

ACCESSES Help Index



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by Theodore F. Wall

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To choose a topic: When using the mouse, click on the underlined topic. When using the Keyboard, press TAB to select the underlined topic you want to view, and then press Enter. Additionally, try the SEARCH button and enter a Keyword.

There are an unimaginable number of actions that Accesses can accomplish. Do not attempt to learn them all; but instead, learn the actions that you need. In time, you will learn more while using this on-line reference or by serendipity.

Tutor

5 minute tutor of Accesses functions

Product Disclaimer Registering Accesses

**Very Important to read. User assumes all risk.
Must register before Accesses is used for 30 days.**

vs. Renaming Accesses to Taskman

Adding 1 line to SYSTEM.INI will speed the Ctrl+Esc key.

Pop-up Window

Changing the Display

Display color, time, date, and/or memory

Hiding with screen blankers

Auto hiding of Accesses

Pop-up Window Mouse Click functions

Function Keys

Running and Placing Windows

Program Manager example

How to launch and place applications from programs like Program Manager (or Norton Desktop).

File Manager example Run Programs

How to launch and place applications from programs like File Manager. Launching other programs from Accesses.

Running !Folders

Launching multiple programs with one command from Accesses.

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Specifics relating to Norton's Desktop.

Drag Drop version

Specifics relating to the Drag Drop version of Accesses.

Dialog Box Indexes:

Task List

Replaces Taskman, select windows to switch to, and more

Editing Function Keys

Configuring the F2 thru F12 programs on the Task List Menu

Configure...

configuring all else

Arranging Windows

Maximizing, minimizing, restoring, tile, cascade all current windows.

Alarms

Setting Deleting Alarms and Daily Reminders

Phone Call

Accesses your phone for phone calls

Help - F1

Context Sensitive Help

ACCESSES.HLP was designed to assist the user on-line. This file is viewed more easily using the New Window's WINHELP.EXE version 3.07 or newer available on CompuServe.

Versus Renaming Accesses to Taskman

The Ctrl+Esc and Ctrl+Shift+Esc key will call accesses more quickly if you add the following one line to your SYSTEM.INI file directly under the [boot] section:

	[boot]	(This must already exist. Don't add a 2nd one.)
to:	taskman.exe=accesses.exe	(change or add this line even if the line below doesn't exist)
from:	taskman.exe=taskman.exe	(this line may not exist already)

The above change is already made if you answered yes to the original installation question that asked whether this line should be added when you started Accesses for the very first time. Additionally, this change is automatically made when you Register Accesses.

Changes to your SYSTEM.INI file do not take affect until you EXIT and RESTART windows.

Windows has to be exited and restarted for this change to take affect.

To have Accesses automatically load each time you start Windows:

Append Accesses.exe to the end of either the load= or the run = line of your WIN.INI file. If another program is already listed there, add a space and then add Accesses.exe.

For example the load= line may look like:

	[windows]	(This must already exist. Don't add a 2nd one.)
to:	load=accesses.exe	(change or add this line even if the line below doesn't exist)
from:	load=	(a line like this line may not exist already)

OR:

	[windows]	(This must already exist. Don't add a 2nd one.)
to:	load=blink.exe accesses.exe	(change or add this line even if the line below doesn't exist)
from:	load=blink.exe	(a line like this line may not exist already)

If you don't want Accesses to start with the Task List when Accesses First starts up, press Ctrl+Esc, Alt+U, C, N, [enter], Alt+T, [enter].

Help - F1

Pressing F1 while the Accesses pop-up window has focus will open this help file to the main index (top of this file).

Pressing F1 while a dialog box of Accesses is opened will place you in a Context Sensitive Help mode. The next item selected other than the Cancel or Close button will open this help file to the section that describes that button, check box, edit text box, menu item, or list box.

The Context Sensitive Help mode is closed if you select the Cancel or Close button.

Press F1 again to re-activate the Context Sensitive Help mode.

Some of the dialog boxes automatically close when you activate another Window; however, this feature is temporarily disabled so that you can switch back and forth between the Help file and the dialog box when you press the F1 key and activate the Help file.

Select **Function Keys (F2 - F12)** for information about these keys.

Changing the Pop-up Window Display

Quick Procedure:

Click once on the pop-up window with the left mouse button, then use the left-right or up-down arrow keys to scroll thru the various display combinations: Date, Time (clock), or Free Ram Memory.

See **Pop-up Colors** for information about changing the color of the pop-up window and the color of the pop-up window's text. Additionally, the Pop-up Colors section describes how to adjust the text display position on the pop-up by a few pixels up or down or adjust the popup width by pixels left or right. This allows you to move the pop-up slightly off the top or bottom of display to make the pop-up height appear smaller.

Additional Information:

The smallest pop-up display shows just the Resource Memory Free. The largest display shows the Resource Memory Free, Global Memory Free, Date, Day of the Week, and Time.

Accesses displays the Date and Time using the settings in your WIN.INI file. Use the Control Panel to modify the time setting between 12 and 24 hour formats, the am/pm indicator, and the separators (colon and slash).

The far left of the popup window shows either a single quote or a period. This indicates the status of the **Max after run on / off** button. This indicates whether a launched application will be maximized after positioning the app to your preferred position.

Pop-up Color Changing & Adjusting the Display Text Location

You can change the pop-up display colors depending on the colors available on your computer. You can reach the "Accesses Configure" dialog box using the following key combinations: Ctrl+Esc, Alt+U, C.

Use the scroll buttons to change the colors. A color display number near the scroll buttons will show you the windows color index that you are referring. Several consecutive numbers may be the same color depending on the setup of your computer.

There is also a check box that indicates whether you are adjusting the colors of the display for the active or inactive pop-up window. I suggest that you use a different color for the active and inactive pop-up background because the pop-up will flash between the active and inactive background colors when an alarm is activated.

Additionally, for the tweekers, there is one keyword (of several keywords) in the Accesses.ini file that cannot be changed from a dialog box. This keyword is called PixelUpDown and is located under the [ACCESSES] topic in the Accesses.ini file. This keyword controls the value of three variables and has to be changed manually using Notepad. The original settings are zero.

When you make a manual change to the Accesses.ini file, select Ctrl+Esc, Alt+U, i to reread the change into Accesses.

The format for the keyword is:

```
PixelUpDown=iTextUpDown,iWidthPopup,iHeightPopup
```

and an example is: PixelUpDown=2,-12,-3

iTextUpDown: You can enter a number from -6 to 6 to adjust the text display up or down by that many pixels on the pop-up. This is useful if you want the pop-up to be displayed slightly above the top or below the bottom of the monitor in the least amount of vertical space possible.

iWidthPopup: You can enter any number either positive or negative to adjust the width of the pop-up display. This is useful if you want to squeeze the the pop-up absolutely the minimum width.

iHeightPopup: You can enter any number either positive or negative to adjust the height of the pop-up display. This is useful if you want to squeeze the the pop-up absolutely the minimum height.

Jump to [Configure...](#)

Hiding the Pop-up Window with Screen Blankers

Quick Procedure:

You can change this variable from Accesses's **Configure...** Dialog box. Select the Miscellaneous Setup Options Button. Then change the "Hide Inactive Min" edit text box. The keystrokes to get to this dialog box is: Ctrl+Esc, Alt+U, C, N, [Enter]. Valid Values are 0 to 499 minutes. Zero minutes is the default and will not hide the Pop-up window. A positive value will hide the window after that many minutes of inactivity by Accesses. Accesses does not monitor Keyboard or Mouse activity..

Ctrl+Esc, Ctrl+Shift+Esc, or Left Mouse double click on the Windows background to activate Accesses when hidden.

Aditiionally, if you never want to see the Pop-up, press Ctrl+Esc, Select the Accesses name in the Task List, then press Alt+S, H. This hides the Pop-up. **To Unhide the pop-up**, press Ctrl+Esc, Alt+S, check the "List Hidden On / Off" button if not checked, Select Accesses in the Task List, then press Alt+D.

Additional Information:

Some Screen Blankers do not blank pop-up displays. Accesses is a pop-up when it is displaying the clock, or memory as a small window that always stays on top of other windows on your display.

It appears that the next version of Windows (Windows 3.1) will solve this problem. Until this version is released to the market, use the above procedure if you want Accesses to hide its display after a period of inactivity.

If you enter the number 15 (or any other number greater than zero) in the "Hide Inactive Min" edit text box, Accesses will hide its window (not display the pop-up) after 15 minutes of Accesses's inactivity. You will have to Ctrl+Esc, **Ctrl+Shift+Esc**, or Left Mouse Double Click on the Windows background to call Accesses with the window hidden.

To avoid slowing your system down, Accesses is not using a Windows Hook to check keyboard or mouse activity. Because of this, Accesses is only monitoring the activity of Accesses; therefore, Accesses will hide its window when the preset amount of time has elapsed without your using Accesses. Again, this feature may not be required when the Screen Blankers written for Windows 3.1 are released with Windows 3.1.

Pop-up Window - Mouse Click Functions

(A reminder that you can print any page from the Help file menu)

To scroll thru the various Display combinations:

Click once on the pop-up window with the left mouse button, then use the left-right or up-down arrow keys to scroll thru the various display combinations: Date, Time (clock), or Free Ram Memory.

To move the pop-up window:

Hold the left mouse down on the pop-up window for approximately *two seconds* before the cursor will change shape to an arrow . You must move the Accesses pop-up window within *two seconds* after the cursor changes to an arrow shape else the cursor will revert back and the move operation cancelled.

Moving the pop-up is intentionally difficult to avoid Accesses from being accidentally moved during Left Mouse Clicks.

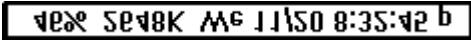
There are 4 mouse click actions that Accesses's Pop-up Window recognizes:

Right Mouse Single Click,
Left Mouse Double Click,
Hold the Left Mouse button down & Single Click the Right Mouse button
Hold the Shift key down (not right mouse button) & Single Click the Left Mouse button

And there are 3 window positions that Accesses can be clicked:

The following TABLE describes these Mouse Click positions:

(Table formatted for full screen Help window)

		
Click location »» pop-up window	LEFT 1/3	RIGHT 1/3 of the
Left Mouse double click	<u>calls Task List</u>	<u>calls User's Menu</u>
Right mouse single click	<u>Changes Display or calls Attached #1</u>	<u>Mouse Click dialog box or calls Attached #2</u>
Hold Left Mouse button down and Right mouse single click	<u>Pops up F2 window</u>	<u>Pops up F4 window</u>

The Max App after Run On / Off switch can be changed by holding the Shift key while and Left Mouse button single click on the middle 1/3 of the Popup window (the cursor shows

'Run').

The **Display System Info** can also be called by holding the Shift key while and Left Mouse button single click on the middle 1/3 of the Popup window. You may want to remember this if you **Attach** a window the the middle right mouse single click.

The **Max after Run on / off** switch is changed when you hold the Shift Key down and Single Click the Left Mouse button on the left half of the pop-up window. A single quote will display in the far left position of the pop-up to indicate that the switch is on. This is the same as selecting "Max after Run on / off" from the Run menu item of the Task List.

The **AutoDragDrop on / off** switch is changed when you hold the Shift Key down and Single Click the Left Mouse button on the right half of the pop-up window if you are running the SHELL.DLL drag drop version of Accesses. A single quote will display in the far right position of the pop-up to indicate that the switch is on. This is the same as selecting "AutoDragDrop on / off" from the Run menu item of the Task List.

(Note: the "Pop-up F2, F3, and F4 windows" are those windows associated with the F2, F3, and F4 function keys located on Accesses **Task List - list box** menu. The program windows associated with the F2, F3, and F4 are user configurable as well as F5 thru F12.)

Function Keys - Pop-up Window

F1, the Help function key:

Pressing the F1 function key will open this help file when Accesses's Pop-up window is active. You can press the F1 function key from any of Accesses's dialog boxes as well to get answers to questions about specific buttons, list boxes, edit text boxes, check boxes,... (For more information see [Help - F1](#))

F2 thru F12 function keys Additional Information:

The F2 thru F12 function keys buttons are configured from Accesses's [Run + Configure Menu...](#) from the Task List menu.

The + sign on the Task List menu indicates that the Shift Key (or optionally, the Right Mouse button) selects a different option on the [Task List](#) Show+Attach menu item.

When a Shifted Function Key is pressed from the Task List dialog box or when the Accesses pop-up window has the focus:

The function key combinations, SHIFT+F2 thru SHIFT+F12, always launches the associated program when either the Task List dialog box is open and has the input focus or the pop-up window has the input focus. If you want to launch a Function Key program from the Pop-up window, click once on the Pop-up window with the right mouse button and then press the Shift key and the associated function key simultaneously.

When a non-shifted Function Key is pressed from the Task List dialog box:

The program will be launched only if a copy of that program is not already running. If a copy of that program is already running then the that program will pop to the top focus and a second copy of the program will not be launched. (Note: The F10 function key and Shift+F10 key combination is not useable from the "Task List" since this key is assigned as the "Menu" key by windows.)

When a non-shifted Function Key is pressed when the Accesses pop-up window has the focus:

If a copy of that program is already running then the that program will pop to the top focus. The pop-up window will beep if a copy of that program is NOT already running. Only the Shift + Function Key will launch a program from the Pop-up window. The F2, F3 and F4 function key definitions have special mouse click functions associated with them from the pop-up window. See [Pop-up Window Mouse Click functions](#) for additional information.

Editing F2 thru F12 Function Keys

Quick Procedure:

You can reach the dialog box that allows you to edit the commands associated with the Function Keys and the Task List menu using the key combinations: Ctrl+Esc, Alt+R, C

Example formats for the Editing Function Keys dialog box is:

Menu Description	Command Line for executing
Winword	c:\win\word\winword.exe
Browser - E	c:\win\browser.exe e:\accesses.msg,155,-5,851,621
Tree - D	c:\win\cp_tree.exe d:\
Notepad	notepad.exe c:\windows\win.ini

Additional Information:

The **Function Keys responds** when the Pop-up or **Task List** have the current input focus. (Note: the The F10 function key is not useable from the "Task List" since this key is assigned as the "Menu" key by windows.)

The Menu Description:

The Menu Description is displayed on the Task List Menu under the "Run" menu item. Up to 23 characters can be entered as a description. If you wish, you can also use an ampersand to underline a character as the menu selection key; although, all but the F10 Function Key will launch that program.

Additionally, these Function Keys assignments are active when the pop-up window has the focus.

The Command Line for Executing:

The format for the command line is as follows:

```
c:\win\word\winword.exe  
or  
c:\win\browser.exe e:\accesses.msg,155,-5,851,621
```

The first example will launch winword. Since there isn't a dimension following, and if that program has a **DEFAULTSIZE** position in ACCESSSES.INI, then it will be placed in it's DEFAULT location when launched. See **Save Default Sizes of all Current Windows** or **Save 1 Window: Selected Window** to save or edit default sizes.

The second example will override the DEFAULTSIZE with the given x,y,w,h dimension shown. You can collect the x,y,w,h information using Accesses's **Copy to Clipboard** function.

The second example also launches a document with the program.

If you need information describing how Accesses decides which directory to start the program, see **Start-up Directory**.

Other Menu Examples:

menu.bat	(uses _DEFAULT.PIF)
DOS.PIF	(launching a PIF file)
LOTUS.PIF	(launching a PIF file)
notepad.exe win.ini	(including a filename)
c:\windows\notepad.exe c:\windows\win.ini	
win.ini,0,0,500,500	(find the program from the extensions of WIN.INI)
notepad.exe*d:\textfile\	(start the program Notepad in the d:\textfile\ directory)

Task List Dialog Box - Index

Quick Procedure:

The **Task List** / Placement Dialog Box of Accesses is opened when the left one third of the Accesses pop-up window is Double Clicked with the **Left Mouse Button** or when the user presses the Ctrl+Esc key combination from any program. The cursor shape in this area of Accesses's pop-up window displays the word 'List'.

The Task List dialog box is used to switch between applications and is Accesses's Main Menu.

Task List dialog box index:

Buttons / Menu Items:

About Box

Add/Change Alarms

Apps, Icons, All...

AutoDragDrop on/off

Specifics relating to the Drag Drop version of Accesses.

Close Accesses

End Tasks

Configure...

Copy to Clipboard

Defaults

Destroy a Window

End Windows

Global Compact

Help - F1

Help Index

List Apps On / Off

List Icons On / Off

List Hidden On / Off

Checks the List Apps, Icons, and Hidden menu items all at once

List All of the Above

List Childs only

Max after run On / Off

Mouse Click On / Off

Phone Call

Repeat Task List On / Off

ReRead INI

Run....

Run, Configure Menu... Edits the F2 thru F12 function keys and Run Menu

Run, Switch if Running on/off

Saving - Selected Window

as a default size with Document name, as Menu name, etc.

Select All

Show

(Top ½, Hide, Restore, Defaults, Attach, List Hidden on/off, etc)

Split On / Off

Swap Apps/Icons

Switch

System Information

Phone Calling procedure

Quick Procedure:

Pressing the following key combinations will open the Phone Call dialog box:
Ctrl+Esc, Alt+U, P

This procedure uses your modem to dial a number for voice calls only. Accesses can maintain a list of up to 500+ phone numbers.

Buttons / Menu Items:

Most modem/phone combinations will allow the user to pickup the phone and then dial thru the modem from Accesses. As soon as the modem finishes dialing Press the **Disconnect** button (or Escape key). Normally the reception of your phone will be terrible if you do not disconnect the modem after it dials.

The **Add**, **Change**, or **Delete** buttons are used to add, change, or delete phone numbers from the phone list.

The major configurable items are located behind the Settings » button. The double arrow indicates that this button widens the dialog box to show the Settings.

You must refer to your modem manual. The variations between modems and modem settings are significant. The best information I can supply is to confirm the ATD (modem dialing) and ATH (modem hangup) command. Then, check the **Keep dialog box OPEN** check box located just below the Phone Call Caption and experiment with the settings behind the **Settings »** button.

Turn your modem volume up, Press the call button, and if you hear a dial tone followed by the dialing of your modem, then you've got it. Then press **Save Changes** to save this setting.

Some modems can be configured to operate at the speed of last AT command. This simplifies the Baud rate setting.

Press the **Default Settings** check box to set the Baud rate, stop bits, etc to the normal default setting for most user systems.

Typical errors:

Wrong Comm Port, wrong Baud Rate, Xon/Xoff setting is different between the computer and the modem. Your modem uses a different ATD or ATH command than the default setting. eg. some modems use ATH0 to hangup.

The List box will display the names and phone numbers in alphabetical order in the following format:

Name	1-510-484-4129
------	----------------

The name can contain any characters except the Asterisk (*). Accesses uses the Asterisk to separate the name from the phone number in the INI file.

Alarms - setting, changing, and saving as Daily Alarms

Quick Procedure:

Pressing the following key combinations will open the Alarms dialog box:
Ctrl+Esc, Alt+U, A

Buttons / Menu Items:

Select Alarm Number

Alarm Description

Alarm Setting ON

Help - F1

Hour, Minute, Second

Save change to INI for Alarm #

Save Alarm for Today

Delete Alarm for Today

Repeat Task List

Additional Information:

If the alarm is not saved to the INI file, then that alarm is valid for this session of Windows (actually, until Accesses is closed or the Accesses.ini file is reread).

The user should save this alarm to the INI file if the alarm is a reminder of a daily task. The alarm can be saved to the INI file in an ON or OFF setting. Alarms saved in the OFF position can be manually turned ON for each session of Windows. Alarms saved to the INI file are active whenever Accesses is active.

When the Alarm is on and the alarm time is reached, then an alarm will beep and a message box will open the next time Accesses is activated. The pop-up window of Accesses will blink until reactivated to remind the user that an alarm has gone off if the user was away from the computer at the time of activation.

The time is displayed in the format set by your WIN.INI settings. To change this setting run Control Panel, International, then change the Date and Time formats.

Arrange Windows Index

Apps, Icons, All

Quick Procedure:

Pressing the following key combinations will open the Arrange dialog box:
Ctrl+Esc, Alt+S, S

Once a Window Type is chosen the user can arrange:

Help - F1

Arrange Above Icons

Default (positions) uses **DEFAULTSIZES**

Tile

Cascade

Align Icons

Restore

Minimize

Maximize

List Hidden On / Off

Swap Apps/Icons

Repeat Task List

Additional Information:

The Arrange Windows dialog box is used to position groups of Windows (Window Type). The Window Type can include only windows that are not Icons (Apps) or select windows that are currently minimized (icons), or select ALL applications (Apps and Icons).

Configure... (Setup) - Index

Quick Procedure:

Use the following key combination to call the "Configure..." dialog box:
Ctrl+Esc, Alt+U, C

Configure... dialog box index:

Help - F1

Use Large, Small, or Button Menu Task List

Save Default Sizes of all Current Windows

for auto sizing of windows.

Save 1 Window: Selected Window

as a default size with Document name, as Menu name, etc.

Save Windows in !Folder

for starting up multiple programs or documents.

Update Win.ini extensions

VERY IMPORTANT FOR ONE FEATURE

REGISTER...

very important to author

Miscellaneous Setup options

MDI setup, Windows programs directory, Screen Blankers.

Pop-up Colors

for auto sizing of windows.

Ctrl+Shft+Esc Activates

Activates Run Dialog Box, or System Info, or User's Menu.

Repeat Task List

Additional Information:

The Configure... dialog box is used to configure Accesses beyond the original Setup. Accesses is functional without any additional configuring; however, several features will be unexplored.

It is important to modify your WIN.INI file using the "Update WIN.INI extensions below" so that the [extensions] portion of the WIN.INI files uses Accesses to launch the programs associated with the documents in the extensions section. This way, Accesses will automatically position programs when you double click on a document name from File Manager, Command Post, MS-DOS Executive, or any program that allows you to select a document name for launching. See **File Manager example**.

If you use a program that allows command lines for launching programs (like Norton Desktop), see **Program Manager example** so that the command line launches Accesses to launch your program.

Miscellaneous Configuration (Setup Options for Advanced Users)

Quick Procedure:

Press Ctrl+Esc, Alt+U,C,N, [Enter] to reach the Miscellaneous Setup Options dialog box..

Additional Information:

This box contains the settings where you can enter:

Your Windows Programs directory

Start up !FolderName

Millisecond Delay and PIF mSec Delay

Run Only One MDI program

Hide inactive minutes

Alarm Beeps

Open with Task List (on start up)

Run Programs Dialog Box Index

Quick Procedure:

The Run Programs Dialog Box of Accesses is opened when the middle one third of the Accesses pop-up window is Double Clicked with the **Left Mouse Button** or when the user presses Ctrl+Shift+Esc key combination from any *Windows* program unless the **Ctrl+Shft+Esc** was configured by the user to execute a different function. The cursor shape in this area of Accesses's pop-up window displays the word 'Run'.

Run Programs dialog box index:

Buttons / Menu Items:

Help - F1

Windows Directory

Run User List list box

Edit List - Editing !folders

Edit List - Editing "Run User List" Programs

Switch (Execute if NOT running)

Max after run On / Off

Top Left

(also Top Right, Top ½, Bottom ½, Bottom Left, Bottom Right, Use Default Positions)

File List >>>

Repeat Task List

Run Program with Filename

INI Associate

Filename Directory.

Additional Information:

The Run Programs dialog box is used to launch other Windows and DOS programs. This dialog box provides the user the ability to launch:

1. All programs in their Windows directory.
2. A user configurable list where individual programs (and optionally their associated documents) can be save for launching.
3. Up to 10 **!folders** to launch groups of programs with one command. Each of these **!Folders** can launch up to 20 programs.

Additionally, if a user wants to load multiple documents into one Multiple Document Interface (MDI) program the user should configure the **Run Only One MDI** variable.

Running / Saving !Folders

Quick Procedure:

The procedure for saving !Folders is:

1. Minimize all programs that you do not want in a !Folder. (You can edit the !Folder later.)
2. Use the following command sequence to call the Save !Folder dialog box: Ctrl+Esc, Alt+U, C, V, [Enter]. Opens the Save Folder Dialog box from the **Setup + Configure..** dialog box.
3. A dialog box opens asking which !folder number you want to use. Each !Folder can have a 25 character description.
4. Select a folder to replace then press OK to save the new !Folder.
5. Accesses makes a best guess of directories for documents in a program; however, another dialog box will open asking you to edit the documents collected in the !Folder since Accesses has no way of knowing for sure if all programs have a document name, which programs are MDI programs containing multiple documents, and directory locations.

Launch a folder with the command: Accesses.exe !FolderNo1
(note the exclamation mark before the "F" in folder.)

Additional Information:

The "Go Direct to Edit" button on the Save Folder dialog box does not save the !Folder. This button was provided in case you want to review the contents of the folders before going back to saving the folder.

Each !folder is a collection of up to 20 programs that Accesses can launch with one command. A maximum of 10 !folders are stored by ACCESSSES.

The !Folder can be launched from Program Manager or any other program (like Norton Desktop) that uses a command line for launching (running programs) using the command:

```
Accesses.exe !FolderNo1  
thru  
Accesses.exe !FolderNo10
```

And of course, !Folders can be launched from Accesses using the **Run Programs dialog box**.

There are two ways to add programs to a !Folder. The easiest method if you are editing (adding, changing, or deleting) just one program is to open the **Run Programs dialog box**, choose the !Folder that you want to edit, then select "Edit List".

The Second way is to open the "Run Programs dialog box" and launch that !Folder. Then launch the additional programs; and finally, re-save that !Folder. This method will require you to reconfirm the directory/documents again.

Save as !folder will save all applications (that are not minimized) and their current positions to the !folder number selected. The !folder Name saved will display under the 'Run User List' list box in the RUN PROGRAM Dialog Box when a !folder number is selected in the 'Run User List' list box. This !folder can then be executed from the RUN PROGRAM Dialog Box and all of those applications will be launched (executed) and their window positions reestablished.

The user will have to manually change the !Folder keywords in the ACCESSES.INI file if there are filenames associated with the programs that are saved. These filenames will need the complete drive:\directory\filename.ext included with the program name stored under the ! Folder keywords. See the [!FolderNo1] application name in the ACCESSES.INI section. (Accesses will only look in the current directory and your path for the drive:\directory information.)

Since I used Microsoft Winword and the current version of Winword will not allow a second copy of Winword to be active, Accesses will not execute this second copy of Winword, but will instead paste the filename into the currently running copy of Winword. Therefore, you can have more than one !Folder keyword with winword.exe drive:\directory\winword.doc and all of those winword.doc files will be loaded into one Winword program. This same function can be activated for other applications, Excel, Amí, etc. See 'Using Accesses To Launch and Place Programs from Program Manager (or a Similar Program)'.

DOS windows are not saved as a Program in a !FOLDER since Accesses has no way of determining which PIF file you use to execute the DOS window. You can manually enter a DOS window as a !FOLDER using the same format as the other Programs however substituting the PIF filename for the program name.

Using Accesses to Launch Programs from Program Manager

To avoid slowing your system down, Accesses does not set a windows hook that always watches when you are launching a program. Instead, you place programs by calling the program thru Accesses. If this turns out to be a major negative instead of a major positive, the next version of Accesses will include the Hook as an option.

For Program Manager or a similar program (like Norton Desktop), your objective is have a command line that looks similar to the following to launch your program:

accesses.exe notepad.exe (to launch just notepad.exe)
or
accesses.exe notepad.exe win.ini (including a filename)
or
accesses.exe notepad.exe win.ini,0,0,500,500 (including positioning information)
(the numbers are x,y,w,h window positioning information and will override the **DEFAULTSIZE** data)

(pathnames included with the program and document are dependent on your path statement)

(Page Down for other examples, eg Launching one of Accesses **!folders.**)

Select an existing Icon from the Program Manager. From Program Manager's menu select "File" + "Properties...". Then Add Accesses.exe as shown above to the "Command Line" of the Program Manager's "Program Item Properties" dialog box.

(I suggest prefixing the Icons Name with an asterisk to show which Icons are using Accesses to place the program. For example: *Notepad Win.ini - could be an icon name. But then I don't know why you wouldn't have all of the icons using Accesses to place programs.)

Yes, you will have two executable type programs shown on the command line. It doesn't matter if the program you are launching is an EXE, COM, BAT, or PIF type Windows or DOS executable program. You'll still follow normal Window's conventions for launching that program, but you will be launching it first thru Accesses.

If you are using a document that has a WIN.INI [extension] for the program, then you do not have to include the program name, but can show the command line as follows:

accesses.exe win.ini (including a document name)

And finally, if you changed your WIN.INI extensions to show Accesses.exe launching Notepad.exe, then you would need to only enter the document name WIN.INI. **Updating your WIN.INI extensions** will explain Accesses's special dialog box that allows you to make selected-mass changes to the WIN.INI [extensions].

For any of the above cases, if that program has a **DEFAULTSIZE** position in ACESSES.INI, then it will be placed in it's DEFAULT location when launched. See **Save Default Sizes of all Current Windows** or **Save 1 Window: Selected Window** to save or edit default sizes.

If you need information describing how Accesses decides which directory to start the program, see **Start-up Directory**.

Other Command Line Examples:

accesses.exe menu.bat (uses _DEFAULT.PIF)
accesses.exe DOS.PIF (launching a PIF file)
accesses.exe LOTUS.PIF (launching a PIF file)
accesses.exe !folderno1 (launching one of Accesses's **!FOLDERS**)
accesses.exe notepad.exe win.ini (including a filename)
c:\windows\accesses.exe c:\windows\notepad.exe c:\windows\win.ini
accesses.exe win.ini,0,0,500,500 (find the program from the extensions of WIN.INI)
accesses.exe notepad.exe*d:\textfile\ (start the program Notepad in the d:\textfile\ directory)

Using Accesses to launch Programs from File Manager (or similar programs)

Quick Procedure:

This section covers the case where the "Other Program" uses WIN.INI extensions to launch documents. If your "Other program" uses menus or Icons (like Norton Desktop), please refer to **Program Manager example** to get more detail on this procedure.

Your objective will be to change the WIN.INI extensions to include Accesses for the documents. After the modification, the extension section of your win.ini file should look like (as seen in your WIN.INI file):

```
txt=c:\windows\accesses.exe c:\windows\notepad.exe ^.txt  
or  
txt=accesses.exe notepad.exe ^.txt
```

You can change individual WIN.INI extensions from Accesses's **Run Programs** dialog box.

Updating your WIN.INI extensions will explain Accesses's special dialog box that allows you to make selected-mass changes to the WIN.INI [extensions].

Additional Information:

There are 3 ways to launch an application and have it automatically placed in Accesses **DEFAULTSIZE** position for that Application.

1. Always launch that program thru Accesses's **Run Programs** dialog box.
2. Launch the program using the Command Line (as in Program Manager):

```
accesses.exe notepad.exe c:\windows\DocumentName.Extension
```

where any executable program can be substituted for notepad.exe and any document name can be optionally included. This will work from any program that uses a command line to launch programs (like Program Manager). See **Program Manager example** to get more detail on this procedure.

3. Change the [extensions] portion of the WIN.INI file if you launch programs from programs where you can double click on a document name. Like MS-DOS Executive, File Manager, etc. Read on, to see how easy it is to change the WIN.INI extensions. Accesses has a 2 dialog boxes written to help you edit your WIN.INI.

Programs like File Manager will then launch *.TXT documents thru Accesses, and Accesses will launch notepad with that TXT document. If there is a DEFAULTSIZE for notepad, then Accesses will place that instance of notepad in its default size position.

For the program to be placed by Accesses, the DEFAULTSIZE of that program must have been stored in the Accesses.ini file (or you must supply the positioning information on the run command line). See **Save Default Sizes of all Current Windows** or **Save 1 Window: Selected Window** to save or edit default sizes. When you 1st started Accesses, the default sizes of all of those application were saved during its automatic setup.

To avoid slowing your system down, Accesses does not set a windows hook that always

watches when you are launching a program. Instead, you place programs by calling the program thru Accesses.

If you need information describing how Accesses decides which directory to start the program, see **Start-up Directory**.

Startup Directory of Programs

Accesses automatically switches to the directory of the document using the following Windows convention to determine the document's directory if not listed in the command line:

- Current directory
- Windows directory
- User's path statement

There is a "semi-undocumented" procedure listed in CHANGES.TXT that describes how to "start a program without a filename in a user defined directory" function. The format for starting a program in a particular directory is as follows:

```
accesses.exe notepad.exe*d:\textfile\
```

Where the directory follows the program name and is separated by an asterisk. You cannot enter a filename for this function. The last backslash is required since Accesses will not append the last backslash.

Examples:

Will start up Notepad in the WIN.INI directory that is found first using the following search (Current directory of the launching program, Windows directory, User's path statement):

```
accesses.exe notepad.exe win.ini
```

Will start up Notepad in the c:\bin directory in all cases:

```
accesses.exe notepad.exe c:\bin\yourfile.txt
```

Will start up Notepad in the c:\bin\ directory:

```
accesses.exe notepad.exe*c:\bin\
```

If you are starting the program from Accesses, then you do not have to say accesses.exe in all of the above examples.

DEFAULTSIZE is a table in the Accesses.INI file where Accesses stores the "partial window titles" and positioning information. The "partial window titles" are compared from left to right with the actual window titles (from the Window Caption Bar) of your current applications. The DEFAULTSIZE window positioning information is used to move the window when a **CASE INSENSITIVE PARTIAL MATCH** in the Window Title is found in the DEFAULTSIZE table in the Accesses.INI file.

A case insensitive PARTIAL WINDOW TITLE MATCH IS FOUND for the following examples:

Window Title:		DEFAULTSIZE Title:	
Notepad - WIN.INI	==	Notepad - WIN.INI	(the BEST FIT is used when more than 1 match)
Notepad - WIN.INI	==	NOTEPAD - w	
Notepad - WIN.INI	==	Notepad	
Notepad - WIN.INI	==	N	(The title search is from Left to Right)
Notepad - (untitled)	==	Notepad	

A match is NOT found in the following examples:

Notepad	not=	Notepad - WIN.INI	(not found from Left to Right)
Notepad - WIN.INI	not=	WIN.INI	

Defaults Positioning of Window(s)

The Accesses.ini file has up to 1024 positions that can be defined as the Default window position for placing programs.

Accesses uses partial window titles and x,y,w,h coordinates to place windows (where x, y represents the top left corner of your monitor and w, h represents the width and height of the program's window). The Actual window title is compared to the window title in the **DEFAULTSIZE** section of the Accesses.ini file. The window is placed according to the best match between the actual window title and the DEFAULTSIZE titles. The comparison is not case sensitive.

For example, if WIN.INI is opened with Notepad, then the Window Caption is:

Notepad - WIN.INI

If you always use the procedure for **Saving Default Sizes of all Current Windows** then all of the programs that are recorded in Accesses's INI file will have the Document Name EXCLUDED. In the above example, "Notepad" is recorded. Therefore, all programs of the same name will be placed in the same position.

If you want a program with a specific document name to always be placed in a specific window position, then you must execute **Save 1 Window: Selected Window**. Then for the above example, Notepad - WIN.INI will be saved and if this position is different than that for the vanilla "Notepad", then that window will be placed in its "different" position.

Defaults positions are used when you select a "Defaults" button from any of Accesses dialog box. Defaults are used when you execute a program thru Accesses.

Please see **Update Win.ini extensions** if you want to launch documents from other programs like File Manager, MS-DOS Executive, Command Post and have Accesses position the applications; or see **Program Manager example** if your user menu is like Program Manager and launches programs using a command line from either a menu or Icon (like Norton Desktop).

Saving the Default Size of ALL Current Windows

Quick Procedure:

The proper procedure to follow is to Minimize all Windows that you do not want to save or to have the **DEFAULTSIZE** changed. Then save the DEFAULTSIZE of the rest. Because of the checking Accesses has to do, it is almost as fast to save the DEFAULTSIZE of one window as it is for a dozen windows.

Pressing the following key combinations will open the Save Defaultsize of ALL Current Windows dialog box: Ctrl+Esc, Alt+U, C, S, [Enter]

For Norton Desktop user, Accesses can also list, move, minimize, etc the Child Windows of Norton Desktop. To save the Defaultsizes of only the Child Windows, check the 'List Childs only' menu item under 'Show' on the Task List before Pressing the above keys shown. See **List Childs only** for more information.

Additional Information:

This procedure updates the DEFAULTSIZE keywords in the Accesses.ini file for all currently non-minimized applications. If the application is minimized, the Defaultsize is not updated. Maximized applications have their Maximized dimensions saved. The Defaultsize is used when you select 'Default Size' from the **Task List** / Placement dialog box. Additionally, the DEFAULTSIZE keywords are used when you select 'Arrange' + 'Defaults' from the Task List dialog box.

Defaultsizes are also used to size applications when launched thru Accesses even when launched thru Accesses from other programs. (See **Program Manager example**, **File Manager example**, or **Running Programs using Accesses**.)

Accesses uses partial window titles and x,y,w,h coordinates to place windows (where x, y represents the top left corner of your monitor and w, h represents the width and height of the program's window). The Actual window title is compared to the window title in the DEFAULTSIZE section of the Accesses.ini file. The window is placed according to the best match between the actual window title and the DEFAULTSIZE titles. The comparison is not case sensitive.

Up to a maximum of 1024 program window positions can be stored by access. (The smaller this list is, the faster Accesses is!!!! A reasonable number is 150 program Windows.)

When the DEFAULTSIZE positions are modified by Accesses, Accesses collects all the Window Captions (Window Titles) from the Title Bars for the programs that are running and **that are not minimized** at that time. Accesses will delete the document names from the titles for the name stored in Accesses.INI if the document names are preceded by a hyphen. Then Accesses will replace any duplicate DEFAULTSIZE names with the current names. Minimized windows are ignored. Window positions are not changed for programs that are already in the DEFAULTSIZE keywords stored in the ACCESSSES.INI file if the program is not running or if the program is minimized .

Accesses needs only a partial window title to place Windows. If 2 or more titles almost match, then Accesses uses the best fit to place windows; however, Accesses must find an exact partial window title match before Accesses replaces that partial window title stored as a DEFAULTSIZE. The comparison is case insensitive, but all characters, spaces, hyphens are compared if they exist in the DEFAULTSIZE.

You may need to individually modify the partial window title stored in the DEFAULTSIZE keyword for some programs or to include the document name with the program name in the caption. You can make these additions using **Save 1 Window: Selected Window** to save or edit default sizes. For example, I use CMDPOST; and I have a Tree - D: and a Tree - C:. Accesses assumes that I want both of these to be stored in the same position with the Caption of 'Tree'. Therefore, I individually add 2 DEFAULTSIZE keywords, one with a Caption of 'Tree - C:' and another DEFAULTSIZE keyword for 'Tree - D:'.

You will have to manually cull the Accesses.ini file using Windows Notepad.exe if you exceed the maximum of 1024 program window positions that can be stored by Accesses. Currently, the author is unable to design a dialog box that would edit these variables more easily than Notepad.exe.

Saving - Selected Window (Saving DEFAULTSIZE)

Quick Procedure:

Pressing the following key combinations will open the Save Defaultsize of one Window's defaultsizes: Ctrl+Esc, (then select a window in the **Task List**), then Alt+U, V, [Enter].

This procedure uses the Window Title selected from the Task List to open a dialog box that allows you to do any one of the following:

1. Save the selected **Window Title** and its current position as its Defaultsize. This is used when you want to include a longer (or a shorter) partial window title so that certain windows like Notepad - WIN.INI are placed in a different position than other Notepads. Select **Defaultsizes** for more information.
2. Save the selected **Window Title** as your Menu Title. The Menu Title is the Title that is popped to the Top focus when you Left Mouse Double Click on the right 1/3 of Accesses's pop-up window. Select **Menu Title** for more information.
3. Always **Exclude the selected Window Title** from the **Task List** display. Normally this feature is used to not display hidden windows, especially those that will terminate windows if they are displayed. See **Exclude Window Title** from all Task List Displays for more information.
4. Or use the position of this window to set the General Window Positions: TOP ½, Top Left, Top Right, Bottom ½, Bottom Left, Bottom Right, Left ½, Right ½, Middle Left, and Middle Right. The Window title in this case is ignored since these positions are selected from the **Task List** or **Mouse Click dialog box**. Select **General Window Positions** for more information.

Additionally, the user can change the name of the "Show+Middle Right" and "Show+Middle Left" menu items of the Task List using the "Description" edit text box. This way the user can replace the "Show+Middle Right" with, for example, a "Show+Above Icons" menu item.

Additional Information:

Accesses uses partial window titles and x,y,w,h coordinates to place windows (where x, y represents the top left corner of your monitor and w, h represents the width and height of the program's window). The Actual window title is compared to the window title in the **DEFAULTSIZE** section of the Accesses.ini file. The window is placed according to the best match between the actual window title and the DEFAULTSIZE titles. The comparison is not case sensitive; however, all the characters in the DEFAULTSIZE must match the same number of characters from left to right in an actual window title before that DEFAULTSIZE is used.

Saving the Defaultsize of One Window

Quick Procedure:

Pressing the following key combinations will open the Save Defaultsize of one Window dialog box: Ctrl+Esc, (then select a window in the **Task List**), then Alt+U, V, [Enter].

For Norton Desktop user, Accesses can also list, move, minimize, etc the Child Windows of Norton Desktop. To save the Defaultsizes of only the Child Windows, check the 'List Childs only' menu item under 'Show' on the Task List before Pressing the above keys shown. See **List Childs only** for more information.

Additional Information:

This procedure updates the **DEFAULTSIZE** keyword in the Accesses.ini file for the *one window selected from the Task List* because you want to edit the partial window title stored for the DEFAULTSIZE. The Defaultsize is used when you select the 'Default' button from the **Task List** / Placement dialog box. Additionally, the DEFAULTSIZE keywords are used when you select 'Arrange' + 'Defaults' from the Task List dialog box.

Defaultsize is also used to size applications when launched thru Accesses even when launched thru Accesses from other programs. (See **Running and Placing Windows.**)

Up to a maximum of 1024 program window positions can be stored by Accesses. (The smaller this list is, the faster Accesses is!!!! A reasonable number is 150 program Windows.)

Normally you do not want to save the DEFAULTSIZE of just ONE window. The proper procedure to follow is to Minimize all Windows that you do not want to save or change the DEFAULTSIZE. Then save the DEFAULTSIZE of the rest. See **Save Default Sizes of all Current Windows.** Because of the checking Accesses has to do, it is almost as fast to save the DEFAULTSIZE of a dozen windows as it is for one window.

Accesses needs only a partial window title to place Windows. If 2 or more titles almost match, then Accesses uses the best fit to place windows; however, Accesses must find an exact partial window title match before Accesses replaces that partial window title stored as a DEFAULTSIZE. The comparison is case insensitive, but all characters, spaces, hyphens are compared if they exist in the DEFAULTSIZE.

This procedure is used to individually modify the partial window titles stored in the DEFAULTSIZE keyword for some programs or to include the document name with the program name in the partial window title. For example, I used CMDPOST; and I have 2 windows, one called Tree - C: and the other is Tree - D:. Accesses assumes that I want both of these to be stored in the same position with the Caption of 'Tree', but I do not want them placed in the same window position. Therefore, I individually add 2 DEFAULTSIZE keywords using this procedure, one with a Caption of 'Tree - C:' and another DEFAULTSIZE keyword for 'Tree - D:'. Accesses keeps the original Captions when you add Captions that do not match. In this example, Accesses keeps the DEFAULTSIZE for the original 'Tree'.

You can edit the Caption to include the document name or to delete characters or to even enter a Window Title for a Window Caption that doesn't exist on your system at the current time. However the Window position for the original Window selected from the Task List is the position used to update the DEFAULTSIZE position.

You will have to manually cull the Accesses.ini file using Windows Notepad.exe if you exceed

the maximum of 1024 program window positions that can be stored by Accesses. The author was unable to design a dialog box that would edit these variables more easily than Notepad.exe.

Jump back to **Save 1 Window: Selected Window.**

Save the Selected Window Title as your Menu Title

Quick Procedure:

Pressing the following key combinations will open the Save Defaultsize of one Window dialog box: Ctrl+Esc, (then select a window in the Task List), then Alt+U, V, Alt+M, [Enter].

Additional Information:

You can save one Window Caption or partial Window Caption as your Menu Title.

This procedure updates the UserMenuName and UserMenuProgram keywords in the Accesses.ini file for the *one window selected from the Task List*. The Menu Title is the Title that is popped to the Top focus when you Left Mouse Double Click on the right 1/3 of Accesses's pop-up window.

Accesses assigned the UserMenuName found from your shell= keyword in your System.ini file when you first launched Accesses. You may want to reassign this to the program that you want Accesses to pop to the top focus when you Left Mouse Double Click on the right 1/3 of Accesses's pop-up window. This name does not have to agree with your shell= keyword in your System.ini file.

Accesses will launch the program, if the program is not running.

Jump back to **Save 1 Window: Selected Window**.

Save General Window Positions eg Top ½, Bottom Right, etc

Quick Procedure:

Pressing the following key combinations will open the Save Defaultsize of one Window dialog box: Ctrl+Esc, (then select a window in the **Task List**), then Alt+U, C, W, [enter].

Additional Information:

(TOP ½, Top Left, Top Right, Bottom ½, Bottom Left, Bottom Right, Left ½, Right ½, Middle Left, and Middle Right)

This procedure updates the general window positions in the Accesses.ini file for the *one window selected from the Task List*. These positions are found on the **Task List** and are listed on the **Mouse Click dialog box**.

The Window title in this case is ignored since these positions are selected from the Task List or Mouse Click dialog box for any window.

You can reach this dialog box using the key combinations: Ctrl+Esc, (then select a window in the Task List), then Alt+U, C, W, [Enter].

You must select the Window that is already in the position that you want to save from the Task List before trying to save it as your General Window Position in this Dialog Box.

Jump back to **Save 1 Window: Selected Window**.

Exclude Window Title from All Task List Displays

This check box is located on the **Save 1 Window: Selected Window** dialog box. To save an Excluded Window to this list press Ctrl+Esc, then select the window name from the Task List display, then press Alt+U, V, Alt+F, Alt+S.

Per a users request I added an "ExcludeWindowNames" application heading to the Accesses.ini file. This section allows the user to add up to 10 Window Title to exclude from all Task List displays. This is especially useful to the Norton Desktop users or to those folks that run programs that have hidden windows that the user would never want to show.

Accesses can show hidden windows on your system and you may be surprised by the Hidden Windows you never knew about. Accesses has only one window on your system and this is called "Accesses". The other hidden windows you'll see are from other programs.

A hidden window that surprised me was Windows Help. Windows Help is hiding itself when you try to close it!!!

The following programs are automatically added to this list:

```
[ExcludeWindowNames]
01="Norton Task Manager"
02="TheUltimateMrSlate"
03="QAddeRegName"
04="Srvr"
```

If you never run Norton Desktop, then you can delete all of the above names from this list.

To save a window to this list press Ctrl+Esc, then select the window name from the Task List display, then press Alt+U, V, Alt+F, Alt+S.

You will have to manually delete the Excluded Window Title from the [ExcludeWindowNames] if you ever want to re-include a window that was saved to the Accesses.ini file for Exclusion. You can do this by selecting Ctrl+Esc, Alt+U, V, then press the 'Edit Text' button at the lower left of the dialog box.

The Exclude Window names can still be temporarily listed in the Task List when the "List All of the Above" Menu item (found under Show) is selected while holding the Shift Key or Right mouse button down. (Note the + sign on this Menu Item.)

Mouse Click On / Off - (check box)

This check box is located on the **Task List** dialog box. If no windows are selected in the Task List - list box and this check box is on (checked) then the Action requested is executed on the next window that you click with the mouse.

For example:

If you are wanting to close or move a window that you can see, but are uncertain which window this is in the Task List, you can turn the Mouse Click check box ON, select the action item you want to perform, and the next window you touch with the mouse will be close or moved as requested.

If you are just moving windows, it is easier to Right Mouse Single Click on the right 1/3 of Accesses's pop-up window then select the move from the small dialog box that opens.

See **Mouse Click dialog box** for more information.

Mouse Click Dialog Box

The **Mouse Click Dialog Box** is the dialog box that pops up when you Right Mouse Single Click on the Right 1/3 of the Accesses pop-up window. When this window is opened, you can select a position to move the next window that is clicked with the mouse.

Additionally, a smaller version of the Mouse Click Dialog Box opens for the **File+End Tasks** function and **Copy to Clipboard** function. These two functions are accessible from only the **Task List** menu.

Repeat Task List On / Off - (check box)

This check box is located on several dialog boxes. Accesses **Task List** dialog box will open after the next function is executed and this check box is on (checked). If the cancel button is pressed, then that dialog box will close and the Task List dialog box will open. Similar to a "go to the Top Menu" function.

ReRead INI File

This option requests Accesses to reread it's INI file. Additionally, this command sends a WIN.INI [extensions] command to all other applications so that they know to reread the WIN.INI extensions.

This option was provided to the users who manually edit the ACCESES.INI file using a text editor like notepad.

You can manually edit the WININICHANGE= keyword in the Accesses.ini file if you wish to disable the WIN.INI [extensions] message sent to all apps or change the message so that all apps reread all of the WIN.INI file during an "Accesses ReRead of the INI file".

The values for the WININICHANGE= keyword are as follows:

WININICHANGE=0	do not send a message to the other Windows programs
WININICHANGE=1	send only a message to read [extensions] to the other applications
WININICHANGE=2	send a message to read ALL of WIN.INI to the other applications

Use a TEXT EDITOR like Notepad to manually edit the Accesses.ini file.

System Information Dialog Box

Quick Procedure:

You can reach this dialog box from the **Task List** menu, using the following key strokes:
Ctrl+Esc, Alt+F, S.

Additionally, you can Right Mouse Single Click the middle 1/3 of Accesses's pop-up window unless you have **Attached** this mouse click position to a window.

Holding down the Control Key and then Right Mouse Click on the middle 1/3 of this window will always display the System Information Dialog Box when the pop-up window has focus.

Additional Information:

A Systems information dialog box is available that will display your:

- Windows Version
- CPU type: 8088, 286, 386, 486
- Windows Operating Mode: Enhanced, Standard, Real
- Presence of a Math coprocessor
- Screen Resolution
- Global Memory Free (Conventional)
- Largest Free Global Block
- % Resource Memory Free

Free Space and Total Space Available on drives

Click on **Memory definitions** for more information.

Memory Explanations

Accesses's pop-up window displays the % Resource Memory Free and Global Memory Free with the date and time.

Resource Memory will normally be your limitation to running more applications. Resource memory is measuring the free memory (of 64K) in the USER and GDI module for Windows 3.0. You should strongly consider closing some of your windows when the Resource Memory is less than 10% because some programs, including Windows itself may become unstable.

Accesses begins to disable some of its functions below 10% Resource Memory Free. Accesses will give you a message when a function you request is disabled. Eventually, Accesses will switch to a special low memory Task List that will work with as little as 1 to 2% Resource Memory Free; but, again you should avoid this situation. Eventually, if your Resource Memory becomes too low, even the Ctrl+Esc key becomes disabled.

Global Memory Free measure the total Global Memory available to run programs. Normally, this number is not a limitation.

Global Compact Memory executes a Windows function where all discardable memory elements are discarded and the Global memory is compacted to produce a larger global free space. I am experimenting with this function. (Actually, Windows has a minor bug here.) If you get into a situation where you cannot run a DOS window using Windows 3.0, try executing: Ctrl+Esc, Alt+F, G. This may create a space large enough to run your DOS program. If you use Accesses to launch programs, this may never be a problem. Global Compact Memory can be found on the **Task List** menu.

Copy to Clipboard

The "Copy to Clipboard" function is provided for the user that manually edits the Accesses.ini file. This function will provide the selected window's executable name, Window Caption Title, and Window position in the screen coordinates used by Accesses. The information can be copied from the clipboard to another text editor.

An example of the text copied to the Clipboard is:

```
c:\windows\notepad.exe,Notepad - WIN.INI,126,-6,875,490
```

Where:

c:\win\notepad.exe - is the programs name
Notepad - WIN.INI - is the window's Caption
126,-6,875,490 - is the x,y,w,h positions of the window using coordinates of 0,0 as the top left of your screen and 1000,1000 as the bottom right.

If you want to manually edit the Accesses.ini file, please refer to the documentation in ACESSES.WRI. This file is in Windows Write format.

If the **Mouse Click On / Off** button is on and a Task is not selected in the **Task List - list box**, then the **Mouse Click Dialog Box** opens and the information from the next window clicked on is collected.

Task List - List Box

This list box is shown on the '**Task List**' dialog box and displays all of the windows operating at this instance. The List Box displays only the Parent Window names. If you select a Parent window that has a top level Child or Pop-up window opened, then both the parent Window and the Child or Pop-up windows are displayed.

The Task List - list box can be accessed from any program using the Ctrl+Esc key combination. You can also Left Mouse Double Click on the left 1/3 of the Accesses pop-up window to call the Task List - list box.

You can select one or more Windows in the Task list box for most functions, otherwise, the last task window highlighted is the selected one.

You do not have to highlight a task to select just one. The marquee will indicate the selected task unless the **Mouse Click On / Off** button is checked; EXCEPT, **End Tasks** always requires a selection if the Mouse Click On / Off button is not checked.

Accesses can also list, move, minimize, etc the Child Windows of Norton Desktop. See **List Childs only** for more information.

There is one unusual option where Accesses will display either the Shown or the Shown and Hidden windows. See **List Hidden on / off** for more information.

List Apps On / Off

The **List Apps On / Off** option is available on the 'Task List' menu under "Show". When this menu item is checked then those Windows that are Restored or Maximized (not minimized) are displayed in the **Task List - List Box**. When this menu item is unchecked, then the Restored or Maximized windows are not displayed.

You must check the **List Apps On / Off**, List Icons On / Off, and the List Hidden On / Off menu items to list all windows with Window Titles.

List Icons On / Off

The **List Icons On / Off** option is available on the 'Task List' menu under "Show". When this menu item is checked then those Windows that are Minimized (not Restored or Maximized) are displayed in the **Task List - List Box**. When this menu item is unchecked, then the Minimized windows are not displayed.

You must check the **List Apps On / Off**, **List Icons On / Off**, and the **List Hidden On / Off** menu items to list all windows with Window Titles.

List Hidden On / Off

Accesses can show hidden windows on your system and you may be surprised by the Hidden Windows you never knew about. Accesses has only one window on your system and this is called "Accesses". The other hidden windows you'll see are from other programs.

The **List Hidden On / Off** option is available on the **'Task List'** menu under "Show". When this menu item is checked then the Shown (visible) and Hidden (invisible) windows are shown in the **Task List - List Box**. When this menu item is unchecked, then only the Shown windows are displayed on the Task List - List Box. Some window are hidden, not shown, on your display. **Accesses can show these hidden windows although the results can be unpredictable since the program was expecting to be hidden** (although I've not found any to have serious ill effects except with Norton Desktop programs). Most windows that are visible can be hidden and then made visible again without any problems.

You must check the **List Apps On / Off**, **List Icons On / Off**, and the **List Hidden On / Off** menu items to list all windows with Window Titles.

Except for Norton Desktop users, I don't know of a benefit to the user for showing and hiding windows except to "know what's happening" on your system.

If you want to not show these or some of these hidden windows, please see **Exclude Window Title from All Task List Displays**.

For NORTON DESKTOP Users:

Accesses Version 2.0 or later allows you to perform functions that the parent window will not be aware of. I've tested the functions and believe that there are no problems other than the parent will not know when the "child" windows are hidden or showing, etc. BUT IT IS UP TO YOU, THE USER, TO CONFIRM COMPATIBILITY PROBLEMS. Accesses or the programmer will not be held responsible or liable for anything you lose!

List Childs only (and All Parents/Childs - List)

The **List Childs only** option is available on the **Task List** menu under "Show". When this menu item is checked then only the child windows are displayed on the Task List - List Box. Child Windows are the visible Pop-ups that have a Parent or the visible "Child Windows" that are DLLs of Norton Desktop. When this menu item is unchecked, then only the Parent windows are displayed on the Task List - List Box.

Press the Shift key or right mouse button when selecting this menu item if you want to list Children and All Parents. (Note the + symbol on the menu item, that's what the plus symbol means in Windoweze.)

The primary purpose of this selection serves Norton Desktop users. The Norton Desktop user can view, move, minimize, etc their Desktop Windows when this box is checked.

Only pop-up windows where the Parent Window is Enabled and DLL windows of Norton Desktops will be displayed when the 'List Childs only' menu item is checked. For the Norton Desktop user, Accesses can also list, move, minimize, save window positions, etc the Child Windows of Norton Desktop. To save the Defaultsizes of only the Child Windows, check the 'List Childs only' menu item under 'Show' on the Task List and then continue with the **Save Default Sizes of all Current Windows** or the **Save 1 Window: Selected Window** procedure.

For NORTON DESKTOP Users:

Accesses Version 2.0 or later allows you to perform functions that the parent window will not be aware of. I've tested the functions and believe that there are no problems other than the parent will not know when the "child" windows are hidden or showing, etc. BUT IT IS UP TO YOU, THE USER, TO CONFIRM COMPATIBILITY PROBLEMS. Accesses or the programmer will not be held responsible or liable for anything you loose!

Max Application after Run On / Off

The **Max App after Run On / Off** option is available on the '**Task List**' menu under "Run" main menu and is located on the **Run Programs**.

Both the Task List menu item "Max after run on / off" and the top left of the popup window will indicate the status of this switch. The "Max after run on / off" switch will be checked when on (apps will be maximized after positioned). The top left of the popup window will show a single quote when on and a period when off.

You can change the switch from the Task List. Additionally, you can change the switch by holding the Shift key while and Left Mouse button single click on the middle 1/3 of the Popup window (the cursor shows 'Run').

When this menu item is checked then all programs that are launched, except the **!Folders**, are maximized after Accesses places the Restored application to your requested position.

This function will act on only Parent windows.

The **Max after Run on / off** switch is also changed when you hold the Shift Key down and Single Click the Left Mouse button on the left half of the pop-up window. A single quote will display in the far left position of the pop-up to indicate that the switch is on. This is the same as selecting "Max after Run on / off" from the Run menu item of the Task List.

Show - Attach window to Right Mouse Button

Quick Procedure:

Ctrl+Esc. Select a window in the **Task List** list box. Press Alt+S, C. Additionally you can press Press Alt+S, Shift+C.

Additional Information:

This procedure Activates the "Attached" Window whenever you Right Mouse Single Click the pop-up window's LEFT 1/3 **button click position**.

The + sign indicates that the Shift Key (or optionally, the Right Mouse button) selects a different option on the Task List Show+Attach menu item. If you press the Attach menu item with either the Shift key held down or the Right Mouse button down, then the pop-up window's MIDDLE 1/3 button click position is assigned to the selected window.

Run, Switch if Running On / Off - (check box)

The **Run, Switch if Running On / Off** selection is located on the "**Run Programs**" dialog box. When this selection is checked then the next Run Programs request will launch that program if one is not already running.

If the program is already running, then Accesses will switch to that program instead of launching another using Accesses's best guess of the document name (if you are executing the program with a document).

Multiple copies of a program will be launch if this selection is unchecked.

The Run Programs request can be also be executed from a **Function Keys** request.

Alarm Number

Up to 10 alarms can be saved to Accesses.ini. Scroll thru this list to view the alarms saved to the INI file or for this session only. Alarms do not have to be set or saved in any particular order.

(See text above the "Save changes to INI for alarm #" button to see if the Alarm is ON in your Accesses.ini file.)

Jump back to **Alarm Index**.

Alarm Description

The Alarm description will display when the alarm is activated to remind you of the time and purpose of the alarm. A maximum limit of 50 characters can be used in the Alarm description.

Jump back to **[Alarm Index](#)**.

Alarm Setting ON

The "Alarm Setting ON" check box indicates whether the Alarm is currently ON for today. If checked, the Alarm is ON. You'll use this to set the Alarm ON or OFF. You can save an alarm in the ON or OFF position both for Today and in your INI file. Look at the description above the "Save change to INI for Alarm #" button if you want to see if the Alarm is ON in your INI file.

Jump back to [**Alarm Index**](#).

Alarm Time - Hour:Minutes:Seconds

The scroll bars are used to change the Alarm times.

The time is displayed in the format set by your WIN.INI settings. To change this setting run Control Panel, International, then change the Date and Time formats.

Jump back to **Alarm Index**.

Save Change to INI for Alarm Number Selected

The Alarm time is saved to your Accesses.ini file when you press this button. The alarm is also set for today unless the alarm setting is less than the current time.

Saving Alarms to your INI file is used to save Alarms that you want to go off every day.

Press the "Delete Alarm for Today" button and then press the "Save change to INI for Alarm #" button if you want to delete an alarm in your INI file.

Jump back to [**Alarm Index**](#).

Save Alarm for Today

This saves this setting for this Windows' session only. When you exit Accesses, this alarm is not saved.

Saving Alarms for Today is used to save Alarms that you want to go off for this Windows session only.

Jump back to **[Alarm Index](#)**.

Delete Alarm for Today

This deletes this setting for this Windows' session only.

Deleting Alarms for Today is used to delete Alarms that you want to go off for this Windows session only.

Press the "Delete Alarm for Today" button and then press the "Save change to INI for Alarm #" button if you want to delete an alarm in your INI file.

Jump back to **Alarm Index**.

Ctrl+Shift+Esc from any Windows Program to Activate

Quick Procedure:

You can reach the dialog box that configures this using the key combinations: Ctrl+Esc, Alt+U, C.

Additional Information:

From any Windows program, the Ctrl+Shift+Esc key combination can be configured to do one of the following:

1. Switch to your Menu. (The same action as executing the Left Mouse Double Click on the right 1/3 of Accesses's pop-up window.)
2. Display the **System Information Dialog Box**. (The same action as executing the Right Mouse Single Click on the middle 1/3 of Accesses's pop-up window.)
3. Display the Run Dialog Box. This is the default setup. (The same action as executing the Left Mouse Double Click on the middle 1/3 of Accesses's pop-up window.)

The Ctrl+Shift+Esc key combination will NOT function within a DOS window.
(The Ctrl+Esc key combination WILL function from a DOS window.)

Jump back to **Configure...**.

Updating your WIN.INI Extensions - Mass Changes

Quick Procedure:

To reach the proper dialog box for mass changing extensions use the following key combinations for the menu version of Accesses's **Task List**.

Ctrl+Esc, Alt+U, C, Alt+E, [Enter]

You want to have as many or all of the WIN.INI [extension] to have the following format (as seen in your WIN.INI file):

```
txt=c:\windows\accesses.exe c:\windows\notepad.exe ^.txt  
or  
txt=accesses.exe notepad.exe ^.txt
```

Please make a backup copy of your WIN.INI file before making mass changes...

Additional Information:

The following explains Accesses's special dialog box that allows you to make mass changes to the WIN.INI [extensions]. Additionally, you can change individual WIN.INI extensions from Accesses's **Run Programs** dialog box. See **File Manager example** for more preliminary information on why you want to change the extension section of your WIN.INI file for Accesses.

The data flow on this dialog box is from the bottom to up. That is, the information in the lower edit text boxes is used for the upper boxes. Except, the Delete button deletes the selection in the List Box (shows the win.ini extensions) when the 'Single Selection List Box' check box IS checked.

When the 'Single Selection List Box' check box is NOT checked:

1. Don't be concerned with the grayed buttons since these grayed buttons are active only when the 'Single Selection List Box' check box IS checked.
2. Confirm the name of accesses.exe in the lower edit text box. (Identified as "String Added to Optional Edit".) Add the path name to accesses.exe if you wish.
3. Select all notepad.exe programs from the list box of the "Including Extensions to WIN.INI dialog box". Press the "Add String to List ^" button. *Changes are not made to your WIN.INI file until after you press the save changes button.* After pressing the Add string, review the list to confirm the format is similar to the following:

```
c:\windows\accesses.exe c:\windows\notepad.exe ^.txt  
or  
accesses.exe notepad.exe ^.txt
```

3. Then press "Save Changes". None of the editing is changed in your WIN.INI file until you press Save Changes.

When the 'Single Selection List Box' check box IS checked:

1. Now, the List Box showing the win.ini extensions is a Single Selection list box..

2. Confirm the name of accesses.exe in the lower edit text box. (Identified as "String Added to Optional Edit".) Add the path name to accesses.exe if you wish.
3. Scroll thru the list box displaying the extensions until you find the one you want to edit.
4. If you are just DELETING the entire string from the WIN.INI file, press the "Delete ^" button and its done.

(The caret "^" on the buttons is just pointing to where the change is going to be made.)

5. Press undo to un-do your last change if you need to.
- 6a. If you are wanting to ADD or DELETE accesses.exe from this string, press "Add String to Edit" or press "Delete Accesses/Taskman from Edit".
- 6b. Edit the string in the "Optional Editing of text" text box.
- 6c. Press "Insert ^" or "Replace ^" to insert or replace the string showing in the "Optional Editing of text" edit text box.
- last. Then press "Save Changes". None of the editing is changed in your WIN.INI file until you press Save Changes.

Individual WIN.INI Associations - Adding, Changing, Deleting

Quick Procedure:

Individual WIN.INI extension changes, as explained in this section, can be found on Accesses's **Run Programs** dialog box under the "INI Associate" button.

Ctrl+Esc, Alt+R, U. If the "INI Associate" button is not showing, press Alt+L. Then Press Alt+F and select a file extension (the last character(s) following the period of the filename) that you want to associate from the "Run Program with Filename" list box. Then press Alt+i.

You will enter program name(s) that you want to associate with the extension using the format as shown on the dialog box that opens.

As seen in your WIN.INI file, you want to have as many or all of the WIN.INI [extension] to have the following format:

```
txt=c:\windows\accesses.exe c:\windows\notepad.exe ^.txt  
or  
txt=accesses.exe notepad.exe ^.txt
```

Additional Information:

Accesses has a special dialog box that allows you to make mass changes to the WIN.INI [extensions]. See **Update Win.ini extensions** for the mass update option. Additionally, you can change individual WIN.INI extensions as explained here and accessed from Accesses's **Run Programs** dialog box.

After making these changes, when you double click on a document name, Windows will start that program using Accesses's **DEFAULTSIZE** keyword for that application.

Obviously, the DEFAULTSIZE of that program must have been stored in the Accesses.ini file. See **Save Default Sizes of all Current Windows** or **Save 1 Window: Selected Window** to save or edit default sizes.

For example, this will always start notepad in the position that you configured in Accesses's DEFAULTSIZE keyword if you double click on a *.TXT file from File Manager, CMDPOST, etc.

for example: In WIN.INI:
 [extensions]
 txt=accesses.exe notepad.exe ^.txt
 or
 txt=c:\windows\accesses.exe c:\windows\notepad.exe ^.txt

Reminder, you will type only the following to change the WIN.INI association for notepad if you change the WIN.INI associations from Accesses's **Run Programs** Dialog Box:

Select a TXT file from the run program with Filename List Box. Then select the INI Associate button. Then enter either:

```
                  accesses.exe notepad.exe  
                  or  
                  c:\windows\accesses.exe c:\windows\notepad.exe
```


Run User List - list box and Edit List button

Quick Procedure:

You can reach the Run User List - list box with the following key combinations:

Ctrl+Esc, Alt+R, U. Alt+U

To edit this list, select a file name or !folder in the Run User - list box and then press Alt+S.

Additional Information:

The data displayed in the Run User List - list box is completely user configurable. Up to 32 programs AND 10 **!Folders** can be entered in this list box for quick launching.

The Run User List is a list of up to 32 frequently used programs that you wish to add for quick launching from Accesses in addition to the **Function Keys** programs. A second purpose of the Run User List is to add programs that you want to append document names from the **Run Program with Filename** list box located on the same **Run Programs** Dialog Box. Single click on a Run User List program name and then single click on a document from the "Run Program with Filename" list box then press enter.

See **!Folders** for the purpose of !folders.

The List Box displays the Program Description. To see the actual Command Line for executing the program, select a Program Description and then press Alt+S for "Edit List".

For more information on editing the "Run User List" see **Editing !folders** or the **Editing "Run User List" Programs**.

File List Button - Run Programs

Quick Procedure:

You can reach the Run Programs dialog box with the following key combinations:

Ctrl+Esc, Alt+R, U

Additional Information:

Press the File List button and the dialog box will unfold to display a File name and Directory list boxes. This button just simplifies and speeds the initialization of the Run Programs dialog box

Go to **Run Programs** dialog box or **Filename Directory.** for more information.

File Name / Directory Name list boxes - Run Programs

Quick Procedure:

You can reach the Run Programs dialog box with the following key combinations:

Ctrl+Esc, Alt+R, U

Additional Information:

These two list boxes allow the user to click thru their drives and directories to find programs or documents to launch.

Single click on a Windows directory program name or Single click on a Run User List program and then single click on a document from the "Run Program with Filename" list box then press enter to launch a document name with a program name.

The INI associated program name is displayed (if one exists) when you double click on a document name in the File Name list box.

Pressing the [enter] key or pressing the OK button will launch the program displayed in the Run Edit Text box. A double Click in the Filename list box will not automatically launch a program since it displays the WIN.INI extension instead.

If you need information describing how Accesses decides which directory to start the program, see **Start-up Directory**.

Go to **Run Programs** dialog box for more information.

Run Programs - Run Program Name

Quick Procedure:

You can reach the Run Programs dialog box with the following key combinations:

Ctrl+Esc, Alt+R, U

Additional Information:

The User can manually type in the program to run in the 'Run' edit text box. Accesses prefers all programs and document names to have extensions. Since you are launching the program from Accesses, it is not necessary to prefix the program name with "accesses.exe".

Examples of proper formats:

notepad.exe win.ini

notepad.exe win.ini,0,0,500,500 (the numbers are x,y,w,h window positioning information and will override the **DEFAULTSIZE** data)

accesses.exe !folderno1

c:\windows\notepad.exe c:\windows\win.ini

If you need information describing how Accesses decides which directory to start the program, see **Start-up Directory**.

Go to **Run Programs** dialog box for more information.

Small, Large, and Button versions of the Task List

The user has the option of a small font, Large font, and a button version of the **Task List** dialog box. These options are available on the **Configure... dialog box**. You can reach this dialog box using the following key combinations:

Ctrl+Esc, Alt+U, C

A preview button is available to "preview" these versions of the Task List.

Select All button - Task List

This button does nothing more than select all or deselect all of the windows located in the **Task List** - list box.

If a window is hidden and you wish to show that window press Ctrl+Esc, Alt+S, D. This sets the **List Hidden on / off** switch to ON if it was OFF.

Show Windows - Task List

eg Top ½, Bottom Right, Hide

Quick Procedure:

The Show window functions are a Main Menu item on the **Task List** dialog box. Additionally, some of the Show Window functions are listed as Buttons. You can reach with the following key combination: Ctrl+Esc, Alt+S.

If you select just one window, then that action is as described. ie the window is moved to the top half when you select the Top ½ Show window position.

You do not have to select a window (not highlight black) if the Mouse Click On / Off check box is OFF. The action will be performed on the window displaying the marquee in the Task List - list box.

Additional Information:

If you do NOT select a window (not highlight black) and the **Mouse Click On / Off** check box is ON, then the **Mouse Click dialog box** opens and the next window clicked on will have that action performed.

However, if you select more than one window, then the action depends on whether the **Split On / Off** check box is checked.

You can configure the Top ½, Bottom ½, Left ½, Right ½, Top Left, Bottom Left, Top Right, Bottom Right, Middle Left, and Middle Right positions using the **Save General Window Positions** procedure.

If a window is hidden and you wish to show that window in the Task List - list box, press Ctrl+Esc, Alt+S, D. This sets the **List Hidden on / off** switch to ON if it was OFF.

Only popup windows and DLL windows of Norton Desktops will be displayed when the **List Childs only** menu item is checked. This feature is not of much use to users that do not have Norton Desktop. For Norton Desktop user, Accesses can also list, move, minimize, save window positions, etc the Child Windows of Norton Desktop. To save the Defaultsizes of only the Child Windows, check the 'List Childs only' menu item under 'Show' on the Task List and then continue with the **Save Default Sizes of all Current Windows** or the **Save 1 Window: Selected Window** procedure. See **List Childs only** for more information.

The Default positions can be configured using the **Save Default Sizes of all Current Windows** or the **Save 1 Window: Selected Window** procedure.

The Apps, Icons, All... menu item executes the **Arranging Windows** procedure.

"**List All of the Above**" Menu item is a quick way to check the List Apps, List Icons, and List Hidden on/off menu items all at once.

The **Exclude Window** names can be temporarily listed in the Task List when the "**List All of the Above**" Menu item (found under the Show menu) is selected while holding the Shift Key or Right mouse button down. (Note the + sign on this Menu Item.

Split On / Off check box - Task List

This button does nothing if you are selecting only one window in the **Task List**.

When this check box is checked and there are two windows selected, then Accesses will split those two windows depending on your Show window selection. For example, if your Show window selection is Top or Bottom $\frac{1}{2}$, then Accesses will move one of the windows to the top half of your screen and the other to the bottom half. Similar actions occur for the Left $\frac{1}{2}$ - Right $\frac{1}{2}$; Top Left - Bottom Left; Top Right - Bottom Right; and the Middle Left - Middle Right positions.

If three or more windows are selected then Accesses moves these windows to one of the four quadrant positions independent of the Show window selection: Top Right , Bottom Right, Top Left , and Bottom Left.

If you are annoyed that the "Split Button" always defaults to ON when the **Task List** is displayed, change the "SplitAlwaysOn" keyword in the Accesses.ini file from a 1 (one) to a 0 (zero). You will have to do this manually using a text editor like Windows' Notepad.

Swap Apps / Icons menu item - Task List

Quick Procedure:

The Swap Apps / Icons function is a Main Menu item on the **Task List** dialog box. You can reach this with the following key combination: Ctrl+Esc, Alt+S, W.

Additional Information:

This button ignores all selections in the **Task List**.

All current applications are minimized and all Icons are Restored when this Menu Item is selected.

Switch button - Task List

This button is similar to the switch button for the Windows' Taskman, except...

With Accesses you can select more than one window in the **Task List** list box.

Additionally, if no windows are highlighted black in the Task List - list box, then the window displaying the marquee will be switch to.

Double clicking in the Task List - list box executes the switch functions.

Start up !FolderName

Quick Procedure:

Press Ctrl+Esc, Alt+U,C,N, [Enter] to reach the Miscellaneous Setup Options dialog box where this feature is located.

Additional Information:

You can have Accesses start up with a **!Folder**. This is especially useful if you add Accesses to the run= line in your WIN.INI file. The folder name is entered in the Start up !FolderName edit text box. Any one of the 10 !folder names can be used. The format for the !folder name is: !folderno1 thru !folderno10. The exclamation point is a required character for the name.

Up to 10 !folders are available to launch groups of programs with one command. Each of these !folders can launch up to 20 programs. See **Save Windows in !Folder** for more information.

Your Windows Programs Directory

Quick Procedure:

Press Ctrl+Esc, Alt+U,C,N, [Enter] to reach the Miscellaneous Setup Options dialog box where this directory location is entered.

Additional Information:

Most users do not need to change this variable...

Some users have most of their windows *.exe programs in one directory and the *.ini, *.dll, etc files in another. This edit text box allows you to enter a different directory than the default windows directory so that the **Run Programs dialog box** lists the files in this directory as a default.

Alarm Beeps

Quick Procedure:

Press Ctrl+Esc, Alt+U,C,N, [Enter] to reach the Miscellaneous Setup Options dialog box where this feature is located.

Additional Information:

The Alarm will beep when the alarm time is reached. Up to 10 alarms can be set in Accesses. You can change this number from 0 to 5 beeps when the alarm goes off. (Additionally the pop-up window will flash when an alarm goes off.)

Check your Control Panel setting if the alarm is not beeping when a number greater than one is entered in the Alarm Beeps edit text box.

For more information go to **Alarms - setting, changing, and saving as Daily Alarms** or **Miscellaneous Setup Options**.

Open with Task List on Start up

Quick Procedure:

Press Ctrl+Esc, Alt+U,C,N, [Enter] to reach the Miscellaneous Setup Options dialog box where this feature is located.

Additional Information:

The Alarm will beep when the alarm time is reached. Up to 10 alarms can be set in Accesses. You can change this number from 0 to 5 beeps when the alarm goes off. (Additionally the pop-up window will flash when an alarm goes off.)

Check your Control Panel setting if the alarm is not beeping when a number greater than one is entered in the Alarm Beeps edit text box.

For more information see **Task List - list box** or **Miscellaneous Setup Options**.

Run Only One MDI Application

Multiple copies of a program are normally launched when a document is launched from Program Manager (like Norton Desktop) or File Managers. For some Multiple Document Interface programs, MDI programs, the author of Accesses preferred all documents to be loaded into the currently running program if one is running.

(This procedure can be used for any type of Windows Program as long as the program uses a Alt+F, O to open documents, bitmap files, etc.)

Since I used Microsoft Winword and the current version of Winword will not allow a second copy of Winword to be active, Accesses will not execute this second copy of Winword, but will instead paste the filename into the currently running copy of Winword. This is especially handy if you edit the extension's section of the WIN.INI file for DOC files (the default extension for Winword document files). This same function can be activated for other applications, Excel, Amí, etc.

You can reach the "Miscellaneous Configurations" dialog box using the following key combinations: Ctrl+Esc, Alt+U, C, N, [Enter].

The dialog box allows up to 10 programs to be entered as a "Run Only One MDI Program". The format for this box is:

ProgramName.Extension,MillisecDelayMultiplier
eg.
winword.exe,3
excel.exe,6

After updating the Accesses.ini file, you will launch the program and/or document the same way that you normally would launch a document thru Accesses. See running programs from **Program Manager example**, or running programs from **File Manager example**, or running programs from **Running Programs from Accesses** for the three methods of "Running a program thru Accesses".

The program name (eg winword.exe,1) MUST NOT have the drive:\directory information!!!

The comma followed by a number greater than zero means this feature is turned on. The number is multiplied by the **Millisecond Delay** keyword. keyword also entered on this dialog box to provide a longer delay for the application to load. Excel loads its documents very slowly; therefore, I've multiplied my 'MILLISEC_DELAY=' keyword by 6 in the above example. Winword loads its documents quickly; therefore, a three is used. (See the description of the 'MILLISEC_DELAY=' keyword in the ACCESSES.INI section earlier in this document.)

If you are having problems with this function working for programs when you are loading multiple documents, you must increase the multiplier mentioned in the previous paragraph!!! Start at a high value, say 10 or 15, then go to a lower value. If you have a problem, it will normally be when the document name is pasted into the File Open dialog box of the application. Additionally, you must see the mouse change to an Hour Glass cursor that says 'Click to Stop' after every document is opened for multiple document **!folders** like the excel example following; and if you do not see the mouse change to a 'Click to Stop' message then the multiplier for the MILLISEC_DELAY mentioned in the previous paragraph is too small.

If you are having trouble clicking the mouse during the Hour Glass cursor that says 'Click to Stop', click the mouse on the Accesses pop-up window.

This feature is turned off if you follow the program name with a comma followed by a zero. In the above example, **AMÍ is turned off**. It is not necessary to modify the WIN.INI file to delete the 'accesses.exe' when the feature is turned off with the comma followed by a zero.

It is not necessary to modify the WIN.INI file so that it shows accesses.exe before the program application. However, modifying the WIN.INI file will allow you to use this feature with any application that allows you to launch a document name and that application gets the program name for the document from the WIN.INI file. For example this will work with File Manager, CMDPOST, or Program Manager.

for example:

```
In WIN.INI:  
[extensions]  
doc=accesses.exe c:\word\winword.exe ^.doc  
xls=accesses.exe excel.exe ^.xls  
sam=c:\windows\accesses.exe c:\windows\amipro.exe ^.sam
```

See [Update Win.ini extensions](#) for the 2 quick methods that Accesses provides to update your WIN.INI extension.

If the WIN.INI file is modified or not, this feature will work with Accesses [!Folders](#) as well. For example for !FolderNo3:

```
!FolderName=Run Several XLS  
!Program1=excel.exe D:\STOCK\dd.xls  
!Program2=excel.exe D:\STOCK\msft.xls  
!Program3=excel.exe D:\STOCK\fmagx.xls
```

Will load all three spreadsheets into one excel application on my computer. A similar example would work for winword or Amí or most other programs. I know that excel has the *.XLM feature; however, Accesses always opens the files in numerical order, !DESK1 then !DESK2 etc. If you have references to other documents, you can avoid the infamous 'Update references to unopened documents' message. *You must open the Excel documents in the proper order to avoid the infamous messagebox asking you to Update References to Unopened Documents!*

The disadvantage of this feature is that Accesses is using the clipboard to store and paste the file name into the program. Although I am trying to save some of the clipboard data you may loose some information that you had stored on the clipboard.

Also the program must open its Open File Dialog Box with Alt+F Alt+O, and the initial focus must be in the File Name edit text box for the Open File Dialog Box. Otherwise, this feature will not work.

Some programs are extremely slow, such as Excel. If the filename is not being pasted into the application's Open File Dialog Box, then you will need to increase the number following the comma in the PastelfRunning keyword.

Additionally, see the description of the [Millisecond Delay](#) keyword. To set the overall timing of your system.

Jump back to [Miscellaneous Setup options](#).

Millisecond Delay and PIF mSec Delay

Quick Procedure:

You can reach the "Miscellaneous Configurations" dialog box using the following key combinations: Ctrl+Esc, Alt+U, C, N, [Enter].

Additional Information:

The `MILLISEC_DELAY_WIN` and the `MILLISEC_DELAY_PIF` variables are a timing variable that will vary between computer systems. Since Accesses is launching and placing other applications, Accesses has to wait for some applications to finish initializing before executing the move request.

The `MILLISEC_DELAY_PIF` variable is used for placing PIF files (DOS windows), and is only of concern to 386/486 computer users that run DOS in a window. This number needs to be larger if the window isn't being placed when the PIF file is launched with a command similar to the following, and you have a **DEFAULTSIZE** for the name of that window. DOS Windows are launched thru Accesses using a command similar to the following:

```
accesses.exe filename.pif
```

The `MILLISEC_DELAY_WIN` variable is used for placing Windows programs. This number was initially 4000 milliseconds (a 4.0 second delay). 386/486 computer users: You can test this timing by launching a DOS Window. The author has this setting at 2000 milliseconds but also has set PagingDrive and SwapDisk both set to a ram disk in his SYSTEM.INI and is using a 20MHz 386 with 10M ram memory.

Your 1st indication of whether the `MILLISEC_DELAY_WIN=` variable is too small is if this help file, when called from a dialog box of Accesses, stayed in front of Accesses or whether the Accesses dialog box jumped in front of the Help file.

A second preliminary test for the `MILLISEC_DELAY_WIN=` variable in the `ACCESSES.INI` file can be executed by pressing the following key combinations: (include Windows Calendar.exe and Cardfile.exe in this test, Calendar and Cardfile are notorious for Yielding back too soon, then regaining focus.)

```
Ctrl+Esc, Alt+S, S, S
```

The windows should have moved to the Cascade Positions.

Now press:

```
Ctrl+Esc, Alt+L, Alt+D
```

All went well when the all of the windows popped to the top only once.

The second test requires you to launch a **!folder** and observe that the programs in the **!Folder** were all placed as requested. If you don't observe an hour glass cursor that says 'Click to Stop' when multiple apps or documents in a MDI program are launched in a folder then the `MILLISEC_DELAY` number is too small or for MDI programs, the **Millisec Delay Multiplier** maybe too small.

If you are having trouble clicking the mouse during the Hour Glass cursor that says 'Click to Stop', click the mouse on the Accesses pop-up window.

Accesses had an initial value of 400 milliseconds (0.4 seconds) that Accesses yields before executing a move operation on a window that is launched. This probably can be changed to 300 milliseconds after you use Accesses for a few days and determine that Accesses is working fine at 400 milliseconds. Changing this number to a value less than 300 is not recommended and you probably will not notice a difference anyway. **Technically, you can lock up your computer if this number is too small!!!** The best way to speed up the placement of windows is to buy a faster video card; you don't even have to change the Millisecond delay number to notice a significant-significant affect. (486 computers and users that have extremely fast video displays may want to lower this number to as low as 150 milliseconds but Accesses has not been tested at this speed.) The author is using a 20MHz 386 and a slow video card and has this setting at 300 with no problems.

Although none of my beta testers reported a problem, there is a possibility that this number may need to be increased if Accesses is not moving the windows as you try to position them thru Accesses. Again, from the user's point of view, changing this number by increments of 100 up to 700 milliseconds should not be noticeable.

For the Windows Jocks, Accesses is not using Yield() but PeekMessage.

Jump back to **Miscellaneous Setup options.**

Editing the !Folder Contents

Quick Procedure:

Press Ctrl+Esc, Alt+R, U, then select a **!folderno** in the "Run User List" list box, then Press Alt+S to reach the Edit !FOLDERNO dialog box.

Additional Information:

!Folderno and the user configurable "**Run User Programs**" are both listed in the **Run User List** list box found on the **Run Programs dialog box**.

This dialog box contains the settings where you can enter:

The Folder **Description**: This description is displayed beneath the "Run User List" list box on the "Run Programs" dialog box (the previous dialog box). Up to 25 characters can be used as a description.

The **Use Default Sizes** check box excludes the x,y,w, and h positioning information and instead advises Accesses to use DEFAULTSIZE information. Since the DEFAULTSIZE table in Accesses is by Window Title versus program names, Accesses determines the DEFAULTSIZE information when the program is launched by the !folder.

Additionally, if the **Use Default Sizes** check box is not selected, then Accesses will ignore the DEFAULTSIZE table and use the x,y,w,h coordinates to place the program (where x, y represents the top left corner of your monitor and w, h represents the width and height of the program's window).

The **Scroll Next** scroll bar will scroll up and down the list of programs in this folder. If you wish to view the contents of a different !folder, then you will have to close this box and select the next !folder from the "Run Programs" dialog box.

The # sign indicates the program number (between 1 and 20) in this folder that you are editing.

The **Add #**, **Delete #**, and **Change #** buttons save the respective program number "#" to that folder. Up to 20 programs can be launched by a !folder and these programs are launched in order of the # shown. Blank numbers are bypassed during the launching operation.

See **Running and Saving !Folders** for additional information about folders.

Editing the "Run User List"

Quick Procedure:

Press Ctrl+Esc, Alt+R, U, then select a "Run User program description" (not a **!folderno**) in the "Run User List" list box, then Press Alt+S to reach the "Edit Run User List" dialog box.

Additional Information:

If you need information describing how Accesses decides which directory to start the program, see **Start-up Directory**.

The Run User List is a list of up to 32 frequently used programs that you wish to add for quick launching from Accesses in addition to the **Function Keys** programs. A second purpose of the Run User List is to add programs that you want to append document names from the **Run Program with Filename** list box located on the same **Run Programs** Dialog Box. Single click on a Run User List program name and then single click on a document from the "Run Program with Filename" list box then press enter.

The list of user configurable programs (Run User Programs) and **!folders** are both listed in the **Run User List** list box found on the Run Programs dialog box.

This dialog box contains the settings where you can enter:

The Program **Description**: This description is displayed in the "Run User List" list box on the "Run Programs" dialog box (the previous dialog box). Up to 25 characters can be used as a description.

The **Use Default Sizes** check box excludes the x,y,w, and h positioning information and instead advises Accesses to use DEFAULTSIZE information. Since the DEFAULTSIZE table in Accesses is by Window Title versus program names, Accesses determines the DEFAULTSIZE information when the program is launched from the Run Programs dialog box.

Additionally, if the **Use Default Sizes** check box is not selected, then Accesses will ignore the DEFAULTSIZE table and use the x,y,w,h coordinates to place the program (where x, y represents the top left corner of your monitor and w, h represents the width and height of the program's window).

The **Scroll Next** scroll bar will scroll up and down the list of available Add # in the user list array. There is a maximum of 32 programs that can be added to the Run User List.

The # sign indicates the number (between 1 and 32) that you are editing.

The **Add #**, **Delete #**, and **Change #** buttons save the respective program number "#" to that folder. Up to 20 programs can be launched by a !folder and these programs are launched in order of the # shown. Blank numbers are bypassed during the launching operation.

The **Min**, **Restored**, **Max** buttons should be used only for those applications that are always started up Minimized, Restored, or Maximized. This option always overrides the "Maximize After Run" check box on the Run dialog box.

Arrange - Above Icons

This check box sets the bottom of the arrangement options on the "Arrange Windows" dialog box so that the windows are arranged above the bottom row of icons. The adjustment is made for all of the "restored window" arrangement options from the "Arrange Windows" dialog box: Arrange - Defaults, Tile, Cascade, and Restore.

Obviously excluded from the arrange above icons are the Arrange - Maximize, Icons

Jump back to [Arrange Index](#).

Arrange - Defaults

This button will arrange all of the windows using the **DEFAULTSIZE** values in the `Accesses.ini` file. The arrangement is made for all of the windows depending on the Arrange Apps, Icons or All button selection. See **Save Default Sizes of all Current Windows** or **Save 1 Window: Selected Window** to save or edit default sizes.

The "Arrange Above Icons" check box can modify this arrangement so that the bottom row of icons are still showing.

Jump back to **Arrange Index**.

Arrange - Tile

This button will arrange all of the windows using the Tile option preferred by Bill Gates when windows was first developed. The arrangement is made for all of the windows depending on the Arrange Apps, Icons or All button selection.

The "Arrange Above Icons" check box can modify this arrangement so that the bottom row of icons are still showing.

Applications that do not have "thick-frames" are minimized since they cannot be adjusted to the proper size. Some applications have "thick-frames" but do not allow their size to be adjusted below a certain value. Since there are not many of these applications I am not checking to see if the app responded to Accesses request. If this causes a problem. Minimize the app, then re-execute the Tile procedure.

Jump back to [**Arrange Index**](#).

Arrange - Cascade

This button will arrange all of the windows using the Cascade or "deck of cards" option. The arrangement is made for all of the windows depending on the Arrange Apps, Icons or All button selection. Pretty but not useful in my editorial opinion.

The "Arrange Above Icons" check box can modify this arrangement so that the bottom row of icons are still showing.

Jump back to [Arrange Index](#).

Arrange - Align Icons

This function reorganizes the icons to the default Windows settings along the bottom of your monitor.

The Align Icons button is disabled unless the Icons radio button is selected.

Jump back to [Arrange Index](#).

Arrange - Restore

This button will arrange all of the windows using their restored (not maximized and not minimized values). The arrangement is made for all of the windows depending on the Arrange Apps, Icons or All button selection.

The "Arrange Above Icons" check box can modify this arrangement so that the bottom row of icons are still showing.

One interesting quirk of this function occurs when you check the "Arrange Above Icons" check box: This function will restore all of the apps to a full screen but above icons position.

Jump back to [Arrange Index](#).

Arrange - Minimize

Minimizes the applications depending on the Arrange Apps, Icons or All button selection. Obviously, if you select minimize with the Arrange Icons button selected, nothing happens.

Jump back to [Arrange Index](#).

Arrange - Maximize

Maximizes the applications depending on the Arrange Apps, Icons or All button selection.

Jump back to [**Arrange Index**](#).

Swap Apps / Icons menu item - Arrange Dialog Box

Quick Procedure:

The Swap Apps / Icons function is located on the **Arrange dialog box**. You can reach this with the following key combination: Ctrl+Esc, Alt+S, S.

Additionally, the Swap Apps / Icons function is a Main Menu item on the **Task List** dialog box.

Additional Information:

All current applications are minimized and all Icons are Restored when this Menu Item is selected, then the Tile, Cascade, etc option selected is executed.

List Hidden On / Off - (check box) - Arrange Dialog Box

Quick Procedure:

The List Hidden On / Off switch is located on the **Arrange dialog box**. You can reach this with the following key combination: Ctrl+Esc, Alt+S, S.

Additionally, the List Hidden On / Off switch is a Main Menu item on the **Task List** dialog box.

Additional Information:

The hidden applications are included in the Tile, Cascade, etc options when this check box is checked. This function is also explained for the **List Hidden On / Off** menu item located on the Task List dialog box.

End Tasks

Quick Procedure:

You can reach this function using the key combinations: Ctrl+Esc, (then select a window in the **Task List**), then Alt+F, E.

Additional Information:

Special Note: Some applications do not destroy themselves when you select Close from their system menu; but instead, these applications hide themselves. Window Win Help (at least Winhelp.exe Version 3.07) is one example of these. Additionally, some windows can get into a never ending loop when you try to close these windows using their normal exiting procedure. If you need to destroy these windows, see **Destroy a Window**.

From Accesses, you can close other applications. The normal procedure requires you to select one or more windows from the **Task List**, then you will select from the Task List menu File+End Tasks. These applications will close using their normal exiting procedures.

If you do not select a window from the Task List and the **Mouse Click On / Off** check box is checked, then the **Mouse Click dialog box** will open and the next window clicked on with the mouse button will close.

As a precaution: unlike the other functions selected from the Task List, you must highlight a selection in the Task List - list box before End Tasks function will execute when the Mouse Click On / Off button is not checked.

Destroy a Window (caution)

Quick Procedure:

You can reach this function using the key combinations: Ctrl+Esc, (then HIGHLIGHT ONE window in the **Task List**), then Alt+F, D.

Additional Information:

Special Note: I HIGHLY recommend that you use the End Tasks to normally close windows. Programs will not notify you if you forgot to save a file or normally not notify you of anything else!!! Communications programs may leave the port opened, etc. If you use the Destroy a Window function you should monitor the %Resources Free and the Global Memory free displayed on the Accesses popup window to see if the application exited properly. In some cases, especially when you are doing critical work, you should exit and restart windows.

Some applications do not destroy themselves when you select Close from their system menu; but instead, these applications hide themselves. Window Win Help (at least Winhelp.exe Version 3.07) is one example of these. Additionally, some windows can get into a never ending loop when you try to close these windows using their normal exiting procedure.

Accesses can Destroy these applications one at a time so you can monitor what is happening. However, temporary files, handles etc. may be left open because most programs do their cleanup work on a WM_CLOSE command verses the WM_DESTROY. It is up to the user to determine if all is going well for each case.

The "Destroy a Window" menu item is enabled only when you are not listing child windows and when you have selected ONE window from the Task List.

Closing Accesses

Accesses can be closed from the **Task List** dialog box like any other application can be closed. Select the application in the Task List, then select "End Tasks".

Additionally, Accesses can be closed with Alt+F4 key combination or the Delete key when the Pop-up Window has focus.

Finally, there is a menu item on the Task List, "File+Close Accesses" that will close Accesses.

End Windows Session

This option sends an ExitWindows command to all Windows applications and will end your Windows session if all of the Applications exit normally. It is up to each application to notify you if a document needs to be saved.

DOS windows cannot be closed this way, but you have to close each DOS window separately. If in the 386 mode and the DOS apps are running in a Window, then you can select one or more of the DOS windows and execute Accesses's File+End Tasks; although, some DOS programs may not have had their documents saved or may leave temporary files opened.

Drag Drop Version of Accesses

Windows 3.0 users:

The Drag Drop version of Accesses requires the latest SHELL.DLL library provided by Microsoft. I am not providing the SHELL.DLL library program since Accesses only receives the WM_DROPFILES messages. I am relying on the developer of sending program to provide the proper version of SHELL.DLL licensed by Microsoft. The SHELL.WBD and SHELL.WBT provided by Norton Desktop are Text files and not DLL library programs.

The Drag Drop version of Accesses located in ACCESD will NOT run without SHELL.DLL!

Windows 3.1 Beta users:

Windows 3.1 Beta testers can use the SHELL.DLL as provided by Microsoft in their 12/91 release in for the Windows 3.0 or Windows beta 3.1 environment.

Additional Information:

Accesses Drag Drop will receive drop messages for launching programs. The primary advantage of this procedure is to launch a document that does not have a WIN.INI extension or to launch a document with a program that is different than the WIN.INI [extensions].

Currently, this version of Accesses will only launch the first program if more than one is collected from the sending program in a single drag drop. A future version of Accesses will probably support launching multiple Drag Dropped programs.

Check ON the "**AutoDragDrop**" menu item located under the Run Menu of the Task List if you want Accesses to automatically launch the Drag Dropped program using the WIN.INI extensions. Even if the AutoDragDrop switch is ON, the Run Programs dialog box will open if a WIN.INI extension is not found.

When "**AutoDragDrop**" is ON, the far right side of the Accesses popup will display a single quote.

The **AutoDragDrop on / off** switch is changed when you hold the Shift Key down and Single Click the Left Mouse button on the right half of the pop-up window if you are running the SHELL.DLL drag drop version of Accesses. A single quote will display in the far right position of the pop-up to indicate that the switch is on. This is the same as selecting "AutoDragDrop on / off" from the Run menu item of the Task List.

About Box

Quick Procedure:

You can reach this dialog box using the key combinations: Ctrl+Esc, Alt+H, A.

Additional Information:

Accesses's About Box has a button that allows the user to Paste the Registration Form for Accesses into Notepad. You can fill-in this form then print to your printer using Notepad's File + Print command found on the Notepad's menu.

Additionally, the Registration Form can be found and printed from this Help File and then you can complete the form by hand. (Press **Registration Form**.)

Most windows programs have an "About Box". This box shows the version number of the current program.

Additionally, Accesses's About Box shows the name of the registered user of Accesses if the program is registered.

For summary information see the "OVERVIEW OF ACESSES" information in ACESSES.WRI.

Product Disclaimer & Registration Form

Off the WALL Software and Ted Wall expressly disclaims any warranty for supplying accurate or functional products or materials relating to or including this software. The user of this material and software assumes all risk as to the quality, performance, and/or use of the software. In no event will the liability of **Off the WALL Software** and/or the programmer ever exceed the price paid for the registration of the software regardless of the form of the claim. Registering this application indicates that you understand that you are purchasing this product as-is and without any warranty of any kind.

You must register Accesses to obtain a Registration code.

You will enter the code in the Register Dialog Box. This box is found using the following key sequence: Ctrl+Esc, Alt+U, C, R, [enter].

Once you have entered your name and the registration code supplied to you by **Off the WALL Software**, the "Please Register" messages will discontinue.

Remember to enter the registration code as explained by the instructions supplied with the Registration. Additionally, once you have entered your registration code, you do not have to enter the code for future upgrades to Accesses in the Windows 3.0 and 3.1 environment..

Click [REGISTRATION FORM](#) to go to the actual form.

MAIL the Registration Fee and the above form for Accesses TO:

**T. F. Wall
Off the WALL Software
7680 Cottonwood Ln.
Pleasanton, CA 94588-4322
USA**

For Product Support, and Installation Questions:

Registered users may phone or write with product support questions, requests for changes, and suggestions for improvement.

Non-registered users may write or phone with installation questions. Non-registered users are welcomed to suggest improvements in writing.

Phone: Charge Cards cannot yet be accepted. Registered users can call for product support, improvements and others can make inquiries at the following:

510-484-4129 8am - 5pm (Pacific Time)

CompuServe®:

I can also be contacted on CompuServe. I currently access this system on a weekly basis.

COMPUSERVE ID 73747,1563

The latest version of Accesses can be found on:

CompuServe WINADV, WINNEW, or NORUTL forums and on the PCMAG UTILFORUM.

Registration FormAccesses Ver 2.1: (click on form)

Enclose \$24 (check or money order) and a "Self Addressed Stamped Envelope".

Print Your Name (5 to 30 characters):

(Your name will be entered into Accesses.)

Print Your complete Address:

City:_____ St.____ ZIP_____

Phone Number (optional):

A/C _____

CompuServe ID (optional): _____

Your signature warrants that each registered copy of Accesses will be used by only a single user. Additionally, the signature acknowledges that the Accesses software and other materials in conjunction with the Accesses Software developed by **Off the WALL Software** or the programmer is provided as-is and without warranty of any kind, either expressed or implied. The signature warrants that your REGISTER CODE will not be forwarded to a third party. Only one user per code.

Your Signature:

MAIL the Registration Fee and the above form for Accesses TO:

**Off the WALL Software
7680 Cottonwood Ln.
Pleasanton, CA 94588-4322
USA**

Thank you for registering Accesses,
Ted Wall

Accesses uses your name and a REGISTER CODE to register the application. The name and REGISTER CODE is supplied only when Accesses is registered (using this form), and the \$24 registration fee is enclosed with a SASE envelope, and when the registration

form is signed by the registered user. The REGISTER CODE will be returned to you in your SASE as soon as the registration is received. This REGISTER CODE can be used for all future (if any) to Accesses in the Windows 3.0 and 3.1 environment. Major Windows environment changes that require significant modifications to Accesses may require additional registration; although, a reduced registration fee will be provided to the currently registered users.

Future Improvements to Accesses

If the Shareware Market supports Accesses, the following improvements are planned; although, I reserve the right to change the list on impulse.

As upgrades add complexity to Accesses, price increases to the registrations will occur.

As long as these improvements are made in the Windows 3.0 or 3.1 environment, currently registered users will be registered for the upgrade as well. Major Windows environment changes that require significant modifications to Accesses may require additional registration; although, a reduced registration fee will be provided to the currently registered users.

Future Improvements may include (not in any order or preference):

1. A function to launch programs at a particular time.
2. Add a few simple clipboard functions. eg: Saving data from several paste operations, Converting private formats to OEM or ANSI text, etc.
3. Weekly and monthly alarms.
4. Increased support for programs that must launch in one directory and that have documents in another directory.
5. A calendar viewer.
6. A small popup that displays hard disk free space by drives.
7. Issue a separate Windows Write Help Document.
- .
- .
10. What else do you want?

Specifics relating to Norton Desktop

Accesses version 1.1 or newer is compatible with Norton Desktop whereas Accesses Version 1.0 was not.

Accesses will place and run programs from Norton Desktop like Accesses works for Program Manager. After reading this section, refer to **Program Manager example** for additional information.

To save the Child Window Positions of Norton Desktop:

Select: Ctrl+Esc, Alt+S, L to list the "Child" windows only. Then press Alt+U, C, S, [enter].

The window positions are saved for the Child Windows that are Visible Pop-ups that have a Parent and Visible DLL windows of Norton.

Avoid duplicate window Titles:

You will have to make a few changes to the Window Group Title Names that match the Program Window Title (Caption) name. Accesses uses Window Titles names to place windows. Both the Group and Program will be placed in the same location by Accesses if a group Window Title Name matches a Program's window title name. See the following:

1. Rename all Norton Window Groups with a name that is different from any program's window titles. For example, Norton's primary Window is called 'Norton Desktop' and there is also a child window with the same name 'Norton Desktop'.

Rename the child window to:

'Norton Desktop Group' or any other name that is not a duplicate window name.

Also, I use a program called 'Dynacomm'. The Norton Group name when I originally installed Norton Desktop also used the group name of 'Dynacomm'. I changed the group name to 'Dynacomm Group' and now the program 'Dynacomm' and the group window 'Dynacomm Group' can have different sizing information.

You can change the group names from Norton's Quick Access group window. Select an icon from the Quick Access group and then select File+Properties from Norton's main menu.

To avoid problems with Norton Desktop, Accesses Version 2.0 or later will not do the following for Norton Desktop:

1. Will not Hide the Parent Norton Desktop window. Accesses will only bring that window to the top focus.
2. The user should not Show the hidden "Norton Task Manager", "TheUltimateMrSlate", or the "QAddeRegName" of Norton's since showing these hidden windows could accidentally crash windows.

You may want to **Exclude the selected Window Title** from the **Task List** display for other windows of Norton. Normally this feature is used to not display hidden windows, especially those that will terminate windows if they are displayed. See **Exclude Window Title** from all Task List Displays for more information.

Accesses will move, minimize, restore, hide, and maximize Norton's Child


windows.

Child Windows that are Visible Pop-ups that have an enabled parent and visible DLL windows of Norton.

Only popup windows that have an enabled parent and DLL windows of Norton Desktops will be displayed when the **List Childs only** menu item is checked. For the Norton Desktop user, Accesses can also list, move, minimize, save window positions, etc the Child Windows of Norton Desktop. To save the Defaultsizes of only the Child Windows, check the 'List Childs only' menu item under 'Show' on the Task List and then continue with the **Save Default Sizes of all Current Windows** or the **Save 1 Window: Selected Window** procedure.

Accesses Tutor

(If you want to print this or any page of the Help File, select File+Print topic from the HELP program menu)

The pop-up should look like:  < there may be a single quote in the 1st character position on the left.>

The following is a 5-minute, 20-step review of Accesses functions:

Norton Desktop users should read **Norton Desktop now!**

There is so much that Accesses can do that you will probably be overwhelmed. Please go thru this Tutor completely this time and then after about a week, look at Tutor again. You'll find that Accesses is easy and unbelievably Addictive.

1. **To Quickly Activate Your Menu:** Using the Left Button of your mouse, Double Click on the Right 1/3 of Accesses' pop-up window. (The cursor should show 'MENU' if you are on the right spot.) (Response expected: Your menu should have popped to be the top window. If this did not happen, see **Save the Selected Window Title as your Menu Title**)

Mouse Click Activate the Task List: Using the Left Button of your mouse, Double Click on the Left 1/3 of Accesses' pop-up window. (The cursor should show 'LIST' if you are on the right spot.) (Response expected: Accesses Task List should have opened.)

If you let the Resource Memory get below about 4%, the Ctrl+Esc key will not activate Accesses. This mouse click on the Left 1/3 of the Accesses window will be the only way to call a special low memory Task List. Accesses shifts automatically to different lower memory requirement Task Lists as you "try" to run windows with very low Resource Memory.

- 2a. **Save a different DEFAULTSIZE (start up position) for this Help File:**
(I recommend this position for Accesses.hlp. You can practice saving this position if you wish because you can save a different defaultsize for each programs help file; although, you will have to use the Mouse Click dialog box to position Help Files. More later...)

Move the "Help - ACESSES.HLP" window to where you want it to start up.

Press Ctrl+Esc, select the Help - ACESSES.HLP name in the **Task List - list box**. (Just move the marquee to your selection in the Task List if you are selecting just one Window from the Task List. You do not have to HighLight your selection when you are selecting just one window except when closing the Window.)

Then press the following key combinations: Alt+U, V, Alt+D, Alt+S. (I'm showing all accelerator keys as capitals for ease of viewing only. Do not use the Shift Key unless specifically requested.)

You can save any window position with its complete title this way (as shown on the Window Caption Bar). Normally, you will not save the complete title but will save just the program name portion of the Window Title by skipping the Alt+D keystroke in the sequence shown above.

- 2b. **Attach the Help file to the Pop-up window:** There are 5 right mouse click Show Attach positions and 2 of these are configurable from the Task List Show menu item. Press Ctrl+Esc, Select this Help File in the Task List - list box, then press Alt+S, C. Now, this Help File will pop to the top focus when you Right Mouse Single Click on the Left

1/3 of the Accesses pop-up window. To Try it out... Minimize this Help File and then Right Mouse Single Click on the Left 1/3 of the Accesses pop-up window. This attached position is saved across Windows sessions and can be changed anytime. (See **Show Attached** for more information.)

3. **Change the pop-up window display and size:** Click ONCE on the Pop-up window displayed in the upper right corner of your monitor using the Left Mouse Button. Use the left-right arrow keys to scroll thru it's displays. Your last selection is automatically saved as the start up choice when you close Accesses. (See **Pop-up Colors** for information about colors or to adjust the text display position on the pop-up by a few pixels up or down; therefore, you can move the pop-up off the display slightly to make the pop-up height smaller. You can also tweak the the width or height of the popup)
4. **Switch the Focus away from the Accesses Pop-up Window:** Single Click the Left Mouse button on Accesses pop-up window. Now press the Esc key. Accesses tries to not get the top window focus, but if it does, Esc will switch it away.
5. **Move the pop-up window:** Press the Left Mouse Button down on the Pop-up window and hold it down for approximately 2 seconds. After the cursor changes to an Arrow, Drag this window to where you want it to start up the next time you start Accesses. Accesses will cancel the move operation if you do not start moving the pop-up window within approximately 2 seconds after the Arrow cursor is shown. (Moving the pop-up is difficult so it doesn't move when you double click on it. More later.)

If you are using Norton Desktop, Restore some or all of the Norton Desktop windows that are minimized (Icons) at the botton of your screen before continuing.

6. **Tile all of your windows:** Maximize this Help File Window AFTER pressing the following key combinations: Ctrl+Esc, Alt+S, S, T. (Some windows cannot be sized and these windows are minimized. A few windows can be sized but restrict their minimum size to a value unknown to Accesses; therefore, these windows will not be tiled to the same size as the others. If this did not happen properly, it maybe because the following is incorrectly set. Select **Millisecond Delay**)
7. **Move the Parent Windows back to the DEFAULTSIZE:** Press the following key combinations: Ctrl+Esc, Alt+L, Alt+D. (If this did not happen select **Millisecond Delay**)

Did you remember to Right Mouse Click the Left 1/3 of the pop-up window to bring the Help file back to the top focus? There is a reason that the Help file wasn't at the top. The marquee was at the end of the Task List and that file was the one with the final focus. The Right Mouse Click "Show Attached" function does not size the window to your default size, and after you use Accesses for awhile you'll agree. I'll show you how to resize windows...

If you are not a Norton Desktop User, skip to point 8.

All users can move the Parent Windows back to the DEFAULTSIZE using the above procedure:

All users can move the Child Windows back to the DEFAULTSIZE: Press the following key combinations:

Ctrl+Esc, Alt+S, L. This will check the '**List Childs only**' menu item. (You can press Alt+S and to confirm that it is checked.) Then from the Task List dialog box, press Alt+L, Alt+D. Normally, non-Norton Desktop users will not have a child window unless a pop-up window is opened that has an enabled Parent Window (eg. Windows Write Search dialog box.)

All users can move ALL Windows (parents and children) back to the DEFAULTSIZE: Press the Shift key or right mouse button when selecting the '**List Childs only**' menu item if you want to list Children and All Parents. (Note the + symbol on the menu item, that's what the plus symbol means in Windoweze.)

To re-list the Parent Windows in the Task List be sure that you have unchecked the 'List Childs only' menu item if you checked this item as described in the previous paragraph. Press Ctrl+Esc, Alt+S and confirm that the 'List Childs only' menu item is not checked.

All users can can move ALL Windows back to the DEFAULTSIZE: Press the following key combinations:

Ctrl+Esc, Alt+S, S, L, D or Norton folks try: Ctrl+Esc,Alt+Shift+L, Alt+L, Alt+D

8. **Move just one window using Mouse Clicks:** Move the Cursor across the Accesses pop-up window until the cursor shows a picture of a MOUSE in the lower right corner (Right 1/3 of the Accesses pop-up window. The right corner of the cursor displays the function of the right mouse button. The left corner of the cursor also says "MENU" and displays the function of the left mouse button.). Single Click the Right Mouse button on the spot where the mouse is shown. Choose the position where you want the next window to be moved from the dialog box that opens. Click on the window that you want moved.
9. **Move just one window using the Key Board:** Press Ctrl+Esc. Select a Window from the Task List that you want to move. Press Alt+S, and choose the position where you want to move the window.
10. **Close Windows:** Press Ctrl+Esc, then select a couple of Windows in the Task List (yes, choose more than 1 from the Task List), then press Alt+F, Alt+E (to close those windows).
11. **Place a window when launched from Program Manager** (or similar program like Norton Desktop):

11a. If "Program Manager" is not running:

Close a few windows until you have at least 30% Resource Memory free (To close windows from Accesses, see point 8 above.)

(WINDOWS 3.1 beta testers, DON'T PRESS Ctrl+Shift+Esc until you Exit and Restart Windows so that the change to your SYSTEM.INI file is incorporated by Windows.

The Line:

taskman.exe=accesses.exe

MUST have been added to your SYSTEM.INI !!!)

To launch Program Manager: Press: Ctrl+Shift+Esc, then press 'p' until the Progman.exe scrolls into view, then press [Enter].

11b. From the "Program Manager" Press: Alt+F, R,

then type: Accesses.exe Notepad.exe WIN.INI

then press [Enter]. (Response expected: Notepad should now be running with WIN.INI and placed in your DEFAULTSIZE location. If not select **Millisecond Delay** or **Save DEFAULTSIZE for 1 Window**)

(file extensions are preferred but not required for accesses, eg: .exe, .com, .pif, .bat)

12. **Configure a Program Manager Icon to place a window when launched:** Select an Icon from "Program Manager" (or similar program like Norton Desktop) that is for one of the programs that you had running when Accesses 1st was initialized. Then Press:

Alt+F, P,[Home], * (This just places an asterisk in front of the Description of the Icon so you know that this program is being launched by Accesses.)

then type

[Tab], [Home] (This shifts the cursor to the front of the Command Line.)
then type: `Accesses.exe{space}`
(in front of the program that is listed on the Command Line for Program Manager's "Properties" dialog box.)

This line now looks similar to the following:

`Accesses.exe notepad.exe WIN.INI`

Yes, you will have 2 programs listed for the above Command Line. This example will look similar to what you typed as the Run Line for paragraph 11b above.

Save the Program Manager's "Properties" dialog box. Then double click on the Icon. (Response expected: This program should now be running and placed in your DEFAULTSIZE location. If not select **Millisecond Delay** or **Save DEFAULTSIZE for 1 Window: Selected Window**)

Please monitor your System Resources as displayed on the Accesses Pop-up window. To continue, you will need at least 20% System Resource Memory Free showing in the Accesses Pop-up display. Close a few windows until you have 20% or more Resource Memory Free....

13. **Quickly Activate Accesses Run Dialog box:** Using the Left Button of your mouse, Double Click on the Middle 1/3 of Accesses' pop-up window and don't close this dialog box yet. (The cursor should show 'RUN' if you are on the right spot. The Run Dialog Box should open when Left Mouse double clicked in this position. This is the same as pressing Ctrl+Shift+Esc)

13.a **Add Accesses to the associations section of your WIN.INI [extensions]:** On the Run Dialog Box opened above, Press Alt+L, Alt+F. Then click ONCE on the ACCESSSES.INI file in the "Run Program with Filename" list box.

Then Press Alt+i. Enter as the WIN.INI association the following:

`accesses.exe notepad.exe`

Then Press 'OK'. (Now all INI files will be launched with Accesses launching Notepad when you double Click on an INI file name.)

- 13.b **Launch !folderno1:** Before closing the Run dialog box, Press: Alt+U, and double click on !folderno1.
14. **Launch a user configured Function Key Program:** Click once on the Accesses Pop-up window using the Left Mouse Button. Now press: Shift+F8 (Your F8 function key with the Shift Key held down). If you haven't deleted MSDOS.EXE from your Windows directory it should have been launched.

Now double click on the ACCESSSES.INI file listed in the MS-DOS Executive Window

window. (Notepad should have launched with ACCESSES.INI and the program placed in your DEFAULTSIZE location.)

You will probably have to close the Notepad windows (except Notepad WIN.INI) to free up more Resource Memory. Close a few windows now until you have 15% or more Resource Memory Free.... Remember that you will have to right mouse double click on the Left 1/3 of the Accesses Pop-up window if you are less than about 4% Resource Memory free.

15. **Configure a Function Key Program:** Press: Ctrl+Esc, Alt+R, C. You can configure the Function keys to anything you want. Press Esc.
16. **Switch to a user configured Function Key Program from the TASK LIST DIALOG BOX:** Press: Ctrl+Esc, Alt+R. The + sign on the Function keys menu listed in point 12 represents the Shift Key. This means that the F8 key will do something and the Shift+F8 will do something else. (Note the right mouse can be substituted for the Shift Key.) Any of the non-shifted function keys will switch to that program if it is already running. While Shift+F8 will launch another copy even if a program is running.

If the MS-DOS Executive window is still opened, Minimize it. Now press Ctrl+Esc, Alt+R, F8. MS-DOS Executive should have restored.

Now press Ctrl+Esc, Alt+R, Shift+F8. Another MS-DOS Executive should open.

17. **Switch to a user configured Function Key Program from the POP-UP WINDOW:** Single Click on the Accesses Pop-up window using the Left Mouse Button. Now press: F9 (Your F9 function key). If Notepad - WIN.INI was already opened, it should have popped to the top; otherwise you were beeped. The Function keys work for Accesses Pop-up window as well. (Although, the "Task List dialog box" will launch a program will launch a program if a straight Function Key is pressed while the pop-up will not launch a program unless the Shift Key is also pressed.)

You will not remember all of these function keys, but you will probably remember the ones that launch DOS, and a few of your frequently used utilities. (I can only remember what 4 of these function keys will launch.)

18. **Open the System Information dialog box with the mouse:** Click the Right Mouse button ONCE on Middle 1/3 of Accesses pop-up window. (The cursor should show a question mark "?" representing information in the lower right corner if you are on the right spot.)
19. Read the section of this Help file that recommends a change in your SYSTEM.INI file **Versus Renaming Accesses.exe to Taskman.exe** if you decide to keep Accesses. This will speed the Ctrl+Esc key combinations.
20. This is the LAST Step of this Tutor. Accesses can do more, but I've probably overwhelmed you by now. When any Accesses dialog box is opened, you can press the **F1 key for help** about either that dialog box or sometimes a particular button or menu item. **Please use F1 help when you have a question.**

And an answer to a question you have or will have: The last window selected from the Task List (the one with the marquee around it) is the window that has the top focus when you select more than one window from the Task List for a Show Window function. eg: Select 3 windows from the Task List and note which one has the Marquee around it then press the Switch button or press the Defaults button or select the Show menu item and press the Maximize button.

Accesses tries to switch the focus to the window that makes sense. Accesses will not automatically switch focus in most cases to a minimized window unless that is what you selected. Additionally, you'll notice that if you have other pop-ups running on your monitor that Accesses will also try to avoid switching focus to the pop-up, normally the pop-up is for display only.

Accesses can show hidden windows on your system and you may be surprised by the Hidden Windows you never knew about. **Accesses has only one window on your system and this is called "Accesses"**. The other hidden windows you'll see are from other programs. See **List Hidden On / Off** for more information.

If you wish Accesses would place then MAXIMIZE a window when the window is launched, then select Ctrl+Esc, Alt+R, M to check the "Max after run on / off" button. Look at the far left character in the Accesses popup. A single apostrophe in the far left character indicates the the app will be maximized after launching. No quote indicates that the app will launch in the Restored position. Eventually, you will learn that there is a way to always startup and application either maximized or restored or minimized (for example, it doesn't make sense to start up Windows Clock maximized). Select Ctrl+Esc, Alt+U, V,Alt+. (period) and look at the "Min", "Restored", "Max" buttons at the upper right. For the optimum organization, I've found that it is best to NOT USE this option often; but instead use this option for only those windows that obviously and always start-up in a particular position.

The **Drag Drop version** version of Accesses displays a single quote to the far right of the pop-up when "Auto Drag Drop" is on. See Drag Drop version for more info.

I want to emphasize that Accesses uses "**Partial Window Titles**" to place applications; especially, if you did not look up the definition of **DEFAULTSIZE** shown earlier. With clever editing of the DEFAULTSIZE table using Partial Window Titles (select Ctrl+Esc, Alt+U, V,Alt+. (period)) you can simplify and organize your monitor's desktop effectively. You can make it easy to understand what going to happen and you can make it confusing if you try too hard. (PS. several of the buttons are disabled in the dialog box shown with the above key selection because this box is used for 3 other functions.)

Have fun, and register Accesses within the first 30 days.....

I Love to say this: "You have just scratched the surface of what Accesses can do." If you wish that it would do something, call me. It probably does already.

Print this form from this HLP file in Helv print format by selecting File+Print Topic from this Help Menu.

or

Copy this page to the clipboard by selecting Ctrl+Ins, then paste in Notepad, and finally print from notepad. Notepad will use your default printer text characters.

or

Print the REGISTER.FRM located in the original ACCESS.ZIP compressed file, (from DOS using the COPY /b REGISTER.FRM PRN command.)

Accesses Help - Version No. 2.1

A !folder is a listing in Accesses that can launch multiple programs. Normally, these programs are setting up your desktop when mutiple programs are needed. There are 10 available folders in Accesses INI file. Each !folder can launch up to 20 programs. One of the folders can be set to start when Accesses is first launched.

An exclamation mark always precedes the name !folder to emphasize the difference between the !folder and a normal file name. For more information see: **Running !Folders**

