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When you double-click a program group in the Program Menu, the Dashboard program group window opens and displays program items as icons. The original order of these icons is determined by their order in the Program Manager. You can change the position of any icon by dragging it to a new place within the window. You can also click and drag programs into other group windows, copy programs, and even create groups within groups.

Moving and copying a program from one group to another by dragging the icon

1. Open both group windows by double-clicking in the Dashboard Program Menu.
2. To move a program, click and drag the program item icon from one window to the next.
3. To copy a program, hold the Control key and click to drag the program item to another window.
4. To move or copy a program item to a subgroup, click and drag the program icon to the subgroup icon.

Moving a program from one group to another using the Move command

1. Open the group window from which you want to move the program.
2. Select the program item you want to move.
3. Choose Move from the File menu.
4. Choose the group to which you want to move the program from the drop-down list.
5. Click OK.

Copying a program from one group to another

1. Open the group window from which you want to copy the program.
2. Choose Copy from the File menu.
3. Choose the group to which you want to copy the program from the drop-down list.
4. Click OK.

Creating a new program group within an existing program group

1. Open the existing group window by double-clicking in the Dashboard Program Menu.
2. Choose New Group from the File menu.
3. Type a name for the group and click OK. Enter a group file name as an option. Do not use an existing group file name.

The new group is displayed as an icon.

4. Double-click the icon to open the new group window.

Creating a new program item

1. Open the group window by double-clicking in the Dashboard Program Menu.
2. Choose New Item from the File menu.
4. Enter a title for the program item.
5. Enter the correct command line (path name and file name) and working directory for the program. Click Browse if you don't know the path name for the program.
6. Choose the Run Minimized option if you want the program to be minimized when you open it.
7. Click OK.

Changing a program item's properties

1. Open the group window by double-clicking in the Dashboard Program Menu.
2. Click the program item for which you want to change the properties.
3. Choose Properties from the File menu.
4. Enter the new information in the Program Item Properties dialog box.
5. Click OK.

Deleting a program item or program group

1. Open the group window by double-clicking in the Dashboard Program Menu.
2. Click the program item or program group you want to delete.
3. Choose Delete from the File menu.
Deleting a program group will delete all of the items and groups contained within it.

Creating a Quick Launch button from a program window

1. Open the program window containing the program for which you want a Quick Launch button.
2. Drag the program item to one of the Quick Launch panels on Dashboard.

Arranging icons in program windows

You can arrange icons manually in program windows, or you can set up a program window so that any icon you add is automatically positioned in line with the current window arrangement.

1. To arrange icons manually, choose Arrange Icons or Arrange by Title from the Window menu.
Choose Arrange Icons if you want to arrange the icons with an even amount of space between them. You can set the spacing for the window in the Desktop Control Panel.
Choose Arrange by Title if you want to arrange the icons alphabetically.
2. To arrange icons automatically, choose Auto Arrange from the Window menu.
When you add a new icon, it will be positioned with an even amount of space between it and the nearest icon. You can set the spacing for the window in the Desktop Control Panel.

The Program Item Properties Dialog Box

You use the Program Item Properties dialog box to set the properties for a new program item or to change the properties for an existing program item.

1. Enter a title for the program item's icon.
2. Enter the correct command line (path name and file name) and working directory for the program. Click Browse if you don't know the path name for the program.
3. Choose the Run Minimized option if you want the program to be minimized when you open it.
4. Enter a shortcut key if you want to launch the program with a shortcut key.

To enter a shortcut key, press the key combination on the keyboard.

You can enter a function key (for example, F4) or a number, letter, or character key. If you enter any key other than a function key, Dashboard inserts the Ctrl and Alt keys in front of your key.

If you want to clear the existing Shortcut Key, click in the Shortcut Key box and press Del or Backspace.

5. Click OK.

The Program Group Properties Dialog Box

You use the Program Group Properties dialog box to set the properties for a new program group or to change the properties for an existing program group.

1. Enter the new Description for the group.
2. If you want to use a new filename for the group, change the name in the Group File box.
3. Click OK.

The Move Program Item Dialog Box

1. Click the arrow on the To Group drop-down list.
2. Select the group you want to move the program to.
3. Click OK.

The Copy Program Item Dialog Box

1. Click the arrow on the To Group drop-down list.
2. Select the group you want to copy the program to.
3. Click OK.

The Run Dialog Box

1. Enter the command line for the program in the Command Line and click OK.
If you don't know the command line, use the Browse button to find the program's location and command line.
2. If you want the program to be minimized when Dashboard launches it, choose the Run Minimized option.

The Browse Dialog Box

1. Under List Files of Type, use the pull-down menu to choose the types of files you want to find.
2. To choose more specific types of files, type their file extensions in the text area under File Name. For example, to look for files with .txt and .doc extensions, type *.txt; *.doc.
3. Under Drives, use the pull-down menu to choose the drive where you want to look for files.
4. Under Directories, double-click to open directories and browse for files. When a directory is open, files matching the current file names will be displayed in the list on the left.
5. When you find the file you're looking for, double-click it or select it, then click OK.

The selected path and file name are displayed in the Command Line field in the Customize dialog box.

The Change Icon Dialog Box

1. If multiple icons are displayed in the Current Icon box, click the icon you want to use.
2. Change the File Name if the icon you are looking for is associated with a different file. Changing the file here will not change the file used to launch this program.
3. Select the icon from from the box. Scroll through the box if you want to see more icons.
4. Click OK.

Working Directory: When you want to work with data files in a different directory than the program you use to create those files, you specify a Working Directory in the Customize dialog box. After you launch the program, the current directory will be the working directory. Here's an example: Your word processing program, WinWord, is in a directory named WORD, but you've specified a working directory named MEMOS. When you run WinWord and use the Open command, you'll see MEMOS displayed as the working directory in the Open File dialog box.

