

THE CONVENIENT  
PUSH-BUTTON UTILITY  
PANEL FOR WINDOWS

OWNER'S  
HANDBOOK

hp HEWLETT  
PACKARD

FOR WINDOWS™

# Dashboard

THE FASTEST  
WAY TO WORK  
IN WINDOWS



# OWNER'S HANDBOOK



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# What Is DASHBOARD for Windows?



*Congratulations! You now own the fastest way to work in Microsoft Windows.*

**Dashboard** for Windows gives you convenient push-button control over everything you do in Windows.

**Dashboard** is an on-screen set of buttons, icons, and dials for working with Windows quickly. You can launch programs from **Dashboard** with just the click of a button or a keystroke or two, or you can print or fax a file by simply dragging it to a **Dashboard** icon. A set of miniature screens shows which programs you're working with; you can switch back and forth among them with a single click. Glancing at a dial that looks like a gas gauge, you can check how much memory is left in your computer. **Dashboard** even has an alarm clock with a built-in snooze alarm.

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

## Do You Need to Know Anything Special to Work with Dashboard?

Not really. The only things you need to know are the basic concepts of Windows such as how to choose from a menu, launch a program, save a file, and so on. If you haven't worked with Windows before, please take a look at your Windows manual before you get started with **Dashboard**.

## If You Need Help

Call Hewlett-Packard's PC Software Hotline if you have any questions about **Dashboard**.

**United States and Canada:** (303) 635-1010

Fax: (408) 720-3618; BBS: (408) 720-3963

Hours: 7:00 A.M. to 5:00 P.M. Pacific Time (Wednesday 7:00 A.M. to 3:00 P.M.)

**United Kingdom:** 080 089 8270

Hours: 10:00 A.M. to 6:00 P.M. local time

**Germany:** 013 081 8726

Hours: 11:00 A.M. to 7:00 P.M. local time

All other countries:

Contact your dealer for software assistance.

Support is also available on CompuServe®. Type **GO HPSYS**.

## What You Need to Run Dashboard for Windows

*Hardware:* **Dashboard** can run on any computer that will run Microsoft Windows 3.1. The computer must have at least 640 K of internal RAM and 2 MB of extended memory.

*Software:* Microsoft Windows 3.1.

*Hard Disk Space:* **Dashboard** uses 1.5 MB of hard disk space when installed on your system.

## What About a Mouse?

A mouse is recommended, but you can also use **Dashboard** without one.



## What's in the Box

- A 3 1/2" diskette
- Your **Dashboard** *Owner's Handbook*
- A registration card


## What's New in Dashboard 2.0?

The fastest way to work in Windows is now even faster. We've added a host of new features to give you greater flexibility to work the way you like. You can now run **Dashboard** vertically, or display your Quick Launch buttons, Printer Manager, and Program Groups as toolbars anywhere on screen. We've also added a new Calendar panel to help you manage your busy schedule. And the new minibuttons and sizing tools, as well as the new font options, give you more control over the size of **Dashboard**.

New user-defined Hotkeys allow you to blaze through work, launching programs or switching screens with just a keystroke. Or, for added convenience, designate any program a Sticky App, and its window will always appear on screen.

DOS experts will find the new DOS Command Window in the Run dialog box to be an indispensable time-saver. Enter DOS Commands right from **Dashboard**, without ever leaving Windows. Copy files, list directories, and manage programs. You can even select programs from the DOS Command Window and drag them to **Dashboard** to launch.

With **Dashboard** 2.0, launching programs has never been easier. Drag programs from open groups, program menus, or the File Manager and drop them onto any of **Dashboard's** extended screens to launch. Or, drop a program onto the Quick Launch panel to instantly create a Quick Launch button. You can also save the arrangement of your open program icons, and designate the layout as a startup layout. Then, whenever you open **Dashboard**,



those programs will be instantly launched and placed in the same location on the extended screens.

Keep a close eye on the status of your disk drives with the new Drive Watch Panel. And to help you see your remaining resources, display the Resource Gauge as a Bar Gauge.

Along with these new features, **Dashboard's** performance has also been improved, resulting in quicker startup time and better management of resources. And just for fun, we've added more custom backgrounds and colors.

CHAPTER

# 1

**INSTALLING DASHBOARD FOR WINDOWS**

# Installing DASHBOARD for Windows

If you purchased your computer directly from Hewlett-Packard, or one of its subsidiaries, **Dashboard** may already be installed on the hard drive. In that case you can skip these installation instructions.

To install **Dashboard**:

1. Insert **Dashboard** disk into drive A.
2. Run Windows 3.1.
3. Choose Run from the Program Manager File menu to see the Run dialog box.
4. In the command line box, type

a:\setup

5. Click OK to start the installation.

A dialog box will open showing the default directory where **Dashboard** will be installed. To install it in a different directory, type a new path name in the *Install to* box.

6. Click OK to install **Dashboard** on your system.
7. When the installation has been completed, click OK to exit **Dashboard** installation and return to Windows.
8. To open **Dashboard**, open **Dashboard for Windows** Program Group and double-click **Dashboard** icon.


## Installing Sound

Some **Dashboard** features such as the alarm clock use sound. Your **Dashboard** disk includes a driver program from Microsoft Corporation for generating sounds, but you do not have to install the driver if you don't want the sounds (although the driver is nice to have and is recommended).

If you've previously installed a sound driver program for Windows prior to installing **Dashboard**, you don't have to install this new driver. **Dashboard** software will already be able to use its sound options. But if you haven't installed a sound driver for Windows before, here's how to install the new driver on your **Dashboard** disk:



1. With the **Dashboard** disk still in drive A and with Windows running, open the Control Panel. It will usually be in the program group Main.
2. Double-click the Drivers icon (not the Sound icon).
3. Click Add.
4. Select Unlisted or Updated Driver and click OK.
5. You'll see the Install Driver dialog box. Type  
a:\  
  
in the space provided, and click OK.
6. You'll then see the Add Unlisted or Updated Driver dialog box with *Sound Driver for PC-Speaker* selected. Click OK.

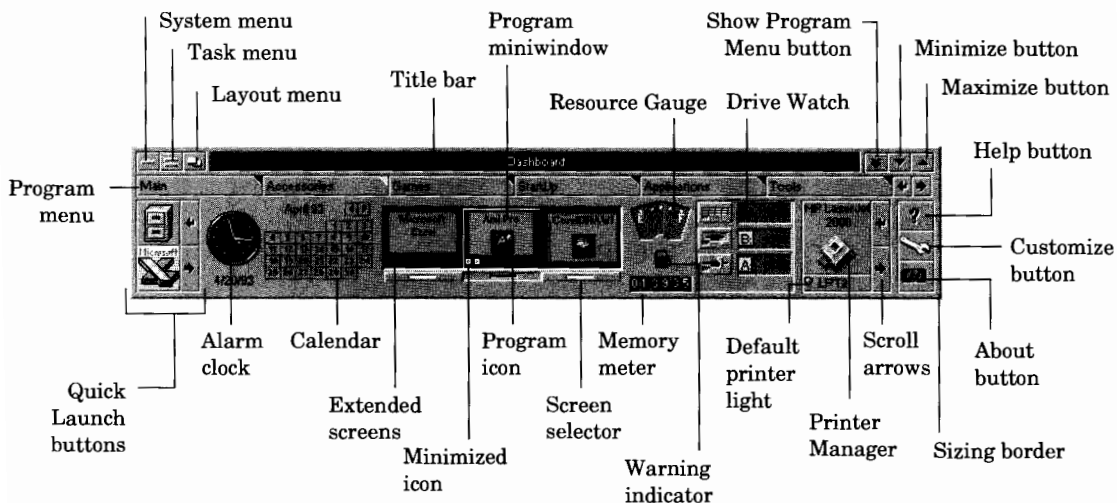
- 
7. Next, you'll see the Speaker Driver dialog box. Use the different controls to customize the volume and duration of the sound. Click the Test button to hear a sample.
  8. Click OK when you're satisfied with the sound.

A large, stylized number '2' with a textured, grey appearance. The top curve of the '2' contains the word 'CHAPTER' in a small, black, sans-serif font.

CHAPTER

**INTRODUCTORY DASHBOARD TOUR**

# Introductory DASHBOARD Tour



## Dashboard Features

Feature	Description
<b>About button</b>	Shows product information about <b>Dashboard</b> .
<b>Alarm clock</b>	Shows the date and time set on your computer. Double-click to add or edit an alarm. Change the clock face with the Customize button.
<b>Calendar</b>	Today's date is highlighted. Click any date to set an alarm.
<b>Customize button</b>	Click once to see the Customize dialog box where you can personalize different features of <b>Dashboard</b> software to suit you best.
<b>Default printer light</b>	The green light indicates the default printer. Click to change the default printer.
<b>Drive Watch</b>	This list displays all drives currently selected for Drive Watch. Icons indicate the type of drive. Free disk space is shown in kilobytes. Double-click panel to select drives for Drive Watch.
<b>Extended screens</b>	These represent the multiple full-screen views available with <b>Dashboard</b> . Each extended screen represents a full-screen view. The active extended screen shows what you currently see on your actual computer screen. You can have three, five, seven, or nine extended screens.



<b>Feature</b>	<b>Description</b>
<b>Help button</b>	Click to change the cursor to a question mark. Then click any portion of the <b>Dashboard</b> window to get help about that item. Double-click to see an index of topics.
<b>Layout menu</b>	You can name, save, and load custom <b>Dashboard</b> layouts or edit existing layouts.
<b>Maximize button</b>	Extends the <b>Dashboard</b> window to its full width when horizontally displayed, or to its full height when vertically displayed. Click again to return to previous size.
<b>Memory meter</b>	Shows the amount of system memory available for use.
<b>Minimize button</b>	Click to reduce the <b>Dashboard</b> window to an icon.
<b>Minimized icon</b>	Much like a miniwindow, this represents a currently minimized program.
<b>Printer Manager</b>	Click once to see the full name and description of the printer. Double-click to see the Printer Configuration dialog box. Printers can be easily configured from the <b>Dashboard</b> window. To print or fax a file, simply drag a file from the File Manager onto any printer icon. To change the order of the printer icons on <b>Dashboard</b> , drag and drop them to new positions.
<b>Program icon</b>	Identifies the program being represented by this miniwindow. You can show or hide the icons.
<b>Program menu</b>	Shows your program groups. Click on a program group button to see the menu of programs within that group. To launch a program, click the program icon or drag it to an extended screen. To change the order of the group buttons on <b>Dashboard</b> , drag and drop a button to a new position.  Double-click a program group button to see the group as a window. Programs within the group are displayed as icons. Add new programs to the group, drag programs from other groups, or create a group within a group.
<b>Program miniwindows</b>	Each miniwindow represents a program that is currently running. The miniwindow's location on <b>Dashboard's</b> extended screen corresponds to the location of the real program window on your computer screen. Dragging the miniwindow moves the real program window on screen and vice versa.
<b>Quick Launch buttons</b>	Click once or drag to an extended screen to launch your favorite programs. Create custom Quick Launch buttons using the Customize dialog box. To rearrange the buttons, drag and drop them to new positions.
<b>Resource Gauge</b>	Shows current Windows System Resources available. Double-click to see detailed system information, including disk usage, CPU type, and more.
<b>Screen selectors</b>	Click to activate an extended screen or to switch to a different extended screen.

Feature	Description
<b>Scroll arrows</b>	Click to see items not visible in the <b>Dashboard</b> window.
<b>Show Program Menu button</b>	Toggles between showing and hiding the Program menu.
<b>Sizing border</b>	Drag the top or bottom borders to change the height of the <b>Dashboard</b> window. Use the side borders to change the width.
<b>System menu</b>	Has all the commands from the Windows System menu plus special commands to switch to other <b>Dashboard</b> menus and features.
<b>Task menu</b>	You can switch between currently open programs, run new programs, search for a particular program, or close all programs other than <b>Dashboard</b> and the Program Manager.
<b>Title bar</b>	Displays caption and can show date and time as well. Grab here to drag the entire <b>Dashboard</b> window.
<b>Warning indicator</b>	Blinks when Windows system resources or memory get critically low. Click once to see a list of currently open programs.

## Hotkeys and Drag Racing—Quick Tips for Using Dashboard

Like a hot rod or dragster, **Dashboard** has been designed to help you get where you want to go as fast as possible. Here are a few quick tips on some of **Dashboard's** latest features that will help you to work even faster.

### Dragging

If you would rather drag an icon than type in a long and complicated file path, then **Dashboard 2.0** is the program for you. **Dashboard** has been designed to support drag and drop in almost all of its features.

For example, to launch a program, simply drag its icon from the Quick Launch panel, the Program Menu, an open **Dashboard** group, or the File Manager to any of **Dashboard's** extended screens. If you're using the DOS Command Window in the **Dashboard** Run dialog box, select a program's command line



and drag it to any extended screen to launch. To create a new Quick Launch button, drag the program icon to the Quick Launch panel. If you don't like the order of the buttons on the Quick Launch panel, simply drag the icons to rearrange them. To print a file, just drag it from the File Manager to the Printer Manager. Use the drag-and-drop feature to save yourself as much time as possible.

## Hotkeys

Several of **Dashboard's** features can be used with designated Hotkey or mouse click sequences. Use the Customize dialog box (Chapter 4) to set up Hotkeys and mouse clicks that you will easily remember. Then, while you're working in a program, you won't need to hunt down the **Dashboard** window to take advantage of its features. Just enter your custom Hotkey or mouse click sequence, and you're off and running.


For example, using the Extended Screens Preferences command (Chapter 4), you can designate a Hotkey for each extended screen. Then, to switch screens, simply enter the Hotkey for the screen you would like to go to, and **Dashboard** will automatically switch you there.

## Sticky Apps

Sometimes, you will want to have a certain program icon on screen at all times, such as the one for your e-mail application. Use the Extended Screens Preferences (Chapter 4) to designate your e-mail program a Sticky App. Then, regardless of which extended screen you are working in, the e-mail program will always remain on screen.

## Startup Layouts

Often, you'll work with the same programs over and over again. Rather than having to open each program individually every time you work, try saving them all in a layout. Then, to open all the programs at once, simply load the layout. To save even more time, designate your favorite layouts as startup layouts. When you



launch **Dashboard**, all startup layouts will be loaded automatically, and all programs that are part of those layouts will be instantly opened and placed in their same locations on the extended screens. See “Working With Layouts” in Chapter 4.

### Shell Program

The *shell* is the program that opens when you run Windows, and closing the shell closes Windows. The default Windows shell is Program Manager, but you can easily designate **Dashboard** as your shell by using **Dashboard** Preferences in the Customize dialog box. See “**Dashboard** Preferences” in Chapter 4.

### Run Dialog Box With DOS Command Window

Double-click on the Task menu or choose **Dashboard** Run... to see the Run dialog box. At the bottom of this dialog box is the DOS Command Window. Enter DOS commands right from **Dashboard**, without leaving Windows. You can copy files, list directories, and manage programs. To run a program, either type the program name from the correct directory and press Enter, or select the program’s command line and drag it to an extended screen on **Dashboard**.

### Dashboard's Task Manager

**Dashboard** automatically replaces the Windows Task Manager with its own. (Use the Customize button to disable this feature. See “**Dashboard** Preferences” in Chapter 4.) To see the **Dashboard** Task Manager, double-click on the Windows background, or press Ctrl + Esc. Use the Task Manager to switch to open programs, close selected programs, tile or cascade your program windows, and to see specific information for each program.

CHAPTER

# 3

**USING DASHBOARD**

# Using DASHBOARD

On screen, the **Dashboard** window behaves like any other program window. Clicking **Dashboard** activates it and places it in front of the other windows on screen. Likewise, clicking on another window will send **Dashboard** behind it. If you prefer, you can set **Dashboard** to always appear in front of the other program windows on screen, regardless of which one is active. See “**Dashboard Preferences**” in Chapter 4.

As an alternative, use the Hotkey or mouse shortcut to toggle between placing **Dashboard** in front of or behind the other program windows. Hotkeys are user-defined keyboard combinations that activate various **Dashboard** features. The Hotkey and mouse shortcut for activating **Dashboard** can be changed in the **Dashboard Preferences** dialog box. See “**Dashboard Preferences**” in Chapter 4. The default settings are listed below.

When the **Dashboard** window is behind other programs, activate it—that is, place it in front of the other programs on screen—using any of the following methods:

- Press the keyboard Hotkey shortcut. The default setting for this is F12, but you can designate a new key using the Customize button. See “**Dashboard Preferences**” in Chapter 4.
- Click the mouse shortcut. The default setting for this is left and right buttons.
- Click anywhere on the **Dashboard**.

## Using the Mouse

To *click* an item on screen, move the mouse pointer over the item, press the button down and release it quickly. To *double-click*, do this twice. To *grab* an item, press the button and hold it down. To *drag*, first grab, then move the pointer to the new location and release the button.

# Moving and Resizing the DASHBOARD Window

- To move the **Dashboard** window, put the mouse pointer on the title bar, then drag.



- To minimize or maximize the **Dashboard** window, click the Minimize/Maximize buttons or choose Minimize or Maximize from the System menu.



- Close the **Dashboard** window by double-clicking the System menu button or by choosing Close from the System menu.



- Show or hide the Program menu by clicking the Show Program menu button or by choosing Show Programs Groups from the System menu.

Double-click the **Dashboard** icon or choose Restore from the System menu to return the **Dashboard** to its previously saved size.

When you select Minimize, the **Dashboard** window stays open, but it is reduced to an icon on the screen.

Maximize expands the **Dashboard** window to its largest possible width if horizontally displayed, or to its largest possible height if vertically displayed. When **Dashboard** is maximized, clicking the Maximize button will return the window to its original size.

To adjust the height of **Dashboard**, move the cursor to the top or bottom border of the **Dashboard** window. The cursor changes to a sizing arrow. Click and drag to change. Notice that compressing **Dashboard** vertically will change the appearance of some of the panels. For example, the Extended Screens may no longer display the Screen Selector buttons. To switch between views, you would now double-click on the screens themselves or use the screens' Hotkeys. See "Extended Screens Preferences" in Chapter 4.

To adjust the width of **Dashboard**, use the side borders of the **Dashboard** window. Notice that compressing **Dashboard** horizontally may cause some panels (such as the Printer Manager or Quick Launch panels) to be too small to show all of their items. If this occurs, scroll bars appear that allow you to scroll among the items

To resize individual **Dashboard** panels, such as the Quick Launch panel or Printer Manager, hold down the Shift key and move the cursor to the edge of the panel. When the cursor changes to a sizing arrow, click and drag the gray border that appears. The panel shows as many items as possible in the space you've defined.

Use the top and bottom borders to change the height of **Dashboard**.

Use the side borders to change the width of **Dashboard**.

Hold down the Shift key to resize individual panels.



**DRIVING TIP:** As you resize **Dashboard**, panels toward the left side will have priority over panels toward the right. For example, if the Quick Launch panel is to the left of the Printer Manager, the Quick Launch panel will show all Quick Launch buttons before the Printer Manager shows all printers. To control which panels show all items first, use the Customize dialog box to reorder the panels on the **Dashboard**, placing the panels you need most often on the left side. See "Rearranging Items in the **Dashboard** Window" in Chapter 4.

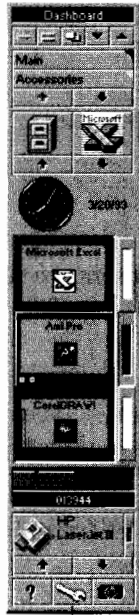


# Displaying DASHBOARD Vertically

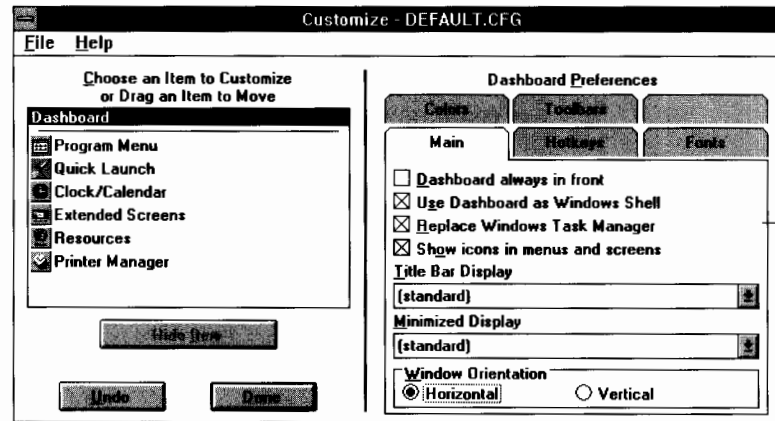
To display **Dashboard** vertically:



1. Click on the Customize button to open the Customize dialog box.
2. Choose **Dashboard** from the list of items to customize.
3. In the Preferences section, select Vertical as the window orientation and click Done.



Customize button



Preferences

You move and size **Dashboard** exactly the same way whether it is displayed vertically or horizontally. As you resize, certain panels will adjust to fit in the space you've defined. For example, the extended screens may not display the screen selectors if there is not enough room. In this case, simply double-click the screens themselves to switch back and forth.

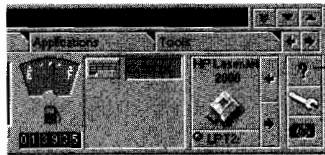


**DRIVING TIP:** To make **Dashboard** even smaller, try hiding items or displaying panels as toolbars. See "Working With Toolbars" later in this chapter, and "**Dashboard** Preferences" in Chapter 4.

# Using Help

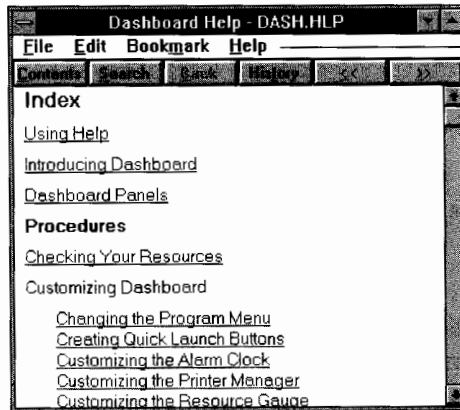
Click the Help button and the cursor becomes a question mark. Put the question mark on any item and click to see specific help for that item. You'll see a Help dialog box.

Double-click the Help button to see a list of topics. Scroll through the list and click a topic to see more information.



Help button

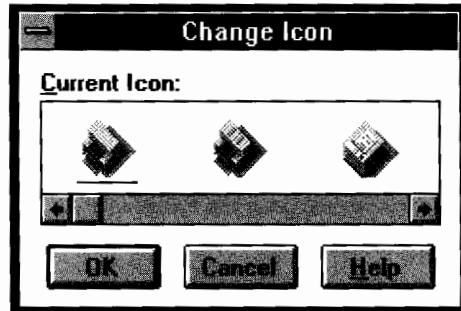
Click Search to see the index of topics. Click Contents to see a table of contents of topics.



Choose How to Use Help from the Help menu for instructions on how to use the Help system itself.

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Help buttons are also included in dialog boxes. If you need to see more information or instructions from within a dialog box, simply click the Help button.



If you clicked the Help button to change the cursor into a question mark, it will remain a question mark until you click an item. Moving the cursor off the window changes it back to an arrow, and you can then use the cursor to work with other programs. However, as soon as you return it to **Dashboard**, the cursor will appear as a question mark until you click an item.

# Using the Keyboard

You can operate **Dashboard** from the keyboard as well as with the mouse. Every feature of **Dashboard** is available from the keyboard.

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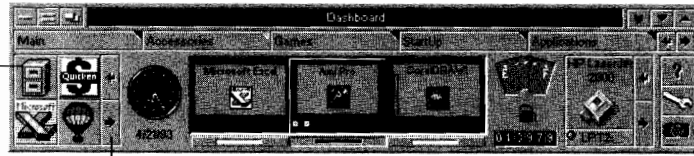
Press this key	To do this
<b>F12</b>	Bring the <b>Dashboard</b> window to the front of other windows. You can change the key combination or mouse click sequence with the Customize button. See “ <b>Dashboard Preferences</b> ” in Chapter 4.)
<b>Alt-(character)</b>	Choose a button or menu command that has its selection character underlined. For example, if a button is labeled <b>A</b> dd, the letter A is the letter for selecting with the Alt key; pressing Alt-A is equivalent to clicking the button. (If a button is in a dialog box, you can just press the A instead of Alt-A, although Alt-A will work too.)
<b>Alt-Spacebar</b>	Show the System menu.
<b>Alt-Tab</b>	Cycle through the open programs running under Windows. Use this option to bring the <b>Dashboard</b> window to the front.
<b>Ctrl-Alt-Arrow keys</b>	Move items in a dialog box list.
<b>Ctrl-F6</b>	Move between <b>Dashboard Windows</b> (e.g., Main Window, Toolbars, Customize dialog etc.).
<b>Arrow keys (up/down/left/right)</b>	Highlight items in menus and in groups within a dialog box. If you use Tab to highlight an item in the <b>Dashboard</b> window, using the arrow keys will cycle through individual components of the items.
<b>End</b>	Move to the last item in a list.
<b>Enter</b>	Equivalent to double-clicking the highlighted item. In a dialog box, equivalent to clicking OK.
<b>Esc</b>	Exit a menu or cancel out of a dialog box.
<b>Home</b>	Move to the first item in a list.
<b>Shift-F8</b>	In the DOS Commands box to switch into keyboard focus and then cursor keys to move the focus.
<b>Shift-Tab</b>	Tab key functions in reverse.
<b>Spacebar</b>	Select chosen items in the <b>Dashboard</b> window. Equivalent to clicking the mouse.
<b>Tab</b>	When the <b>Dashboard</b> window is in front, use the Tab key to cycle through and change the keyboard focus on different sections of it. When a dialog box is active, the Tab key cycles through groups in it. Use arrow keys to choose items within a group.

---

# Launching Programs

You have several ways to launch applications from **Dashboard**. From the File Manager or from program group windows, or Program Menu, or Quick Launch, simply drag a program icon to **Dashboard's** extended screens to launch it. Or, you can create a set of Quick Launch buttons for the programs you use most often. You can also launch programs from the Program menu, as part of a layout, or with the Run command. Use whichever method you find most convenient.

Click a button on the Quick Launch panel or drag it to the Extended Screens to launch a program.



Use the scroll arrows to gain access to the Quick Launch buttons if you have more than will fit on the screen.

## Using Quick Launch Buttons to Launch Programs

You can create as many as 32 separate Quick Launch buttons. To instantly create a Quick Launch button, grab a program file (such as cardfile.exe) from the Windows File Manager, an open **Dashboard** program group, or the **Dashboard** Program menu and drag it to the Quick Launch panel.

Or, you can use the Customize button to create Quick Launch buttons. Choose the minibuttons option to save space, or labeled buttons to see the title as well as the program icon. You can display the Quick Launch panel as a floating toolbar, separate from the **Dashboard** window. You can also add, edit, delete, or reorder

programs in the Quick Launch panel. See “Creating Quick Launch Buttons” in Chapter 4.

You can set up a Quick Launch button to load a data file at the same time it launches the program. To do this, enter the name of the data file as part of the command line in the Quick Launch Preferences dialog box. For example, to launch Microsoft Word for Windows and a data file named MEMOS.DOC at the same time, enter the full path name and file name for MEMOS:

```
\winword\doc\memos.doc
```

File names must include extensions.



**DRIVING TIP:** To instantly create a Quick Launch button that will automatically load a data file when it launches the program, simply drag the data file (for example, MEMOS.DOC) from the Windows File Manager to the Quick Launch panel.



**DRIVING TIP:** To resize the Quick Launch panel, hold down the Shift key and move the cursor to the edge of the panel. When the cursor changes to a sizing arrow, click and drag the gray border that appears. The panel shows as many Quick Launch buttons as possible in the space you’ve defined.

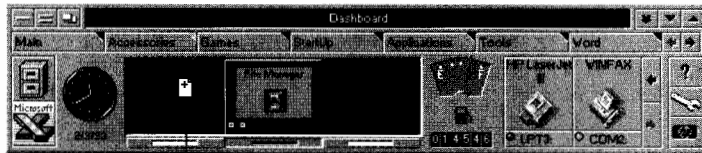


**DRIVING TIP:** Clicking a Quick Launch button will launch its program in the same extended screen you are presently in. Drag the Quick Launch button to another extended screen if you would like the program to open there. To rearrange the Quick Launch buttons, simply drag them to new locations. To make a copy of a Quick Launch button, hold down the Ctrl key as you drag.



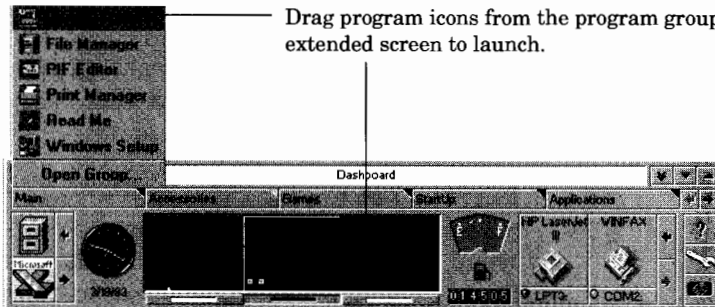
## Drag and Drop Program Launching

You can launch a program by simply dragging its file or icon onto the extended screens. You need not drag the program to the currently active screen, it will open on whichever screen you place it.



To launch a program directly from the File Manager, simply drag the program file to an extended screen.

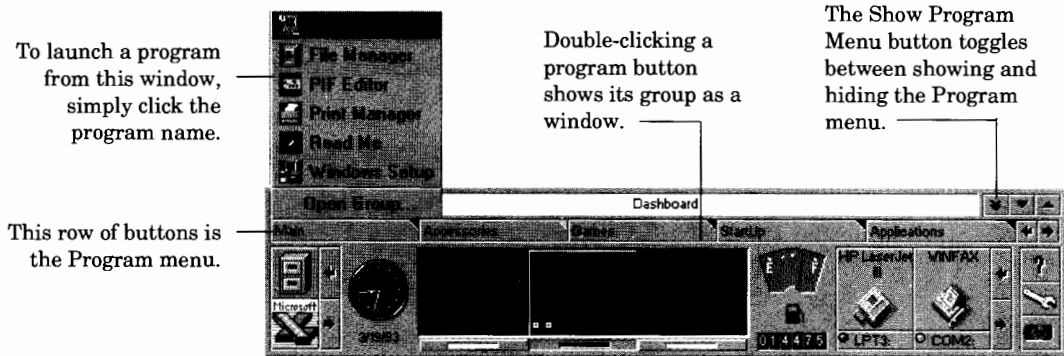
You can also drag programs from other **Dashboard** panels to an extended screen to launch.



Drag program icons from the program groups to an extended screen to launch.

You can also drag programs from the Quick Launch panel. This is especially beneficial if you want to launch a program in a different extended screen from the one you are working in.

## Launching Programs from the Program Menu



To launch a program from the **Dashboard** Program menu, find its corresponding group button on the menu. Each button on the menu corresponds to a program group currently available in Windows. If you have a lot of groups, you may have to use the scroll arrows next to the buttons to find the one you want. Click the program group button to see all of the programs within that group. The programs within that group are shown as icons followed by text description. Choose the program you want to run.



**DRIVING TIP:** Use the Customize button to organize the Program menu. Rearrange the order of the program groups, add or delete a group, hide a group, or change the color of a group's corner tabs. See "Changing the Program Menu" in Chapter 4.



**DRIVING TIP:** Usually, the programs you launch will be opened in the currently active extended screen. To launch a program in another extended screen, simply drag the program from the Program menu to the extended screen where you would like it to be.



## Using the Layout Menu to Launch Programs

To see the Layout menu, click the Layout menu button, or choose Layout menu from the System menu.



The Layout menu

The Layout Menu displays a list of all the previously saved layouts. Choose from this list. All the programs saved as part of that layout will now be launched and placed in the same positions on the extended screens as when the layout was saved.

The Load Layout command will launch all programs that were saved as part of that particular layout. If you would like a specific file or document to open with a layout, you must first include that file or document name as a command line parameter for the program it is associated with, and then save the layout. To learn more about editing command line parameters, see “Working With Layouts” in Chapter 4.

Most programs saved as part of a layout will be launched exactly as they were. Thus, if a program was minimized when saved as part of a layout, it will be minimized when that layout is opened.



**DRIVING TIP:** You can designate any layout a startup layout. When you first launch **Dashboard**, it will automatically load all startup layouts. To learn more about designing custom layouts, see “Working With Layouts” in Chapter 4.



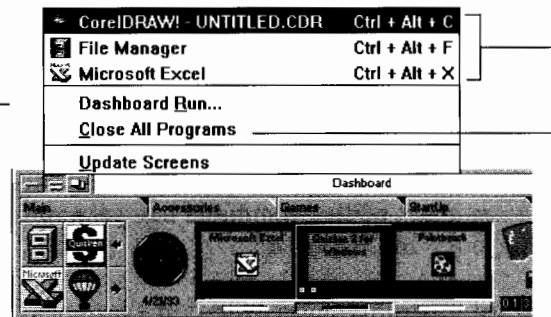
**DRIVING TIP:** You can also use the alarm clock to launch programs. To learn more about setting an alarm, see “Setting an Alarm.”

## Launching Programs With the DOS Command Line

To launch programs using the DOS command line, choose **Dashboard Run** from the Task menu or double-click on the Task menu button. To open the Task menu, simply click the Task menu button on the **Dashboard**, or choose Task menu (Alt-T) from the System menu. The Task menu shows all the currently running programs in alphabetical order. Choose **Dashboard Run** to see the **Dashboard Run** dialog box.

Program Hotkeys are listed here. To create a Hotkey for a program, use the customize button. See "Quick Launch Preferences" in Chapter 4.

To launch a program using the DOS command line, choose **Dashboard Run** from the Task menu. The **Dashboard Run** dialog box appears.



Choose Close All Programs to close all currently running programs, with the exception of **Dashboard** and Program Manager.

Enter the command line for the program to run. Or enter DOS commands here to see the results showing up in the DOS command window. Use DOS commands to locate the program's command line.

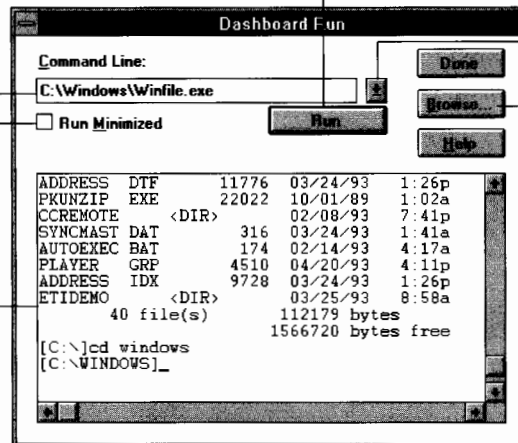
Check this box if you want the program to be minimized when you open it.

DOS command window

Click here to launch the program. If the program is a DOS application, a DOS window opens with the program.

Click here to see the command history.

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



The command history shows the last twenty command lines that have been entered. If the command line you want to enter is already listed here, you don't have to retype it. Simply click to select it.

Use the DOS command window to enter DOS commands right from **Dashboard**, without ever leaving Windows. You can search directories, copy files, and run programs using DOS commands you are already familiar with. Use the up and down arrow keys to cycle through a history of the latest commands. To run a program, either type the program name from the correct directory and press Enter, or select the program's command line and drag it to an extended screen on **Dashboard**.

# Using DASHBOARD's Task Manager

When you launch **Dashboard**, it automatically replaces the Windows Task Manager with its own. (Use the Customize button to disable this feature. See “**Dashboard Preferences**” in Chapter 4.) To see the **Dashboard Task Manager**, double-click the Windows background, or press Ctrl-Esc. Use the Task Manager to switch to open programs, to close selected programs, and to tile or cascade your program windows.

The task list shows all currently running programs that are not minimized.

These programs are currently running as minimized.

Click here to activate the selected program in the task list or minimized applications list.

Click here to see the Application Task Information dialog box for the selected program.

Click here to close the selected programs in the task list or minimized applications list.

Arrange Icons rearranges all minimized icons in every extended screen.

Tile resizes all program windows in the extended screens so that they are all visible on screen at the same time, side by side.

Cascade resizes all program windows in the extended screens so that they appear to stack neatly, one in front of another.

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

**Application Task Information**

Application:  
C:\WINDOWS\WRITE.EXE

Task Memory Used (bytes):

106560	Write - SYSINI.WRI	
47680	Write - README.WRI	
		154240

Common Memory : 121696

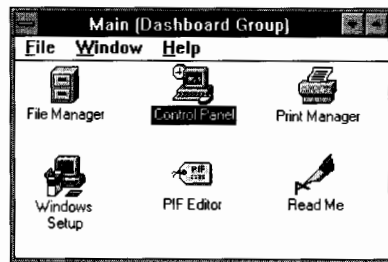
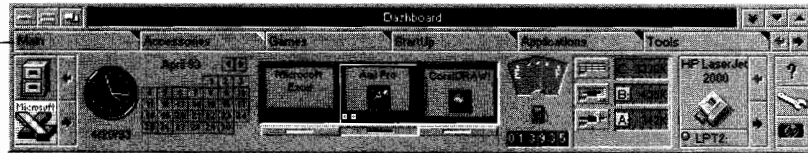
Total Application Memory: 275936

# Managing Your Program Groups

One of the most powerful features of **Dashboard** is its flexibility in working with program groups. Unlike Windows Program Manager, with **Dashboard** you can drag program icons from their group to the extended screens to launch. You can even create groups within a group.

Program groups are displayed right on the **Dashboard** in the Program menu. Use the Customize button to change this menu by adding new groups, reordering or hiding existing groups, changing a group's color tabs, or even displaying the whole menu as a resizable toolbar anywhere on screen. See the following section "Adding a New Program Group" and the section "Changing the Program Menu" in Chapter 4.

Double-click a program group to see it as a window.



The programs within a group are shown as icons in their Program Window. Notice that they are arranged in the same order as they are in the Program Manager. To launch a program from the window, double-click its icon or drag it to any of **Dashboard's** extended screens.

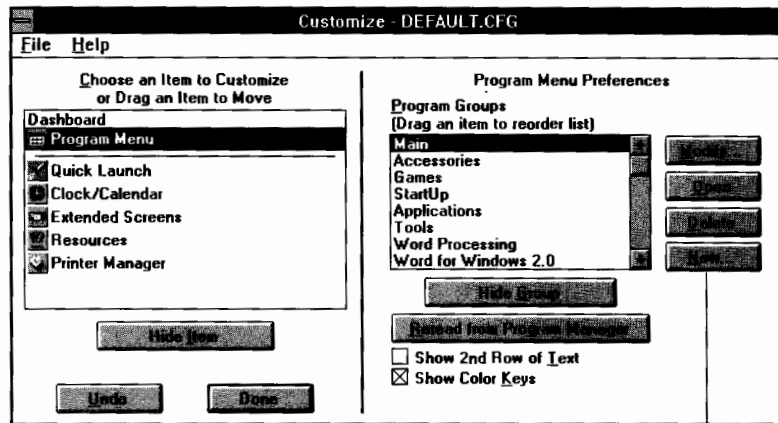
## Adding a New Program Group

When you first start **Dashboard**, all of the program groups created with Windows Program Manager are displayed as buttons in the Program menu on the **Dashboard**. Use the Customize button to create new program groups right from **Dashboard**.

To create a new program group:

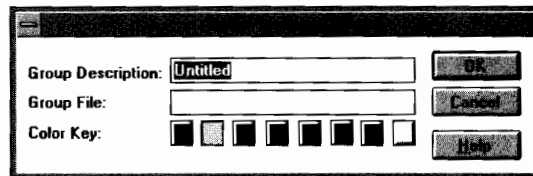


1. Click the Customize button to open the Customize dialog box.
2. Select Program Menu as the item to customize.



Click the New button.

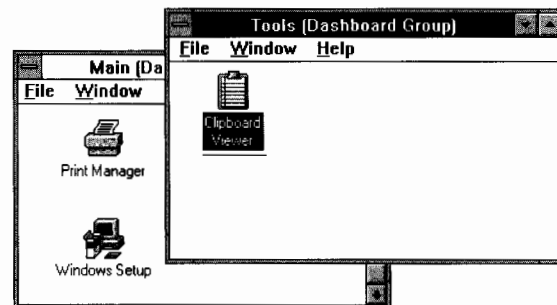
3. Click the New button to open the New Program Group dialog box.
4. Enter the name of the new group along with the group file (optional). Select a color tab for the group, and click OK.



**NOTE:** Program groups created in **Dashboard** use the same group files as those created in Program Manager. If you are running both **Dashboard** and Program Manager at the same time, and you use **Dashboard** to make changes to a program group, the changes will automatically be reflected in Program Manager. However, if you make a change using Program Manager, it will not be reflected in **Dashboard** until you click the Reread from Program Manager button in the Program Menu Preferences screen, or until you exit and reopen **Dashboard**.

## Moving or Copying Programs Within Groups

To move a program from one group to another, open both program windows from **Dashboard**. Drag the program icon from one window to the next.



To copy a program so it will be in two groups, select the program's icon, then hold down the Ctrl key while dragging the icon to the new window. Both program windows will have a copy of that program.



**DRIVING TIP:** The shell is the program that opens when you use Windows, and closing the shell closes Windows. The default Windows shell is Program Manager, but you can easily designate **Dashboard** as your shell by using the **Dashboard** Preferences command in the Customize dialog box. See “**Dashboard** Preferences” in Chapter 4.

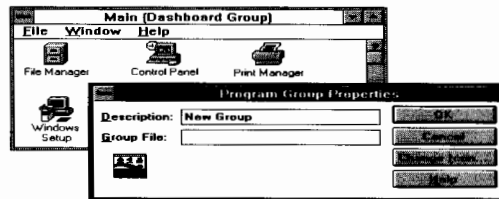


**DRIVING TIP:** Program groups interact with the rest of the **Dashboard** panels. To add a program from the Quick Launch panel to a group, drag its icon to the group window. Or, drag a program icon from a group to the Quick Launch panel to instantly create a Quick Launch button. Similarly, to launch a program, drag its icon from the program group window to an extended screen.

## Creating a Group Within a Group

All of the existing program groups are displayed as buttons in the Program menu on the **Dashboard**.

1. Double-click the button for the program group you would like to open. This program group's Program Window appears.
2. To create a new group within this existing group, choose New Group from the File menu.



3. In the Group File box, type the description you want to appear below the new group's icon.
4. Click OK. You don't have to enter a file name. **Dashboard** will assign a group file name automatically.



New Group

The new group will now be shown as an icon. Double-click this icon to see its window. You can now add programs, or even other groups, to this new group within a group. Choose New Group from the window's File menu and follow the same process.



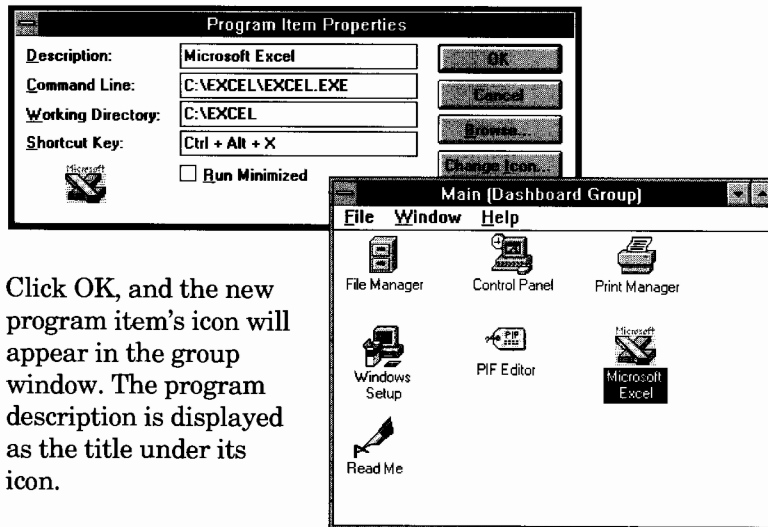
Groups within a group are not listed as separate buttons in the **Dashboard** Program menu. Rather, they are listed as items of the group they are in.

**NOTE:** Groups within a group cannot be copied or moved.

## Adding a New Program Item to a Group

To add a new application to a program group:

1. Double-click the Program Menu button in the **Dashboard** for the program group you would like to open. This program group's Program Window appears.
2. Choose New Item from the File menu.
3. Enter the program's description, command line, working directory, and Hotkey information.



4. Click OK, and the new program item's icon will appear in the group window. The program description is displayed as the title under its icon.



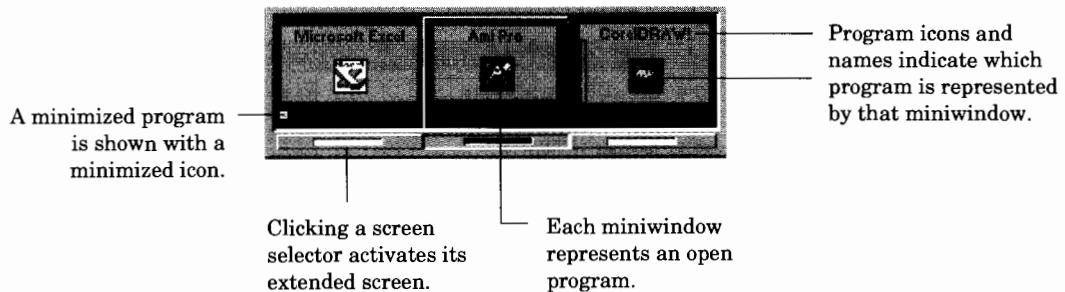
**DRIVING TIP:** You can also add a new item by dragging a program from the File Manager, another program window, or from the Quick Launch buttons.

## Extended Screens

Using **Dashboard** with its extended screens is like connecting your computer to several side-by-side monitors. Although you work with only one monitor at a time, you could open programs on all the monitors, and then switch back and forth among the monitors to work with the different programs. On **Dashboard**, each extended screen functions like a separate monitor.

For example, let's say you want to work with Microsoft Excel, Ami Pro by Lotus, and CorelDRAW. Rather than having all these programs piled up on the same screen, open Excel on the first extended screen, Ami Pro on the second, and CorelDRAW on the third. Now, to work with the different programs, simply switch back and forth among the screens by clicking the screen selectors or by double-clicking the screens themselves.

Each extended screen shows the open programs on the full screen. Think of them as separate monitors attached to your computer.



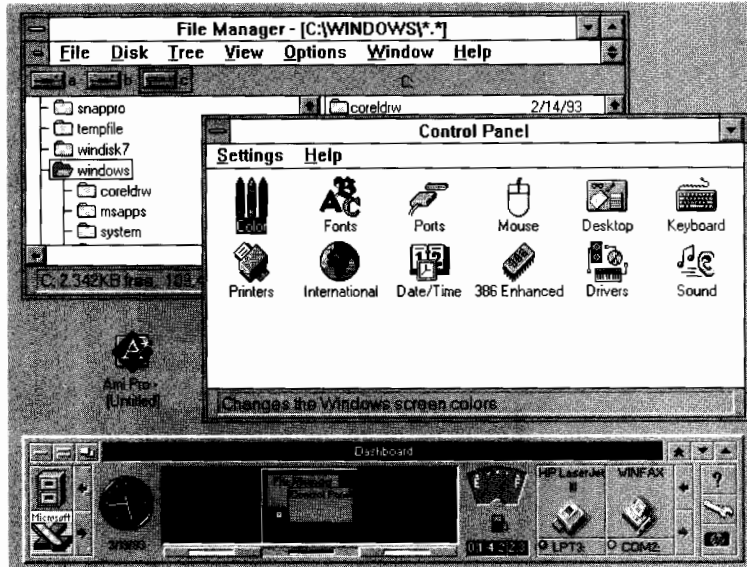
Looking at **Dashboard's** extended screens, you'll notice the labeled miniwindows that represent each open program. The size and position of each miniwindow on the extended screen is exactly proportional to the size and position of the actual program window on your full screen. For example, if you're running File Manager, and the File Manager window fills three quarters of the screen, then the File Manager miniwindow will fill three quarters of the extended screen. Similarly, a minimized program would be represented by a minimized icon on the extended screen.



What the extended screen shows



What you see on screen



The extended screens are completely interactive with the full-screen views. If you move or resize a program window on the full screen, the miniwindow moves and resizes in a corresponding way. And if you bring one program to the front of another, the miniwindows on the extended screens will reflect the change. It also works the other way. If you move miniwindows on the extended screens, the programs they represent will move on the full screen.

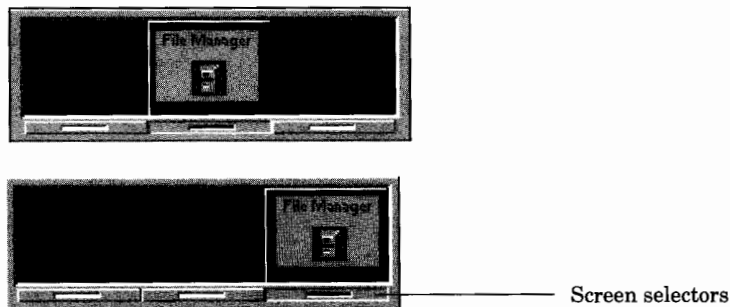


**DRIVING TIP:** The extended screens resize with **Dashboard**. To save space, the screen selectors may disappear. In this case, simply double-click the screens themselves to switch back and forth. If you need to make the screens even smaller, use the Customize button to display them as compact instead of the default Full Size. You can also change the number of screens or choose a different background. See “Extended Screen Preferences” in Chapter 4.

## Using Extended Screens to Organize Programs

Each miniwindow interacts with the program window it represents. If you move one, the other moves as well. Organize the miniwindows on the extended screens exactly as you want the program windows to appear.

Move a miniwindow into another extended screen and the program window disappears from the active screen. The program is still open; it has just been moved to another full-screen view.



To see the program window in its new full-screen view, use the screen selectors to activate the extended screen that contains the miniwindow. Or you can simply double-click the miniwindow, and **Dashboard** will automatically switch to that full-screen view.



**DRIVING TIP:** Create Hotkey shortcuts for each extended screen. Then, to switch screens just enter the custom Hotkey for the screen you want to go to, and **Dashboard** will switch you there. See “Extended Screen Preferences” in Chapter 4.



**DRIVING TIP:** Open your favorite programs and use the miniwindows to organize them on different extended screens. Save that arrangement as a layout using the Layout menu. Later, you can open all of those programs and return them to the same position, all in one easy step. See “Working With Layouts” in Chapter 4.

# Printing and Faxing

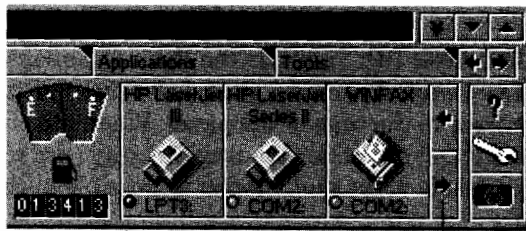
The Printer Manager controls all of the printers, fax machines, and plotters that you have installed and configured in Windows. With the Printer Manager, printing or faxing a file is as easy as dragging it from the Windows File Manager to **Dashboard's** printer icons. You can also use **Dashboard** to change the default printer by simply clicking the default printer light.



Default printer light

A green light (on a color monitor) denotes the default printer. This is the default printer light. To change the default printer, just click the button you want to make the default printer. The light will turn green, indicating that this is now the default printer. You can also change the default printer using the Customize button. See “Customizing the Printer Manager” in Chapter 4.

The Printer Manager shows all the printers and other output devices you installed with Windows. Click an icon to see a brief description of it. Double-click to see the standard Windows Printer Setup dialog box.



Printer Manager

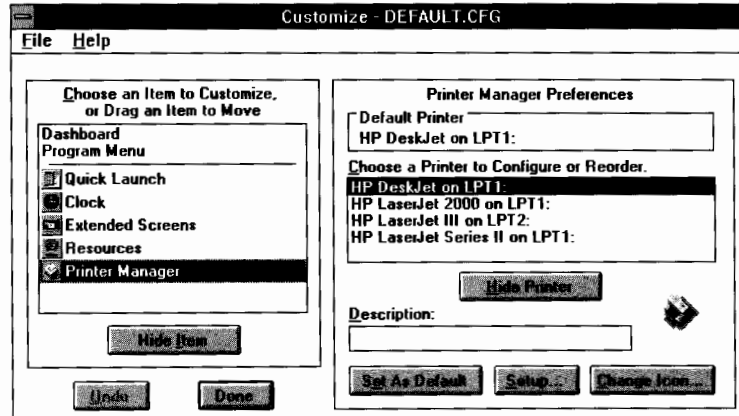
Scroll arrows

LPT3 indicates the port this printer has been assigned to. You assign a printer to a particular port when you install it on your system using the Windows Control Panel.

If you have too many printer icons to be displayed at the same time, use the scroll arrows next to the icons to see those that aren't visible.



Click the Customize button to see the Customize dialog box. Then select Printer Manager to change the order of the printers, hide a printer, pick a different icon for each printer, and name each printer with your own title.



**DRIVING TIP:** To resize the Printer Manager panel in the **Dashboard** window, hold down the Shift key and move the cursor to the edge of the panel. When the cursor changes to a sizing arrow, click and drag the gray border that appears. The panel shows as many items as possible in the space you've defined.

The Printer Manager offers a quick and easy way to handle all your installed printers. However, the Printer Manager does not install these printers. To install a printer on your system, use the Windows Control Panel. Refer to your Windows manual if you have any questions.

## Printing from the Dashboard Window

When you're working in a program, you'll probably print by choosing Print from that program's File menu. But if you aren't working in a program and want to print a file, you can print it directly from **Dashboard** without having to first open the program.

1. To print directly from **Dashboard**, first locate the data file you wish to print. Select it from the File Manager, the Program menu, a Program Window, or elsewhere.
2. Drag the file to the desired printer icon on the **Dashboard** window, and drop it on the printer icon. This triggers printing. Depending on which program the file was created in, the program may launch and ask for confirmation to print.

The cursor changes to this icon "banned" bar to prevent you from dragging the file to an area which is not a valid drop zone.



A file icon from File Manager looks like this when it is dragged over a valid drop zone such as the Printer Manager.



**NOTE:** Programs that support drag-and-drop printing are listed in the Windows registration database. If a program is not listed in this database, drag-and-drop printing will not work. Consult your *Windows 3.1 User's Guide* to add an unlisted program to the Windows registration database.

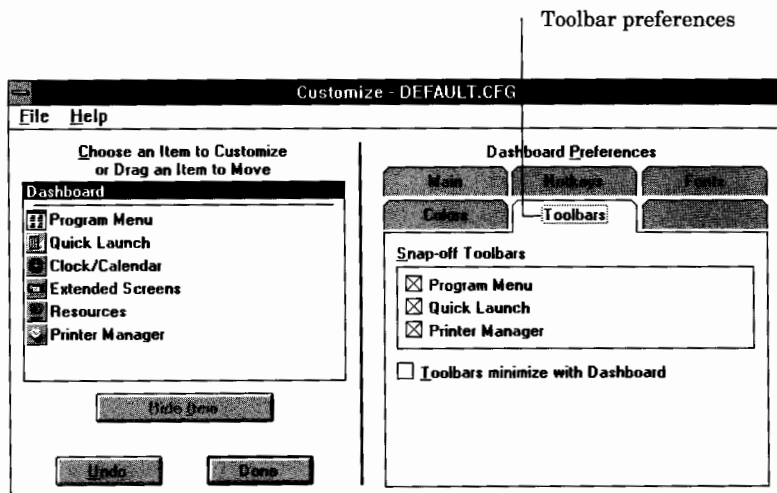
## Working With Toolbars

Several of **Dashboard's** panels can snap off to become floating toolbars that can be resized and repositioned anywhere on screen. These include the Program menu, the Quick Launch panel, and the Printer Manager.

To set which panels are displayed as snap-off toolbars:

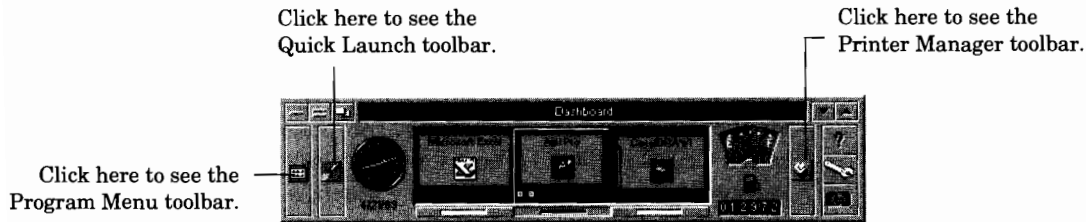


1. Click the Customize button to open the Customize dialog box.
2. Select the Toolbars tab under **Dashboard** Preferences.
3. Check which **Dashboard** panels you would like to be snap-off toolbars, and click Done.

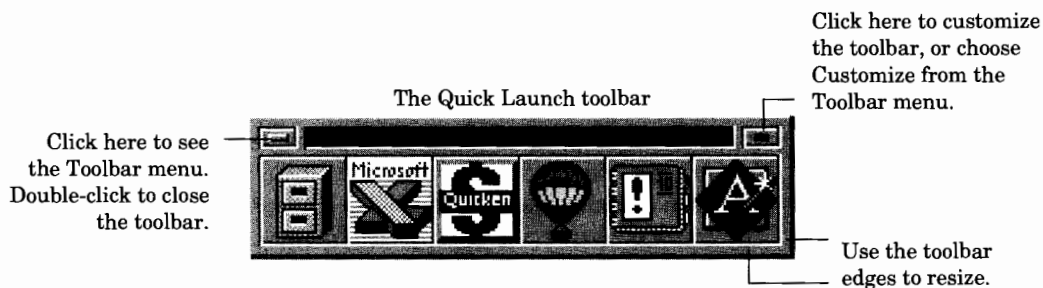


Once you designate a panel as a toolbar, it will be reduced to one button on **Dashboard**. Click this button to open the toolbar.





The toolbars themselves (such as the Quick Launch toolbar shown below) can be resized and repositioned anywhere on screen.



Items on the toolbars behave exactly as they do on the **Dashboard**. Thus, you drag items to rearrange them on the toolbar. To copy an item, drag it while holding down the Ctrl key. To move the toolbar using the keyboard, choose Move from the Toolbar menu. To launch a program from the Program menu or Quick Launch toolbars, either click the program icon, or drag the icon to an extended screen. To print a file, drag it to the printer on the Printer Manager toolbar.

**NOTE:** The position of the toolbars remains consistent on every extended screen.

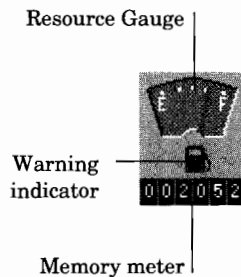


**DRIVING TIP:** Toolbars work in conjunction with **Dashboard**. Thus, the Hotkey sequence that you defined to activate **Dashboard** will bring the toolbars to the front as well. You can also set the toolbars to minimize with **Dashboard**. See “**Dashboard Preferences**” in Chapter 4.

## Checking Your Resources

Windows uses the memory available in your computer to run programs, but it also reserves a portion of memory for its own use for system resources. The two key components of system resources, called USER and GDI (short for Graphics Device Interface), both reserve their own 64 K of memory. Each Windows program running uses up a portion of system resources memory, and when the available pool of GDI and USER memory runs low, you will not be able to open new Windows programs.

In other words, even though your system may have sufficient free memory for a program to load, not having enough memory left in the two 64 K sections reserved by Windows means that you can't open any new programs.



With **Dashboard's** Resource Gauge, you can easily keep an eye on the amount of system resources you have left. As in the gas gauge in your car, the needle drops toward empty as system resources get low. You can also open the Resource Gauge window to get a summary of resource usage by the Windows GDI and USER components.

In addition to the memory set aside as system resources, Windows manages the rest of the computer's memory for active programs. Each program running also uses up a portion of this available memory. And much like your system resources, when you run out of memory, you can't open any new programs.

**Dashboard** can help here too. **Dashboard's** "odometer" is a memory meter that displays the total amount of free system memory left to use. The numbers given are exact kilobytes.

When you get low in either system resources or total free memory, the Warning Indicator begins to blink and an alarm will sound. You can set the level at which this happens.

## Resources Dialog Box

To set the Warning Alarm level, double-click on the Resource Gauge or Memory meter; the Resources dialog box appears.

The screenshot shows the 'Resources' dialog box with the following components and callouts:

- Select Item to View:** A list on the left with 'Memory and Resources' selected.
- System Memory:** A table showing Total (20380K), Free (14435K), Used (5945K), and % Free (70%).
- System Resources:** A table with columns for GDI and USER, showing Total (64K), Free (44K), Used (20K), and % Free (75%).
- Alarm:** Input boxes for '64 K Free' and '20 % Free'.
- Beep:** A volume control slider and a 'Play Sound' button.
- Display options:** Two checked checkboxes: 'Display system memory odometer' and 'Display system resources gauge'.
- Gauge Type:** A pull-down menu currently set to 'Fuel Gauge'.
- Buttons:** 'Print', 'Done', and 'Help' buttons at the bottom.

Callouts from the right side of the image:

- Enter warning values in these boxes to determine when the Alarm goes off.
- Choose the sound made by the Warning Alarm.

Callouts from the left side of the image:

- Click to exit the Resources dialog box.

Callouts from the bottom of the image:

- Click here to print a copy of the information displayed in the Resources dialog box.
- Check here to display the Resource Gauge on the **Dashboard**.
- Use the pull-down menu to select a display option for the Resource Gauge.

The alarm will sound when available memory reaches the warning values you set in the Warning Alarm boxes. Use kilobytes for total memory and a percentage for system resources. For example, if you enter 100 K for the alarm level for system memory, the alarm will sound when only 100 K of free memory is left in your computer. And if you enter 20 percent for system resources, the alarm will sound when either the GDI or USER resources has only 20 percent of memory left (whichever reaches the limit first). Normally, the default settings will be adequate.



**DRIVING TIP:** You can also reset the Warning Alarm levels or change the Resource Gauge from a gas gauge to a bar gauge using the Customize dialog box. See “Customizing the Resource Gauge” in Chapter 4.

You can view more system information by choosing from the following menu in the Resource dialog box.

**Select Item to View:**



- Memory and Resources shows a chart of the exact kilobytes and percentages of both the total memory and system resources available.
- System Environment lists information about your computer.
- Drive Usage shows information about available disk space for each one of the drives on your computer. See “Customizing the Resource Gauge” in Chapter 4.
- Applications Running lists all of the currently open programs and their memory size. You can close programs from this dialog box by selecting the program and clicking the Close Application button.
- Environment Variables lists the DOS environment variables currently being used.

# Setting an Alarm

Use **Dashboard's** Alarm feature to help you keep track of your busy schedule. Set an alarm to flash a message, chime a sound, or even launch a program. To repeat the same alarm everyday, or on a specific day of the week, use the Recurring setting. Use the Calendar to set alarms weeks, or even months, in advance.



Alarm Clock

To set an alarm, double-click the Alarm Clock or Calendar.



Calendar

This list shows the alarms you've already set.

Click OK to set the alarms listed above and exit.

Click Cancel to exit without saving any changes.

Click Add to create a new alarm.

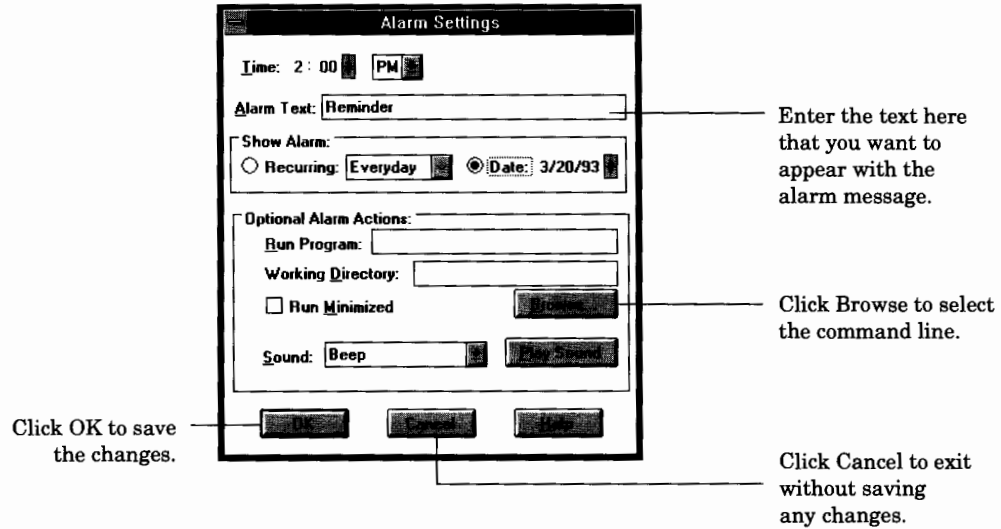
Click Edit to change the characteristics of an alarm.

To remove an alarm, highlight it and click Delete.

Click Configuration to set clock and calendar preferences.

To change the characteristics of an alarm, click the Edit button; the Alarm Settings dialog box will appear.

To set the time for the Alarm to sound, select the hour and minutes and enter new values. Choose whether time set is AM or PM. Select Recurring for alarms that repeat every day or once a week. Choose a setting from the pull-down menu.



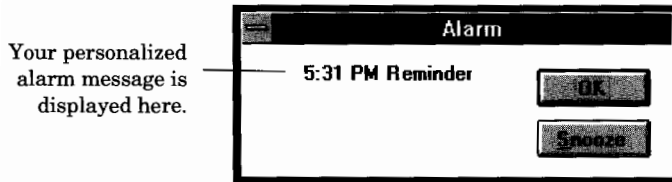
Enter a specific date for the Alarm. Dates with alarms will be highlighted on the Calendar.

To set the Alarm to launch a program, enter the program's path and working directory in the Run Program box. Check the Run Minimized box to have the program opened as minimized. When the Alarm goes off, **Dashboard** will automatically open that program in addition to displaying the Alarm Message text you entered.

Choose the Alarm's sound from the pull-down menu. To hear a sound, select it in the list and click Play Sound.

## Standard Alarm Message

When an alarm goes off, the following message box appears on your screen. You can either click OK to close the alarm message box, or click Snooze to close the alarm message temporarily. The alarm message will appear again after a specified Snooze Interval.



**NOTE:** If you don't close the alarm message within an hour, it will close automatically.



**DRIVING TIP:** Use the Windows Control Panel to adjust the volume and duration of the alarm sound. See Chapter 1 for more information about installing the PC Speaker sound driver. The alarm will appear only when your computer is on.







# CHAPTER 4

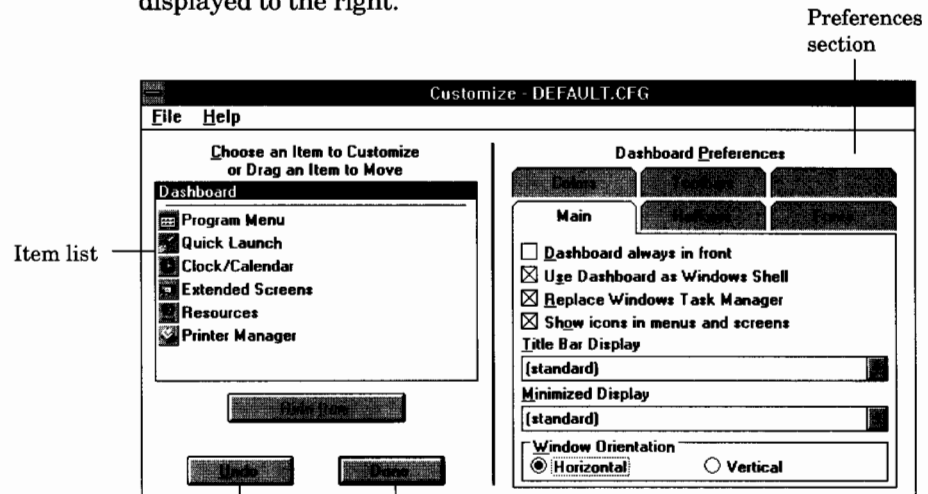
## CUSTOMIZING DASHBOARD

# Customizing DASHBOARD

Use the Customize button to take advantage of all the features offered by **Dashboard**. Rearrange or hide items, create Quick Launch buttons for your favorite programs, choose different faces for the Alarm Clock, and much more.



Click the Customize button to open the Customize dialog box. Select an item from the item list, and its preferences will be displayed to the right.



Click Undo to nullify all changes.

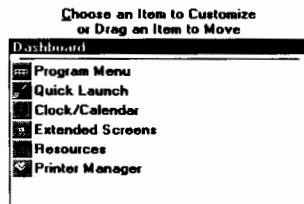
Click Done to close the Customize dialog box and save all changes.

Click Hide Item to display **Dashboard** without the currently selected item in the item list. **Dashboard** itself is the only item that cannot be hidden.

## Preferences

This section of the dialog box displays the preferences for the currently selected item. To customize a particular item, choose it from the item list, and its options will appear. Choose the new options you want and you'll see the changes on **Dashboard**. To keep the changes, click **Done** and the dialog box will close. Your changes will be put into effect. Click **Undo** if you don't like them; **Dashboard's** window will appear as before.

## Item List



All the items on the item list below the separator line can be rearranged. The sequence of these items—top to bottom—corresponds to their sequence in the **Dashboard** window—left to right. If **Dashboard** is being displayed vertically, then the sequence of the items in the list will correspond directly, from top to bottom, to their sequence in the **Dashboard** window. To change an item's position, simply drag it to a new place in the list. As you drag the item, it will be placed in that same relative location on the **Dashboard** window.



**DRIVING TIP:** Double-clicking a **Dashboard** item with the right-hand mouse button displays **Customize** options for that item. For example, to configure more **Quick Launch** buttons, double-click any **Quick Launch** button with the right-hand mouse button. The **Customize** dialog box will appear, and the **Quick Launch Preferences** will already be selected. (This feature only works if you do NOT designate **Right double-click** as the mouse shortcut for activating **Dashboard**. See "**Dashboard Hotkeys Preferences**" later in this chapter.)

# Rearranging Items in the DASHBOARD Window

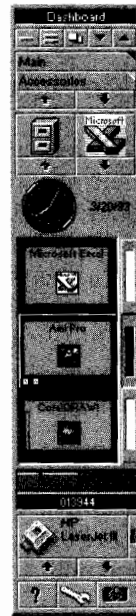
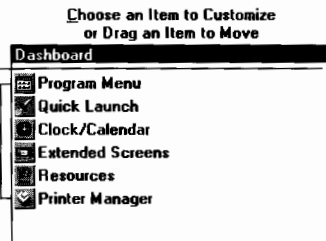
You can rearrange the **Dashboard** window to suit your personal working style. For instance, you might like to have the clock on the far right and the extended screens on the far left. To rearrange an item, drag it to a new position on the list in the Customize dialog box.



Click the Customize button to see the Customize dialog box.

Items listed above this line cannot be moved.

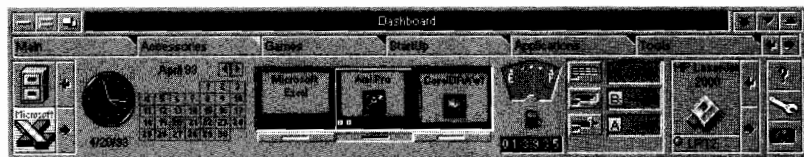
These are the items you can rearrange in the **Dashboard** window.



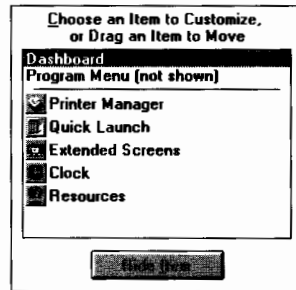
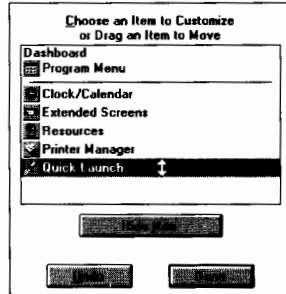
If **Dashboard** is being displayed vertically, then the sequence of the items in the list will directly correspond to their order in the window.

The sequence in the list—top to bottom—corresponds to the sequence in the **Dashboard** window—left to right—for a horizontally displayed **Dashboard**.

A typical **Dashboard** configuration



To change the place of an item, simply drag it to a new position in the list. For example, if you want the Quick Launch panel on the far right, drag it to the bottom of the list.



Here is an example of a different **Dashboard** arrangement along with its corresponding list. Note that this one does not show the Program Menu. It has been hidden to save space.



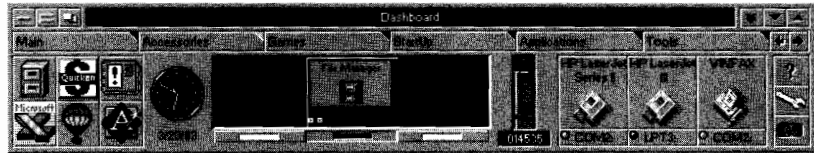
**DRIVING TIP:** To change the position of an item on the **Dashboard** using the keyboard, use the cursor key to select the item from the list then press Ctrl-Alt. Then use the arrow keys to reposition the item.



**DRIVING TIP:** To resize individual **Dashboard** panels such as the Printer Manager, Quick Launch buttons, and Program menu (for vertical **Dashboard**), hold down the Shift key and move the cursor to the edge of the panel. When the cursor changes to a sizing arrow, click and drag the gray border that appears. The panel shows as many items as possible in the space you've defined.

# Custom DASHBOARD Configurations

The arrangement of the items in the **Dashboard** window is known as the configuration. Using the Customize dialog box, you can change the configuration to suit particular tasks and then save each configuration as a file for future use. Later, when you return to work on that task, you can load the corresponding configuration.



Two different configurations



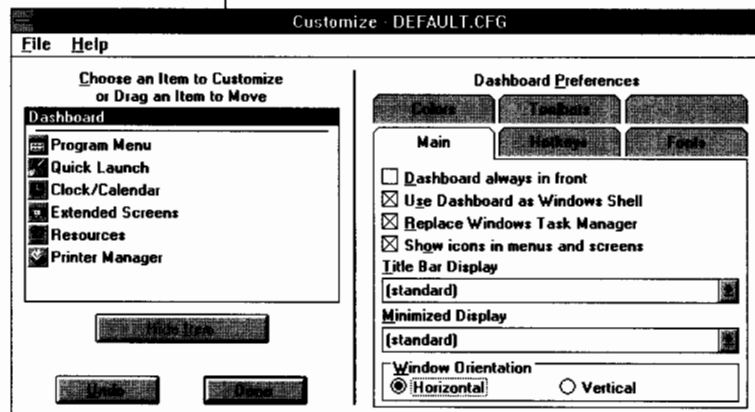
## Saving Custom Configurations

To save a configuration:

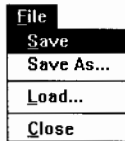


1. Click the Customize button. The Customize dialog bar appears.

The title bar shows the name of the current configuration file.



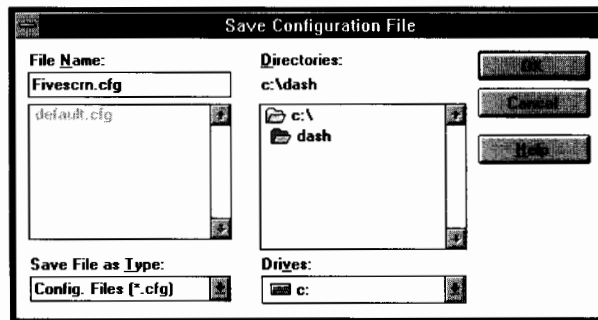
2. Make all the design changes to each item and its preferences in the dialog box.



3. Choose Save from the File menu to save the current configuration under the same name.

Or

Choose Save As to save the current configuration under a different name. The Save Configuration File dialog box appears.



4. Enter a new file name for the configuration you are saving. A .cfg extension is automatically added to the new file name.
5. Click OK to save the new configuration. Notice that the title bar of the Customize dialog box will change to show the name of the new configuration.

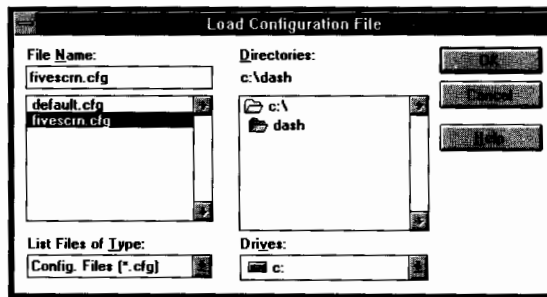
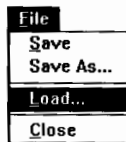


## Reusing Custom Configurations

To use a **Dashboard** configuration that you have previously created and saved:

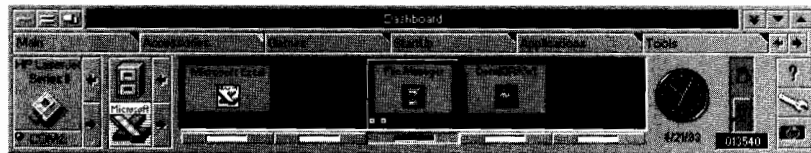


1. Click the Customize button.
2. Choose Load from the File menu in the Customize dialog box.
3. Choose the path and name of the file to load.




4. Click OK, and then click Done on the Customize dialog box.

**Dashboard** takes on a custom configuration.



You can work with only one **Dashboard** configuration at a time. Use the Load command to load a different configuration file. When you close the **Dashboard** window, its configuration will automatically be saved in the current configuration file.



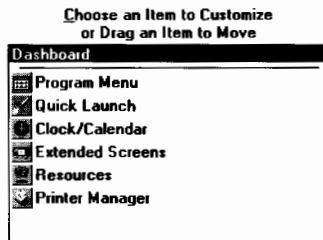
Remember, a *configuration* is the arrangement of items on the **Dashboard**, whereas a *layout* is the arrangement of program windows on the extended screens. Sometimes, the two are related. For example, a layout spread out over five extended screens looks best with a configuration showing five screens. (If the current configuration showed only three screens, **Dashboard** would combine the extra screens to fit into three.) If you create a complex layout that requires a special configuration, save the configuration as a separate file. Then, when you want to work with the layout, first open the configuration, then open the layout. For more information on layouts, see “Working With Layouts” later in this chapter.

# DASHBOARD Preferences

To make changes in the **Dashboard** preferences:

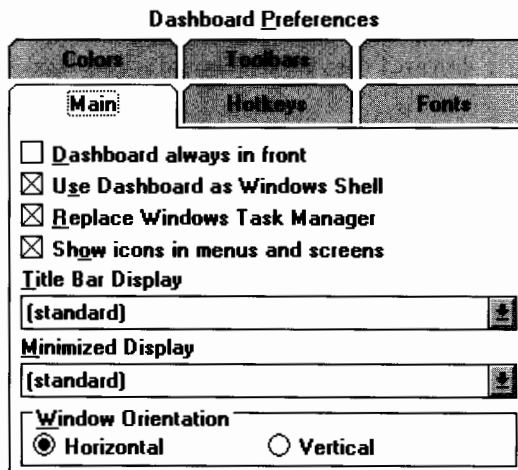


1. Click the Customize button to open the Customize dialog box.



The **Dashboard** is already selected as the item to customize. The preferences section shows **Dashboard** Preferences.

2. Select one of the tabs (Main, Hotkeys, Fonts, Colors, or Toolbars) to choose which aspect of the **Dashboard** to customize.



## Dashboard Main Preferences

Select the Main tab to change the **Dashboard's** main preferences.

Check this box if you want to run **Dashboard** as the shell program.

Check this box to use **Dashboard's** own Task Manager instead of the Windows Task Manager.

Use this pull-down menu to have the title bar display the time and date or your system resources.

Use this box to designate whether **Dashboard** will always appear in front of the other programs on screen or come to the front only when activated.

Check this box to display miniprogram icons in the extended screen and Program Group menus.

Choose between displaying **Dashboard** horizontally or vertically.

Use this pull-down menu to change the icon displayed when the **Dashboard** is minimized.

Title bar with the time and date



Standard **Dashboard** minimized display



Clock minimal display



Extended Screens display



Resources display



**DRIVING TIP:** If you're short on screen space, you can select extended screens as your minimized display. Then with **Dashboard** minimized, you can switch back and forth between applications by clicking the boxes in the icon.

## Dashboard Hotkey Preferences

Select the Hotkey tab to change the **Dashboard's** Hotkey preferences.

In the Shortcut Key box, enter your own keyboard combination to toggle between bringing **Dashboard** to the front and sending it behind the other programs on screen.

**Hotkeys**

**Shortcuts to activate Dashboard**

Type a key in box below. CTRL + ALT will be added as required.

**Shortcut Key:**

Click any mouse button or combination in the box below, except for Left Button alone.

**Mouse Shortcut:**

To enter a mouse shortcut, place the cursor in the box. The default setting "Left + Right buttons" will be highlighted. On the mouse, click the combination you would like to set. The text in the box will change to show what you clicked.

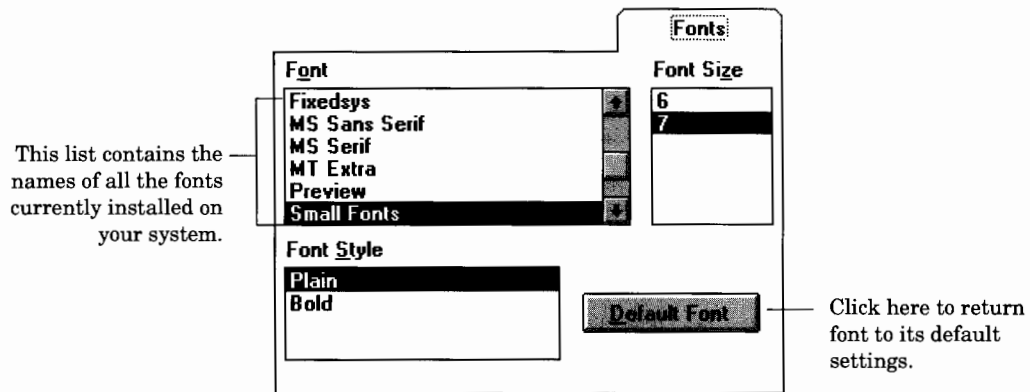
When choosing a mouse shortcut, choose any combination of mouse clicks (except left button alone), or a combination of any modifying keys and the above (such as Alt + Right button). However, you may wish to avoid using right button double-click, since this is already a predefined feature. See "Customizing **Dashboard**" at the beginning of this chapter.



**DRIVING TIP:** Hotkeys can be created using a combination of different types of keys including function keys F1-F9 and F11-F24 (if you have them), modifying keys such as Alt, Shift, and Ctrl, ASCII keys, and arrow keys. Backspace, Delete, and the spacebar will erase the key entry. Choose a sequence that is unique and easy to remember.

## Dashboard Font Preferences

Select the Font tab to change the font to appear in all of the **Dashboard** panels.

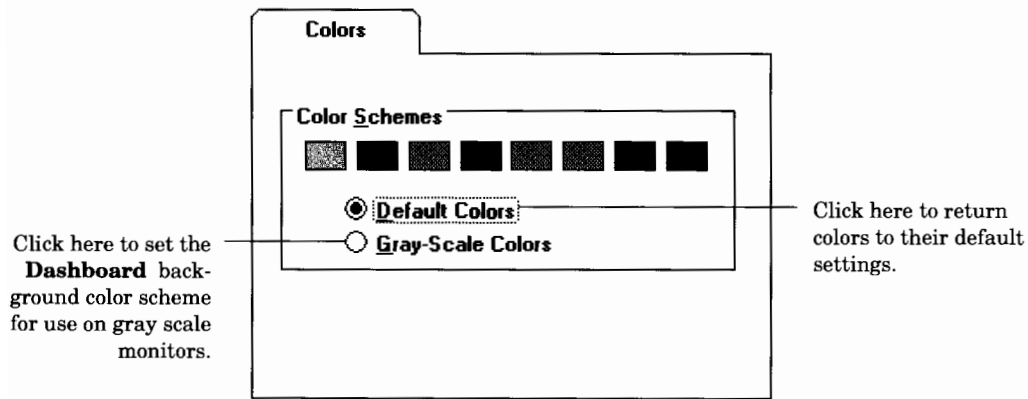


Depending on the fonts you have installed on your system, you may have several different choices for font styles.

You can also customize the size of the font used in the **Dashboard** panels. The font sizes are listed in points, and are limited to a range of 6 to 12. The **Dashboard** will automatically change its size to accommodate the new font size.

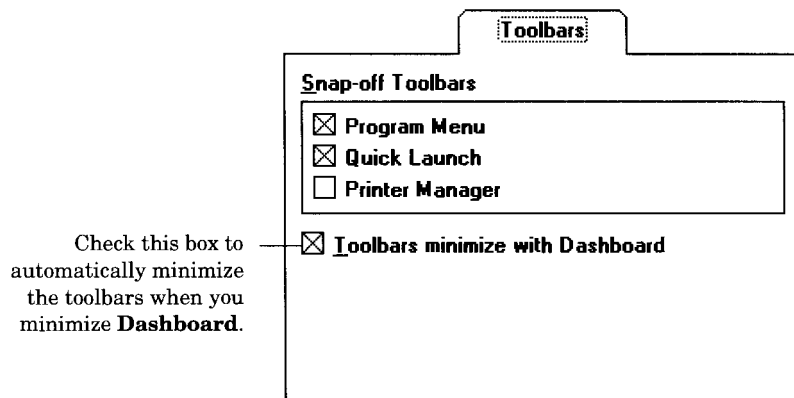
## Dashboard Color Preferences

Select the Color tab to choose a color for **Dashboard's** window. Notice that this will only affect **Dashboard's** window, and not the entire Windows background, or the extended screens background. To change the extended screens background color, change the extended screens preferences. See "Extended Screens Preferences" later in this chapter.



## Dashboard Toolbar Preferences

Select the **Toolbar** tab to choose which **Dashboard** panels will be snap-off toolbars. Panels designated as toolbars are reduced to a single button on the **Dashboard**. Click the button to see the toolbar. See “Working With Toolbars” in Chapter 3.





# Changing the Program Menu

To make changes in the appearance and attributes of the Program menu:



1. Click the Customize button to open the Customize dialog box.
2. Select Program Menu as the item to customize. The preferences section now shows Program Menu Preferences.

Listed in the program menu preferences are all the program groups that appear in the Program menu. To change the order of the buttons on the Program menu, change the order of the program groups listed here. Select a group and drag it to a new position in the list.

The screenshot shows the 'Program Menu Preferences' dialog box. It features a list of 'Program Groups' on the left, including Main, Accessories, Games, StartUp, Applications, Tools, Word Processing, and Dashboard. To the right of the list are buttons for 'Modify', 'Open', 'Delete', and 'New'. Below the list are buttons for 'Hide Group' and 'Reorder from Program Manager'. At the bottom are two checkboxes: 'Show 2nd Row of Text' (unchecked) and 'Show Color Keys' (checked). Callouts provide instructions for each of these elements.

If you are running **Dashboard** and **Program Manager** at the same time, click here to synchronize the two.

Check this box to show the full-size Program menu buttons.

Click this box to show the color corner tabs on the Program menu buttons.

Click here to hide the selected program group. Hidden groups will not show up in the Program menu.

Click Modify to change a group's properties.

Click here to open the selected program group's window.

Click Delete to remove the selected program group.

Click New to create a new program group.

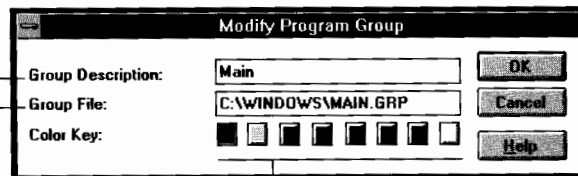
If you are running both **Dashboard** and Program Manager at the same time, you will be able to modify the program groups in either program. Any changes you make using **Dashboard** will automatically be reflected in Program Manager.

However, if you use Program Manager to change the program groups, the changes will not be reflected in **Dashboard** until you click the Reread from Program Manager button, or until you close and reopen **Dashboard**. Of course, if you run **Dashboard** as the shell instead of Program Manager, you will be making changes with **Dashboard** only, and will thus avoid these extra steps. See “**Dashboard** Main Preferences” earlier in this chapter.

Click **Modify** in the program menu preferences to open the Modify Program Group dialog box.

To give a program group a new name, enter it here.

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



Click one of these colors to change the corner tab on the **Dashboard** button for this group.



**DRIVING TIP:** If you want to conserve space in the **Dashboard** window, make your favorite programs Quick Launch buttons or save them in a layout, then hide the Program menu.

# Quick Launch Preferences



Launching your favorite programs has never been easier. You can now launch any program directly from **Dashboard** with a click of the mouse or a few keystrokes.

Set up a Quick Launch button for each of your favorite programs using the Customize dialog box. Each program's Quick Launch button will be displayed right in the **Dashboard** window. To open a program, simply click its button.

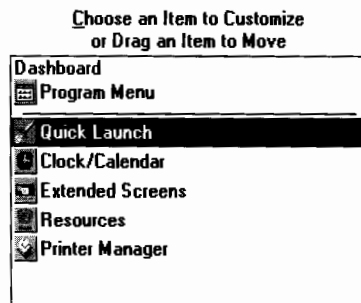
## Creating Quick Launch Buttons

You can instantly create a Quick Launch button by dragging a program file (for example, `cardfile.exe`) from the Windows File Manager, an open program window, or the Program menu to the Quick Launch panel. It's as easy as that.

You can also create Quick Launch buttons using the Customize dialog box.



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



2. Select Quick Launch as the item to customize. The preferences section now shows Quick Launch preferences.

You can also double-click a Quick Launch button with the right-hand mouse button to see the Customize dialog box for the buttons.

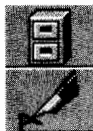
To create a new Quick Launch button, click New. Enter a descriptive title for the program in the Title box. It does not have to be the program's real title, it can be anything. Enter the path and file names for the program in the Command Line box.

The screenshot shows the 'Quick Launch Preferences' dialog box. It features a list of existing buttons: 'File Manager', 'MS Write', and 'Control'. To the right of the list are 'New' and 'Delete' buttons. Below the list are several input fields: 'Title' (containing 'File Manager'), 'Command Line' (containing 'C:\Windows\Winfile.exe'), 'Working Directory' (containing 'C:\Windows'), and 'Shortcut Key' (containing 'None'). There is also a 'Run Minimized' checkbox which is currently unchecked. At the bottom, there are 'Change Icon...' and 'Browse...' buttons, and a 'Button Style' section with three radio buttons: 'Unlabeled' (selected), 'Labeled', and 'Mini'. Annotations with arrows point to various parts of the dialog: 'This is the list of Quick Launch buttons you've already defined.' points to the list; 'Enter a working directory if you wish. See Driving Tips.' points to the 'Working Directory' field; 'To delete a Quick Launch button, select it in the list and click the Delete button.' points to the 'Delete' button; and 'Check this box to open the program as minimized when you click the Quick Launch button.' points to the 'Run Minimized' checkbox.

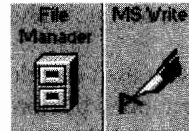
Enter a Hotkey sequence for this program in the Shortcut Key box. Then, whenever you type the Hotkey, the program will be automatically launched and placed in the front of the currently active screen. If the program is open but minimized, the Hotkey will activate it.

If the program contains an icon file, its icon appears on the Quick Launch button by default. Click Change Icon to change the default icon. Click Browse to select the program's path and file names as the command line.

Change the Button Style to display the Quick Launch buttons as unlabeled, labeled, or minibuttons.



Unlabeled buttons



Labeled buttons



Minibuttons



**DRIVING TIP:** Using Quick Launch preferences, you can assign a program a new default location known as the Working Directory for saving and opening its files. For example, you might want to save all your Paintbrush drawings in a directory named GRAPHICS. Simply enter the GRAPHICS path in the Working Directory box of Quick Launch Preferences for Paintbrush. Then, unless you specify another directory when saving a Paintbrush file, all your drawings will be saved in GRAPHICS.



**DRIVING TIP:** When working in DOS, you cannot use the Hotkey to launch a program. However, if the program is already running, the Hotkey will activate it.



**DRIVING TIP:** Create Hotkeys using a combination of different types of keys including function keys F1-F9 and F11-F24 (if you have them), modifying keys (such as Alt, Shift, and Ctrl), ASCII keys, and arrow keys. Choose a sequence that is unique and easy to remember.

# Alarm Clock and Calendar Preferences

To change the appearance and attributes of the Alarm Clock and Calendar:



1. Click the Customize button to open the Customize dialog box.
2. Select Clock/Calendar as the item to customize. The preferences section now shows Clock and Calendar preferences. As a shortcut, double-click on the Clock or Calendar with the right-hand mouse button to see the Clock and Calendar preferences.

Check this box to display the Calendar.



Check this box to see a second hand on the Analog Clock.

Choose a highlight color for both the current date and all those dates with set alarms. Or, choose No Highlights if you prefer.

Click to display the current day in the Calendar.

Click here to set an alarm.

For Clock Type, choose between an analog a and digital display.



Analog



Digital

## Clock Face

If you've chosen analog as your clock type, click the menu to see a list of different analog clock styles. Choose the new style for the clock; it will be displayed in the **Dashboard** window.



Ruby



Square



Round



**DRIVING TIP:** If you are using a communication program that has a “time-out” feature, turn the Second Hand option OFF to avoid a time-out every time the clock repaints the second hand.

## Snooze Interval

When an alarm goes off, you have the option of clicking Snooze. This will temporarily shut off the alarm. However, the alarm will sound again after a set number of minutes known as the Snooze Interval. To set the Snooze Interval, type the number of minutes you want to wait until the alarm sounds again in the Snooze Interval box.



**DRIVING TIP:** The Alarm Clock and Calendar show the date and time as set on your computer. To reset the date and time, use the Windows Control Panel.

You can also get to the Clock Preferences dialog box by double-clicking the Alarm Clock or Calendar, and then clicking the Configuration button in the dialog box that appears.

The alarm will only sound when your computer is on.

# Extended Screens Preferences

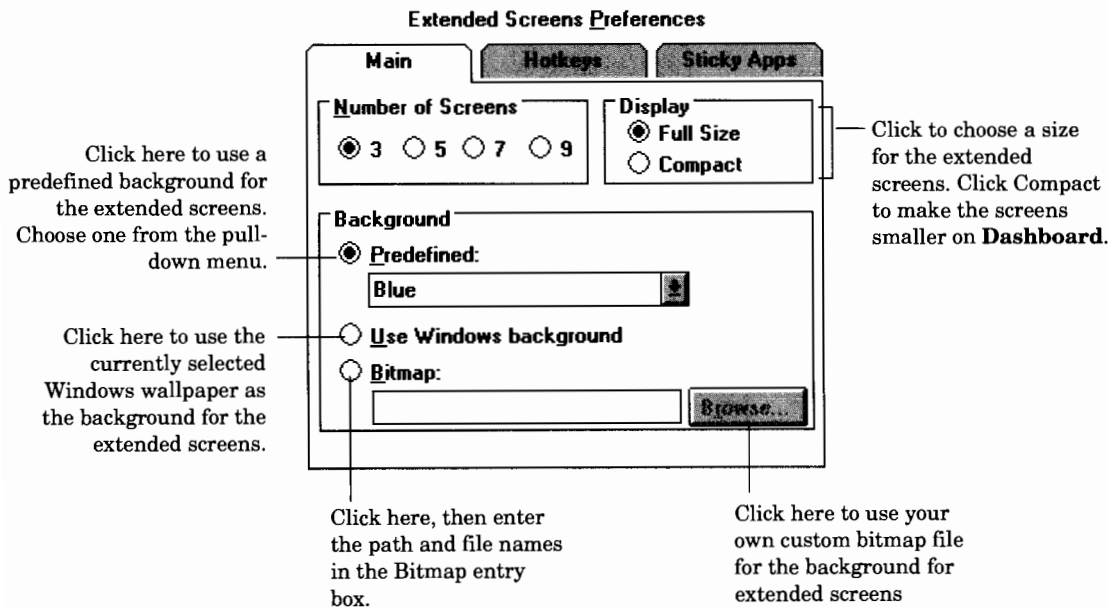
To make changes in the appearance and attributes of the extended screens:



1. Click the Customize button to open the Customize dialog box.
2. Select Extended Screens as the item to customize. The preferences section now shows the extended screen preferences. As a shortcut, double-click on any extended screen with the right-hand mouse button to see the extended screens preferences.

## Extended Screens Main Preferences

Select the Main tab to choose the number of extended screens to be displayed in the **Dashboard** window. Depending on the size of the window and your monitor's resolution, you can display up to nine screens at once. If you need more space for extra screens, hide some of the other **Dashboard** items.







**DRIVING TIP:** Open your favorite programs and use the miniwindows to organize them on different extended screens. Save that arrangement as a layout using the Layout menu. Later, you can open all of these programs and return them to the same positions, all in one easy step. See “Working With Layouts” later in this chapter.

If you have five or more extended screens open and then change to a smaller number, any programs that are on the outer screens will be moved into the remaining screens. You can then rearrange them on those screens.



**DRIVING TIP:** If you need more space for extended screens, hide other **Dashboard** items and use the title bar to show their information. For example, hide the Clock and Calendar or the Resource Gauge, then select Clock/Calendar or Resources as the Title Bar Display. To change the Title Bar Display, use **Dashboard Main Preferences**. See “**Dashboard Main Preferences**” earlier in this chapter.

## Extended Screens Hotkeys

Select the Hotkeys tab to define Hotkeys for extended screens. Enter a Hotkey sequence for each of your extended screens and click Done. Then, to switch to a different extended screen, you don't need to hunt down **Dashboard**. Simply enter the Hotkey sequence for the screen you wish to go to, and **Dashboard** will automatically switch you there.

**Extended Screens Preferences**

Main	Hotkeys	Sticky Apps
<b>Screen # Type here to define Screens Hotkeys</b>		
<u>1</u>	F1	
<u>2</u>	F2	
<u>3</u>	F3	
<u>4</u>	None	
<u>5</u>	None	
<u>6</u>	None	
<u>7</u>	None	
<u>8</u>	None	
<u>9</u>	None	

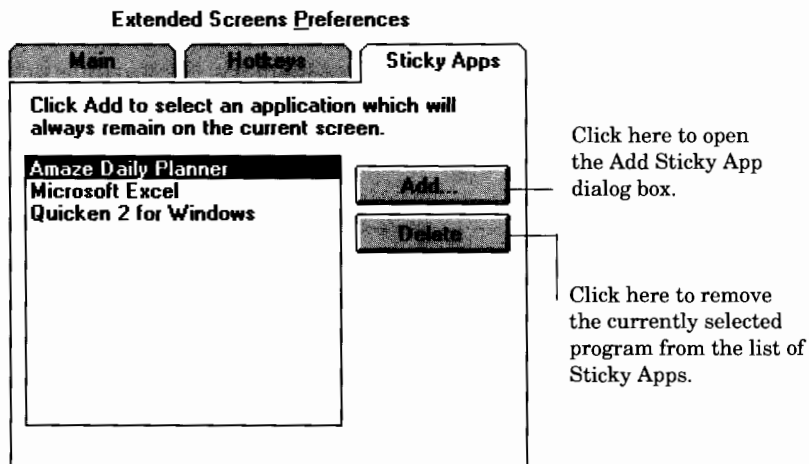


**DRIVING TIP:** Create Hotkeys using a combination of different types of keys including function keys F1-F9 and F11-F24 (if you have them), modifying keys (such as Alt, Shift, and Ctrl), ASCII keys, and arrow keys. Choose a sequence that is unique and easy to remember.

## Extended Screens Sticky Apps

Select the Sticky Apps tab to designate applications whose icon you always want on screen.

The list box shows all programs currently designated Sticky Apps. A Sticky App always appears on screen, regardless of the extended screen you are working in. No matter how you launch the program (with Quick Launch buttons, from the Program menu, or with the Run command), if it is on this list it will remain a Sticky App until you remove it.



The list box shows all programs currently running. Select a program to add to the list of Sticky Apps. Click OK to add, or Cancel to return to the Sticky Apps dialog box.



# Customizing the Resource Gauge



To make changes in the appearance and attributes of the Resource Gauge:

1. Click the Customize button to open the Customize dialog box.
2. Select Resources as the item to customize. The preferences section now shows the chart of available system memory and Windows system resources left in your system. As a shortcut, double-click on the Resource Gauge with the right-hand mouse button to see the Resources Preferences.

## Main Resource Preferences

Select the Main tab Preferences to customize the Resource Gauge, and to set the resources alarm. When you get low in either System Resources or free memory, the warning indicator blinks and an alarm sounds. Use the alarm field in main preferences to set the level at which this happens.

**Resources Preferences**

Main    Drive Watch

	System Memory	System Resources	
		GDI	USER
Total	20380K	64K	64K
Free	14420K	46K	46K
Used	5960K	18K	18K
% Free	70%	72%	73%

Alarm:  K Free     % Free

Beep

Display system memory odometer.  
 Display system resources gauge.

Gauge Type:

Enter exact kilobytes for the system memory warning level.

Enter a percentage for the system resources warning level.

Check here to display the system memory odometer below the Resource Gauge.

Choose a sound for the warning alarm.

Check here to display the Resource Gauge on Dashboard.

Use the pull-down menu to select a display option for the Resource Gauge.



Resource "gas gauge" with system memory meter.



Resource bar gauge without system memory meter.

## Drive Watch

Select the Drive Watch tab to make changes in the **Dashboard** Drive Watch window. This window shows the available disk space on each drive.

Listed here are all the drives your computer has access to, such as floppy drives, hard drives, and network drives. The icons in the list indicate the drive type. The chart shows the free disk space on each of the drives.

**Resources Preferences**

**Main**    **Drive Watch**    **Resources**

Drive	Total	Used	Free	%Free
B: < Disk is not in drive >				
C: 109444K	104696K	4748K	4%	

Drive: C: [<Not specified>]

Drive Watch

   Update Interval:  sec.

Display drive watch window.

Check this box to display the Drive Watch window on **Dashboard**.

Specify how often Drive Watch checks the available space on each drive.

Click Add to add the selected drive to the Drive Watch window. The Add button changes to Remove for drives that have already been added. Click to remove the drive from the Drive Watch window.

Click **Refresh** to update the list of available drives. For example, if you inserted a disk into your floppy drive after opening Drive Watch, click **Refresh** to have it appear in the above list.

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



**DRIVING TIP:** The Preferences dialog box is primarily for customizing the resource display on **Dashboard**. For more detailed information concerning your resources, double-click the Resource Gauge itself. See “Checking Your Resources” in Chapter 3.

# Customizing the Printer Manager



To change the appearance and attributes of the Printer Manager:

1. Click the Customize button to open the Customize dialog box.
2. Select Printer Manager as the item to customize. The preferences section now shows the printer manager preferences. As a shortcut, double-click on the Printer Manager with the right-hand mouse button to see the Printer Manager preferences.

Listed in the Printer Manager Preferences dialog box are all the currently installed printers, fax machines, plotters, and other output devices. To change the position of the printer icons on **Dashboard**, select the item from the list and drag it to a new location. To install a new device, use the Printers section of the Windows Control Panel. See your Windows manual if you have any questions.

Check the Show Paper Orientation box to display the paper orientation (either portrait or landscape) as part of the Printer icon on **Dashboard**. Use Setup to change the orientation.

The screenshot shows the "Printer Manager Preferences" dialog box. It includes a checkbox for "Show paper orientation", a "Default Printer" field with "HP DeskJet on LPT1:" selected, a list of installed printers ("HP DeskJet on LPT1:", "HP LaserJet 2000 on LPT2:", "HP LaserJet III on LPT3:"), a "Hide Printer" button, a "Description:" field, and buttons for "Set As Default", "Setup...", and "Change Icon...".

This box shows which printer, fax, or plotter is the current default.

These are the currently installed printers

Enter a description for the selected device. This description replaces the name of the device on **Dashboard**, and appears when you click the device.

Click Hide Printer to hide the selected output device in the **Dashboard** window.

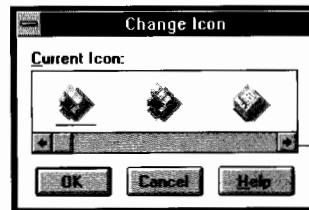
Click here to choose a new icon for the Printer button.

You can change the default printer by selecting it in the list, and clicking Set As Default. Alternatively, you can change the default printer by simply clicking the default printer light.

Click Setup to see the Printer Configuration box for the currently selected printer. You can also double-click the printer icon to see this dialog box.

Click Hide Printer to remove the selected device from the **Dashboard** window. The item will retain its place in the list of installed devices, but it won't be visible. If you select an item that has been hidden, the button name changes to Show Printer. Click to return the item to the **Dashboard** window.

## Change Icon Dialog Box



Scroll icons here

Scroll through the different icons and choose the one you want for the selected printer. Click OK. That icon will appear in the **Dashboard** window.



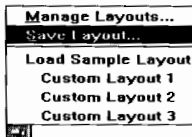
# Working With Layouts

Layouts are extremely helpful because they save you lots of time in opening programs. A *layout* is an arrangement of open programs on the extended screens. When working with several programs at once, you'll find it convenient to open different programs on separate extended screens. This makes switching between programs much easier. Save the arrangement of these programs as a layout. Later, instantly open all the programs and place them in the same position on the extended screens by simply loading the layout.

Design custom layouts for all your projects. When you are ready to work, you won't need to open each program individually. Simply load the layout that corresponds to the project you are working on.

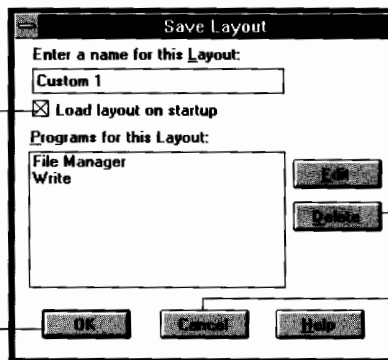
## Creating Layouts

To create a layout, arrange the programs on the extended screens just as you want them to appear when the layout opens. Then choose Save Layout from the Layout menu. Enter a name for the layout. This is not a file name. It can be any name you want.



Check this box if you would like this layout to be automatically loaded whenever you open **Dashboard**.

To save the current layout, click OK.



To remove a program from a layout, select it from the list and click Delete.

To exit the Save Layout dialog box without saving changes, click Cancel.

In the list box are all the currently open programs on **Dashboard**. All of these programs will be included in the layout when it is saved.

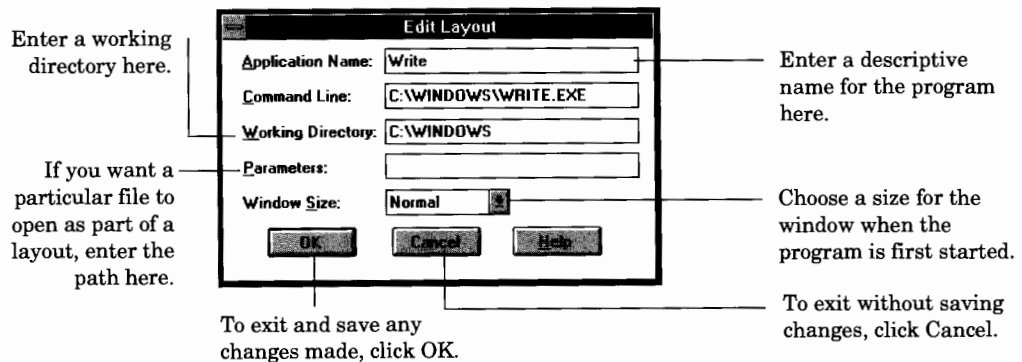
## Editing Layouts

The command line for each program in a layout is recorded when you click Save. To edit the working directory or parameters for a program in a layout, select it from the list and click Edit. You'll see the Edit Layout dialog box.

To open a specific *file* with a layout, include that file's command line as a parameter for the program it's associated with. To do this, enter the command line in the Parameters field of the Edit Layout dialog box. For example, to open a document entitled Report.doc in the program Write type:

```
c:\windows\write.exe report.doc
```

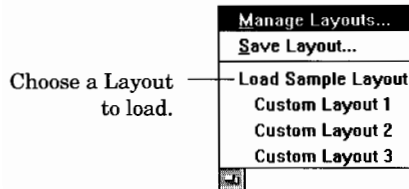
Also if you can launch the document report.doc directly from File Manager and then save it as a layout, the parameter information will be automatically saved.



**DRIVING TIP:** Use the Save Layout and Manage Layout dialog boxes to designate your favorite layouts as startup layouts. You can have as many startup layouts as you wish. When **Dashboard** first opens, it will automatically load all startup layouts.

## Loading Layouts

To load a layout, choose Layout menu from the System menu.



**NOTE:** Loading a layout launches all the programs associated with that layout and puts them in their same position on the extended screens. However, if a program is already open when you load a layout that uses that program in a different position, it will not be repositioned.

If you experience any problems loading a particular program in a layout, see the readme.adv file in the **Dashboard** program group.



**DRIVING TIP:** To have a program in a layout open a particular file when the layout is loaded, use the Manage Layouts dialog box. Select the program and click Edit. Enter the file name and extension (like report.wri) as the parameter for the program, and enter the directory that contains the file as the Working Directory. Save the changes. The file will now open whenever that layout is loaded.



**DRIVING TIP:** If you wish to disable the automatic launching of a startup layout, you can hold down the shift key while **Dashboard** starts up.

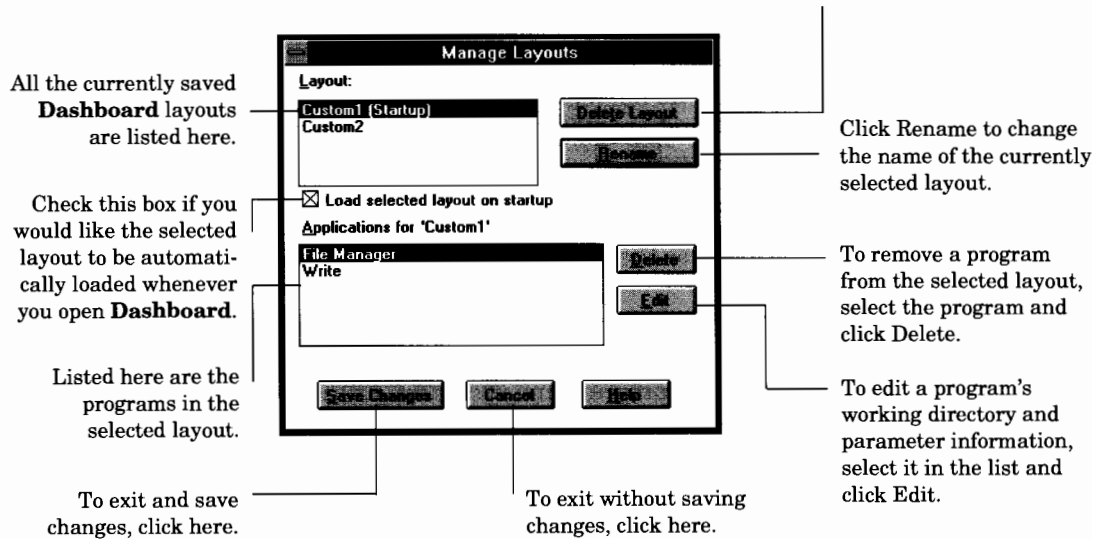
## Managing Layouts



The Manage Layouts dialog box is a handy place from which to rename a layout, remove an application from a layout, or delete a layout altogether. You can also designate a startup layout here and open the Edit Layout dialog box.

To manage a layout, select Manage Layouts from the Layout menu.

To permanently remove a layout, select it from the list and click Delete Layout.



**CAUTION:** The Delete Layout command will delete the entire layout. Don't confuse it with the Delete button. The Delete button is for removing a program from the layout.

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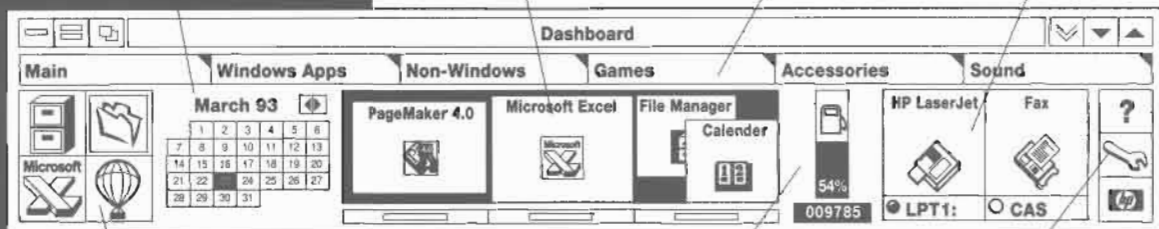
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