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Features

The Workspace program allows you to configure your Windows interface the way you work by defining virtual desktops each one of which contains one or more documents or applications. A virtual desktop is a representation of how the actual Windows Desktop will look when you "go to" that desktop. You can then group your documents so that you see only those that you use at any given time.

For example suppose you maintain a customer database in a database manager and use it to create mailings using a word processor. On one desktop you could create a [button](#) for the database table and another for the word processor document into which you import the addresses.

On another virtual desktop perhaps you place a spreadsheet to maintain financial data and then use that data to create reports in a word processor or presentation program.

On another virtual desktop you may keep utilities such as a backup program or File Manager to protect and maintain your hard disk.

The use of [buttons](#) allows you to have many applications or documents in convenient locations without using a lot of system memory or resources when those applications and documents are not in use.

Perhaps you use your computer for several quite different purposes or share a computer with others who may like to have entirely different configurations. In this case you can create more than one [session](#) which is configured for each situation.

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Create a new desktop

You may create as many virtual desktops as you want. There are two methods

1. Select the "New" item from the Desktop submenu.

2. Press Ctrl+Insert

Enter the new desktop name in the dialog box. The new desktop will appear in the main window and it will contain the applications that are also present on the Common desktop.

Rename a desktop

You may change the name of any desktop at any time. There are two methods to do so.

1. Select the "Rename" item from the Desktop submenu.

Select the desktop from the list box of desktop names then enter the new name in the edit field.

2. Use the right mouse button.

Click the right mouse button over the background or border of the desktop you want to rename and enter the new name in the edit field of the resulting dialog box

NOTE: If the new name is already in use you will be asked to enter a different name. You cannot rename the Common desktop.

Delete a desktop

Any of the virtual desktops may be deleted at any time. There are three methods.

1. Select the "Delete" item from the Desktop submenu.

2. Use the right mouse button.

Click the right mouse button over the background or border of the desktop you want to delete

3. Press Ctrl+Delete.

Select the desktop from the list box of desktop names in the dialog box and select OK. You will be asked to confirm the deletion.

NOTE: You can't delete the Common desktop or the only open, non-Common desktop.

Shut down a desktop

The main purpose of closing a desktop is to temporarily shutdown any running applications that were unique to that desktop and free up the memory that those applications were using. When a desktop is closed it can subsequently be workspace which will restart the applications.

There are two methods to shut down a desktop.

1. Select the "Shut Down" item from the Desktop submenu

Select the desktop from the list box of desktop names in the dialog box and select OK

2. Use the right mouse button.

Click the right mouse button over the background or border of the desktop you want to close. The desktop will be closed without further action.

NOTE: You can't shut down the Common desktop or the only open non-Common desktop.

You can't go to a desktop that has been shut down.

Restart a desktop

When a desktop has been shut down it may be restarted by two methods

1. Select the "Restart" item from the Desktop submenu

Select the desktop from the list box of desktop names and select OK.

2. Use the right mouse button.

Click the right mouse button over the background or border of the desktop you want to close. The desktop will be opened without further action.

Find an application

Select the "Find" item from the Desktop submenu.

You will be presented with a dialog box containing a list of all applications and the desktop that contains each of them. Select an application from the list and then select OK. You will then go to the desktop on which the application exists and the selected application will become the active window.

Select an application

The representation of application on a desktop miniview is "selected" in order to [examine](#) its title or in preparation for moving or copying it.

1. Selecting with the mouse

An application's representation is selected by positioning the mouse cursor over it.

2. Selecting with the keyboard

An application's representation is selected with the Tab key. Repeatedly pressing Tab will cycle through all of the representations. When selected the border of the representation changes. The selection will be automatically canceled after a few seconds or may be canceled by pressing either the Enter or Esc keys.

Examine an application

An application's representation in the Workspace window may be too small to contain a title or icon. The title can be temporarily shown with the mouse or keyboard.

1. Using the mouse:

To display the name of an application with the mouse hold down the right mouse button over the application's representation in the miniview. A small window will appear showing the name.

2. Using the keyboard:

To display the name using the keyboard select it then press the "E" key. The window containing the name will appear and will be removed automatically in a few seconds or can be removed with the Enter or Esc keys.

Go to a desktop

There are several ways to switch from one desktop to another:

1. Use the left mouse button

Click the left mouse button on the border of the image of the desktop or double click on the background of the desktop you want to go to.

When the Workspace window is minimized there are small representations of each desktop in the icon. You can go to a desktop by clicking on one of these representations.

2. Select the "Go To" item from the Desktop submenu

Then select the desired desktop name from the subsequent popup menu.

3. Move the mouse cursor to a screen edge.

The cursor will change to reflect the action that will occur when the left mouse is clicked at that edge. The right edge will go to the next desktop, the left edge will go to the previous desktop and the top edge will return to the desktop that you were last on. The bottom edge will bring up a menu of desktop names from which you may select the desktop to go to.

4. Use the arrow keys to move to an adjacent desktop.

NOTE: Corresponding to the actions in # 3 above, there are accelerator keys to perform the same functions. Ctrl+N goes to the next desktop, Ctrl+P goes to the previous, Ctrl+B goes back to the desktop you were last on and Ctrl+G brings up the menu of desktop names. In addition Ctrl+C goes to the common desktop.

Workspace options

The Workspace Option dialog box can be accessed from the main menu or by pressing Ctrl+O. It contains the following check boxes:

Icons in miniview. When checked, an application's icon will be displayed in the application's representation in the miniview if there is room.

Minimize on use. When checked, the workspace main window will be minimized each time you go from one desktop to another.

Always on top. When checked the Workspace application will remain on top of any other application.

Show desktop name. There is a small, moveable window on the desktop containing the name of the current desktop. It may be removed by unchecking this item.

Match desktop color to miniview. By enabling this option the color and pattern of the Window's desktop will be changed to that in the miniview when changing desktop. If you want to leave the desktop color and pattern the same leave this item unchecked.

Enable desktop navigation cursors. When checked the special cursors that allow navigation between desktops are active.

Desktop wallpaper, color and pattern

To change the background color of a desktop and its corresponding miniview

Press the right mouse button over the miniview background and selecting the Color menu item. This brings up the Windows color control dialog box.

To change the wallpaper, pattern or color for a desktop

Go to that desktop and run the Windows' Control Panel. (Usually an item in the 'Main' Program Manager group). Then select "Desktop", and in the dialog box select the desired wallpaper and/or pattern from the lists. To select the desktop background color run the Control Panel and select "Color", then use the Color dialog box to choose or define the desired color.

NOTE: When ever you go to a different desktop the wallpaper, color and pattern of the Windows background will change to match your choices for that desktop if the Match desktop color to miniview configuration option is checked.

However, if you are running Second Nature Software's Slide Show program, the wallpaper determined by Slide Show will always be shown on any desktop and will override any standard Windows wallpaper.

Accelerator keys

All actions in Workspace can be accomplished with the mouse, but in addition many of them can be done with the keyboard:

Ctrl+G	Show a menu of desktop names. Selecting a name from the menu will go to that desktop.
Ctrl+N	Go to the next desktop.
Ctrl+P	Go to the previous desktop.
Ctrl+C	Go to the Common desktop
Ctrl+B	Go back to the desktop that was last used.
Ctrl+W	Shut down a desktop.
Ctrl+A	Restart a desktop
Ctrl+E	Rename a desktop
Ctrl+F	Find the desktop that contains a selected application.
Ctrl+H	Show or Hide the Common Desktop.
Ctrl+K	New desktop button .
Ctrl+L	Change desktop color.
Ctrl+V	Save settings now
Ctrl+S	Show any applications on a desktop that have been inadvertently hidden
Ctrl+O	Bring up the Workspace options dialog box.
Ctrl+Alt+F12	This is the Hot Key to bring Workspace to the top of other windows. It can be redefined.
E	Examine the name of a selected application.
R	Remove an application from a desktop.
Tab	Select applications on a desktop.
Alt+Space	Bring up the main Menu
Arrow keys	Go to an adjacent desktop when not in the process of moving or copying an application's representation. When moving, (drag and drop) the arrow keys move the outline of the application being moved.
Home, End	Go to the first or last desktop.
Ctrl+Arrow key	Copies rather than moves an application during drag and drop.
Ctrl+Insert	Create a new desktop
Ctrl+Delete	Delete a desktop
Enter	Terminate keyboard drag and drop or terminate Examine.
Esc	Same as Enter.

Move or Copy an application

Moving or copying an application's representation in a miniview from one desktop to another can be done with either the mouse or keyboard.

1. With the mouse:

Simply position the cursor over the application's representation in the miniview, hold down the left mouse button and move the resulting rectangle to the desired location then release the left mouse button. It can be moved to a different location on the original desktop or to another desktop. To copy the application instead of moving it hold down the Ctrl Key while dragging the application.

2. With the keyboard:

Select the application's representation in the miniview using the Tab Key. When the desired application's border has changed it can be moved with the arrow keys. To copy the application instead of moving it hold down the Ctrl Key while using the arrow keys. When the application is in the desired location press the Enter Key.

NOTE: An application moved to the common desktop will appear on all others. An application moved from the common desktop to another will be removed from every desktop except the destination desktop.

Close an application

There are several ways to take an application off of a desktop.

1. Double click its close box.

If a single instance of the application was shown on more than one desktop this will remove the application from all of them. If there are multiple running instances of an application this will remove only the one. The others may be shut down individually.

2. Choose the "Remove" item from the application menu.

You will be presented with a dialog box containing the applications on that desktop from which you may select the one to remove. In contrast to closing an application with its close box, the Remove function will leave a single instance of a program on any other desktop that contained it. You can't use the "Remove" item to remove an application from the Common desktop or from another desktop if the application is also on the Common desktop. Instead move it from the Common desktop to one where you do want it.

3. Press the 'R' hotkey.

This will bring up the same dialog box as in # 3 above.

4. Remove an application from all desktops except one.

First make sure its on the common desktop. If its not, move it there. Then move it to the desktop on which you want it shown.

Caption bar

Workspace has a custom caption bar and no menu bar. The Workspace menus are accessed via the system menu. To access the system menu single click the Workspace close box or type Alt+space when the application has the focus.

When the Workspace window is minimized the menus are accessed by clicking on the iconized window caption or on the gray bar at the top of the icon

The Workspace Menus include the following:

1. Desktop:

[Create a new desktop](#)

[Rename a workspace](#)

[Delete a workspace](#)

[Shut down a desktop](#)

[Reopen a workspace](#)

[Hot Key](#)

2. Applications:

[Remove an application](#)

[Find an application](#)

[Show hidden application](#)

3. New Desktop Button:

[Create a new desktop button](#)

4. Go to:

[Navigate between desktops](#)

5. Current desktop color:

[Desktop wallpaper, color and pattern](#)

6. Sessions:

[Manage groups of virtual desktops](#)

7. Configuration

[Select among several Workspace options](#)

8. Define Workspace Hotkey:

[Define the hot key to show Workspace](#) when it is hidden by other applications.

9. Help

Right mouse button

The right mouse button can be used in several situations.

When the mouse cursor is over the background or border of the miniview of a desktop pressing the right mouse button will bring up a menu of the actions that can be performed on that desktop: Rename, delete, shut down, restart it or change its color.

When the mouse cursor is over the representation of an application in a miniview, holding down the right mouse button will display the title of the application. This is useful when the representation is too small to contain a title or icon.

When the mouse cursor is over the Windows desktop pressing the right mouse button brings up a menu to create a new desktop button, arrange the icons and desktop buttons on the desktop or to run an application.

When the mouse cursor is over a button pressing the right mouse button brings up a menu to open the application represented by the desktop button, delete the desktop button or change its properties.

Adding Applications

Applications are added to the current desktop by running the application on that desktop. Once it is running it can be moved or copied to another desktop. For those applications that permit more than one copy to be run at the same time different copies can be run on different desktops.

Button

A button is a small representation of a document or application that is placed on the Window's desktop. It somewhat resembles a minimized application window but the button differs in that the application is not running and using system resources until the button is clicked.

Buttons may be **created** by any of three methods

1. Drag an application or document to the desktop

The source of the application may be the File Manager or any Program Manager substitute that can act as a drag and drop server.

2. Click the right mouse on the Windows desktop

Then select "New" from the popup menu and complete the resulting dialog box.

3. Select the "New Desktop Button" from the Workspace main menu.

Then select "New" from the popup menu and complete the resulting dialog box.

NOTE: If the button represents an application then that application is run when the button is clicked. If it represents a document the associated application is run.

Hide or show the Common desktop

Once the configuration of desktops has been setup there may be little need to view the Common desktop. In order to make the Workspace main window smaller there is a menu option which will toggle the visibility of the Common desktop. Also Ctrl+H will toggle the show-hide status of the Common desktop.

Startup group

You can run Workspace when Windows is started by placing Workspace in the Program Manager Startup Group. If you do, then Workspace must be the only item in the startup group since it effectively constitutes the rest of the Startup Group. You have little control over what order Windows runs the applications in the startup group so that if there are other applications besides Workspace in that group Windows may try to run an application that Workspace has already run.

Alternately, you may put nothing in the startup group and utilize the load= and run= items in win.ini (See your Windows documentation for more information.) In this case create load= or run= entries for every application you want to run at startup. Workspace must be the last such entry.

Sessions

A Session is a set of virtual desktops. When Workspace first runs it creates a session called Default Session. You may make any changes to this session and create and manage others.

1. To make a new session

Starting from any existing session, create and name the desktops you want in the new session and add the desired applications to them. When the desktops are in the configuration you want, select "Session" from the main Workspace menu then select "Save session as..." and give the new session a name of your choosing. Even though you started working from another session that other session is unchanged once you save the new session.

2. To change to a different session.

When you want to go to another session select "Change" from the Session menu and select the session from the dialog box.

3. To rename a session

Choose "Rename" from the Session menu item and enter the new name in the dialog box.

4. To delete a session.

Choose "Delete" from the Session menu item and select the session name to delete from the dialog box.

5. To specify the session that will be used when Workspace is run

Select the "Startup Session" item in the Session menu and choose the session you want workspace to use when it is run.

6. To run Workspace with a specific session

1. Create a new Program Manager item with the session name on the command line after Wrkspace.exe.

OR

2. Use the Program Manager File|Run with the session name after Wrkspace.exe.

7. To Save the settings of the current session

You may save the settings for the current session by selecting the "Save session settings now" item from the Sessions menu or by pressing Ctrl+V or by double clicking the Workspace close box while holding down the shift key.

NOTE: Workspace does NOT automatically save the state of the current session when it exits. You must explicitly save the session if you want the changes to be permanent.

Workspace has control files for each session in which it saves configuration data. This file includes a) the names and locations of the applications on each desktop, b) the wallpaper, color and pattern of the desktop when on that desktop, c) the desktop names, d) the settings in the Workspace options dialog box, e) the active desktop at the time of exit. f) which if any desktops were shut down|DH_Close_an_application, and other information.

Hot Key

There is an accelerator (hot key) for Workspace that brings it to the top if it is covered by another window. This is by default defined as Ctrl+Alt+F12 but it may be changed to almost any key optionally combined with the Ctrl, Shift and Alt Keys.

Select the "Define Workspace Hot Key" from the Workspace main menu.

In the resulting dialog box press the key(s) you want to use as the Hotkey. Your choice(s) will be displayed as you press the keys. Select the OK button or press the Enter key when you have made your selection.

NOTE: The effect of the Hotkey is different from the "Always on Top" item in the Workspace OptionsIDH_Configuration dialog box. The effect of the Hotkey is not permanent so that subsequently selecting a window under the Workspace window will cause that other window to overlap the Workspace window.

Initial default configuration

When Workspace is run for the first time it creates four virtual desktops. One is labeled "Common" and the others are labeled "Desktop 1" through "Desktop 3". The Common desktop initially contains only the desktop shell program. Each additional desktop always contains the applications that are present on the Common desktop. Initially, desktop 1 contains whatever other applications are present on the desktop when Workspace is first run. The other two Desktops initially contain only those applications that are on the Common desktop.

Using this initial configuration Desktops you can [add](#), [delete](#) or [rename](#) desktops. You can then [add applications](#) to the desktops.

You can have more than one set of virtual desktops called '[Sessions](#)'. This enables you to have entirely different configurations of desktops and applications for different purposes or different users.

Show hidden application

It is possible that an application may not appear on the desktop where it is supposed to be. In that case choose the Application|Show menu command to reveal any such hidden applications.

Close Workspace

When you close workspace a dialog box appears that contains a check box to "Restore Original Desktop". If you check this box then, after Workspace closes, the Windows desktop will look like it did when you last started Workspace. If you do not check this box then all applications on every desktop will be shown when Workspace closes.

