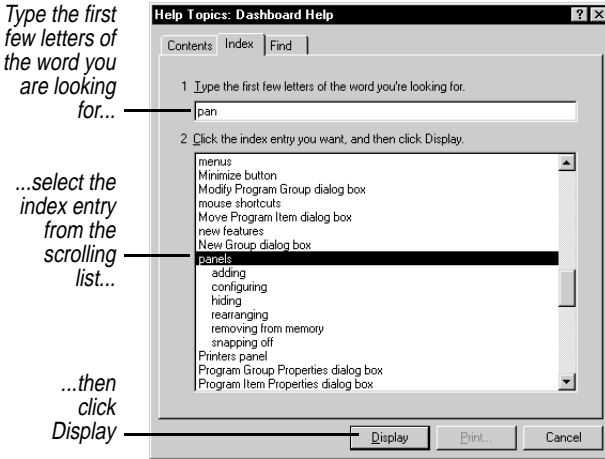
To display the full-text search

Do either of the following:

◆ Click the Find tab in the Contents page of the Help.

◆ Click the Find button in any help topic.

To use the full-text search

1 Type the first few letters of the word or phrase you are looking for.

2 Select one or more matches from the scrolling list.

The list of topics containing the selected word or phrase appears in the bottom panel.

3 Select a topic from the bottom panel.

4 Click Display to look at the topic.

Type the first few letters of the word you are looking for...

...select one or more matches from the scrolling list...

...select the topic that you want to view...

...then click Display
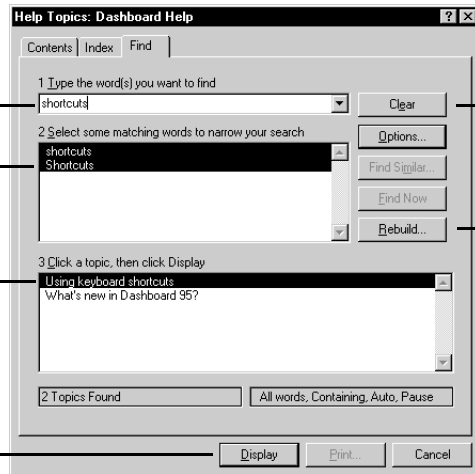
Use these buttons to set options and to further control your ability to search

Using ToolTips
In addition to the online Help system, Dashboard provides *ToolTips* to identify the components of the Dashboard window.

To display ToolTips
Place the pointer over the item you want to identify, and wait for a couple of seconds.

A ToolTip appears, identifying the item.

To remove the ToolTip
Move the pointer off the item.

To disable ToolTips
Right-click the Dashboard title bar, and choose Disable ToolTips.

ToolTip identifying the Sidekick Quick Launch button

3

Getting up to speed

Most software programs try to make you work a certain way: *their way*. Dashboard recognizes that you're an individual, that you have your own way of working, and that it may well be different from everyone else's. You can customize Dashboard so it works just the way you want it to.

This chapter describes some of the basic tasks you perform with Dashboard, including the following:

◆ Using drag and drop
◆ Rearranging the Dashboard
◆ Launching programs
◆ Configuring panels

Using drag and drop

Dashboard makes extensive use of *drag and drop*, where you can perform many tasks just by dragging with the mouse. Here are some of the ways you can use drag and drop:

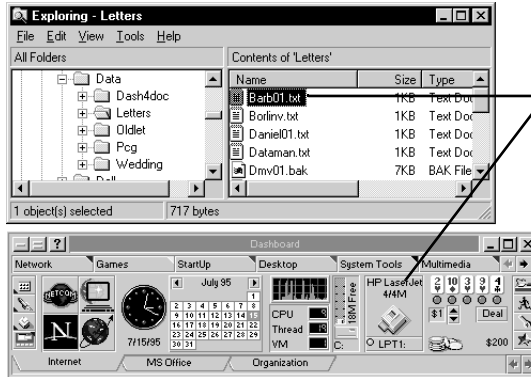◆ To launch a program, drag its icon from the Quick Launch panel or Programs panel to any of the Dashboard Extended Screens, or drag the .EXE file name from the Explorer.

◆ To create a new Quick Launch button, drag the program icon from a tab on the Programs panel to the Quick Launch panel, or drag the .EXE file name from the Explorer.

◆ To rearrange the Quick Launch buttons, drag the icons into their new positions.

◆ To print a file, drag it from the Explorer to the current printer on the Printers panel.

As you drag, the pointer changes to this symbol when you're not over a valid "drop zone"

You can print by dragging a file from the Explorer to the Printers panel

When the pointer changes to this symbol, you can release the mouse button and drop the item

Rearranging the Dashboard

You can rearrange everything on the Dashboard to suit your personal working style. For example, you might want the Games on the far right and the Clock panel on the far left. And you might want to snap off the Quick Launch panel, but close the Taskbar and Extended Screens panels completely.

The Quick Launch panel is snapped off, and the Taskbar and Extended Screens panel are closed
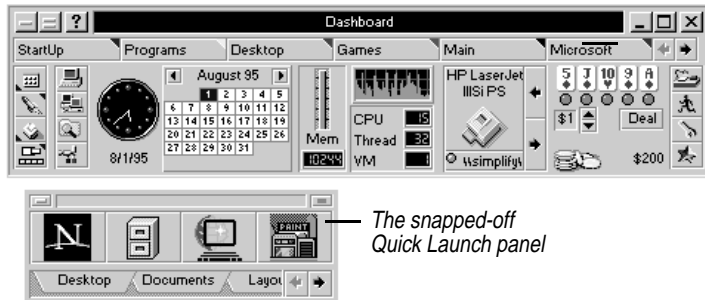
The snapped-off Quick Launch panel

Rearranging panels

The item list on the left side of the Customize dialog box lists all the currently installed Dashboard panels. The order in which the panels appear in this list corresponds to their order on the Dashboard. Rearrange the panels by dragging them in the list.

To change the position of panels on the Dashboard

1 Click the Customize button to display the Customize dialog box.

2 Drag a panel up or down in the list to change its position on the Dashboard.

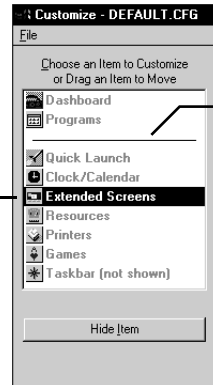*Click the Customize button to display the Customize dialog box*

You can rearrange the panels listed below this line

Drag a panel up or down to change its position on the Dashboard

In this example:

- If Dashboard is displayed horizontally, the Quick Launch panel appears on the left and the Games panel on the right.

- If Dashboard is displayed vertically, the Quick Launch panel appears on the top and the Games panel on the bottom.

The higher up a panel is on the list, the farther to the left it appears on the Dashboard.

To change the position of a panel using the keyboard

1 Do either of the following in the list in the Customize dialog box:

◆ Use an arrow key to select the item.

◆ Use the first letter of its name.

For example, press *Q* to select the Quick Launch panel. (Note, however, that pressing *P* selects the Programs panel and then the Printers panel sequentially.)

2 Press *Ctrl+Alt* and the arrow keys to reposition the item.

Adding and removing panels

You might find that you need more room on the screen, or that you don't want a panel visible on the screen. You can hide any panel; Dashboard itself is the only item that can't be hidden.

To hide a panel from view

Do any of the following:

◆ Select a panel in the left side of the Customize dialog box, then click Hide Item.

Select a panel in the list...

...then click to hide or show the selected panel
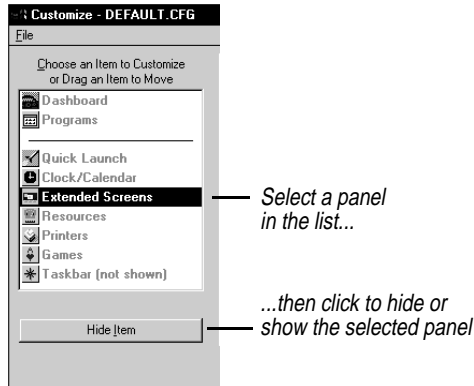
◆ Right-click a snapped off panel or a panel on the Dashboard, and choose Hide from the shortcut menu.

◆ Choose Close from the System menu of a snapped off panel.

Hiding a panel removes it from view, but it remains in memory. You can also remove a panel from view *and* memory.

To hide a panel from view and remove it from memory

1 Select Dashboard in the scrolling list on the left side of the Customize dialog box.

2 Click the Panels tab.

Select a panel in the list...

...then click to remove it
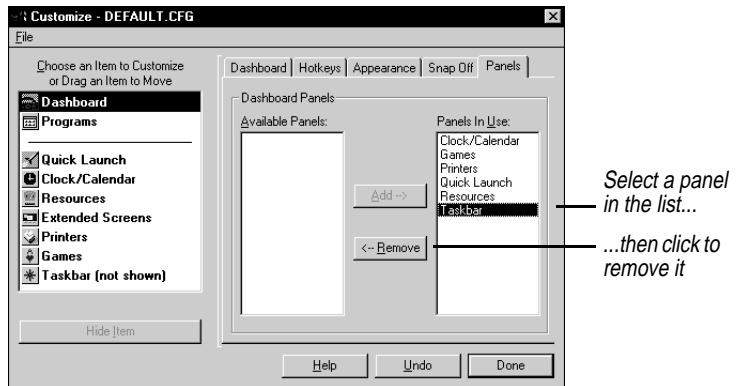
3 Select the panel you want to remove from memory in the Panels In Use list.

4 Click Remove.

Resizing the Dashboard

You can change the size of the entire Dashboard, and you can also resize the Quick Launch panel and the Printers panel.

To adjust the size of the entire Dashboard

1 Move the pointer to the edge of the Dashboard window.
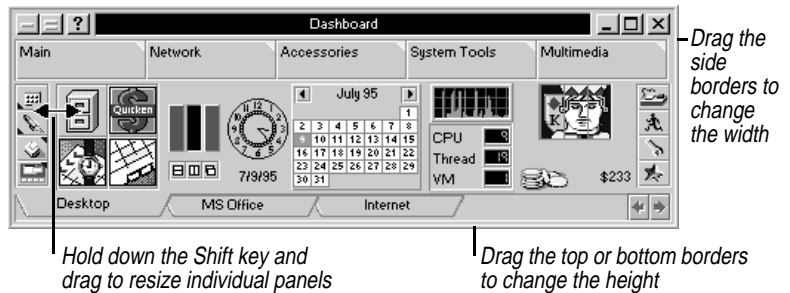
2 When the pointer changes to a sizing arrow, drag up or down.

Changing the size of the Dashboard can change its behavior and appearance:

◆ Compressing Dashboard vertically can change the appearance of some of the panels. For example, the Quick Launch panel may display a single row of buttons instead of two rows of stacked buttons.

◆ Compressing Dashboard horizontally can make the Printers panel or Quick Launch panel too small to show all of their items. In that case, scroll bars appear that allow you to scroll among the items.

Drag the side borders to change the width

Hold down the Shift key and drag to resize individual panels

Drag the top or bottom borders to change the height

To resize the Quick Launch panel or Printers panel

1 Hold down the Shift key and move the pointer to the edge of the panel.

2 When the pointer changes to a sizing arrow, drag the gray border that appears.

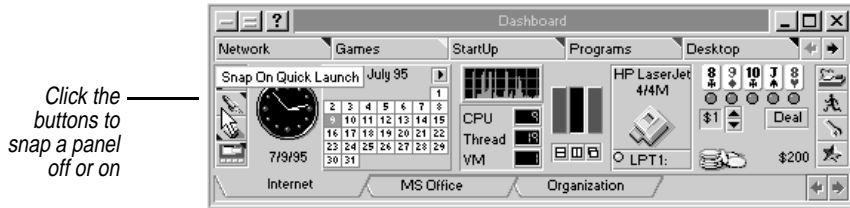The panel displays as many items as possible in the space you define.

Snapping off panels

You can snap the following panels off or on the Dashboard:

◆ Programs panel
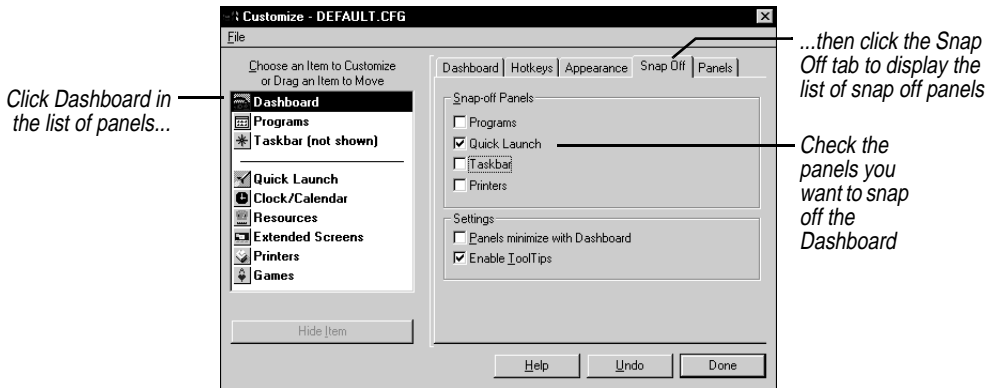◆ Quick Launch panel
◆ Printers panel
◆ Taskbar

To snap a panel off or on

Do any of the following:

◆ Right-click the panel and choose Snap On or Snap Off from the shortcut menu.

◆ Click a panel button at the left of the Dashboard.

Click the buttons to snap a panel off or on

◆ Check the panel as a Snap-Off Panel in the Customize dialog box.

Click Dashboard in the list of panels...

...then click the Snap Off tab to display the list of snap off panels

Check the panels you want to snap off the Dashboard
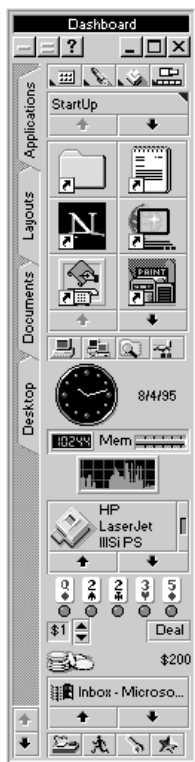
Running Dashboard vertically

Not only can you rearrange the panels on the Dashboard, you can even flip it into a vertical position, if you prefer.

To place Dashboard in a vertical position

1 Right-click the title bar.

2 Choose Vertical from the shortcut menu.

Right-click the title bar and choose Vertical from the shortcut menu to place Dashboard in a vertical position.

You move and size Dashboard the same way whether it is displayed vertically or horizontally.

If you resize the vertical Dashboard, some panels adjust to fit in the space you've defined. For example, the Extended Screens panel might not display the screen selectors if there is not enough room. In this case, double-click the screens themselves to switch back and forth, or adjust the size of Dashboard by dragging its edges.

Launching programs

To launch a program in Dashboard

Do any of the following:

◆ Click a Quick Launch button.

◆ Drag a program icon or file name to the Extended Screens.

◆ Open a tab on the Programs panel, and then click the program icon or name.

◆ Include the program as part of a layout.

◆ Use the DOS command line in the Dashboard Run dialog box.

◆ Set an alarm to launch the program.

> **NOTE** If you type a program name that includes one or more spaces, type quotation marks around the application (and path) name, like this: "c:\applications\my calculator.exe"

Using Quick Launch buttons to launch programs

To launch a program with the Quick Launch buttons

Do any of the following:

◆ Click its Quick Launch button. The program starts in your current Extended Screen.

◆ Drag a Quick Launch button to a full-size Extended Screen. The program starts in that Extended Screen, but Dashboard does not switch focus from the current screen.

◆ Press its hotkey. Every button on the Quick Launch panel can have a hotkey assigned to it. For example, you could set Sidekick 95 to launch when you press *Ctrl+Alt+S*.

Click a button on the Quick Launch panel, type its hotkey, or drag it to an Extended Screen to launch a program

Use the scroll arrows to see other Quick Launch buttons if you have more than will fit on the screen

See "Quick Launch panel" on page 44 for complete information about Quick Launch buttons.

Using Extended Screens to launch programs

To launch a program in an Extended Screen

Drag a program icon or file name to an Extended Screen from any of the following:

◆ Any Quick Launch button

◆ A tab in the Program panel

◆ A program group window

◆ The Explorer

See "Extended Screens panel" on page 65 for complete information about Extended Screens.

Launching programs from the Programs panel

To launch a program from the Programs panel

1 Find the tab that contains it on the panel.

Each tab corresponds to a Program Menu group, or a folder containing an application, or a .GRP file.

2 Click a tab to see a list of all the programs in that group.

3 Click the program you want to run.

To launch a program, click the program name

*Scroll arrows let you see more program groups*

Programs Panel
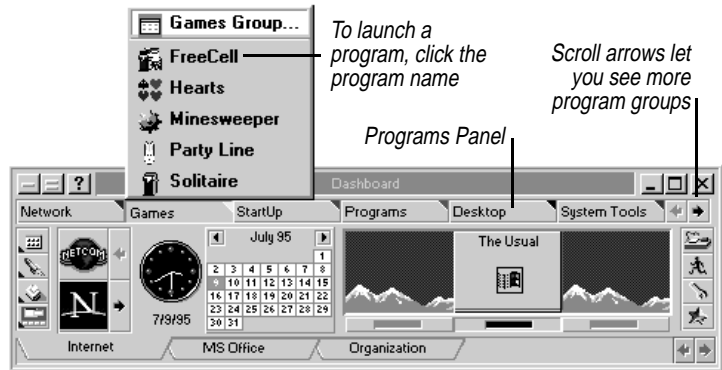
Using the Layout menu to launch programs

A *layout* is like a freeze-frame picture of Dashboard at a specific moment, including any open programs arranged in specific positions. You can save layouts, which then appear in the Layout menu and in the Layout tab of the Quick Launch panel.

To display the Layout menu
Do any of the following:

◆ Click the Layout button

◆ Choose Layout Menu from the System menu.

Layout menu

Layout button
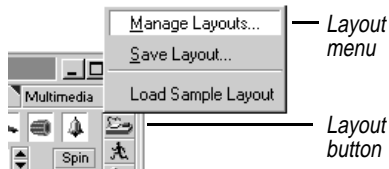
When you choose from the layout list, you automatically launch all the programs saved as part of that layout. They are placed in the same positions on the Extended Screens that they occupied when the layout was saved. If a program was minimized when it was saved as part of a layout, it will be minimized when that layout is opened.

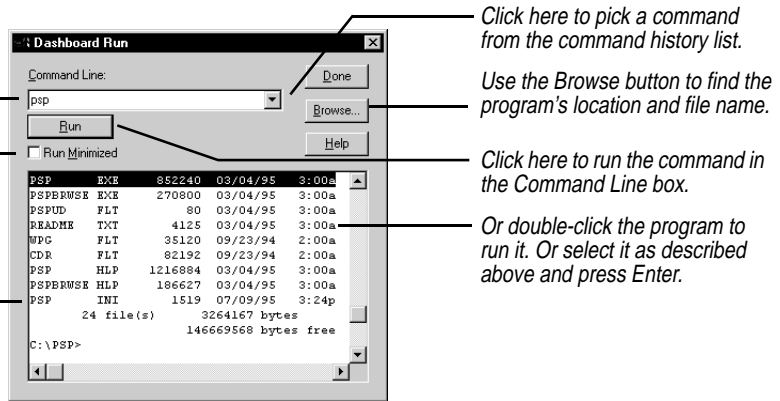See "Creating and using layouts" on page 70 for complete information about layouts.

Launching programs with the Run dialog box

The Dashboard Run dialog box contains both a command line and a command window from which you can execute commands to search directories, copy files, and launch programs.

Enter the command line for the program to run. Or enter DOS commands here.

Check this box if you want the program minimized when you open it.

Command window.

Click here to pick a command from the command history list.

Use the Browse button to find the program's location and file name.

Click here to run the command in the Command Line box.

Or double-click the program to run it. Or select it as described above and press Enter.

To display the Dashboard Run dialog box
Do either of the following:

◆ Click the Run button.

◆ Choose Dashboard Run from the Task menu.

Click the Run button...

...or choose Dashboard Run from the Task menu
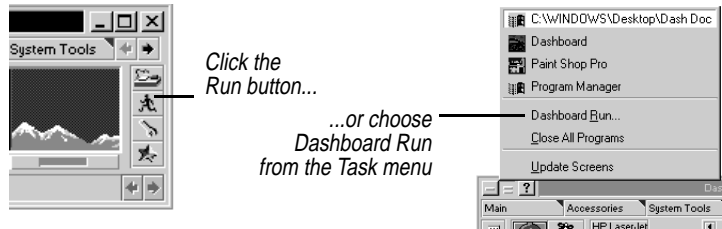
for a complete description of the Dashboard Run window.

Managing open programs

In addition to the Extended Screens, Dashboard gives you three ways to keep track of your currently running programs, or *tasks*, and to switch between them.

To manage open programs
Use any of the following:

◆ The *Task Manager* takes the place of the Windows Task Manager. See "The Dashboard Task Manager" later in this section.

◆ The *Task menu* lists each task and contains other task management commands. for an illustration and more information.

◆ The *Taskbar* contains a button for each task. Clicking the button instantly activates that task. Or you can right click a task on the Taskbar to get task information.

The Dashboard Task Manager

When you install Dashboard, it automatically replaces the Windows Task Manager with its own task manager (unless you switch back to the Windows 95 Task Manager using configure).

To see the Dashboard Task Manager
Click the Task Manager button on the Win Tools panel, or press Ctrl+Esc.

You can use the Task Manager to switch to running programs, close selected programs, tile or cascade your program windows, or display information about a program.

The Task List shows all running programs that aren't minimized.

These programs are running, but minimized.

Click here to activate the selected program in either list. You can also double-click the program name in the list.
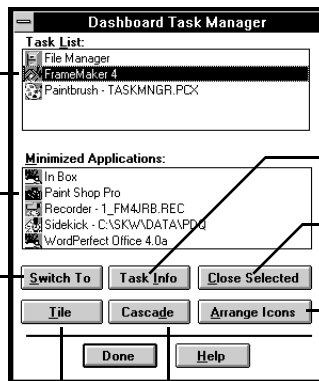
Click here to display the Application Task Information dialog box for the selected program.

Click here to close the selected programs in either list.

Arrange Icons rearranges all minimized icons in every Extended Screen according to available space.

The Tile and Cascade options tile or cascade the applications that share Extended Screens.

The Application Task Information dialog box shows detailed information for the selected program.
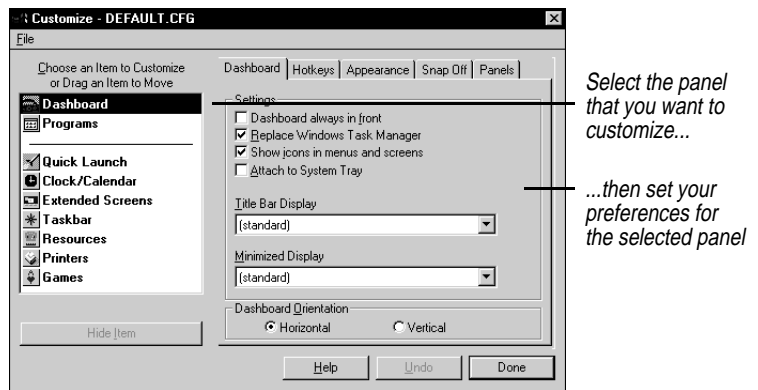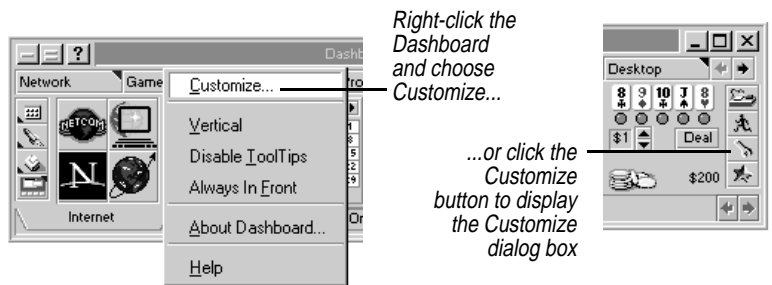
Configuring panels

You can customize the appearance and behavior of every panel in Dashboard, and of Dashboard itself. Use the Customize dialog box to specify your Dashboard preferences.

To open the Customize dialog box

Do one of the following:

◆ Right-click the Dashboard and choose Customize.

◆ Click the Customize button.

Right-click the Dashboard and choose Customize...

...or click the Customize button to display the Customize dialog box

Select the panel that you want to customize...

...then set your preferences for the selected panel

Chapter 4, "Cruising: The Dashboard panels" and the online Help both provide complete information about configuring the individual Dashboard panels.

Saving custom configurations

After you configure Dashboard the way you want it, save your configuration so you can use it again.

To save the configuration

1 Display the Customize dialog box.

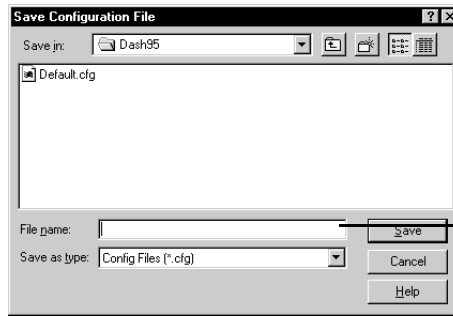*2* Choose Save from the File menu.

The configuration is saved under the current name (the name that appears in the title bar of the Customize dialog box).

To create a new configuration

1 Display the Customize dialog box.

2 Choose Save As from the File menu.

The Save Configuration File dialog box appears.

Type a new file name for the configuration you're saving. Dashboard automatically adds the .CFG extension.

3 Enter a name for the new configuration, then click Save.

Using custom configurations

You can create and save as many Dashboard configurations as you want. For example, you can create separate configurations called HOME.CFG and OFFICE.CFG that set Dashboard up for different purposes.
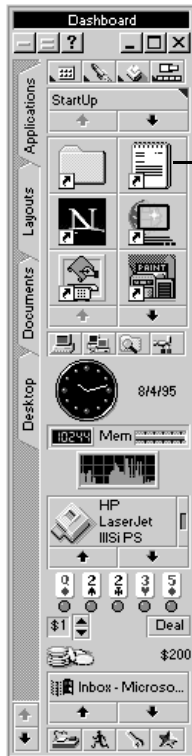
Create as many Dashboard configurations as you want.

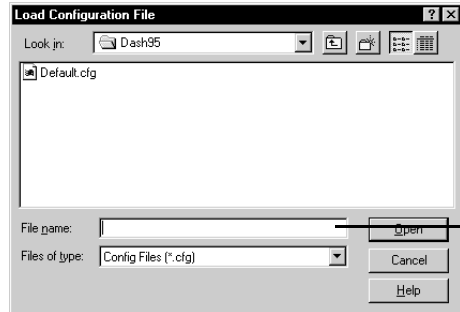*For example, you can create a configuration for your home use...*

...and another for your home office use.
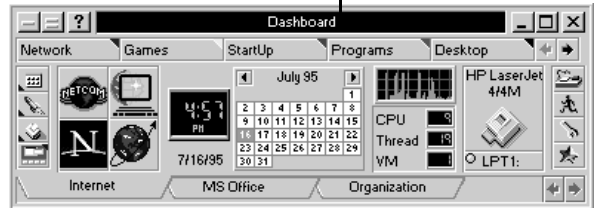
To use a Dashboard configuration that you've previously created and saved

1 Display the Customize dialog box.

2 Choose Load from the File menu.

The Load Configuration File dialog box appears.

Enter the path and name of the configuration file to load, then click Open

3 Choose the path and name of the file to load, then click Open.

Saving and undoing changes to your configuration

When you change an option in the Customize dialog box, you see the change reflected immediately on the Dashboard.

To keep the changes you've made

Click Done. The Customize dialog box closes, and Dashboard saves your changes to the configuration file named in the dialog box's title bar. (For information on configuration files, see "Configuring panels" on page 33.)

To discard your changes

Click Undo. Dashboard discards all changes made since the last time you saved the configuration file.

4

Cruising: The Dashboard panels

The Dashboard panels offer many features. This chapter explains how to set up and use the following panels and features:

Dashboard preferences

You can customize the appearance and behavior of Dashboard itself. This section describes how to use the Customize dialog box to set Dashboard preferences. These are "global" preferences that apply to the Dashboard as a whole.
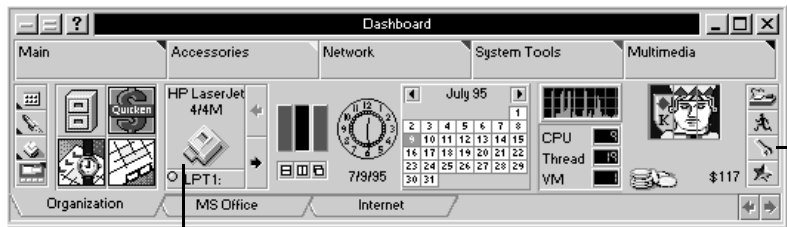
Opening the Customize dialog box

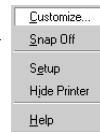Use the Customize dialog box to specify Dashboard preferences.

To open the Customize dialog box
Do one of the following:

◆ Right-click the Dashboard title bar and choose Customize.
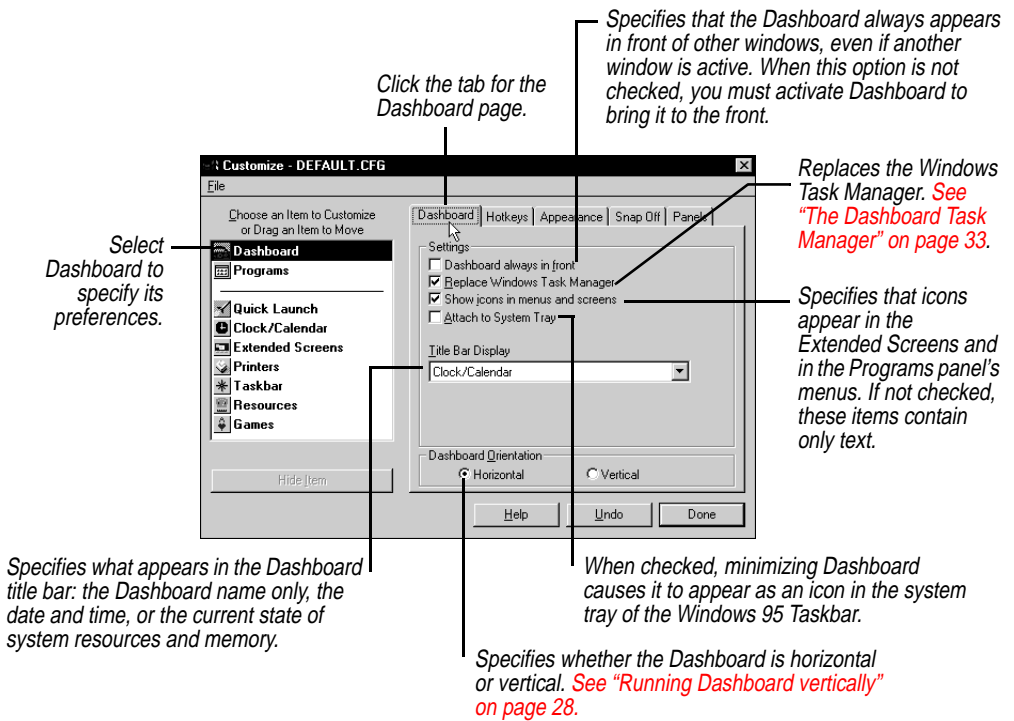
◆ Click the Customize button.

Right-click a panel to display its shortcut menu
From the shortcut menu, choose Customize.

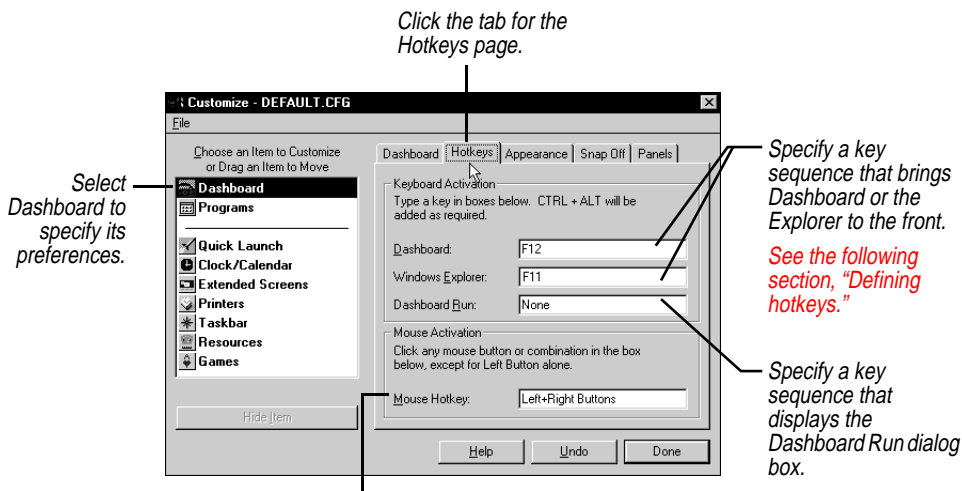*Or click the Customize button, and select the panel you want to set up*

In the Customize dialog box, select Dashboard as the item to customize. The Customize dialog box for Dashboard has five pages: Dashboard, Hotkeys, Appearance, Snap Off, and Panels. In addition, the items on the left side of the Customize dialog box let you rearrange panels, hide panels, and undo changes you've specified.

Dashboard page

You can specify how Dashboard appears on the screen and how it behaves.

Specifies that the Dashboard always appears in front of other windows, even if another window is active. When this option is not checked, you must activate Dashboard to bring it to the front.

Click the tab for the Dashboard page.

Replaces the Windows Task Manager. See "The Dashboard Task Manager" on page 33.

Select Dashboard to specify its preferences.

Specifies that icons appear in the Extended Screens and in the Programs panel's menus. If not checked, these items contain only text.

Specifies what appears in the Dashboard title bar: the Dashboard name only, the date and time, or the current state of system resources and memory.

When checked, minimizing Dashboard causes it to appear as an icon in the system tray of the Windows 95 Taskbar.

Specifies whether the Dashboard is horizontal or vertical. See "Running Dashboard vertically" on page 28.

Hotkeys page

You can specify a hotkey and a mouse shortcut for activating Dashboard, and a hotkey for displaying the Dashboard Run dialog box.

Click the tab for the Hotkeys page.

Select Dashboard to specify its preferences.

Specify a key sequence that brings Dashboard or the Explorer to the front.

See the following section, "Defining hotkeys."

Specify a key sequence that displays the Dashboard Run dialog box.

See the following section, "Defining hotkeys."

A mouse shortcut for bringing Dashboard to the front. Select the default setting "Left + Right Buttons," then click the combination you want. A mouse shortcut can be a combination of any modifying key (Alt, Shift, or Ctrl) and the mouse buttons.

Defining hotkeys

To define a hotkey, type it directly into the text box in the Customize dialog box. You can use several types of keys:

◆ Function keys *F1–F9* and *F11–F24* (if you have them)

◆ Modifying keys (such as *Alt*, *Shift*, and *Ctrl)*

◆ ASCII keys

◆ Arrow keys

TIP

Choose a key sequence that is unique and easy to remember.

NOTE To avoid hotkey conflicts, Dashboard might redefine your key sequence slightly. For example, if you type *Ctrl+S* (which is the Windows standard for saving a file), Dashboard records the hotkey as *Ctrl+Alt+S*. When you type the hotkey, Dashboard displays the substituted key sequence.
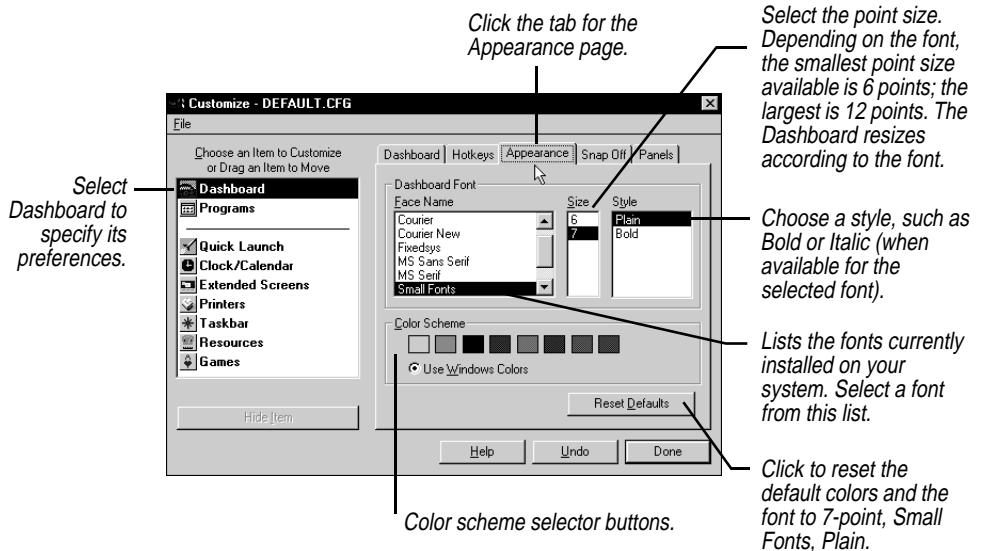
Appearance page

You can

◆ Set the font Dashboard uses in the Programs panel, title bar, and Extended Screens.

◆ Specify one of Dashboard's predefined color schemes for its window and snapped-off panels.

Click the tab for the Appearance page.

Select the point size. Depending on the font, the smallest point size available is 6 points; the largest is 12 points. The Dashboard resizes according to the font.

Select Dashboard to specify its preferences.

Choose a style, such as Bold or Italic (when available for the selected font).

Lists the fonts currently installed on your system. Select a font from this list.

Click to reset the default colors and the font to 7-point, Small Fonts, Plain.

Color scheme selector buttons.

NOTE The color scheme you select applies only to the Dashboard and snapped-off panels, not the Extended Screens or the Windows Desktop. To change the Extended Screens background color or pattern, see "Extended Screen preferences" on page 66. To change the Windows Desktop color scheme, right-click the desktop and choose Properties.

Snap Off page You can snap off the Programs panel, Quick Launch panel, Taskbar, and Printers panel. For example, if you snap off the Programs panel, you don't have to scroll to find a Program Group.

Click the tab for the Snap Off page

Select Dashboard to specify its preferences

Select which panels to snap off

Check to have snapped-off panels minimize when you minimize Dashboard

Check to enable ToolTips
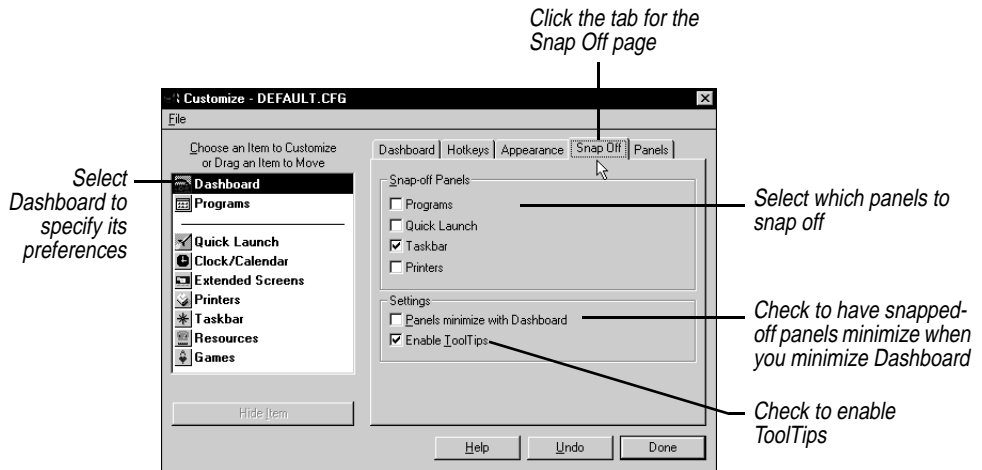
You can also snap off a panel by doing either of the following:

◆ Right-click it and choose Snap Off from the shortcut menu.

◆ Click its snap-off button on the left side of the Dashboard, as shown in .

A triangle in the upper-right corner of the button indicates that the panel is snapped off; a triangle in the lower-left corner indicates that the panel is snapped on. Clicking the button displays the panel if it has been hidden. Right-click the button to customize the panel.

The hotkey sequence that brings Dashboard to the front () brings snapped-off panels to the front as well.

You can place a snapped-off panel anywhere on the screen, and its position remains consistent on every Extended Screen.

Panels page You can add or remove several Dashboard panels. When you remove a panel on the Panels page as described here, the panel is removed from both view *and* memory. You can also hide a panel from view as

described in *"Adding and removing panels" on page 25*, but it remains in memory.

Click the tab for the Panels page

Select Dashboard to specify its preferences

Panels that are in use

Panels that are available, but not in use
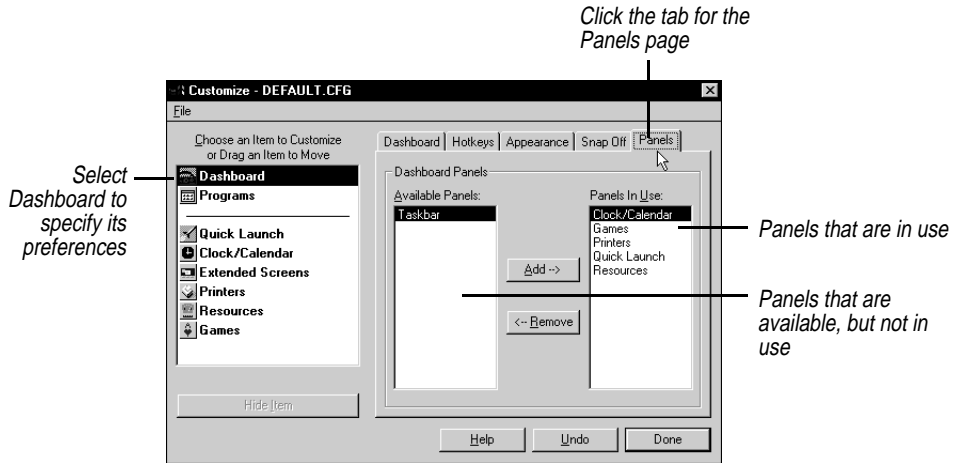
To add a panel
Select it in the Available Panels list, and click Add.

To remove a panel
Select it in the Panels In Use list, and click Remove.

For information on rearranging panels, see *"Rearranging the Dashboard" on page 24*.

Quick Launch panel

Use the Quick Launch panel to launch programs with a single click, and to group the programs you use most frequently. You can easily add programs to the panel and rearrange programs within the panel.

The Quick Launch panel

Snap the Quick Launch panel on or off by clicking the Quick Launch panel button or by choosing Snap Off from the shortcut menu

Display a shortcut menu by right-clicking the Quick Launch panel

Display a shortcut menu by right-clicking the Quick Launch panel

Customize...
Snap Off
Remove Button
Help
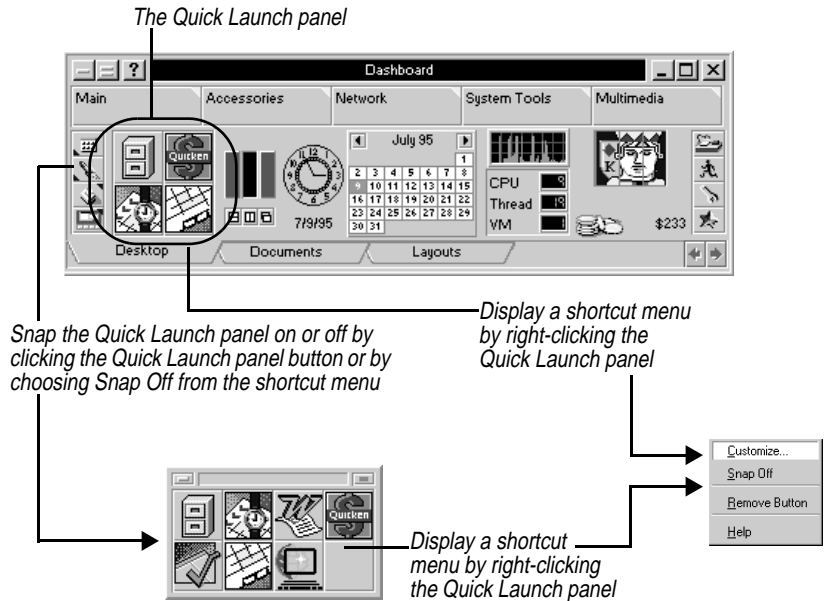
Dashboard starts with three system groups already created for you:

◆ **Desktop**, containing all icons and shortcuts found on your Windows 95 desktop.

◆ **Documents**, containing the 15 documents you have accessed most recently. These are the same as the documents found on your Start menu Documents folder.

◆ **Layouts**, containing all layouts you have defined. If you create a layout with three applications, for example, a single click on the icon in this group launches all three applications and positions them on your extended screens.

In addition, when you first run Dashboard, the App Organizer searches for applications, and puts them into additional groups:

◆ **Utilities**, for Paintbrush and other Windows 95 utility programs.

◆ **Email/Internet** for your email software, Web browser, and others.

◆ **Microsoft Office**, **Perfect Office**, or **SmartSuite**, if you have any of these multi-product office packages installed.

You can move programs from one group to another, rename a group, and otherwise control just how your Quick Launch groups work.

Launch a program by clicking its icon.

Rearrange programs by dragging them.

Display a different Quick Launch group by clicking its tab.

Add a program to the panel by dragging it from its menu to the panel. Or drag it from the Explorer.

To resize the Quick Launch panel, hold down the Shift key and move the cursor to either edge of the panel. When the cursor changes to a sizing arrow, resize the panel. The panel displays as many buttons as possible in the space you've defined.

Quick Launch preferences

Use the Customize dialog box to specify your preferences for the Quick Launch panel. Display the Customize dialog box as described in .

The Customize dialog box for the Quick Launch panel has three pages: Applications, Groups, and Options.

Applications page

You can add, delete, and reorder programs. You can also specify hotkeys and working directories for programs.

Click the tab for the Applications page.

To change the order of the programs, drag a program to a new position in the list.

Select the group of programs to work with.

Specifies the program's title.

Select Quick Launch to specify its preferences.

Specifies the program's location.

Specifies the program's working directory, which the program uses when opening and saving files.

Changes the icon that appears on the Quick Launch panel.

Adds a program to the panel. See "Creating Quick Launch buttons" on page 48.

Specifies that the program runs minimized when launched.

Specifies a key for launching the program. See "Specifying hotkeys" on page 50.

Lets you look for the path to the program's location.

Deletes the selected program from the panel.

Groups page

You can add and delete Quick Launch groups. You also can reorder tabs by dragging them within the list.

Click the tab for the Groups page

Select the group of programs to work with

Adds a group

Select Quick Launch to specify its preferences

Deletes the selected group

Lists the name of the selected group. Type a name to rename the group.

Lists the applications in the selected group

Show or hide system group
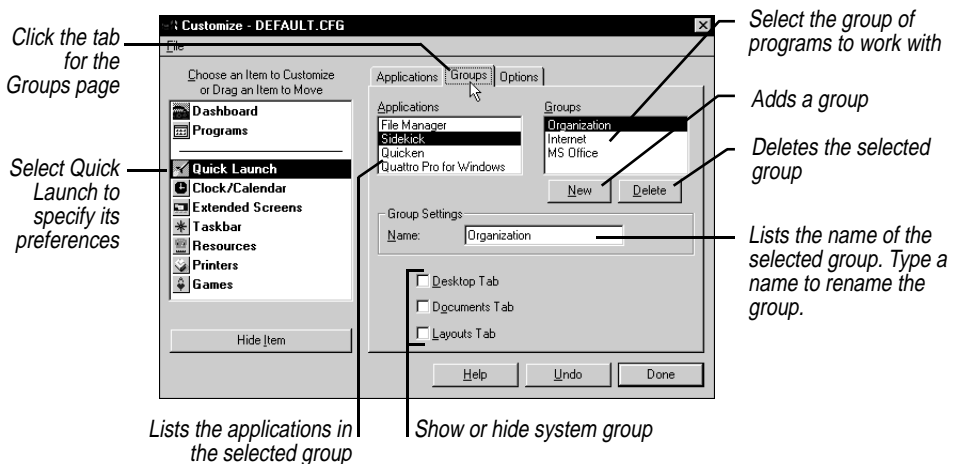
Options page

You can change the appearance of the Quick Launch panel and sort your Quick Launch groups.

Click the tab for the Options page.

Select Quick Launch to specify its preferences.

Sorts your Quick Launch groups. Choose Alphabetically or By Personal Preference, and then click Sort Groups.

By Personal Preference sorts the most recently used to the start of the list, immediately following the three system groups.

Click Re-Synchronize to update your Quick Launch groups (see text).

Specifies the appearance of the buttons on the Quick Launch panel.

Unlabeled   Labeled   Mini

The Re-Synchronize button updates the three system Quick Launch groups (Desktop, Documents, and Layouts) to reflect any changes you have made in, for example, shortcuts on the desktop. It also runs the App Organizer, which scans for known applications and puts them into one of the pre-defined Quick Launch groups ().

Creating Quick Launch groups

To create a Quick Launch group

Use the Customize dialog box as follows.

2 Click the tab for the Groups page.

1 Select Quick Launch.

3 Click New.

4 Type a name for the group.
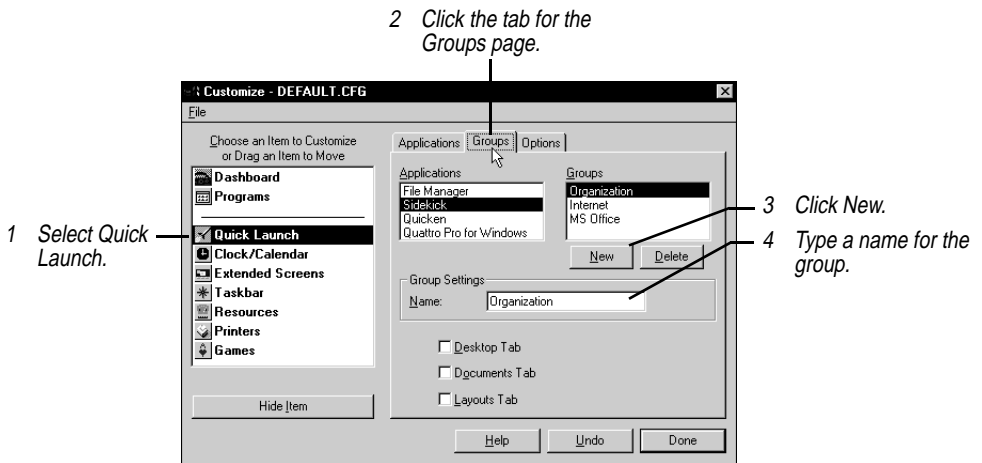
Creating Quick Launch buttons

You can create as many as 128 Quick Launch buttons.

To create a Quick Launch button

Do one of the following:

◆ Drag a program file (such as SIDEKICK.EXE) from the Explorer, an open Dashboard program group, or the Dashboard Programs panel, to the Quick Launch panel.

◆ Drag a data file (for example, MEMOS.DOC) from the Explorer to the Quick Launch panel. The file's extension must be associated with the program, as described in "Launching a program and loading a file" on page 49.

◆ Make a copy of an existing Quick Launch button by holding down the *Ctrl* key and dragging it to a new location.

Use the Customize dialog box as follows:

2   Click the tab for the Applications page.

1   Select Quick Launch.

3   Click New.

4   Type a descriptive name for the program. You can use any name you like.

5   Enter the full path to the program's .EXE file. You can also use the Browse button to get the path information.

To delete an application, select it in the Applications window, and click Delete.

Check this box to open the program minimized when you click the Quick Launch button.

Launching a program and loading a file

You can set up a Quick Launch button to load a data file at the same time it launches the program.

To set up a Quick Launch button to load a data file

Enter the full paths to the program and the data file into the Command text box in the Quick Launch Applications page, in this format:

C:\WINDOWS\PBRUSH.EXE D:\ARTWORK\PICASSO.PCX

If an association for the data file extension exists, you need to enter only the path to the data file. (To create an association, double-click My Computer and choose Options from the View menu. Then, click the tab for the File Types page. If you're not familiar with associations, see your Windows documentation.) For example, to launch Microsoft Word for Windows and load a data file named MEMOS.DOC, enter this into the Command Line text box:

C:\WINWORD\DOC\MEMOS.DOC

The file names must include extensions.

If a file name association exists, you can instantly create a Quick Launch button that loads a data file by dragging the data file name (for example, MEMOS.DOC) from the Windows Explorer to the Quick Launch panel.

Specifying hotkeys

A hotkey for a Quick Launch program launches the program.

For information on defining a key sequence, .

If an open program is minimized, behind other windows, or in another Extended Screen, the hotkey brings it to the front and switches to the proper Extended Screen. If the program lets you launch multiple copies at the same time, the hotkey will launch a copy.

When working in DOS (either full-screen or in a window), you cannot use a hotkey to launch a program.

Win Tools

The Win Tools panel offers single-click access to frequently used Windows 95 features such as Find and the Explorer.

The Win Tools panel

Display a shortcut menu by right-clicking the Win Tools panel to customize Win Tools

Launch a program like the Explorer by clicking a button on the Win Tools panel
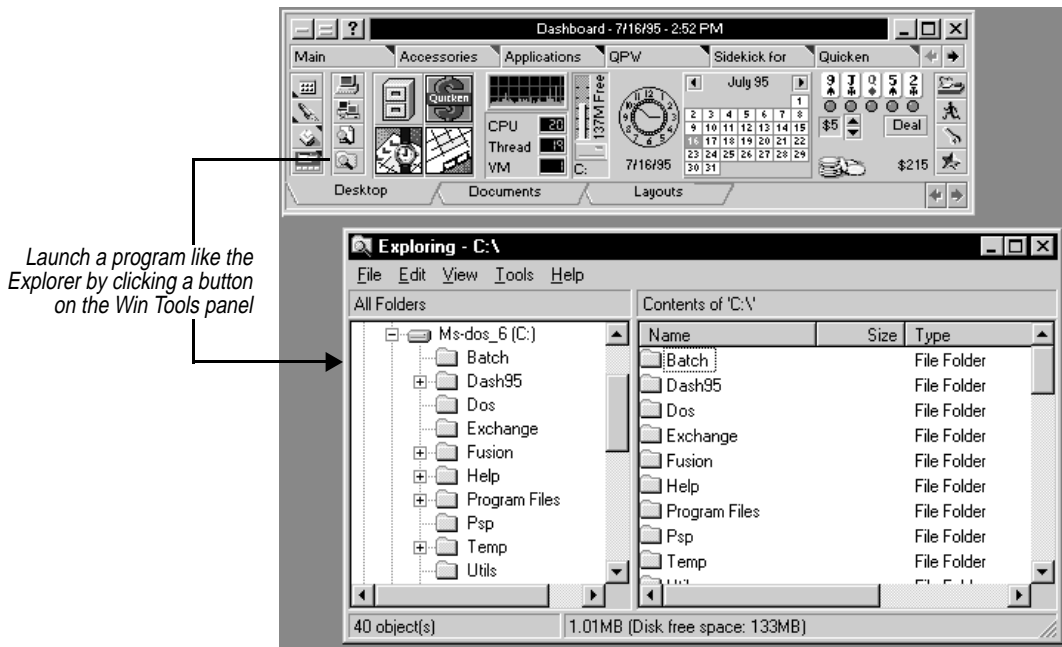
Win Tools preferences

Use the Customize dialog box to specify your preferences for the Win Tools panel. Display the Customize dialog box as described in "Dashboard preferences" on page 38.

You can assign a program to each button on the Win Tools panel.

Select Win Tools to specify its preferences

For each tool, select a program from the list
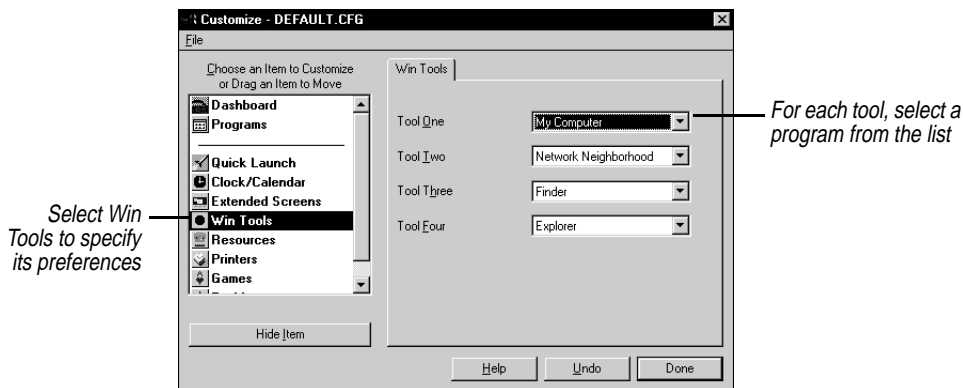
Resources panel

One of the strengths of Windows is the fact that you can run more than one program at a time. However, the more programs you run, the more likely you are to run out of memory, resources, or disk space.

Use the Resources panel to keep an eye on system resources:

◆ The Resource Gauge displays the amount of available memory you have.

◆ The Drive Watch portion of the Resources panel monitors the space on your disk drives.

◆ The CPU meter shows CPU activity, thread usage, and virtual machines, as shown below.

The Resources panel
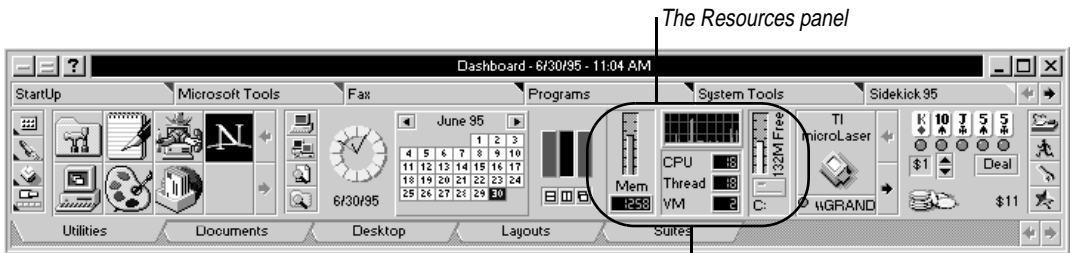
Display a shortcut menu by right-clicking the Resources panel
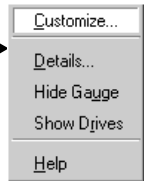
The Resource Gauge reports the amount of available memory
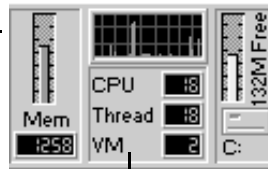
The Drive Watch shows the available disk space on drives you want to monitor, including network and floppy disk drives

Double-click the Resource Gauge or Drive Watch to see further details

The CPU meter tracks:

CPU usage, or how busy your central processing unit is,

Threads, or simultaneous activities,

and Virtual Machines (Win 95 is one VM, and DOS windows are separate VMs).

Reading the Resource Gauge

Each running program uses up a portion of system memory. The Resource Gauge displays the percentages of what Windows 95 refers to as swappable system memory. The meter drops toward empty as the percentage of available memory decreases.

You can display the Resource Gauge as a fuel gauge or as a bar gauge.

Available memory

Warning indicator

Memory odometer

Fuel gauge

Available memory

Memory odometer
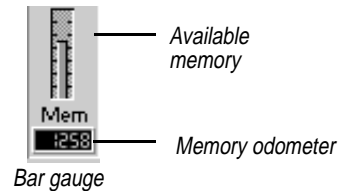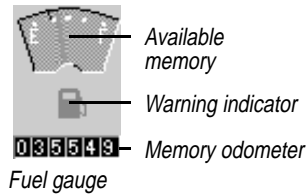
Bar gauge

When you are low on memory, an optional alarm sounds and the warning indicator in the fuel gauge or the bar gauge begins to blink.

Resources preferences

You can specify preferences for the Resources panel by using the Resources dialog box or the Customize dialog box.

To specify your preferences for the Resources panel
Do one of the following:

◆ Double-click the Resources panel, or right-click it and choose Details from the shortcut menu. The Resources dialog box appears, with five sections:

Memory and Resources displays the current state of your memory and system resources.

System Environment lists information about your computer, such as the processor type, display type, and output devices.

Drive Usage displays available disk space on each drive, including floppy disk drives, hard disk drives, and network drives.

Applications Running lists currently open programs and their memory size.

Environment Variables lists the DOS environment variables currently being used.

The following sections describe these pages.

◆ Display the Customize dialog box as described in "Dashboard preferences" on page 38. The Customize dialog box for the Resources panel has three pages:

Memory. These settings are the same as the Memory and Resources preferences in the Resource dialog box. See the following section, "Memory and Resources preferences."

Drives. These settings are the same as the Drive Usage preferences in the Resource dialog box.

Memory and Resources preferences

You can view the current state of your memory usage, set alarm levels, and choose how and whether the resource monitors are displayed.

Click Memory and Resources

These settings determine when the alarm sounds

Selects the alarm sound. Click Play Sound to hear the alarm

Specifies the type of Resource Gauge displayed.

Check to display the memory odometer

Check to display the Resource Gauge
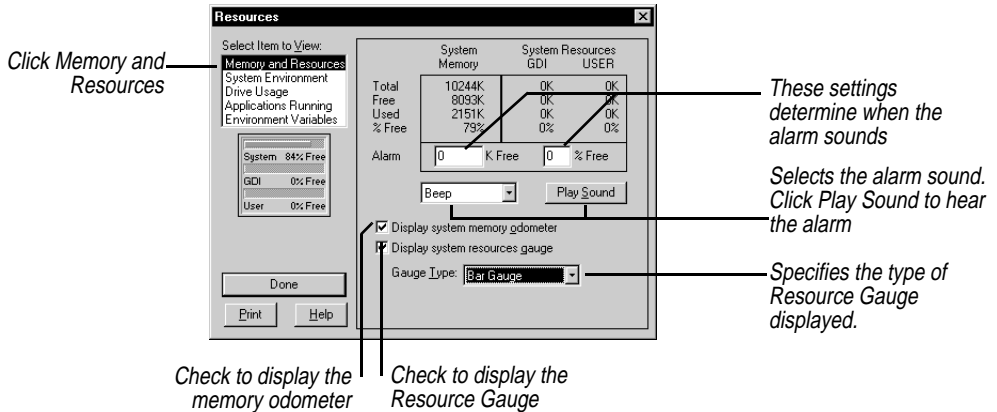
The alarm sounds when available memory reaches the warning values you set. For example, if you enter 100 for the alarm level, the alarm will sound when 100Kb or less of memory is free.

System Environment preferences

You can view information about your computer, such as the processor type, display type, and output devices.

Click System Environment
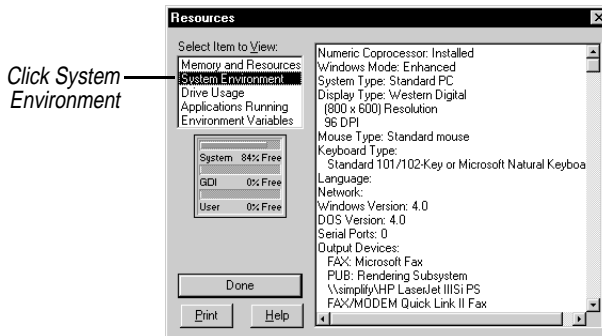
Drive Usage preferences

You can view the available disk space on each drive, including floppy disk drives, hard disk drives, and network drives, and you can configure the Drive Watch on the Dashboard.

Click Drive Usage.

Lists available drives.

Removes the selected drive from the Drive Watch on the Dashboard. If the selected drive is not currently displayed, the button is labeled Add and you can add the drive to the display.

Specifies how often to check the available space on each drive.

Check to display the Drive Watch as part of the Resources panel.

Updates the list of available drives. For example, if you insert a disk into your floppy drive, click Refresh to have it appear in the list.

NOTE The Update Interval (how often Drive Watch checks your drives) might affect performance, especially with large network drives. Experiment with various settings to determine the optimum interval for your system.

Applications Running preferences

You can view currently open programs and their memory size.

Click Applications Running
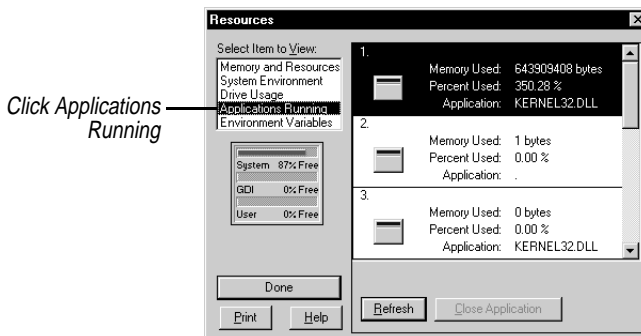
Environment Variables preferences

You can view the DOS environment variables currently being used.

Click Environment Variables
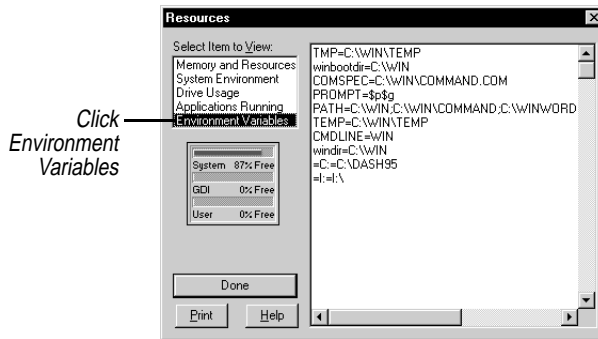
Clock/Calendar panel

The clock and calendar display your system date and time. You can set your system date and time, scroll through the display of months, and set alarms.

The Clock/Calendar panel

Display a shortcut menu by right-clicking the Clock/Calendar panel

Change months by clicking the arrows

To add or change an alarm, double-click the panel or click the date you want

Today's date is highlighted

To set your system date or time, right-click the panel and choose Change Date/Time from the shortcut menu
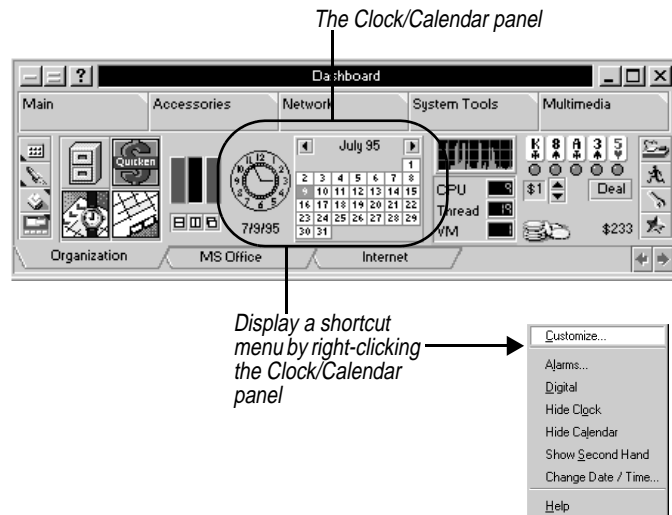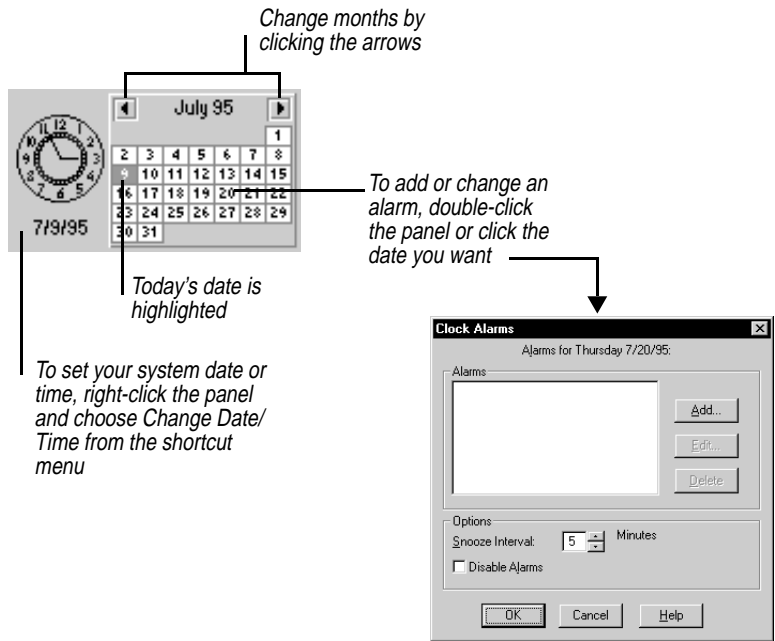
Clock/Calendar preferences

Use the Customize dialog box to specify your preferences for the Clock/Calendar panel. Display the Customize dialog box as described in "Dashboard preferences" on page 38.

The Customize dialog box for Clock/Calendar panel has three pages: Clock, Calendar, and Alarms.

Clock page You can turn the clock on or off and select a clock style.

Click the tab for
the Clock page

Customize - DEFAULT.CFG

File

Choose an Item to Customize
or Drag an Item to Move

Dashboard
Programs

Quick Launch
Clock/Calendar
Extended Screens
Taskbar
Resources
Printers
Games

Hide Item

Clock | Calendar | Alarms

Clock Type
● Analog   ○ Digital

Clock Face
Face:
Sun
Blue
Round
Black & Red
Sapphire
Pastel
Enameled

☑ Show Second Hand

☑ Show Clock

Help   Undo   Done

*Select Clock/
Calendar to
specify its
preferences*

*Choose an analog
or digital clock*

Choose a clock face

*Check to display a
second hand on the
analog clock*

Check to display the clock

NOTE If you're using a communication program that has a time-out feature, turn the Second Hand option *off* to avoid a time-out every time the clock repaints the second hand.

Calendar page You can turn the calendar on or off, specify color highlights, and change your system date and time.

Click the tab for the
Calendar page

Customize - DEFAULT.CFG

File

Choose an Item to Customize
or Drag an Item to Move

Dashboard
Programs

Quick Launch
Clock/Calendar
Extended Screens
Taskbar
Resources
Printers
Games

Hide Item

Clock | Calendar | Alarms

Calendar Highlights
☐ No Highlights

Current Day:

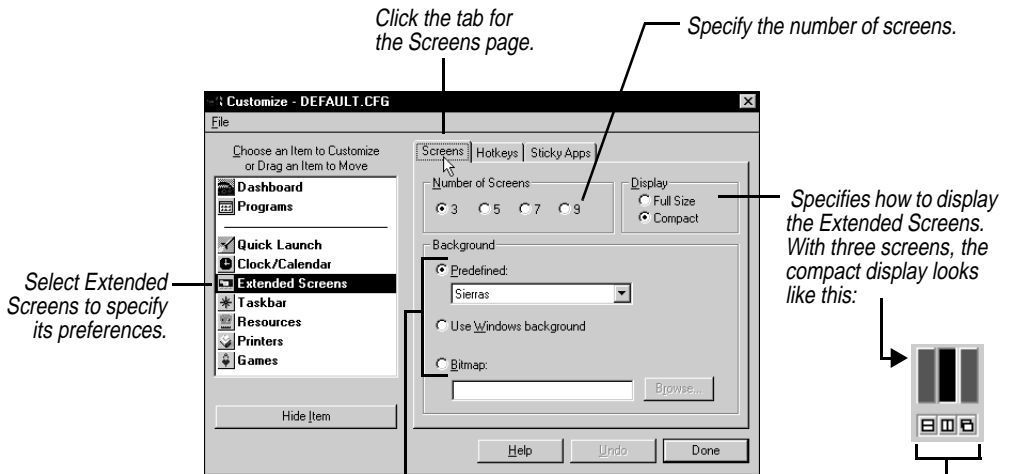Days with Alarms:

☑ Show Calendar

Go to Today   Change Date/Time...

Help   Undo   Done

*Select Clock/
Calendar to
specify its
preferences*

*Check to turn off color
indicators in the
calendar*

*Select colors to
indicate today's date
and days with alarms*

*Goes to today's date
in the calendar*

*Sets your computer's
date and time*

Check to display the calendar

Alarms page   You can set, change, and remove alarms, and specify a snooze
interval.

*Click the tab for
the Alarms page*

*Lists all alarms that you
have set*

*Sets an alarm (see the
following section)*

*Select Clock/
Calendar to
specify its
preferences*

*Changes or removes the
selected alarm*

Sets the snooze interval

Disables all alarms
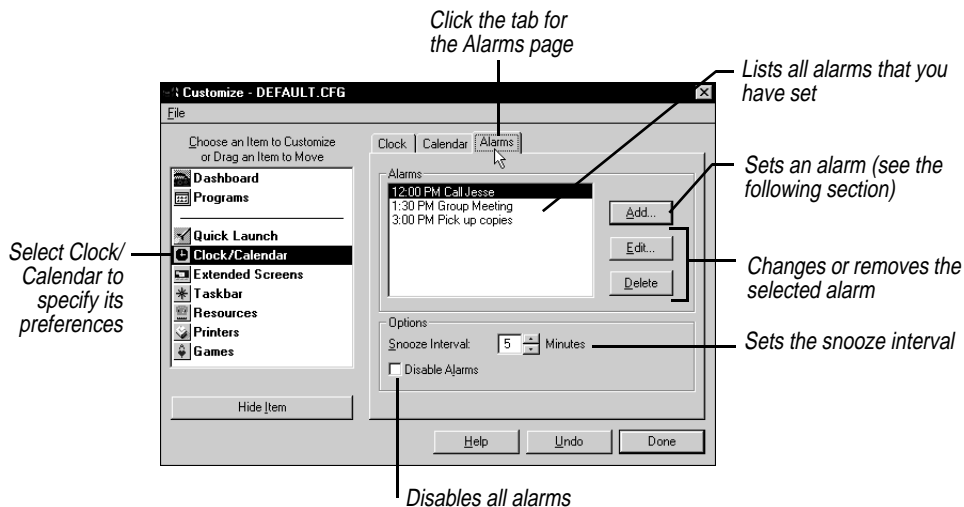
When an alarm appears, you can click Snooze to shut it off
temporarily. The alarm will sound again after a set number of minutes
known as the *snooze interval*.

Setting an alarm   Dashboard alarms can help you keep track of your busy schedule.
You can set an alarm to remind you of an appointment or to launch a
program. You can repeat the same alarm every day or on a specific
day of the week. And you can set an alarm weeks, or even months, in
advance.

To set an alarm
Do one of the following:

◆ Click the date you want in the calendar. (This displays alarms only
for that date.)

◆ Double-click the clock.

◆ Right-click the clock or calendar, and choose Alarms.

Lists all the alarms you've set

To see only the alarms set for a specific date, click that date in the calendar

Creates an alarm

Changes the selected alarm

Removes the selected alarm

Sets the snooze interval

Disables all alarms
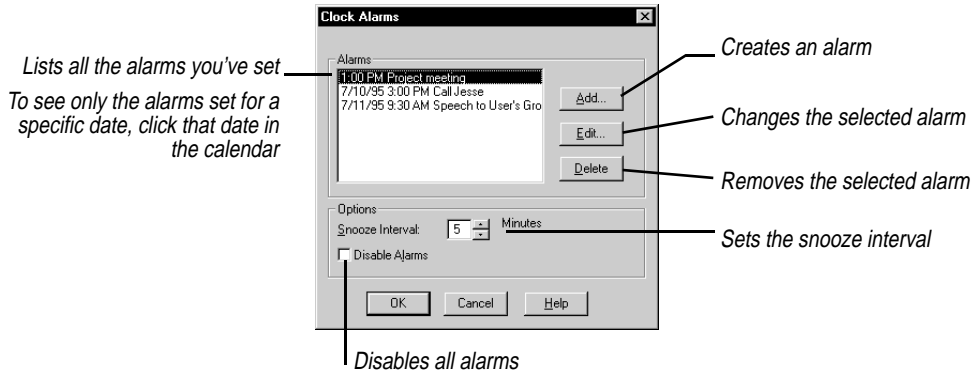
When you click the Add or Edit button, you can specify alarm settings.

Specifies the alarm message text.

Specifies the alarm time.

To set a one-time alarm, select Date. Set the date by typing it, or select the month, day, or year, and click the arrows.

To set a recurring alarm, select Recurring and choose the frequency from the menu.

Launches a program with the alarm. See the description below.

Selects the alarm sound. Click Play Sound to hear it.
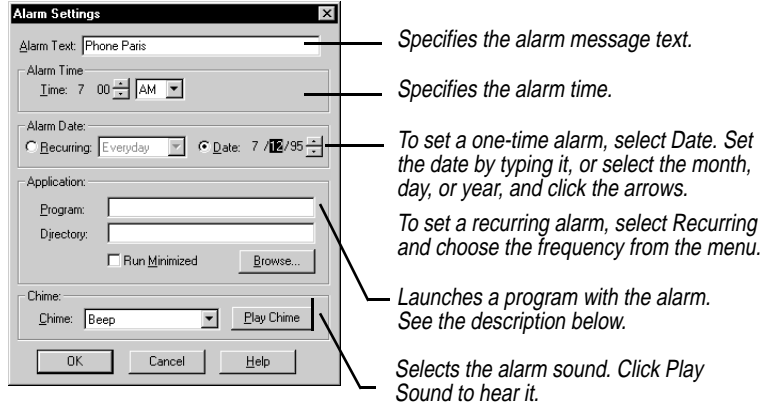
Dates with alarms are highlighted on the calendar.

Launching programs with alarms
To set an alarm to launch a program

1 Enter the program's path and working directory in the Application section of the Alarm Settings dialog box.

2 Check the Run Minimized box to have the program opened minimized.

When the alarm goes off, Dashboard launches that program and displays the alarm message you entered.

How alarms are displayed

When an alarm goes off, a message box appears. You can either click OK to close the alarm message box or click Snooze to close the alarm message for a specified snooze interval.

Alarm	✕
7/9/95 6:23 PM Call Paris	OK
	Snooze
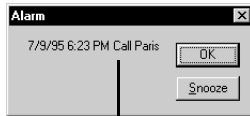
Your alarm message appears here

If you don't close the alarm message within an hour, Dashboard closes it.

NOTE Alarms appear only when Dashboard is running.

To adjust the volume and duration of the alarm sound
Use the Multimedia program in the Windows Control Panel.

Printers panel

The Printers panel lists all the currently installed printers, fax machines, plotters, and other output devices.

The Printers panel

Snap the Printers panel on or off by clicking the Printers panel button or by choosing Snap Off from the shortcut menu

Display a shortcut menu by right-clicking the Printers panel

Customize...
Snap Off
Setup
Hide Printer
Help

Display a shortcut menu by right-clicking the Printers panel
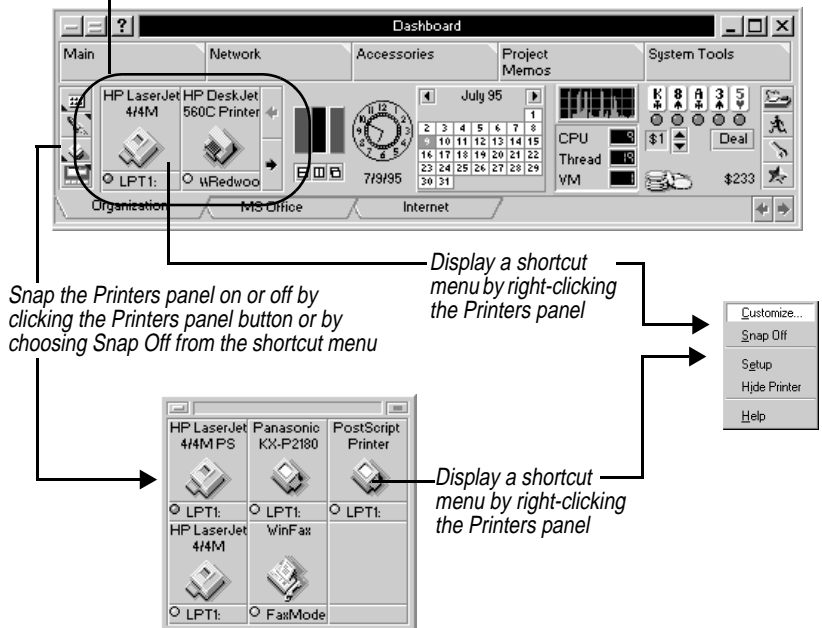
To change the order of the printers in the Printers panel,
drag the printer icons into the positions you want.

Double-click a printer's button to set up the printer.

A green light indicates the default printer. To change the default printer, click a printer's button.

To print or fax a file, drag the file to the Printers panel from the Explorer, the Programs panel, or a program window.

When you drag a file to a printer other than the default, that printer becomes the default.
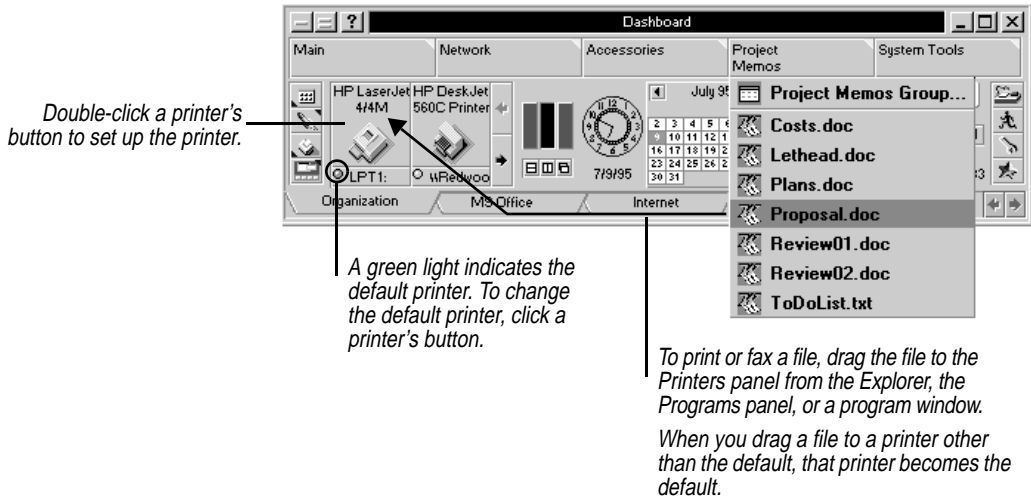
Printers panel preferences

Use the Customize dialog box to specify your preferences for the Printers panel. Display the Customize dialog box as described in "Dashboard preferences" on page 38.

The Customize dialog box for the Printers panel has two pages: Printers and Options.

Printers page

You can change the order of the printers, hide a printer, pick a different printer icon, or give each printer a unique description.

Click the tab for the Printers page.

Current default device.

Shows the icon used in the printer button for the selected device.

Currently installed printers. To change the position of a printer icon, drag it to a new location.

Customize - DEFAULT.CFG

File

Choose an Item to Customize or Drag an Item to Move

Dashboard
Programs

Quick Launch
Clock/Calendar
Extended Screens
Taskbar
Resources
Printers
Games

Hide Item

Select Printers to specify preferences for the Printers panel.

Printers | Options

Default Printer

Panasonic KX-P2180 on \\Redwood\hp

Choose a Printer to Configure or Reorder.

HP LaserJet 4/4M on LPT1:
HP DeskJet 560C Printer on \\Redwood\hp
Panasonic KX-P2180 on \\Redwood\hp

Hide Printer

Description:

Set As Default | Setup... | Change Icon...

Help | Undo | Done

Removes the selected device from the Dashboard window. The item remains in the list of installed devices, but it isn't visible.

The description you enter appears on the printer button and in the ToolTips.

Makes the selected printer the default printer.

Lets you set up the printer. This is the same as choosing Printer Setup from the File menu in many applications.

Lets you select an icon for your printer button.

NOTE   The Dashboard Printers panel does not install printers. To install a printer or assign it to a printer port (such as LPT1), use the Printers section of the Windows Control Panel. For details, see your Windows documentation.

Options page

You can specify whether to show the paper orientation in the Printers panel.

Click the tab for the Options page

Select Printers to specify preferences for the Printers panel

Check to display the orientation (portrait or landscape) with the printer's icon in Dashboard

Orientation shown　　*Orientation not shown*
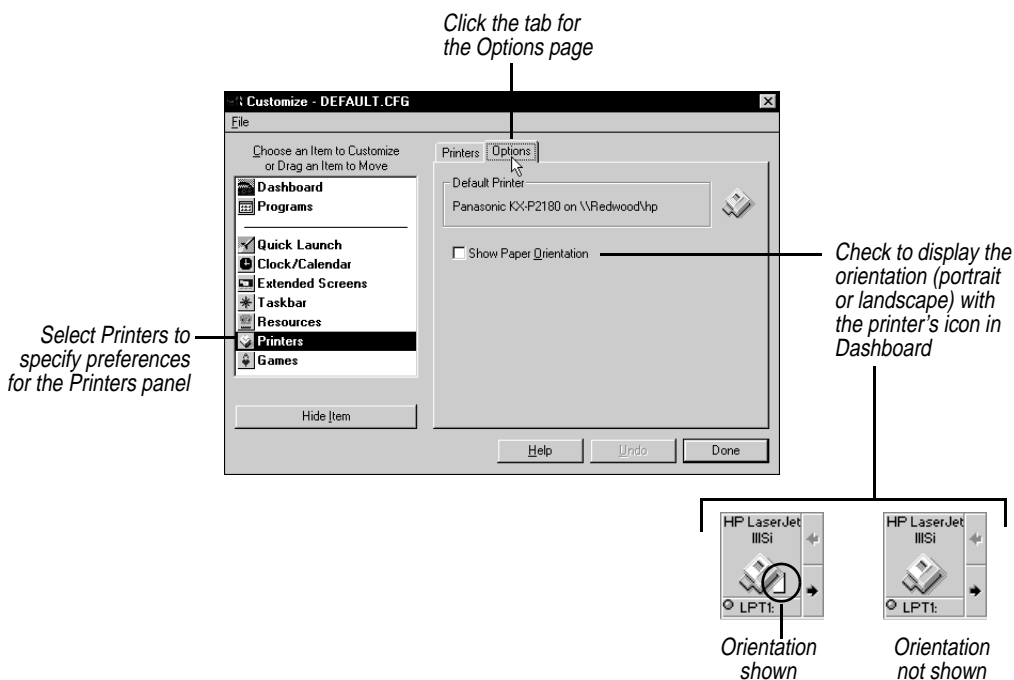
Drag-and-drop printing

You can print or fax a file by dragging it to the Printers panel.

To print or fax a file

Drag the file to an icon on the Printers panel from the Explorer, the Programs panel, or a program window.

◆ If the file was created in a program that has printing options (such as a page range or image scaling), Dashboard opens the program, loads the file, and displays the program's print dialog box.

◆ If the program has no printing options (Windows Notepad, for example), Dashboard opens the program and loads the file just long enough to print the file.

Programs that support drag-and-drop printing are listed in the Windows registration database. If a program is not listed in this database, drag-and-drop printing will not work. Consult your Windows documentation for information on how to add an unlisted program to the Windows registration database.

Extended Screens panel

Using Dashboard's Extended Screens is like connecting your computer to several side-by-side monitors. Each Extended Screen represents a full-screen view. You can open programs on the Extended Screens and then switch back and forth among them to work with the different programs.

For example, suppose you want to work with Sidekick, Paradox for Windows, and Quicken. Rather than piling these programs up on the same screen, open Sidekick on the first Extended Screen, Paradox on the second, and Quicken on the third.

The Extended Screens
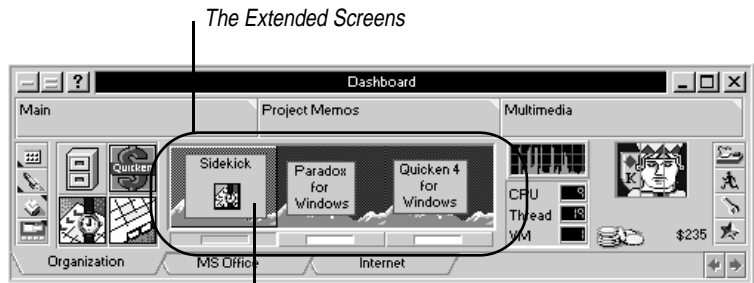
Display a shortcut menu by right-clicking an Extended Screen

Launch a program by dragging it to an Extended Screen from a Quick Launch button, the Programs panel, or the Explorer

Click the Layout button to display the Layout menu, described in "Creating and using layouts" on page 70

You can have up to nine Extended Screens

Choose Update Screens from the Task menu to refresh the Extended Screens

Clicking a screen selector activates its Extended Screen

Each running program is shown as a miniwindow

A minimized program is shown with a minimized icon

Move a program by dragging it within its Extended Screen, or to another Extended Screen

What the Extended Screen shows...

...What you see on the screen
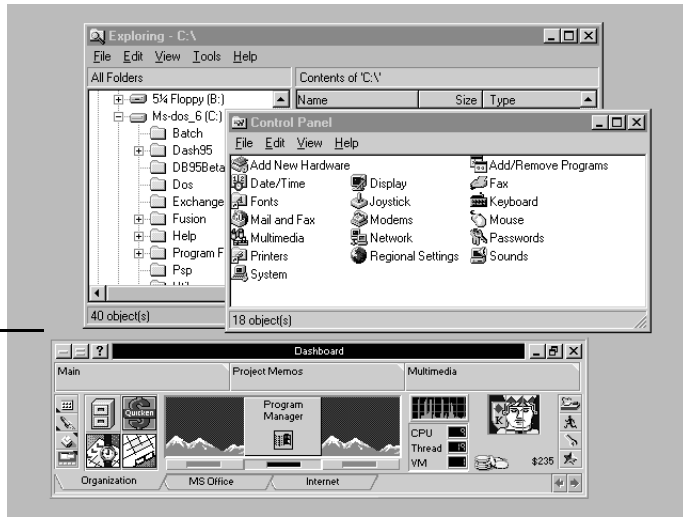
## Extended Screen preferences

Use the Customize dialog box to specify your preferences for the Extended Screens. Display the Customize dialog box as described in "Dashboard preferences" on page 38.

The Customize dialog box for Extended Screens has three pages: Screens, Hotkeys, and Sticky Apps.

Screens page

You can choose the number of Extended Screens to be displayed, select a background for your screens, and choose whether to display the screens in a compact format. Depending on the size of the window and your monitor's resolution, you can display up to nine Extended Screens.

Click the tab for
the Screens page.

Specify the number of screens.

Select Extended
Screens to specify
its preferences.

Specifies how to display
the Extended Screens.
With three screens, the
compact display looks
like this:

Choose the background for the Extended Screens:

- One of the backgrounds supplied with Dashboard.

- The current Windows wallpaper.

- Any .BMP bitmap file. Type the path into the text box,
  or use the Browse button.

With compact display, you also see
these buttons you can click to tile
vertically, tile horizontally, or
cascade all open windows.

If you have more than three Extended Screens and then change to a
smaller number, any programs on the deleted screens are moved onto
the remaining screens.

To maximize your space for Extended Screens
Include the information for the Resources panel or Clock/Calendar
panel in the title bar, and hide that panel. To change the title bar, use
Dashboard preferences as described in
.

Hotkeys page

By assigning hotkeys to your Extended Screens, you can switch between Extended Screens without displaying the Dashboard.

Click the tab for the Hotkeys page.

Select Extended Screens to specify its preferences.
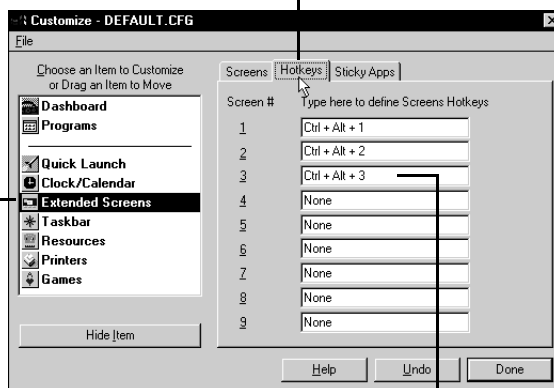
Type a key combination directly into the text box. Here, Ctrl, Alt, and 3 were all pressed at the same time.

See "Defining hotkeys" on page 40.

Sticky Apps page

When you're working with Extended Screens, you'll want some programs to be assigned to a single screen. But you might want others—such as Sidekick or your e-mail program—accessible from every Extended Screen. You do this by designating these applications as *sticky apps*.

Click the tab for the Sticky Apps page

Lists the currently designated sticky apps

Select Extended Screens to specify its preferences

Adds a sticky app from a list of currently running programs

Removes the selected program from the list of sticky apps
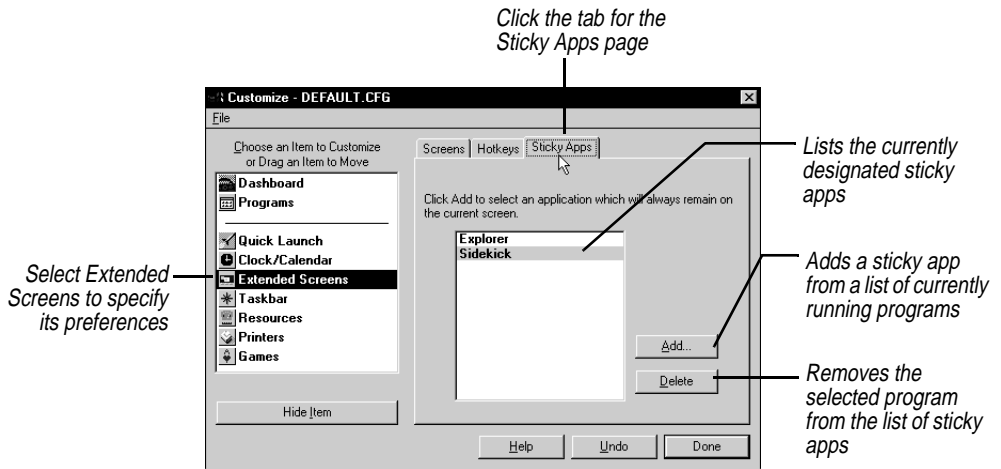
If you minimize a sticky app, its icon is visible in each Extended Screen.

Switching between Extended Screens

To switch between Extended Screens

Do one of the following:

◆ Click a screen selector. Dashboard remains on top.

◆ Double-click an Extended Screen. If you double-click the screen background, Dashboard remains on top. If you double-click a program's miniwindow, the program comes to the top.

◆ Press a hotkey (). The program comes to the top, if a program is open in that screen.

Extended Screens are fully interactive

The Extended Screens are completely interactive with the full-screen views. If you move or resize a program window on the full screen, the miniwindow also moves and resizes. If you bring one program on top of another, the miniwindows on the Extended Screens reflect the change.

It also works the other way. If you move miniwindows on the Extended Screens, the programs they represent move on the full screen.

In fact, you can move a program miniwindow from one Extended Screen to another just by dragging it there.

NOTE If you resize the Dashboard window, the screen selectors may disappear. If this happens, you can double-click the screens themselves to switch back and forth, or define Extended Screen hotkeys.

Creating and using layouts

A *layout* is an arrangement of open programs in the Extended Screens. You might find, for example, that different arrangements are best suited to different tasks, as in the illustration below.

Two possible layouts

You can create and save layouts for each of your projects or tasks. When you start working on a project, load its layout. The programs you need automatically open into the designated Extended Screens.

The Layout menu contains the commands to save, load, and manage layouts.
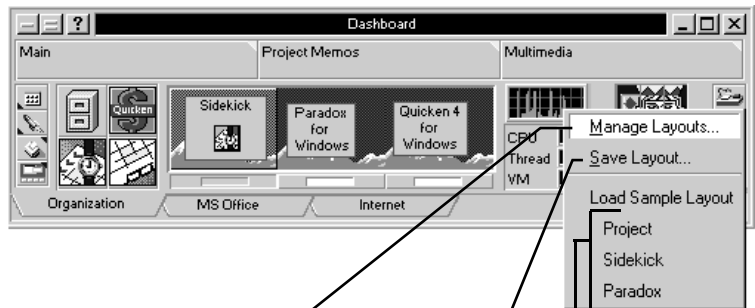
Change a previously saved layout

Save the current arrangement of Extended Screens as a new layout

Load a layout by choosing it from this list of saved layouts

Creating a layout

To create a layout

1 Arrange the programs on the Extended Screens the way you want them to appear when the layout opens.

2 Choose Save Layout from the Layout menu.

3 Enter a name for the layout.

Loads the layout when Dashboard opens. See the following section, "Loading a layout on startup."

Type the layout name. You can use any name you want; this is not a file name.

Lists all programs that are currently open.

Changes properties of the selected program. See "Editing program data in layouts" on page 71.

Removes the selected program from the layout.
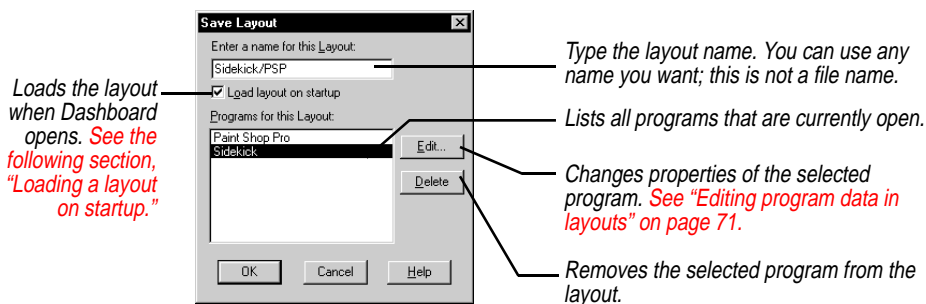
Loading a layout on startup

You can designate a layout as a *startup layout*, which is loaded when Dashboard is first opened.

To designate a layout as a startup layout

Check Load Layout On Startup as shown in the preceding section, "Creating a layout."

Although you can create more than one startup layout, you'll probably find that one is enough.

To disable the automatic loading of a startup layout

Hold down the *Shift* key while Dashboard starts up.

Layouts and the Windows StartUp group

Layouts are one way to load programs automatically; the Windows StartUp group is another. Be sure your Dashboard layouts don't load programs that are already loaded by the StartUp group. For maximum flexibility, put Dashboard in your Windows StartUp group, and use Dashboard's layouts to load other applications as needed.

Editing program data in layouts

When you save a layout, Dashboard records information for each program in the layout.

To change a program's layout information

1 Choose Save Layout or Manage Layouts from the Layout menu.

2 Click Edit.

3 Make changes as shown in the following figure.

Enter the program name

Enter a working directory

Enter program parameters, such as a data file to load

Choose a size for the window when the program launches
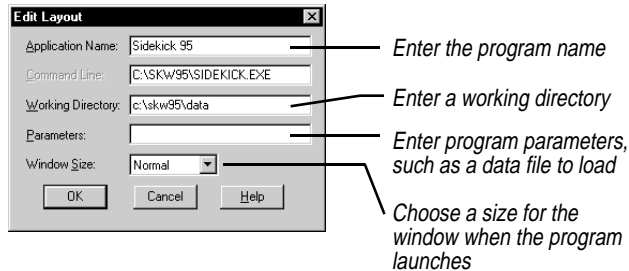
Loading a layout

To load a layout

Click the Layout button and choose a layout.

Choose a layout to load
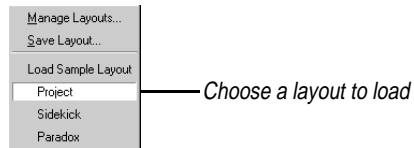
Keep the following in mind when loading layouts:

◆ If a program is already open when you load a layout that uses the same program, but is in a different Extended Screen or location within the Extended Screen, the program is not repositioned.

◆ Loading a layout doesn't unload or close any programs that are already open. Thus, if you've already opened some programs when you load a layout, you'll get the programs in the layout *plus* the open programs. For that reason, you might want to close some or

all programs before loading a layout. You can close all programs by choosing Close All Programs from the Task menu.
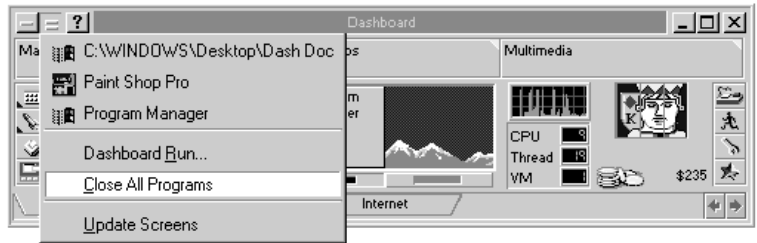
Managing layouts

Choose Manage Layouts from the Layout menu to rename a layout, remove an application from a layout, or delete a layout. You can also designate a startup layout and edit programs in a layout.

Lists available layouts

Lists programs in the selected layout

Deletes the selected layout

Renames the selected layout

Lets you select an icon for the layout

Removes the selected program from the selected layout

Lets you change the properties of the selected program
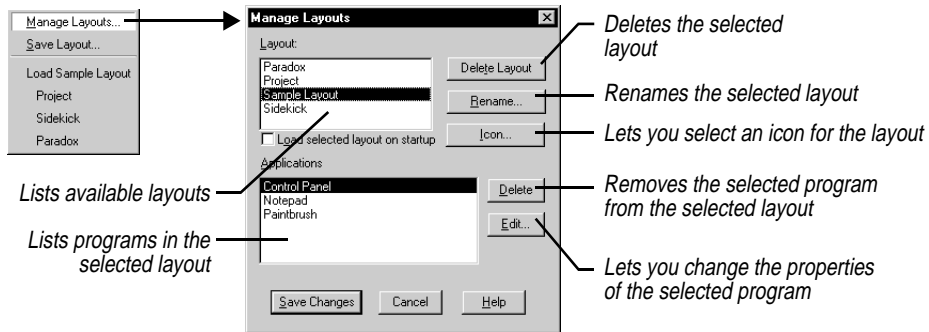
CAUTION   The Delete Layout button deletes the entire layout. Don't confuse it with the Delete button, which removes a program from the layout.

Layouts and configurations

Layouts are different from configurations:

◆ A *layout* is the arrangement of program windows in the Extended Screens.

◆ A *configuration* is the arrangement of panels (such as the Quick Launch panel, Extended Screens, and Printers panel) on the Dashboard. Configurations are discussed in "Configuring panels" on page 33.

Layouts and configurations are sometimes related. For example, a layout that uses five Extended Screens requires a configuration with

five screens. (If the current configuration has only three screens, Dashboard "doubles up" the programs from the extra screens to fit into three.)

Games panel

After you've put Dashboard to work for you, you can use it to help you unwind. Use the Games panel to try your luck at poker or a slot machine. Or, challenge your mind by solving the slide puzzle.

The Games panel.

Display a shortcut menu by right-clicking the Games panel.
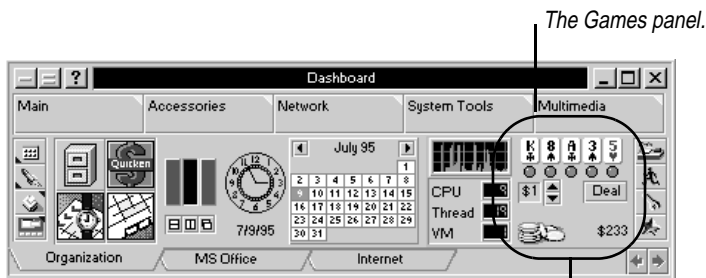
To see how you've been playing, double-click the Games panel. The Games Graph appears, charting your progress.

Click a card to keep the card in your hand

Click to adjust your bet

Click to deal or draw

Poker

Click to spin

Slots

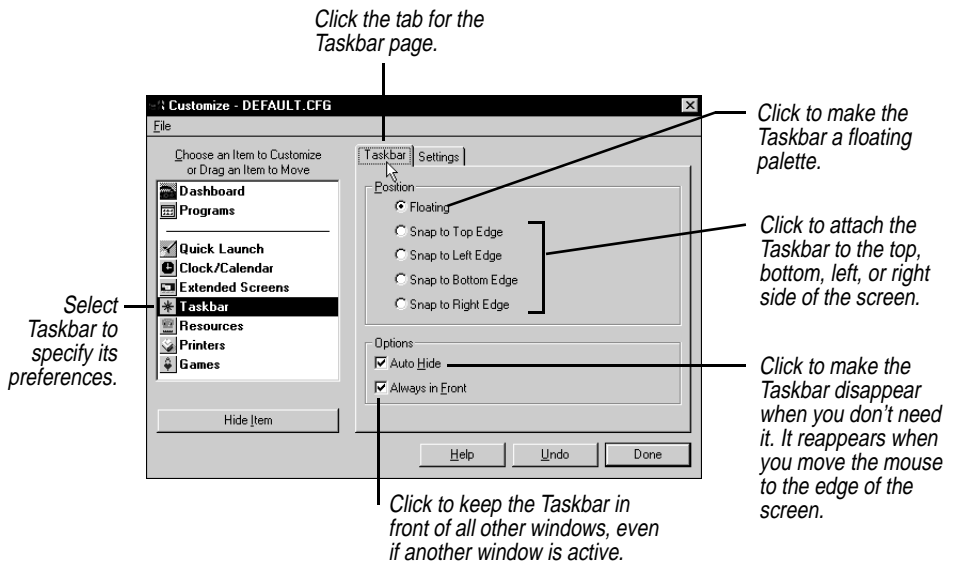Click a piece to slide it to the adjacent open slot

Slide Puzzle
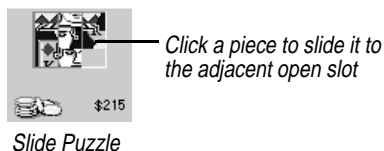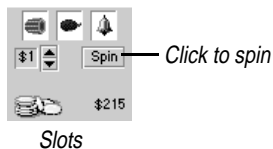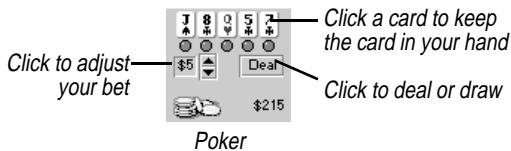
Games panel preferences

Use the Customize dialog box to specify your preferences for the Games panel. Display the Customize dialog box as described in "Dashboard preferences" on page 38.

You can choose which game to play and adjust your wager in poker and slots. The slide puzzle is a fixed wager depending on which puzzle you choose to solve.

Choose which game to play.

Change the level of difficulty for the slide puzzle. When you select a puzzle, the pieces are scrambled.

Select Games to specify its preferences.
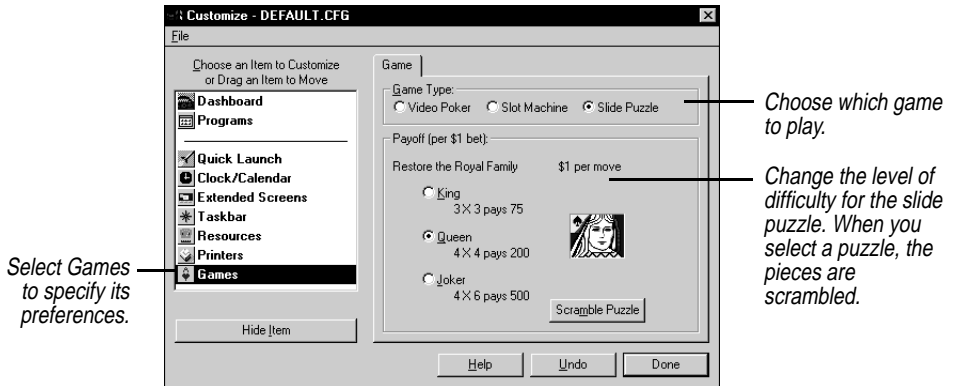
Dashboard Run

Dashboard Run takes the place of both a DOS prompt and the Run command on the Windows Start menu. You can enter DOS commands—copy files, view directories, and manage programs—right from Dashboard.
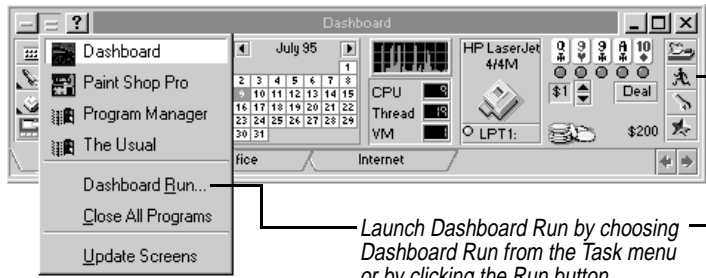
Launch Dashboard Run by choosing Dashboard Run from the Task menu or by clicking the Run button...

...The Dashboard Run dialog box appears.

Click here to pick a command from a list of commands you have previously run.

Enter the command line for a Windows program, or enter a DOS command.

Finds the program's location and file name.

Check this box if you want the program minimized when it opens.

Runs the command shown in the Command Line box.

Your command and its results appear in the results window. You can also type commands at the DOS prompt in this window.

Double-click a program to run it

To launch a program using Dashboard Run

Do any of the following:

◆ Type commands in the Command Line box. You can change directories as needed. When you're in the right directory, you can type the program's file name and press *Enter*.

◆ Type commands at the prompt in the results window. When you're in the right directory, you can double-click the program's file name in the listing.

◆ When the results window is active (you type into the window, rather than into the Command Line box) press *Shift+F8* to highlight the bottom file name showing in a DIR listing. Use the arrow keys to move up or down the listing. Press *Enter* when you've selected the desired program.

Programs panel

The Programs panel displays each of you program groups as a tab. Launching a program is as simple as clicking once on its group, and clicking the program name.

If you were running an earlier version of Windows, the Programs panel helps your transition to Windows 95. Dashboard's Programs panel provides all the functionality of the Windows 3.1 program groups, and more.

The Programs panel

Snap the Programs panel on or off by clicking the Programs panel button or by choosing Snap Off from the shortcut menu

Display a shortcut menu by right-clicking the Programs panel

Display a shortcut menu by right-clicking the Programs panel
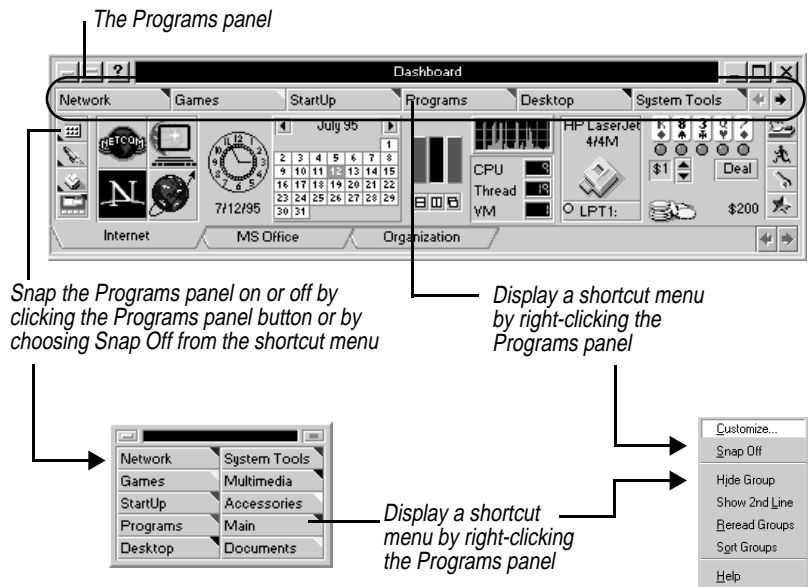
The initial group of Programs tabs consists of programs from your Windows 95 Programs menu, including all folders it contains.

Click a program group to display a menu of items in that group.

Launch a program by choosing the program name from the menu.

Click the program name, or select it using the arrow keys and then press Enter.
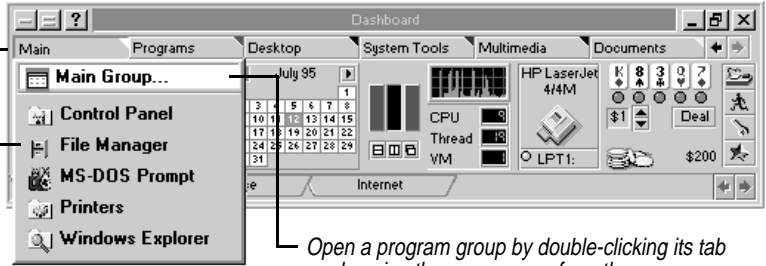
Open a program group by double-clicking its tab or choosing the group name from the menu.
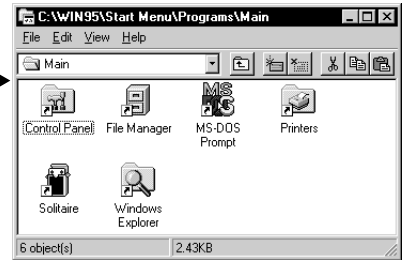
Programs panel preferences

Use the Customize dialog box to specify your preferences for the Programs panel. Display the Customize dialog box as described in "Dashboard preferences" on page 38.

The Customize dialog box for the Programs panel has two pages: Program Groups and Options.

Program Groups page

You can add, delete, reorder, or hide groups, or change a group's color keys.

Click the tab for the
Program Groups page.

Changes the selected
group's name, file name,
or color key. *See
"Changing a group's
name, file name, or color
key" on page 83.*

Select
Programs to
specify
preferences for
the Programs
panel.

Opens the selected
group's program window.

Deletes the selected
group.

Creates a new
program group.

To change the order of the program groups,
drag a group to a new position in the list.

Hides the selected group
from the Programs panel.

Options page

You can change the appearance of the tabs on the Programs panel and sort program groups.

Click the tab for the Options page.

Select Programs to specify preferences for the Programs panel.

Displays the Programs panel buttons with two lines of text.

Displays colored corners on the Programs panel tabs.

Sorts the groups alphabetically or by color.

Updates Dashboard with changes you have made in the Program Manager. See "Refreshing group information" on page 84.

Managing your program groups

Dashboard program groups organize your programs in tabs. Here are some of the things you can do with program groups:

◆ Display program groups as a row of tabs in the Programs panel.

◆ Create groups within a group.

◆ Change a group's description or file name.

◆ Change the order in which program groups appear in the menu by sorting them or dragging the group name to the position you want.

◆ Add a program to a group by dragging the program's icon from the Quick Launch panel to the group window. Or—in the opposite direction—instantly create a Quick Launch button by dragging a program icon from a group to the Quick Launch panel.

The following sections describe how to add a group, delete a group, create a group within a group, add an item to a group, move or copy programs between groups, modify a group, and refresh group information.

Adding a group

You can create a new program group right from Dashboard. The new group is automatically reflected in the Program Menu.

To create a program group

1 Right-click the Programs panel and choose Customize, or click the Customize button and select Programs panel as the item to customize. (See "Programs panel preferences" on page 78.)

2 Click New and enter the following information for the group:

Enter the group name that will appear on the group's tab in the Programs panel.

Click a color. This color appears on the group's tab in the Programs panel.

Enter a file name for the group. This is the .GRP file that keeps track of the group.

If you don't specify a file name, Dashboard assigns a name.
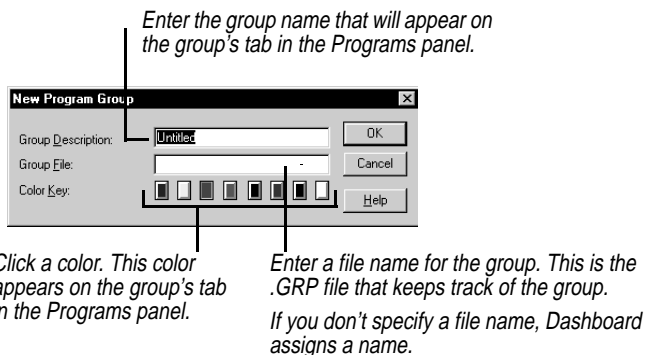
Deleting a group

To delete a program group

1 Right-click the Programs panel and choose Customize, or click the Customize button and select Programs as the item to customize. (See "Programs panel preferences" on page 78.)

2 Select the group to delete.

3 Click Delete.

Dashboard asks you for confirmation, then deletes the group.

Adding an item to a group

You can add a program to a group if the group is open.

To add a program to a program group

1 Open a group by double-clicking its tab in the Programs panel. Or click the group tab, and then click the group name at the top of the list.

2 Choose New from the File menu, and choose Shortcut.

3 Enter the program's command line, or click Browse and find the program you want. Complete the steps for creating a shortcut. The new program item's icon appears in the group window.

You can also add a new item by dragging it from the Explorer, another program window, or the Quick Launch panel to the group.

If you are running the Program Manager as your Windows 95 shell, the new program item is automatically reflected in the Program Manager.

Creating a group within a group
You can reduce the number of items on the Programs panel or consolidate your program groups by creating groups within groups. A group within another group is called a *nested* group.

To create a nested group
1 Open a group by double-clicking its tab in the Programs panel.

2 Choose New from the File menu, and choose Folder.

3 Enter the group name you want. The new group's icon appears in the group window.

To open the new group
Double-click its icon. You can then add programs—or even other groups—to this nested group.

A nested group appears as an item in the menu for the group that contains it. A downward-facing arrow in the menu indicates the nested group, and an upward-facing arrow indicates the "parent" group.

Click the group name...

...to display the menu for the nested group

Click the upward arrow to display the "parent" group
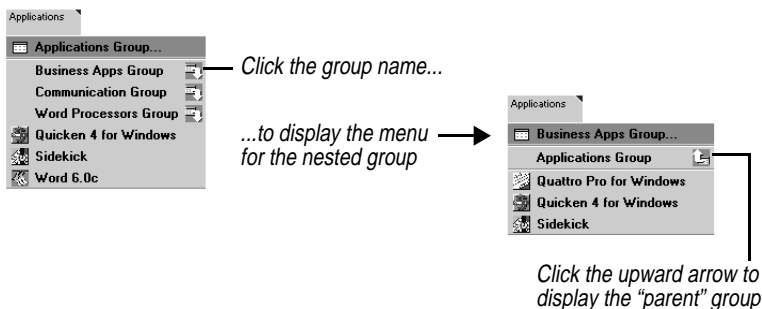
These nested program groups will function even if you are running Program Manager as your Windows 95 shell. However, if you remove

Dashboard from your hard drive, you will receive an error message if you try to open a nested group, since Program Manager alone doesn't support nested groups.

Moving or copying programs between groups
To move a program from one group to another

1 Open both program windows.

2 Drag the program icon from one window to the other.

To copy a program from one group to another

1 Open both program windows.

2 Hold down the *Ctrl* key while dragging the icon from one window to the other.

Changing a group's name, file name, or color key
You can change a program group's description, file name, or color key. If you are running the Program Manager as your Windows 95 shell, the change is automatically reflected in the Program Manager.

Color keys are the colored corners on the Programs panel tabs.

Color keys
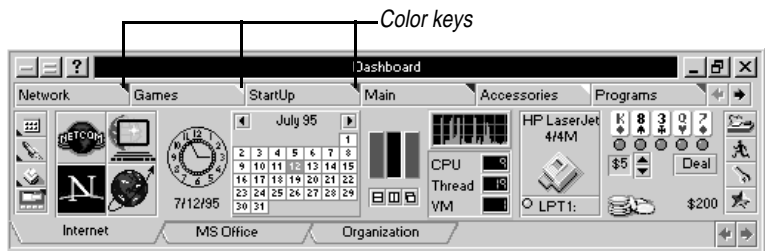
To change a program group

1 Right-click the Programs panel and choose Customize, or click the Customize button and select Programs panel as the item to customize. (See "Programs panel preferences" on page 78.)

2 Select the group to change.

3 Click Modify and enter the following information for the group:
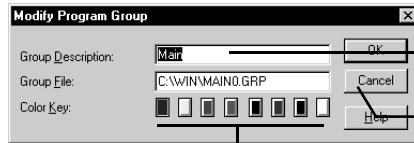
To rename program group, enter the name here

To change the file name associated with this group, enter the full path

To change the color of the corner tab for this group's Programs panel button, click a color

Refreshing group information

If you make changes in Windows 95 that do not appear in your Dashboard program groups, you can refresh the program group information by doing one of the following:

◆ Click Reread Groups From System in the Options page of the Customize dialog box.

◆ Choose Reread Groups from the Programs panel's shortcut menu.

◆ Exit Dashboard and restart it.

Taskbar

The Dashboard Taskbar provides some features not available with the Windows 95 taskbar.

◆ In addition to being able to dock the taskbar at any side of the screen, the Dashboard Taskbar can "float" anywhere within the window you choose to place it.

◆ You can right-click an icon in the Dashboard Taskbar and choose Task Info to see information about that application.

◆ You can have labeled or unlabeled icons on the Dashboard Taskbar.

The Taskbar displays all running programs as buttons. Clicking a program's button switches to that program. The Taskbar can attach to

the Dashboard, float as a snapped off palette, or dock to the left, right, top, or bottom of your screen.

The Taskbar

Snap the Taskbar on or off by clicking the Taskbar button or by choosing Snap Off from the shortcut menu

Display a shortcut menu by right-clicking the Taskbar

Display a shortcut menu by right-clicking the Taskbar

This Taskbar is docked at the bottom of the screen
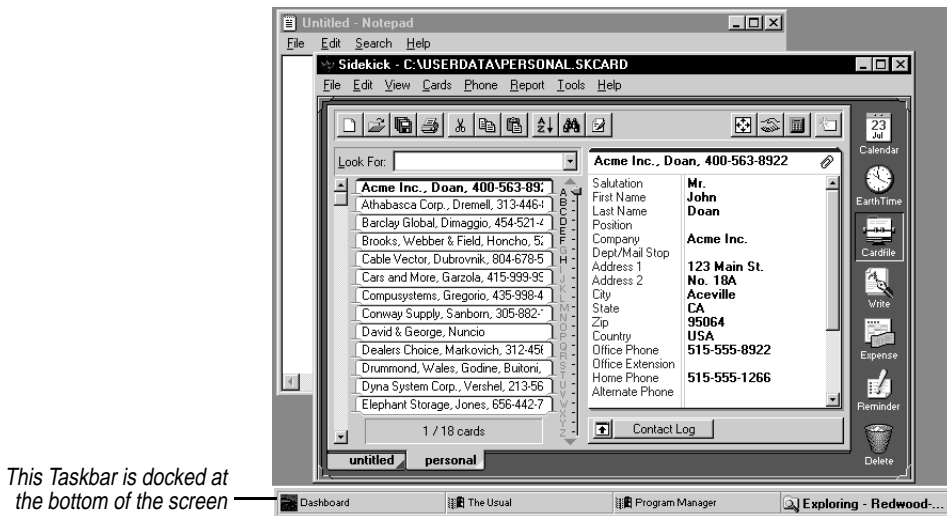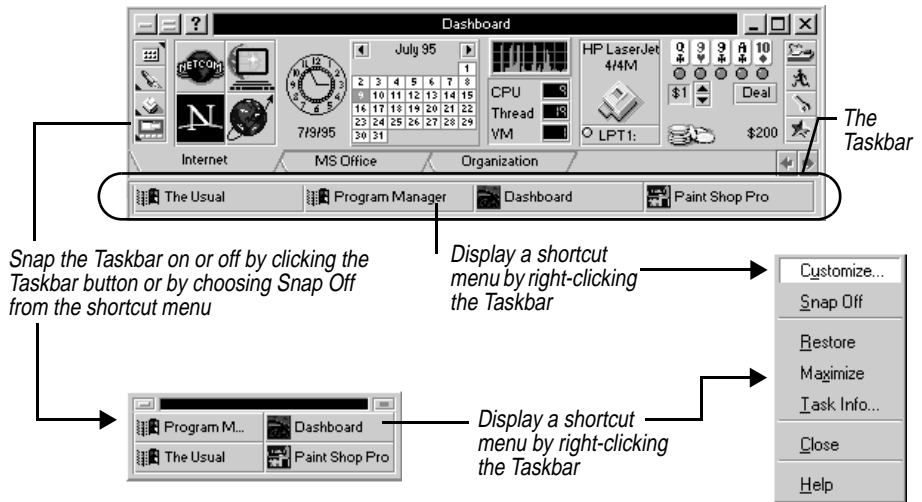
Taskbar preferences

Use the Customize dialog box to specify your preferences for the Taskbar. Display the Customize dialog box as described in "Dashboard preferences" on page 38.

The Customize dialog box for the Taskbar has two pages: Taskbar and Settings.

Taskbar page

You can specify the position of the Taskbar or dock it to the edge of your screen.

Click the tab for the Taskbar page.

Click to make the Taskbar a floating palette.

Click to attach the Taskbar to the top, bottom, left, or right side of the screen.

Select Taskbar to specify its preferences.

Click to make the Taskbar disappear when you don't need it. It reappears when you move the mouse to the edge of the screen.

Click to keep the Taskbar in front of all other windows, even if another window is active.

Settings page

You can specify the button style and whether to show icons.

Click the tab for the Settings page.

When Labeled is checked, the program names appear along with their icons.

Select Taskbar to specify its preferences.

Click to hide the icons of programs that are minimized. They are still available in the Taskbar. This option applies only if you are running a Windows shell such as Program Manager

Check to show an icon for each program in the Taskbar, along with its description.

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Use these buttons to view, search, or print the book. Choose Help | Acrobat Reader Help for more information.

Shows or hides subtopics when clicked (when bookmarks are showing).

Jumps to a topic when double-clicked (when bookmarks are showing).

Closes the thumbnail/bookmark area and displays only the page view.

Displays bookmark area and page view.

Displays thumbnails and page view.

Drags the page in any direction.

Magnifies or reduces the page view. Click the button, then click within the document, or drag out an area to enlarge.

Selects text so you can copy it to the Clipboard.

Displays the first page of the document.

Displays the previous page.

Displays the next page.

Displays the last page of the document.

Displays the previous page viewed.

Steps forward from previous pages viewed.

Sets the page view to 100%.

Displays the entire page within the window.

Displays the full width of the page within the window.

Searches for a word or partial word.

Prints a page or multiple pages from the online manual. Specify the page range in the dialog box that appears. The default, All, prints the entire manual.

Dashboard® 95 User's Guide Navigation

Red text designates hypertext links. All cross-references are hypertext linked. Clicking a hypertext link jumps you to the page referred to by the red text.