Contents

Welcome to Calypso, *the* new front end to Windows 3.1.

What's new in 2.1

Installation guides you through setting up
the program.

Managing files introduces you to the
built-in file manager's features

Managing programs introduces you to
shortcuts, aliases, the start menu and taskbar.

Configuring provides help on how to
tune the program.

Reference manual contains detailed
descriptions of all dialogs and settings.

Keyboard shortcuts lists key combinations
which are not shown in menus.

Epilogue.

Epilogue

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Released 4th August 1996

As always, comments, suggestions and bug reports are most welcome.   No major versions are planned,
but bug fixes and minor updates will be released.

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If you find the program useful, help out by passing it on to your friends. And if you're really jumping for joy
after using it, a contribution of any size would be appreciated (or just make a donation to your favourite
charity!)

Thanks to all of you who provided Delphi code and techniques, directly to me or for the Internet -- Calypso
wouldn't be the same without your help.   Also, thanks to everyone who took the trouble to test the
software and write in.

"Technical" support

If you run into any problems, I'll see what I can do to resolve them.   But please read this help file

thoroughly and try to isolate the problem before emailing -- if I'm really busy, and there's an obvious answer to your question in here, my reply will have to be *RTM*.

Disclaimer

Calypso is Freeware, and provided "as is" with no warranty, express or implied, including but not limited to, fitness for a particular purpose.   You may freely distribute copies of this program, provided that it remains in its complete form with all support, documentation, and configuration files.   Distributors are only permitted to charge a nominal fee for media costs, handling and shipping.

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What's new

(in a random order)

Main enhancements

Tree view -- get around the disk quicker
Aliases -- shortcuts that live in files
List view -- another look for icon windows
New taskbar -- looks better and fits windows around it
New Start menu -- optionally 3D with icons
Lots more options -- look in the dialog
No parameters -- well, they're gone so you can't see them

Smaller improvements

Faster loading (with old style Start menu)
Lower memory usage
Icon browser
Drag and drop target box
Improved graphics
Slight menu restructuring
Improved Find dialog
Shutdown dialog
And lots more.

Keyboard shortcuts

These commands are available in from all icon windows.

Command keys	Effect
-	Closes windows above the current path.
+	Closes windows below the current path.
*	Closes all windows except the current one.
/	Closes every icon window.
Ctrl + F5	Cascades all restored icon windows.
Shift + F5	Arranges program icons on the desktop without moving shortcuts
F12	Minimizes Calypso down to a single icon.
Backspace	Opens parent folder
Ctrl + F	Opens Find dialog
Ctrl + O	Opens Options dialog
Shift + Ctrl + *drive*	Opens root directory of drive letter
Any letter key	Jumps to next object with filename that begins with the letter.

Installation

This should be a breeze...usually, all you need to do is create a new directory and copy or unzip all the files into there. Then, run the program.

▶
  Minimum requirements

▶
  Essential files

▶
  Upgrading

▶
  Where to store Calypso

▶
  3D controls DLL

▶
  Using with Program Manager

▶
  Setting up Calypso as the shell

To use Calypso you need

386 processor
4MB RAM
16 colour VGA graphics
2MB free hard disk space
Windows 3.1 or 3.11

`calypso.exe`	The main program
`calypso.ini`	Stores settings and preferences
`calypso.hlp`	This help file, of course
`taskbar.exe`	Taskbar program
`treeview.exe`	Program to activate tree window
`start.ini`	Stores items from the Start menu
`taskhook.dll`	Detects new tasks
`sizehook.dll`	Detects maximized windows

`readme.txt` contains any updated information.

Place all of Calypso's files in single directory on your hard disk, for example, `c:\calypso`.

The INI files are constantly modified by the program, so the directory must have write permission/access. (If you received the files on a CD-ROM, they might have the read-only bit set, so use File Manager to remove them from the copies).

Avoid putting any files in your Windows directory.

Calypso requires `ctl3dv2.dll` to operate correctly, which is supplied in a ZIP file.   If you don't already have this file in your `\windows\system` directory, unzip it to there.

Do NOT leave `ctl3dv2.dll` in Calypso's home directory! This will cause General Protection Faults for some strange reason.

Ctl3Dv2.DLL Copyright © Microsoft Corp.

Calypso can be used as an ordinary Windows program so that you can close it down when it's not needed (to save memory).

Add `calypso.exe` to Program Manager's Startup group (refer your Windows documentation), so that it will be run when Windows loads.

To run Calypso straight away, double click on it's icon.

You need to modify the `system.ini` file in your Windows directory.   In the `[boot]` section there is a line which reads something like:

```
shell=c:\windows\progman.exe
```

Comment this out by adding a semi-colon in front of it, and add a line pointing to Calypso's program file, for example

```
;shell=c:\windows\progman.exe
shell=c:\calypso\calypso.exe
```

Exit to DOS and restart Windows for the new shell to take effect.   If you encounter problems when loading Windows, reset the shell to Program Manager.

Note: at present, there is no DDE support for DOS programs, so these applications are shown with the default MS-DOS icon.

Upgrading from pre-release or beta versions

Delete your entire Calypso directory before installing.

Upgrading from Calypso 1.0, 1.1 or 1.2

The `start.ini` file format remains the same, so you can keep your Start menu by copying the old file over the supplied one.

`calypso.ini` will be converted to a new format the first time v2.0 is run.   This conversion preserves your shortcuts and trash but since many of the options have changed, they will be reset to the new defaults.

Managing files

<u>System window</u> -- the starting point of the filing system, showing the disk drives available.

<u>Icon windows</u> display the contents of each folder.   You can manipulate files as icons and drag them between windows.

<u>Tree view</u> shows your disk structure like the left pane of File Manager.

<u>Wastepaper bin</u> stores unwanted files out of the way without deleting them.

Selecting items

When you click on an icon, it becomes focused (it has a dotted box around it).   It is also selected if it has a grey background.   Some file operations work on all selected files, others just on the focused one.

To select a single item

Click on the icon with the left mouse button.

To select a range

1   Select the first item in the range.
2   Hold down SHIFT.
3   Select the last item in the range.

To toggle the selection of a single item

Hold down CTRL when you left-click on it.

To select a block

Hold the left mouse button when the cursor is to the top left of an icon.   Then stretch the dotted box around the icons you wish to select.

To de-select items
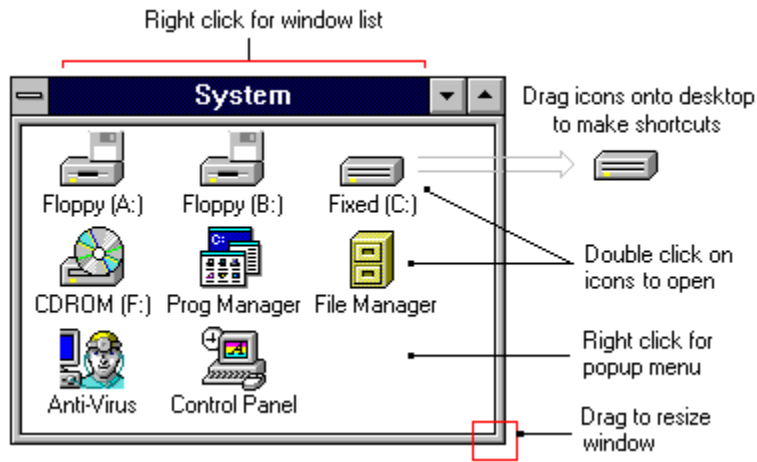
Click on an unselected file/folder or click on an empty space.

To select or de-select everything in the window

Right click on the right hand label.   If there are items currently highlighted, all items are de-selected. Otherwise everything is selected.

System window

This represents your computer, and shows each disk drive and some useful programs. If you close the system window, Calypso will shut down.

Right click for window list

Drag icons onto desktop to make shortcuts

Floppy (A:) Floppy (B:) Fixed (C:)

Double click on icons to open

CDROM (F:) Prog Manager File Manager

Right click for popup menu

Anti-Virus Control Panel

Drag to resize window

Double click on a drive icon to view the contents of the disk in an icon window, or double click on a program to run it.   For commonly used drives and programs, you can make a shortcut for easier access.

Properties...	Alt+Enter
Create alias...	Shift+Ins
Refresh system	F5
Arrange icons	Shift+F5
Clear desktop	F12
Close all	/
Find....	Ctrl+S
Options...	Ctrl+O
Help contents...	Ctrl+F1
About...	Ctrl+A

Right clicking on the icon area displays this popup menu.   (Some of these commands are also available when the system window is minimized).

How to:

▸ Change the window caption
▸ Change the program icons inside
▸ Load with the system window open

Enter a new title in the <u>Desktop page</u>.

You'll need to edit `calypso.ini` and place items in the [Programs] section.   Open the file and follow the examples supplied or see <u>Adding System window programs</u> for details.

Check the box marked "Restore system window on load" in the <u>Preferences</u> page.

Properties

Displays the <u>disk properties</u> of the selected disk drive.

Create alias

Creates an <u>alias</u> of the selected drive or program item

Refresh system

Reconstructs the system window after examining the disk drives and programs.

Arrange icons

Repositions the icons of minimized programs on the desktop, without moving <u>shortcuts</u>.

Clear desktop

Minimizes Calypso to hide all its windows and <u>shortcuts</u>.   Double click on the Calypso icon to restore the desktop.

Close all

Closes all icon windows.

Find

Opens the Find dialog, which searches a disk for files.

Options

Opens the Options dialog to adjust any of Calypso's settings.

Help contents

Displays the front page of this help file.   Press F1 at any time to obtain context sensitive help about the window or dialog you are using.

About

Displays the version number of the program, amount of free memory and available resources.

Icon windows

These provide the facilities for managing your files.   Each window displays the contents of one folder, and each folder may only be shown by one window.   If you try and open a folder which is already displayed, the existing window is restored and brought to the front, as required.
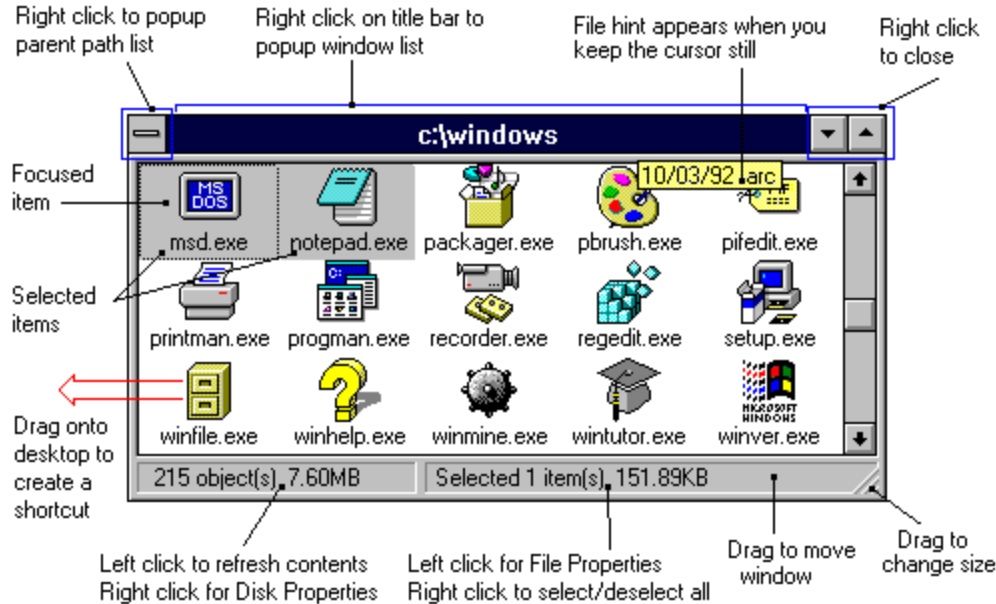
There are various ways to <u>select files</u>, and the bottom right label gives details of those you've selected.

Two popup menus are available by right clicking.

If you click over an icon, the *object menu* appears.   Commands in the top half affect all selected objects, those in the bottom half work on the focused object.   Different objects have different commands available.

```
Create folder...   Ins
Undelete...        Ctrl+U
Run...             Ctrl+R
Print...           Ctrl+P
Disk properties    Ctrl+K

  View list
  Set filter...
√ Sort by Type
  Sort by Name
  Sort by Size
  Sort by Date
```

If you click on the spaces between icons or on the grey window border, the *window menu* appears. These commands affect the icon window or the folder it represents.

How to:

▶ Copy files and folders   ▶ Refresh the window contents
▶ Move files and folders   ▶ Open the parent folder
▶ Open a file   ▶ Close or arrange windows

Copying files and folders

1   Make sure the destination is visible.
2   Select the items you wish to copy.
3   Drag the items to the destination.
4   Release the mouse button.

When you copy a folder, its entire contents are copied as well, including all sub-folders.

Moving files and folders

1 Make sure the destination is visible.
2 Select the items you wish to move.
3 Drag the items to the destination.
4 Right click (the cursor changes to "move").
5 Release the left mouse button.

When you move a folder, its entire contents are moved as well, including all sub-folders.

Open

Opens the focused object.

Programs   are launched
Documents   are opened using the associated program
Files   are opened with the default viewer
Aliases   open their referenced object
Folders   are displayed in a new icon window

Open with

Prompts you for a program name to open the focused file with.   There is a listbox in the dialog which you can use to hold commonly used programs -- double click on a listbox item to use that program.   Add items to this list using the Start menu.

Inspect

Opens the selected file with the *file inspector*, which is a program you specify in the <u>Utilities</u> page.

Create alias

Makes an <u>alias</u> of the focused object.   In the <u>Confirmation</u> page, you can choose to be asked for a filename, or to automatically assign a name.

Delete

Deletes all files and folders which are selected in the current window.

Warning: when you delete a folder, its entire contents are deleted, including all sub-folders.

See also:
Wastepaper bin

Undelete

Runs your chosen undelete program.   The default, this is the one provided with MS-DOS 6, which is `c:\dos\mwundel.exe`, but you can change it on the <u>Utilities</u> page.

Rename

Prompts you for a new name and renames the focused file or folder.   See File Manager's help for details on valid filenames.

Properties

Opens the <u>File Properties dialog</u> to show you more details about the items you have selected.   You can also use file hints and the list view to display properties.

Create folder

Prompts you for a new folder name and creates that folder, which will then appear in the window.   See File Manager's help for details on valid filenames.

Print

Prompts you for a filename to print.   Press OK to begin printing.   You can only print a document file.

Duplicate

Creates a copy of the focused file, placing it in the same folder as the original.   You will be prompted for a new filename to give to the copy.

Run

Opens the Run Program dialog to let you execute commands for DOS or Windows.

You can double click on a program's icon to run it straight away.

See also:
Managing programs

List view

The list view command toggles the display between icons and a text list.   You can work in exactly the same way with the list except that

1   The window menu must be accessed by right clicking on the grey border.
2   You can't select files by stretching a dotted box.

Sorting the display

Ordering	Sort method
Type	File extension
Name	File name
Date	Newest files first
Size	Largest files first

You can change the sorting of future windows from the <u>Browser</u> page.

Opening a file

Double click on any file to open it (same as using the <u>Open</u> command).

Calypso has two utility links for viewing non-document files. The *inspector* is used to open the focused file when you choose Inspect from the object menu.   If you double click on the file instead, the *default viewer* is run. These programs can be chosen in the <u>Utilities</u> page, and are initially set to Notepad.

You can also drag and drop files into programs, <u>shortcuts</u> or <u>aliases</u>.

Refreshing a window

Press F5
  or
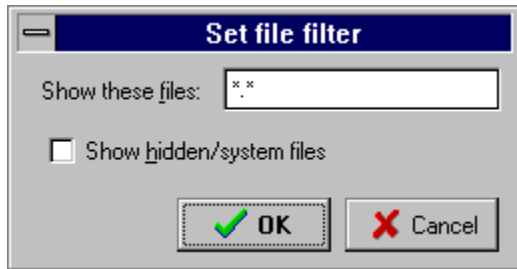Left click on the left label in the status bar

When the contents of the disk have been changed by another program, you must force the icon window to read the directory again.   If the directory has been deleted, the icon window closes.

Disk properties

Opens the Disk Properties dialog to give you information about the disk drive that the current folder is on.

Set filter

Lets you specify which files to show in the window. You can change the filter used for all future windows from the <u>Browser</u> page.

Closing or arranging windows

To close with the mouse, you can right click on the minimize or maximize button.

Use these keyboard commands:

| Command keys	Effect
Alt+F4	Closes the current icon window
-	Closes windows above the current path.
+	Closes windows below the current path.
*	Closes all windows except the current one.
/	Closes every icon window.
Ctrl+F5	Cascades all restored icon windows.
Shift+F5	Arranges program icons on the desktop without moving your shortcuts
F12	Minimizes Calypso down to a single icon.

Opening a parent folder

Press Backspace
  or
Right click on the close box and select the
required folder from the popup menu.

Wastepaper bin

The bin is used to store unwanted files instead of deleting them.   When you drop files into the bin, they are moved to a hidden directory.   If you change your mind, you can restore the files.   Otherwise, you must empty the trash to free up the used space.
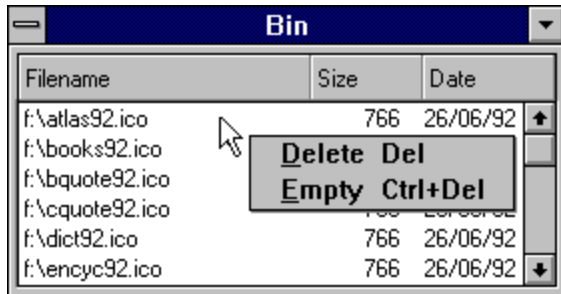
How to:

▶	Put files in the bin	▶	Automatically delete trash
▶	Restore binned files	▶	Hide the bin

Binning files

Drag and drop files into the bin.   You can drop files from <u>icon windows</u>, the <u>Find dialog</u>, or even File Manager.   The bin's icon changes to indicate if it is empty.

Note: folders are not accepted.

Restoring binned files

1   Double click on the bin icon.
2   Select the files to restore.
3   Drag them to an <u>icon window</u> or <u>shortcut</u>.

Trash management

The bin's behaviour can be changed so that it

a. Leaves the files alone
b. Empties the bin each time you quit
c. Deletes dropped files, or
d. Throws out trash to leave a specified amount of space

These settings can be changed in the <u>Utilities</u> page.

Hiding the bin

Uncheck the "Enable wastepaper bin" box in the <u>Utilities</u> page.   (Empty the trash first so that they are not using up space while the bin is disabled).

Bin popup menu

Delete will delete all selected files from disk
Empty will delete all items in the bin.

Bin listbox

The contents of the bin are sorted so that files which have been in there longest are shown at the top.

Use Ctrl and Shift to select multiple files.

Tree view

This window shows the tree structure for a single drive, and you can sometimes use it to get to a folder faster than clicking through many levels of <u>icon windows</u>.   The tree also gives you a broader view of your file system.
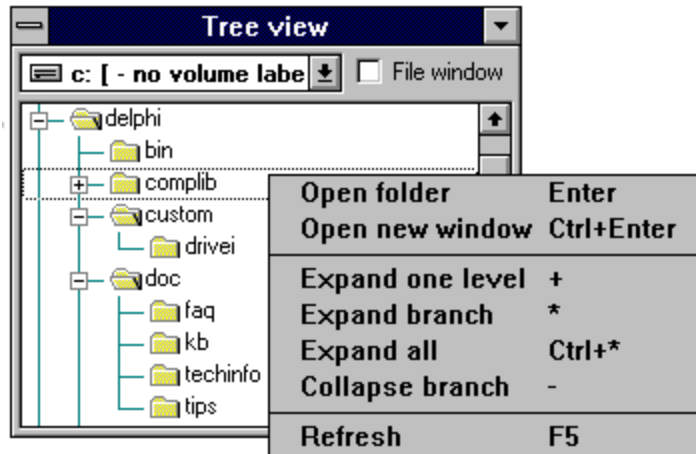
How to:

▶ Show the tree view
▶ Open the tree from a shortcut
▶ Open the tree from the start menu

Tip: with the File window box checked, use the right mouse button to change the selected folder (to expand and collapse, for instance) without updating the attached icon window.

Drive combo box

Use this to select a disk drive to display.

Showing the tree view

Open the system window and double
click on the tree icon

    or

Choose Tree View from the start menu
(the supplied menu has this entry)

    or

Run `treeview.exe` from a shortcut.

File window check box

Check this box to attach an <u>icon window</u>.   This window will be created the next time you click on the tree, and is updated when you click on another folder.   Unlike ordinary icon windows, it will keep the size and position that you set.

Uncheck the box to navigate the tree faster.

Shortcut to the tree view

Drag the tree view icon from the system window onto the desktop.   If you don't have this icon there, create a <u>shortcut</u> of `treeview.exe` (which is in Calypso's home directory).

Tree view from the start menu

The sample menu already has an item for this, but if you have deleted it, you can re-create it by making a new menu item with $TREE in the command line field.

Tip: To show the tree each time Calypso runs, place the menu item in the Startup menu.

Tree outline

This works in the same way as File Manager.   Use the mouse or keyboard (cursor keys, PageUp and PageDn) to move around the tree.

Folders which have sub-folders are indicated by plus/minus boxes.   Double click on a folder to expand or collapse the level.

Open folder

Opens an <u>icon window</u> of the focused folder.   If you have already used this command, the icon window which was opened is now updated.

This command is automatically invoked if you check the File Window check box.

Open new window

Opens a new <u>icon window</u> of the focused folder, and does not replace the contents of another window.

Expansion commands

Expand one level   Expands one lower level of the selected branch
Expand branch   Expands all lower levels of the selected branch
Expand all   Expands all levels of the tree
Collapse branch   Collapses lower levels of the selected branch

Refresh

Rebuilds the tree and expands along a branch up to the selected folder.   If that folder (or one of its parents) no longer exists, the expansion stops.

Managing programs

Shortcuts allow you to access a drive, folder or file from an icon on your desktop.

Aliases are file-based shortcuts that you can place in a folder.

Taskbar lets you select and control currently running programs.

Start menu provides a compact way of holding lists of program.   It can also give access to folders or Calypso's dialog boxes.

Shortcuts

A shortcut appears on the desktop as an icon, and can represent a disk drive, folder or file.   Once created, you can double click on it or drop files into it, just as if it were an icon in a window.   A small arrow is shown in the bottom left to distinguish shortcuts from minimized windows.

Shortcuts are saved to Calypso's INI file when you quit.   Compare aliases, which are individual files.

How to:

▶ Create a shortcut   ▶ Use file shortcuts
▶ Configure a shortcut   ▶ Use drive or folder shortcuts
▶ Activate a shortcut   ▶ Activate a program group
▶ Delete a shortcut   ▶ Change shortcut arrows

Tip: don't clutter up your desktop with too many shortcuts -- each one is actually a window, so this may make redrawing the screen slower and use up resources.

Creating a shortcut

Drag the icon of the original object onto the desktop.

You can drag drive and program icons from the <u>system window</u>, and drag files and folders from <u>icon windows</u>.

Note: You cannot make a shortcut of an <u>alias</u> -- if you drag an alias onto the desktop, a shortcut is created to point to the same object that the alias points to.

Configuring a shortcut

1   Click once on the shortcut.
2   Choose Properties... from the menu.

See also:
Shortcut Properties dialog.

Activating a shortcut

Double click on the icon.   File shortcuts will open
the linked program or document, other shortcuts
will open an icon window.

Deleting a shortcut

1   Click once on the shortcut.
2   Choose Close from the menu.

You can decide if you want to be prompted by
using the Preferences page.

Changing arrow symbols

You can set whether the arrow symbols are displayed using the <u>Desktop</u> page.

The <u>Display</u> page lets you change the colour of the arrow.

File shortcuts

These are most useful when they represent a program.   Double click on the shortcut to run the program, and drop files into it to open the files using the program.

A file shortcut of a document file can be opened by double clicking, but dropping in files has no useful effect.

Drive and folder shortcuts

When you double click on one of these, an <u>icon window</u> is opened.   If there is already a window showing the shortcut target, this window is refreshed (you can turn this feature off in the <u>Preferences</u> page).

Files and folders dropped onto the shortcut are copied or moved as if the shortcut were a minimized icon window (you can also use these shortcuts to restore <u>trash</u>).

Activating a program group from a shortcut

Here is a memory saving alternative to folders full of <u>aliases</u>.

1   Create a shortcut of a program group file (*.grp)
2   Open the <u>shortcut properties dialog</u>.
3   Set the Parameters field to the full title of the group.

Provided that Program Manager is available in your Windows directory, double clicking on the shortcut will now restore the Program Manager window *and* maximize your chosen group.

Aliases

An alias is a file that points to a disk drive, a folder or another file.   They can be used in the same way as shortcuts, but are stored as separate files (with an extension of `ALS`) and appear inside icon windows. Each alias file contains the settings you've made, plus your chosen icon (to speed up loading).

The main use of aliases is to create links to objects far away in the file system, and group them together in different ways.   For example, you can make a folder containing aliases to important folders and programs.

Alias names can be up to 79 characters so, in a limited way, they overcome the "8 plus 3" naming system of MS-DOS.   However, each alias uses much more memory (RAM) than an ordinary file, so don't get carried away!

How to:

▶ Create an alias   ▶ Display long alias names
▶ Configure an alias

Once created, an alias is just another file which can be copied, moved or deleted in the usual way. When you delete an alias, the object it pointed to is left untouched.

Note: Close windows full of aliases when you've finished with them to free memory.   A better way to create large groups of programs might be to use program group shortcuts.

Creating an alias

1   Select a disk drive, folder or file.
2   Right click, and choose "Create alias".
3   Enter a filename if you are prompted for one.

You will always be prompted for a filename when creating a disk alias or an alias of an object on CD-ROM because Calypso needs to know where to store the file.   For other objects, you can decide if you want to be asked, using the <u>Confirmation</u> page.

Configuring an alias

Select the alias and right click.   The object menu now contains a special entry that opens the <u>Alias properties dialog</u>.

Displaying long alias names

Alias captions are word wrapped if they don't fit on a single line.   The default icon spacing uses 48 pixels, which is only enough to show one line.   Increase the spacing height on the <u>Display page</u> to about 60 pixels to show 2 lines.

Start menu

This is a nested menu structure that is displayed when you press the Start button on the <u>taskbar</u>. Calypso comes with a sample menu, which you can modify from the <u>Start menu page</u> in the Options dialog.

Each menu item is equivalent to an item in Program Manager.   Additionally, it can open new windows and dialogs.

How to:

▶ Add items to the menu   ▶ Import Program Manager items
▶ Open an icon window   ▶ Add to the Open With dialog
▶ Show the tree view   ▶ Display icons in the Start menu
▶ Open a dialog box

Startup menu

When Calypso loads, it searches for a top-level menu called Startup.   Each item in this menu is processed as if you had clicked on it, so you can make use of it to open folders automatically as well as run programs.

To open or activate the <u>tree view</u> window, use the command line of $TREE.

To open a folder, use the command line

$FOLDER *foldername*

To place the window at a specific location, use

$FOLDERPOS *foldername left top width height*

Opening a built-in dialog

Use one of the following strings in the command line field:

Command	Effect
$SHUTDOWN	Displays the <u>Shutdown dialog</u>
$FIND	Displays the <u>Find File dialog</u>
$RUN	Displays the <u>Run Program dialog</u>
$OPTIONS	Displays the specified <u>Options page</u>
pagename	

Adding items to the Start menu

The usual method is to use the <u>Start menu page</u> in the Options dialog, which has many controls available to modify the menu tree.

You can also drop files into the <u>system window</u>'s icon, in which case, the files are appended to the existing start menu.   Afterwards, use the Options dialog to drag them into a sub-menu.   (This feature is disabled if you are using the 3D start menu).

Importing Program Manager items

In the <u>Start menu page</u>, right click on the tree to display the popup menu and choose Convert.   You will be presented with a list of your program groups.   Select the ones to copy and press OK.

Each group is made into a sub-menu.   If there is already an existing sub-menu of the same name, the items from Program Manager will be added to that menu, replacing any items of the same name.

Adding to the Open With dialog

To make programs appear in the list box, create a group called Open, and add program items to it.
When you choose Open With, these items are copied into the listbox and made available.

Displaying icons in the Start menu

On the <u>Preferences</u> page, check the boxes marked "New style start menu" and "Extract start menu icons".   The next time the menu is built (after loading or editing), it is converted to a 3D look with icons beside the captions.

Note: using menu icons makes Calypso take much longer to load because it must extract each icon from the program files.

Taskbar

The supplied program `taskbar.exe` is automatically run by Calypso, and provides a button bar at the base of the screen. By default, it remains hidden until you move the mouse pointer to the bottom of the screen, and disappears when you switch tasks.

Each running program has its button, and pressing the button activates that program.   Pressing the Start button will display the Start menu.

Each button also has a popup menu:
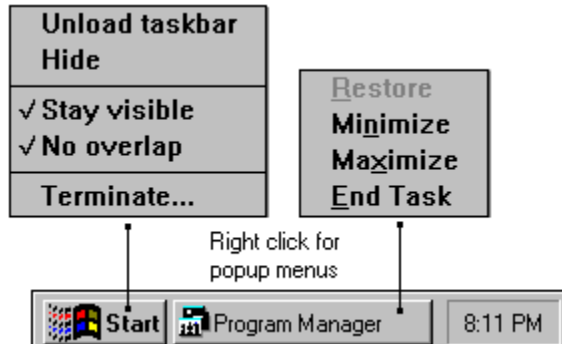
How to:

- Exclude programs from the bar
- Terminate a program
- Configure the taskbar
- Use a different taskbar program

Hide

Forces the taskbar to disappear.   To show it again, move the cursor to the bottom of the screen.

Unload

Exits the taskbar program without quitting Calypso.

Stay visible

Keeps the taskbar on the screen at all times. Make this setting permanent from the <u>Taskbar page</u>.

No overlap

Fits maximized windows into the space above the taskbar.   Make this setting permanent from the Taskbar page.

Clock

Erm...it tells you the time.

Point the cursor at it to show free resources, and hold down the mouse button to show free memory.

Configuring the taskbar

Use the Taskbar page in the Options dialog to adjust the settings.   Some of them are available from the Start button's popup menu but settings made from the menu only last for the current session.

Excluding programs from the taskbar.

You might want to keep programs such as the Clock or Print Manager out of the taskbar to make room for more important ones.   The <u>Taskbar page</u> contains a listbox to which you can add module names (a module is a program or DLL file), and these are not shown on the taskbar.

Add only the filename (with no path) of the module, for example, `clock.exe.`

Terminating a program

This feature is useful for killing off stubborn programs that refuse to go away (assuming that Windows hasn't already crashed!).

1 Choose Terminate from the Start button's popup menu
2 (The cursor should change to a "no entry" symbol)
3 Left click on the button of the offending program

To abort the process at any time, right click anywhere.

Warning: ending programs this way may not free all the resources it has used, and could lead to the system becoming unstable.

Task window commands

These menu items let you change the positions of the task's main window.   The End Task command is equivalent to quitting the program normally, unlike the unfriendly Terminate feature which kills it.

Using third party taskbars

Turn off the "Load and unload" option on the <u>Preferences</u> page to stop Calypso running the default taskbar.   If you use Calypso as the shell, use the Start menu to add a the other taskbar program to the Startup group.

Reference Manual

Dialog boxes

Shortcut and alias properties dialog

```
┌─────────────────────────────────────────────┐
│ ▭         Shortcut properties                │
├─────────────────────────────────────────────┤
│                                               │
│  Caption:      Notepad                        │
│                                               │
│  File:         c:\windows\notepad.exe         │
│                                               │
│  Icon from                                    │
│  ┌─File shortcut properties─────────────────┐ │
│  │ Parameters:    [                       ] │ │
│  │                                           │ │
│  │ Working folder: [                      ] │ │
│  │                                           │ │
│  │  ☐ Run minimized    ☐ Use document folder│ │
│  └───────────────────────────────────────────┘ │
│                                               │
│    ✔ OK      ✗ Cancel      ? Help             │
└─────────────────────────────────────────────┘
```

To edit <u>shortcut</u> properties, choose Properties from the shortcut's system menu.   To edit <u>alias</u> properties, select the alias and choose Alias Properties from the object menu.

Caption

The text that appears beneath a reference icon.

Shortcut captions can be quite long if Windows wraps the titles (set this in Control Panel).

Alias captions are centred beneath the icon and are wrapped if they don't fit.   You can change the internal spacing of icon windows on the Display page to make more room.

Target

This field holds the object that the reference points to, and is usually set automatically.   If you want to change it, use the following rules

Drives: Enter the path to the root, e.g., `c:\`
Folders: Enter the full pathname, e.g., `c:\windows`
Files: Enter the full pathname, e.g., `c:\windows\write.exe`

Icon

Double click on this edit box to open the <u>icon browser</u>, which lets you choose an icon from any standard Windows file.

You can specify an icon directly, using the format *filename(iconindex)*.   For example, the Mona Lisa icon would be "c:\windows\progman.exe(23)".

Parameters

Type in the parameters to pass to the program when it is launched.

Dropping files will append the filenames to the command line.   To specify exactly where to put the filenames, include %s in the parameters.   For example,

```
/A %s /B /C
```

will make pass the parameters

```
/A filename1 filename2 filename3 /B /C
```

when three files are dropped.

Working folder

Enter the folder to use when the program is launched.   If you leave this blank, the current directory is used.

Run minimized

Runs the program (or opens the document) as an icon.

Use document folder

This is only used when dropping files.

Check this box to override the working folder with the location of the first file dropped.   For example, if the working folder is `c:\windows` and `c:\autoexec.bat` is dropped, the working folder temporarily becomes `c:\` so that you can easily access related files.

Turning this option on also allows more files to be dropped.   The command line length is limited, and when the working folder is not the location of the documents, full pathnames must be passed.   If the document folder is used, only the filenames are passed.

File properties dialog

This dialog is accessed from the object menu in <u>icon windows</u>.

Files

Along with information obtained from the directory, Calypso can search the file for version information.   If anything is found, it is displayed in a listbox.   Turn this feature on and off from the <u>Preferences</u> page.

Folders

The Contents field shows the size of files inside that folder only.   To find the size of the whole tree branch, click on the Deep Scan field.

Multiple files and folders

The statistics displayed include files nested in sub-folders.   To quickly find the total contents of an icon window use the right hand label on the status bar -- right click to select everything, then left click to display this dialog.

Attributes

When multiple objects are selected and a check box is greyed, it means that the attribute is not the same for all items.   If you clear or check the box, the attribute is set for all the objects.   If you leave it greyed, the attribute is untouched.

Hidden files

If a file is shown in an icon window and you make it hidden, you must <u>refresh</u> the window to hide it. Hidden files are included in the file and size count when folders are scanned.

Disk properties dialog
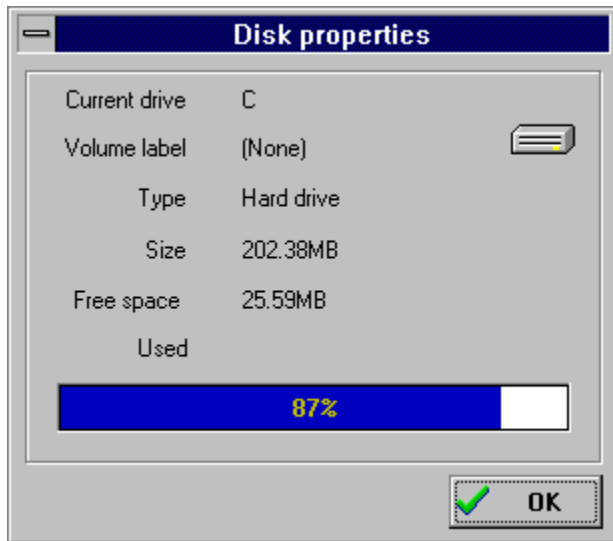
If you click on the disk icon, Calypso runs the disk utility program specified in the Utilities page.

This dialog can be accessed

1   from the window menu of an icon window
2   by right clicking on the left label on the status bar
3   from the popup menu of the system window

Find dialog
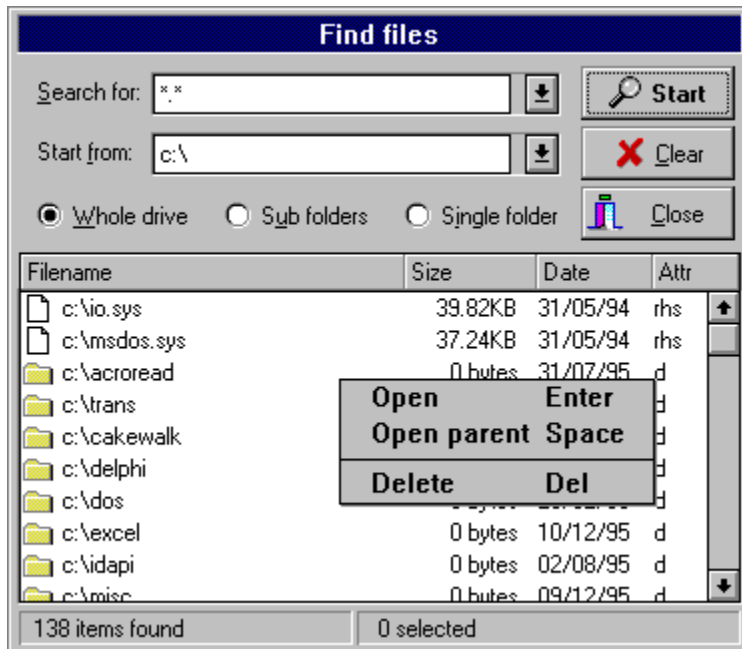
This dialog can be accessed

1. by pressing Ctrl+F from an <u>icon window</u>
2. from the <u>System window</u>'s popup menu
3. from an item in the <u>Start menu</u>

Search for

Enter the filenames to find.   You can use any MS-DOS wildcards to match the filenames, such as *.exe. Separate multiple entries with semicolons.

Select a previous search criterion by pressing the combo box button.

Start from

Enter the folder to begin searching from.   If the whole drive radio button is selected, the search begins at the root directory, regardless of this field.

Select a previous search criterion by pressing the combo box button.

Search depth

Whole drive   searches the entire disk
Sub-folders   searches the starting folder and all sub-folders
Single folder   only searches the starting folder

Header

Position the cursor over the divisions and drag to change the column widths.

Search results

Filenames appear in this list as soon as they are found.   Select items using the mouse, together with Shift and Ctrl keys.   You can drag and drop the files into <u>icon windows</u>, references or other programs.

Icons can be displayed next to each item, but this slows down screen drawing.   Set this feature from the <u>Preferences page</u>.

Start

Begins searching for files.   The search is run in the background so you can press this button again to stop it.

Clear

Clears the results list. In the Preferences page, you can set whether the list is cleared after the dialog is closed.

Close

Hides the find dialog.   In the Preferences page, you can set whether the list is cleared after the dialog is closed.

Open

Activates the focused item as if you clicked on it from an <u>icon window</u>.   That is, programs are run, documents are opened, and folders are shown in an icon window.

Open parent

Opens an icon window of the focused item's parent folder.   This gives you access to the object so you can change its properties etc..

Delete

Deletes all selected items.

Run program dialog
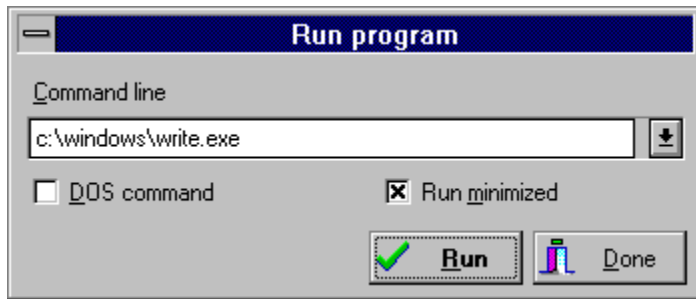
This dialog can be accessed from

1   the window menu of <u>icon windows</u>
2   an item in the <u>Start menu</u>

Command line

Type in the command to be executed, which is usually the full name of a program together with any parameters.

Double click on the box to browse through files, or use the combo box to select a previously executed command.

DOS command

Passes the command line to MS-DOS (command.com).   This lets you type in DOS commands as if you were at the DOS prompt.

If the box is clear, the command line is passed to Windows to execute.

Run minimized

Minimizes the window created when the command is executed.

Run button

Executes the command line by sending it to Windows or MS-DOS.

The dialog stays on screen so that you can enter the next command.

Done button

Closes the dialog.

Icon browser
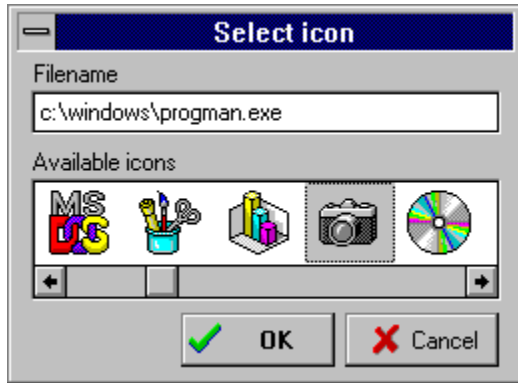
This works like the one in Program Manager.   To browse through files, double click on the edit box.

Where to find useful icons

File type	Extension	Contains icons?
Icon files	ICO	always
Program files	EXE	if Windows program
Dynamic link libraries	DLL	sometimes
Drivers	DRV	rarely
Screen savers	SCR	usually

Browser page
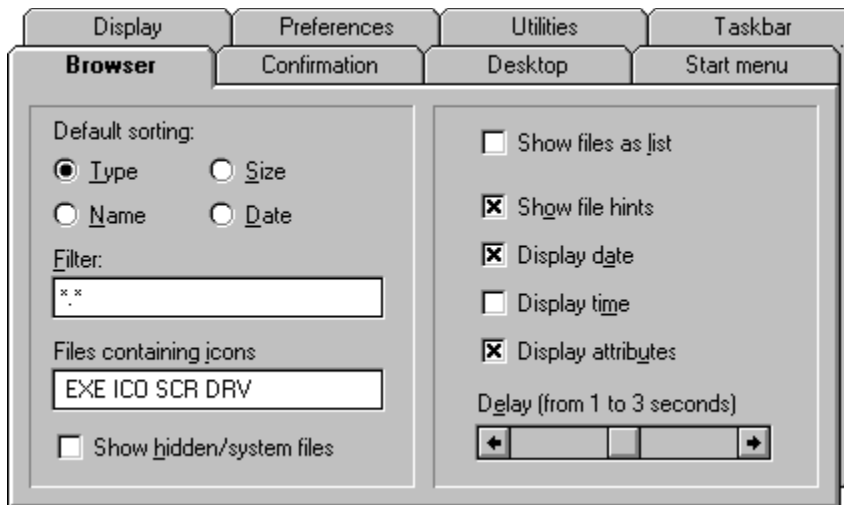
Default sorting

Determines how files are initially sorted in a new <u>icon window</u>.   After a window is opened, you can change the sorting from the window menu.

Ordering	Sort method
Type	File extension
Name	File name
Date	Newest files first
Size	Largest files first

Filter

Determines which files are shown when a new <u>icon window</u> is opened.   After it is opened, you can change the filter from the window menu.

This should usually be set to *.* (all files and folders).

Files containing icons

Type in the extensions of files which you want Calypso to extract icons from, separated by spaces.

The more files you specify, the longer it takes to open and refresh windows when your chosen file types are present.   For example, adding DLL to the list causes the Windows/System folder to load slower because it is full of DLL files.   Also, each icon takes up 800 bytes of memory.

File type	Extension	Contains icons?
Icon files	ICO	always
Program files	EXE	if Windows program
Dynamic link libraries	DLL	sometimes
Drivers	DRV	rarely
Screen savers	SCR	usually

Show hidden/system files

Displays hidden or system files in new <u>icon windows</u>.   You should be careful not to move or delete system files.

If a window is already open, you can change the setting for that window from the Filter command in the window menu.

Show files as list

Makes new <u>icon windows</u> display a list of the directory rather than a set of icons.   You can change the setting for an individual window from it's popup menu.

Show file hints

Displays a popup hint of file attributes when you leave the cursor over an icon.

File hint specifications

Check the relevant box to include the information in file hints.

Hint delay

Use the scrollbar to set the time the mouse must be kept still over an icon before a file hint pops up.

Confirmation page

Display	Preferences	Utilities	Taskbar
Browser	**Confirmation**	Desktop	Start menu

Ask before:

- ☒ <u>D</u>eleting files
- ☒ Deleting <u>f</u>olders
- ☒ <u>R</u>eplacing a file
- ☒ <u>C</u>opying files and folders
- ☒ <u>M</u>oving files and folders
- ☒ Deleting/moving <u>p</u>rotected file
- ☐ Removing a <u>s</u>hortcut

Respond to external file drops by:

- ○ <u>C</u>opying dropped files
- ○ Mo<u>v</u>ing dropped files
- ◉ Prom<u>p</u>ting for action

- ☐ Confirm new <u>a</u>lias name
- ☐ Prompt before <u>q</u>uitting

Confirm delete

Check these boxes to be asked before each individual file or folder is deleted.

Confirm replace

Check this box to be asked before a file is replaced as part of a copy or move operation.

Confirm file operation

Check these boxes to be asked before a copy or move operation is started.

Protected files

Check this box to be asked before a read-only, hidden, or system file is moved or deleted.

Removing shortcuts

Check this box to be asked before a <u>shortcut</u> is destroyed after choosing the Close command from its popup menu.

External file drops

Choose a response to make when you drag and drop files from File Manager (or other programs) into drive/folder references or icon windows.

Files dropped into the bin or file references are handled in the usual way.

Confirm alias name

Check this box to be prompted for a filename to store a new <u>alias</u> in.   (You will be presented with a default name, which you can modify or just confirm).

If you uncheck the box, aliases are given the default filename (which is the name of the original object plus an `ALS` extension) and stored in the same folder as the original object.

The exception is for drive aliases which always prompt for a new name.

Prompt before quitting

Queries you before Calypso ends.   If Calypso is running as the shell, you will always be queried because Windows must shut down along with the shell.

Desktop page

Display	Preferences	Utilities	Taskbar
Browser	Confirmation	**Desktop**	Start menu

☒ Size new windows to fit

☐ Activate window under cursor

☐ Browse folder in same window

☒ Display shortcut arrows

☒ Display alias arrows

☐ Hollow window moving/resizing

☐ Save open icon windows

New window placement:

◉ Cascaded from previous

○ Random

○ Saved from last opening

Bin caption

    Recycle Bin

System window caption

    My Computer

Size new windows to fit

Fits new <u>icon windows</u> to the number of icons in the folder, which usually conserves screen space.   A maximum of 30 icons can be seen at once.

Uncheck the box to make new icon windows display 4 rows and 5 columns at once.

Activate window under cursor

Brings an <u>icon window</u> to the front when the cursor moves over it's grey border.

Browse folders in same window

When this is checked and you double click on a folder, the <u>icon window</u>'s contents are replaced with the new folder's contents rather than another window being opened.

Reference arrows

Check these boxes to display the arrow symbols next to <u>shortcuts</u> and <u>aliases</u>.

Hollow resizing/moving

Displays a hollow rectangle when you resize Calypso's windows.   This setting may not work correctly with all video cards.

Uncheck the box to stretch the window while it is filled.

Save open icon windows

Stores the positions of all <u>icon windows</u> which are still open when Calypso closes.   When you next load Calypso, they are restored again.

This feature only works with folders on a fixed drive, since floppy or CD-ROM drives may be empty the next time you run the program.

New window placement

Select where new <u>icon windows</u> are placed:

Cascaded	Lower and to the right of the current window
Random	Somewhere on screen where it is fully visible.
Saved from last opening	The exact location where you left it before.

Captions

Here is your chance to have "Recycle Bin" and "My Computer" on your screen.

Start menu page

Display	Preferences	Utilities	Taskbar
Browser	Confirmation	Desktop	**Start menu**

```
📁 Accessories
  📄 Calculator
  📄 Character Map        Add
  📄 Cardfile             Insert
  📄 Calendar             Edit
  📄 Clock                Delete
  📄 Clipboard            Expand
  📄 Undelete             Collapse
  📄 Notepad
📁 System                 Convert...
  📄 Windows Setup
  📄 PIF Editor
```

Add
Insert
Edit
Delete
Expand
Collapse
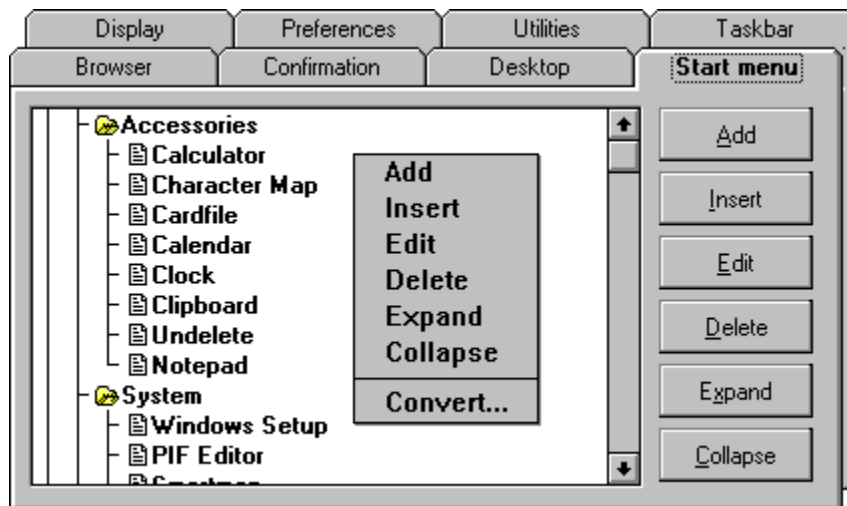
Start menu outline

This tree allows you to select items and move them around by dragging.   To move an item into another one, hold down Alt before starting to drag.

Double click on a menu to expand or collapse it.

Right click on the tree to display the popup menu.

Add item

Creates a new menu item on the same level as the currently selected one.

To add a new submenu, create it as a menu item first.   Then insert or drag other menu items into it (while pressing Alt), which automatically promotes it to a menu.

Insert item

Creates a new menu item as a child of the currently selected one.   If the current item has no children, it is promoted into a sub-menu.

Edit item

Select this to modify the details of a sub-menu or menu item.

Delete item

Deletes a menu item or an entire sub-menu tree.
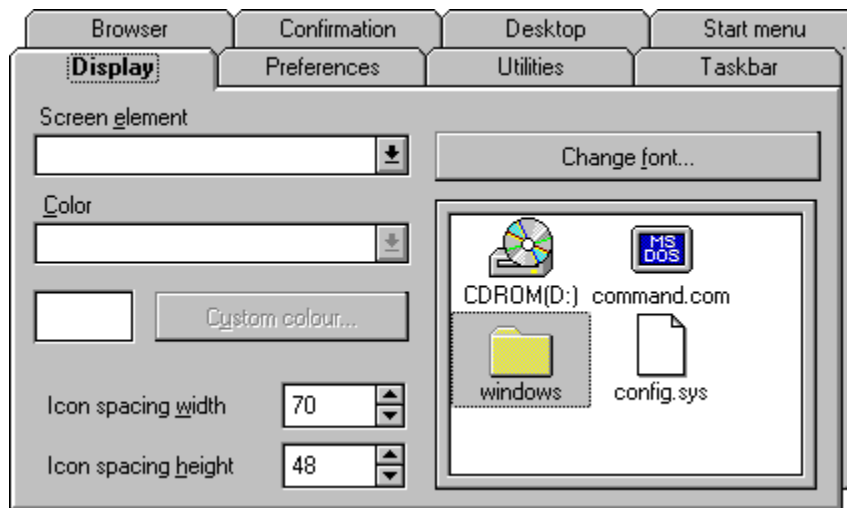
Expand

Opens all sub-menus.

Collapse

Closes all submenus

Convert

Opens the Program Group Convert dialog, to let you add Program Manager items to the start menu.

Display page

Element

Select a part of the display to change the colour of.

Colour

Select a colour to assign to the item in the Element combo box.

Choosing a colour with an ordinary name will fix the colour to a specific value, e.g. Blue.   The other names correspond to colours which Windows assigns through Control Panel.   For instance, choosing BtnFace will keep the object the same colour as standard Windows buttons.

Custom colour display

If you have chosen a custom colour for the selected element, it is displayed here for reference.

Custom colour select

Press this button to open the custom colour selector, which is the same as the one in Control Panel. After you have chosen a colour, it is displayed in the box to the left.

To stop using a custom colour, simply pick a standard colour from the combo box.

Icon spacing

Use these boxes to adjust the space reserved for each icon.   This setting affects the <u>System window</u> and <u>icon windows</u>.

Change font

Press this to select a new font to use for icon captions.   The default (recommended) is regular 8 point MS Sans Serif.

Sample

Gives you a rough idea of how the display would look with the current settings.

Preferences page

Browser	Confirmation	Desktop	Start menu

Display	**Preferences**	Utilities	Taskbar

☐ Display splash screen   ☐ Load and unload taskbar

☒ Find version information   ☐ Restore system window on load

☒ Show icons in search box   ☒ Refresh shortcut/alias windows

☒ Clear search results on close ☐ Always run Startup group

☒ Animated drag-drop cursor   ☒ New style Start menu

☐ Drop files into programs   ☒ Extract icons for Start menu

Display splash screen

Shows the title window when Calypso loads.

Find version information

Check this box to search each file for version information when you view its <u>properties</u> individually.   The search might take a couple of seconds.

Show icons in search box

Displays an icon next to each file that is found using the Find dialog.   Uncheck the box for a faster display.

Clear search results on close

Check this box to empty the list box in the <u>Find dialog</u> whenever you close it.   This enables the dialog box to be released, freeing some resources.

Animated drag drop cursor

"Flutters" the cursor to indicate a possible drop when you drag files across the desktop or into a running application.   This may not work with some displays.

Drop files into programs

Allows files to be dropped into program icons inside <u>icon windows</u>.   Turn this off to make it easier to copy or move files without accidentally dropping them into a program.

Load and unload taskbar

Check this box to automatically run the taskbar alongside Calypso.

Restore system window on load

Start Calypso with the system window open rather than minimized.

Refresh shortcut/alias windows

When you open a folder with a <u>shortcut</u> or <u>alias</u>, if there is an existing window displaying that folder, it is brought forward.

Check this box to force it to refresh -- it might be useful when you swap disks and activate a shortcut of the drive.

Uncheck the box to leave the window contents alone.   This avoids disk access but might leave invalid objects in the window when you swap disks.   Refresh the window manually.

Always run Startup group

Check this box to process items in the Startup menu each time Calypso loads.

Uncheck the box to only run Startup items when Calypso is running as the shell.

New style Start menu

Displays a graphical <u>Start menu</u> instead of the ordinary Windows 3 style menu.   The new menu is in 3D and can optionally show icons next to the menu items.

Extract icons for Start menu

Displays an icon next to each item in the new style <u>Start menu</u>.   This feature increases loading time because the icons must be extracted from each file.

Turning this off will still display built-in icons for sub-menus and internal commands.   For example, a $FOLDER command is always shown by a small folder icon.

Utilities page

Browser	Confirmation	Desktop	Start menu
Display	Preferences	**Utilities**	Taskbar

☒ Enable wastepaper bin

○ Leave trash alone

○ Empty bin each session

○ Immediately delete files

◉ Maintain specified disk space

Megabytes to keep free

30

Undelete program

c:\dos\mwundel.exe

File inspector

c:\windows\notepad.exe

Default viewer

c:\windows\notepad.exe

Disk utility

Enable wastepaper bin

Check this box to display the <u>bin</u> icon.

Leave trash alone

Select this to leave the files you <u>bin</u> until you delete them or empty the bin yourself.

Empty bin each session

Select this to clear the <u>bin</u> completely, when you quit Calypso or shut down Windows.

Immediately delete files

This setting makes the bin behave like the Delete key -- dropping in files activates the normal delete functions.

Maintain specified disk space

After each session, Calypso checks the space on the disk which the trash is stored.

If there is less space than specified in the "Megabytes to keep free" edit box, files from the bin are deleted one by one until either enough space is released, or the bin is empty.   The files that have been in the bin longest are deleted first.

Use this setting to keep as much trash as possible while maintaining enough disk space to run your applications.

Megabytes to keep free

This number is used when "Maintain specified disk space" is selected.   Calypso tries to keep this amount of disk space by clearing the trash.

Undelete program

Type in the full name of the program to run when you select Undelete from an <u>icon window</u>'s menu.   The default is mwundel.exe which is supplied with MS-DOS.

File inspector

Type in the full name of the program to open the file with when you select Inspect from an icon's object menu.   The default is Notepad.

Default viewer

Type in the full name of the program to open a non-document file with, when you double click on it.   The default is Notepad.

Disk utility

Type in the full name of the program to run when you click on the drive icon in the <u>Disk Properties dialog box</u>.

Taskbar page

Browser	Confirmation	Desktop	Start menu
Display	Preferences	Utilities	**Taskbar**

Refresh time (seconds) 5

☒ Always visible
☒ Highlight active task
☒ Shrink maximized windows
☐ Show 24 hour clock
☒ Animated popup
☒ Display full caption as hint

Programs to be excluded

taskbar.exe
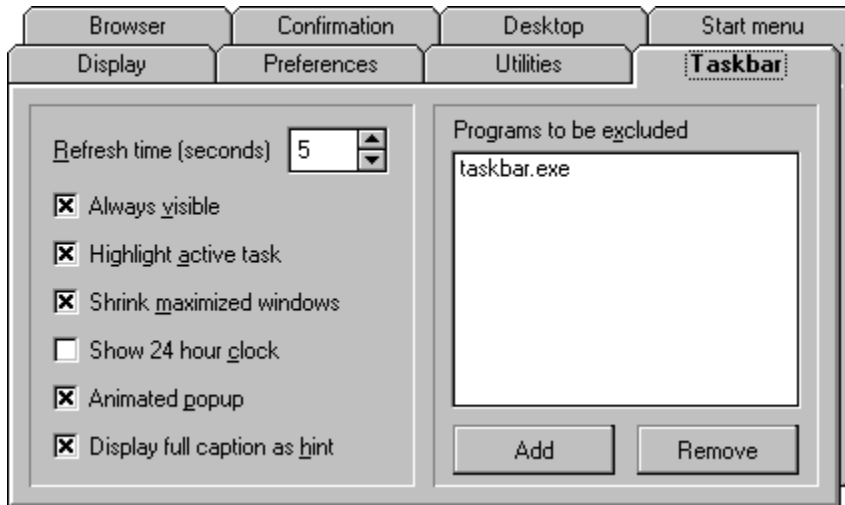
Add   Remove

Refresh time

This specifies how often the taskbar checks through it's task list to update window captions, highlight the active task and remove any windows that have unexpectedly disappeared or changed.

Always visible

Keeps the taskbar on screen.   To run a full screen application, you can still hide the bar by choosing Hide from the Start button's popup menu.

Highlight active task

Shows the current task as a pressed button.

Shrink maximized windows

Fits maximized windows to the space left above the taskbar.　This feature is typically used when the taskbar is made to stay on screen.

Show 24 Hour clock

Determines the formatting of the time display.

Animated popup

Check this box to slide the taskbar up when the cursor moves to the base of the screen.   Uncheck the box to make it just appear, which is faster.

Display full caption as hint

Check this box to show a popup hint above each button when you move the cursor over it.   This causes focus to move to the taskbar, which may be undesirable in some situations.

Exclusion list

The listbox contains the names of programs which will not appear on the taskbar.   Use the Add and Remove buttons to modify the list.

Shutdown dialog

This presents options for closing or restarting Windows.   It is usually accessed through the <u>Start menu</u>.

Configuring

Most of the important settings in Calypso can be set in the Options dialog.   Here are some other things you might need to know about:

Using custom icons
Associating programs
Assigning sounds to events
Optimum low-end settings
Managing memory and resources
Adding programs to the System window

Using custom icons

Assigning icons to file types

You can specify icon files (ICO) to use for certain file types.   Copy these into Calypso's home directory and change their names to match the extensions they are to represent.

For example, a file placed in Calypso's directory called BMP.ICO would automatically be used to represent bitmap files, even though bitmap files may be associated with Paintbrush.

You can download libraries of ICO files to use, or alternatively, use an icon editor to draw your own or extract icons from programs.

Calypso 2 loads these icons only when they are required (when you open an icon window containing the file types in question), but does not unload them until you quit.   Bear this in mind when deciding how many you should have.   Each icon uses around 800 bytes of memory once loaded.

Replacing built-in icons

You can also override the icons used for fixed objects.   Again, copy ICO files into the home directory, but give them special names that begin with an underscore.

Filename	Used to display
_folder.ico	Folders and minimized icon windows
_file.ico	Ordinary files
_doc.ico	Document files with no icon available
_tfile.ico	Small file in list view
_tfolder.ico	Small folder in list view
_tprog.ico	Small program in list view
_system.ico	Minimized system window
_windows.ico	Windows binary files with no icon
_msdos.ico	MS-DOS programs
_multi.ico	Multiple files in File Properties dialog
_hard.ico	Hard drives
_floppy.ico	Floppy drives
_cdrom.ico	CD-ROM drives
_ramdisk.ico	RAM disks
_network.ico	Remote ot network drives
_emptbin.ico	An empty wastepaper bin
_fullbin.ico	A full wastepaper bin

Notes

The tree view window uses embedded bitmaps which cannot be replaced at present.   The small icons used in list views (_tfolder, _tfile and _tprog) must occupy only the top left quadrant of the icon image, that is, a 16 x 16 square.

Associating programs

To display and open a document file correctly, the file type must be associated with a program. Most installation programs will make associations automatically.

To do this manually, use File Manager -- the Windows registry is a twisted maze, so it's best to let Microsoft programs fiddle with it rather than risk corrupting it.

1   Run File Manager
2   Choose File/Associate.
3   Type in the extension of the document file
4   Pick a file type/program to associate it with.

The Windows Registration editor can be used to add new file types.

Assigning sounds to events

In addition to the sound events provided by Control Panel, you can edit CALYPSO.INI to assign sounds specifically for Calypso.

The [Sounds] section of the INI file contains a list of events.   To assign a sound, enter the full pathname of the WAV file on the right hand side of the equals sign.   To remove a sound, use <None> instead.   For example:

```
WindowOpen=<None>
WindowClose=<None>
WindowMinimize=<None>
WindowRestore=<None>
WindowMaximize=<None>
NotifyCompletion=c:\windows\ding.wav
BinDropFiles=<None>
BinEmpty=c:\sounds\flush.wav
BinRestore=<None>
```

Optimum low-end settings

To maximize speed and minimize memory use for slightly older machines, here are some suggested settings that *might* help:

Page	Option	Setting
Browser	Files containing icons	EXE
	Show files as list	off
	Show file hints	off
Desktop	Activate window under cursor	off
	Display shortcut arrows	off
	Display alias arrows	off
	Hollow moving/resizing	on
	Save open icon windows	off
	New window placement	not saved
Preferences	Display splash screen	off
	Find version information	off
	Clear search results on close	on
	Show icons in search box	off
	Animated drag drop cursor	off
	Drop files into programs	off
	New style start menu	off
Utilities	Leave trash alone	on
Taskbar	Refresh time	5 seconds
	Always visible	off
	Shrink maximized windows	off
	Animated popup	off

Managing memory and resources

With a complex program like Calypso, it's not easy to cram everything into a small space.   Yes, I could have written the whole lot in C++ and assembler, but that would have taken 10 times longer, reduced the functionality and introduced more bugs.   So you'll have to be more sensible if you are pressed for resources and memory.

Firstly, don't run anything that you don't need --   this includes Calypso and the taskbar.   With the new Start menu turned off, they don't take very long to load, so stick with Program Manager and File Manager when you need a few extra K.

Close all icon windows as soon as you've finished using them, especially those containing many aliases. Make good use of the window management keys to quickly close sets of windows.

Windows 3.x programs are notorious for leaking resources, so use the Shutdown dialog to restart Windows every now and then.   This also clears away any nasty effects left behind by bugged programs that might cause a crash in the near future.

Only keep shortcuts relevant to the task at hand.   Try storing them on disk as aliases when you don't need them -- you can quickly re-create them by dragging the aliases onto the desktop.

Adding programs to the System window

Now that aliases are available, this is less useful, but you can still customize the window by editing `calypso.ini`.

Add or delete items from the [Programs] section.   Each line should have the name of the program on the left, and the caption to use on the right.   If no path is specified for the program, it is assumed to be in Calypso's home directory.