METZ TASK MANAGER HELP TABLE OF CONTENTS

Overview

The METZ Task Manager launches applications, switches back and forth quickly between applications that are already running, or closes programs youre finished using.   You can also use Task Manager to arrange windows on the desktop.

METZ Task Manager also includes a collection of convenient utilities--Select Directory, Quick File Manager, Quick File Find, Quick Text Search, and System Status--that can help you perform most of your routine file management tasks.

The METZ Task Manager application window is an extremely compact environment for managing your Windows tasks, performing routine file management operations, and customizing Windows to work the way you want.   Use METZ Task Manager along with the Windows Program Manager or another desktop environment, such as Norton Desktop for Windows.   If you like, you can use the Task Manager as a very simple, uncluttered Windows shell.
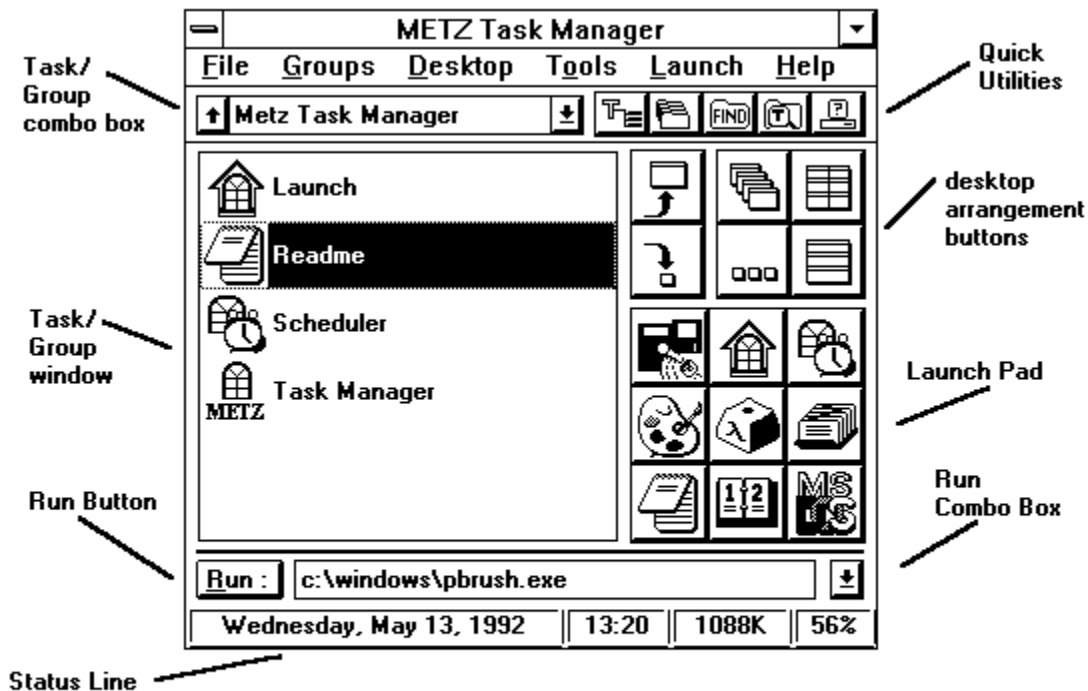
Related Topics:

Task and Group List
Run Box
Quick Utilities
Desktop Arrangement Buttons
Launch Pad

Task and Group List

The Items in the Task area of the METZ Task Manager control which items appear in the Task/Group window.   Use the Task List, Group List, and Task/Group window to navigate among your running tasks and Windows Program Manager groups.

Task/Group Combo Box.   The Task/Group combo box contains the Task List and a list of all Windows Program Manager groups.   Use it to choose what you want to display in the Task/Group window.   If you choose the Task List, all your running tasks are displayed in the Task/Group window.   If you choose the Group List, all the programs in a Windows Program Manager group are displayed.

Reset Button.   The button at the left of the Task/Group combo box can be used to quickly reset the contents of the Task/Group window to the Task List.

Task/Group Window. If you have selected the Task List in the Task/Group combo box, the Task/Group window contains a list of your currently running tasks.   If you have selected one of the Windows Program Manager groups, all the items in that group will be listed in the Task/Group window.   How the items are displayed depends on the options you chose in the Task List Preferences or Group List Preferences dialog boxes.

Related Topics:
Overview
Run Box
Quick Utilities
Desktop Arrangement Buttons
Launch Pad

Run Box

The components in the Run area of the METZ Task Manager make it easy to launch a new task or return to a task you have previously run.   You can customize the Run List with the Edit Run Contents dialog box.

Run Button.   Choose the Run button to run the command line currently in the Run box.

Run Box.   Use the Run box to launch applications quickly and easily.

Run List.   The Run List is displayed when you choose the arrow button next to the Run box.   Each application you run or command you give during the session is added to the top of the run list.   Later, if you want to repeat the command, you can do it quickly by first choosing it from the Run list and then choosing the Run button.

Related Topics:
Overview
Task and Group List
Quick Utilities
Desktop Arrangement Buttons
Launch Pad

Quick Utilities

The five buttons at the upper right of METZ Task Manager toolbar represent each of the METZ Quick Utilities.   For a complete description of each utility, see the METZ Tools menu below.

 Select Directory. Use Select Directory to change your current directory.

 Quick File Manager.   Use Quick File Manager to copy, move, rename, launch, print, or delete files.

 Quick File Find.   Use Quick File Find to locate files on floppy, local hard disk, and network disk drives.

 Quick Text Search.   Use Quick Text Search to locate specific text in one or more drives or directories.

 System Status.   Use System Status to get information about your system configuration.

Related Topics:

Overview
Task and Group List
Run Box
Desktop Arrangement Buttons
Launch Pad

Desktop Buttons

The METZ Task Manager desktop buttons are located in the middle right of the METZ Task Manager application window.

The following buttons appear when you are viewing the Task List window.

Switch To Button.   Choose this button to activate the selected applications(s) or drag one or more applications from the Task window and drop them onto the Switch To button to activate them.

End Task Button.   Choose this button to close the selected applications(s) or drag one or more applications from the Task window and drop them onto the End Task button to close them.
The following buttons appear when you are viewing the Group List window.

Launch Button.   Choose this button to launch the selected applications(s) or drag one or more applications from the Group window and drop them onto the Launch button to activate them.   The tasks will be launched as open application windows.

Launch Minimized Button.   Choose this button to launch the selected applications(s) or drag one or more applications from the Group window and drop them onto the Launch Minimized button to run them.   The tasks will be launched as icons.
The four buttons in the middle right of METZ Task Manager control desktop arrangement. "Drag and drop" items on these buttons to selectively arrange applications or click on these buttons to arrange the entire desktop.

Cascade Button.   Choose this button to rearrange all application windows in a cascading pattern or drag one or more open application windows in the Task/Group window and drop them onto the Cascade button to arrange them as cascading application windows.

Tile Button.   Choose this button to rearrange all running application windows in a tiled pattern or drag one or more applications in the Task/Group window and drop them onto the Tile button to tile them selectively.

Arrange Icon Button.   Choose the Arrange icon button to arrange application icons.

Grid Button.   Choose this button to   tile applications the way you specify in the Desktop Arrangement Preferences dialog box.
Related Topics:
   Overview
   Task and Group List
   Run Box
   Quick Utilities
   Launch Pad

Launch Pad

The area at the bottom right of the METZ Task Manager application window has nine Launch buttons.   You can customize the Launch buttons to keep the applications you use most at your fingertips.

The simplest way to customize a Launch button is to find the application you want to add to the Launch Pad in the Task List or one of the Windows Program Manager Group lists.   Point to it with the mouse and hold down the left mouse button while you drag the application to the button you want to customize.   Then, release the mouse button to drop it.   The application icon will appear as a label on the button.   You can also customize the Launch Pad by using the Launch Pad Preferences dialog box or by clicking on the button you want to change with the right mouse button.

Related Topics:

Overview
Task and Group List
Run Box
Quick Utilities
Desktop Arrangement Buttons

Commands

Use the following METZ Task Manager commands to launch applications, perform task and file management tasks, and arrange your desktop

Related Topics:

File Menu
Run...
Run Dialog Box
Edit Run Contents...
Edit Run Contents Dialog Box
Empty Clipboard
Preferences
Task Manager...
Task Manager Preferences Dialog Box
Screen Saver...
Screen Saver Preferences Dialog Box
Windows...
Windows Preferences Dialog Box
Printer...
Tasks...
Task List Preferences Dialog Box
Groups...
Group List Preferences Dialog Box
Desktop...
Desktop Arrangement Preferences Dialog Box
Tools...
Tool Preferences Dialog Box
Launch Pad...
Launch Pad Preferences Dialog Box
METZ Launch Dialog Box
Select File Dialog Box
Select Directory Dialog Box
Exit METZ Task Manager
Exit Windows
Tasks Menu
Switch To
End Task(s)
Select All
Deselect All
Show Hidden Windows
Refresh List
Groups Menu
Launch
Launch Minimized
Select All (Group List)
Deselect All (Group List)
Refresh List (Group List)
Desktop Menu
Arrange
Minimize
Maximize
Restore
Close
Tools Menu
Select Directory...

File Menu

Use the Task Manager File menu to run an application, edit the contents of the Run List, empty the clipboard, set up METZ Task Manager to work the way you want it to, to exit METZ Task Manager, or to exit from Windows.

Related Topics:

Run...

Choose the Run command to run an application or to load a file and run the application with which it is associated.   When you choose the Run command, the Run dialog box appears.

Related Topics:
Commands
File Menu
Run Dialog Box
Preferences
Task Manager...
Task Manager Preferences Dialog Box
Screen Saver...
Screen Saver Preferences Dialog Box
Windows...
Windows Preferences Dialog Box
Printer...
Tasks...
Task List Preferences Dialog Box
Groups...
Group List Preferences Dialog Box
Desktop...
Desktop Arrangement Preferences Dialog Box
Tools...
Tool Preferences Dialog Box
Launch Pad...
Launch Pad Preferences Dialog Box
METZ Launch Dialog Box
Select File Dialog Box
Select Directory Dialog Box

Run Dialog Box

The Run dialog box lets you choose the application or file you want to run.   You can use the Files and Directories list boxes to find the filename.

Related Topics:

Commands
File Menu
Run...

Edit Run Contents...

The Edit Run Contents command displays the Edit Run Contents dialog box so you can edit the Run List.

Related Topics:

Commands
File Menu
Edit Run Contents Dialog Box

Edit Run Contents Dialog Box

Use the Edit Run Contents dialog box to edit the current contents of the Run list and set the maximum number of items the Run list can contain.

> **Maximum Items.**   You can decide how many items you want the METZ Task Manager to store in the Run list.   The maximum number of items you can store is 99.
>
> **Run Contents List.**   The Run List box contains the current contents of your Run list, with the most recently run task at the top.   Items are dropped from the bottom of the list one at a time, when the list reaches the maximum number of items you specified. You can add lines, delete lines, or change the names of files and pathnames in an Edit Run Contents List entry.
>
> **OK Button.**   Choose the OK button to save your changes to the Edit Run Contents list and close the Edit Run Contents dialog box.
>
> **Cancel Button.**   Choose the Cancel button to close the Edit Run Contents without saving your changes.
>
> **Clear Button.**   Choose the Clear button to empty the contents of the Run List.   The next time you run a task, it will be added as the first item in a new list.

Related Topics:
Commands
File Menu
Run...
Run Dialog Box
Edit Run Contents...

Empty Clipboard

The Empty Clipboard command clears the current contents of the Windows Clipboard.

Related Topics:
Commands
File Menu
Empty Clipboard

Preferences

Choose one of the Preferences commands to specify how you want to work with the various components of METZ Task Manager.

Related Topics:

Commands
File Menu
Task Manager...
Task Manager Preferences Dialog Box
Screen Saver...
Screen Saver Preferences Dialog Box
Windows...
Windows Preferences Dialog Box
Printer...
Tasks...
Task List Preferences Dialog Box
Groups...
Group List Preferences Dialog Box
Desktop...
Desktop Arrangement Preferences Dialog Box
Tools...
Tool Preferences Dialog Box
Launch Pad...
Launch Pad Preferences Dialog Box
METZ Launch Dialog Box
Select File Dialog Box
Select Directory Dialog Box
Exit METZ Task Manager
Exit Windows

Task Manager...

Choose the Task Manager... subcommand to tell METZ Task Manager how you want to work with the METZ Task Manager application window.

Related Topics:

Commands
File Menu
Preferences
Task Manager Preferences Dialog Box
Task Manager Preferences

Task Manager Preferences Dialog Box

When you choose the Task Manager... subcommand, the Task Manager Preferences dialog box appears.

Default Application.   Type the name of the application which you will use as the default Windows application.   The default application is the one which METZ Task Manager uses to load a file you attempt to run, if no association exists for it. Usually, the default application is Windows Notepad but you may want to choose a different application.

Ask Before Exiting Windows.   Check the Ask Before Exiting Windows box if you want to be prompted for a confirmation when you choose the Exit Windows command.

Unload from Memory when Closed.   Check the Unload from Memory when Closed box if you want the METZ Task Manager to be removed from memory when it is closed.   Use this option if you need to save extra memory.   However, keeping METZ Task Manager in memory makes it extremely fast and convenient.

Stay in Place. Check the Stay in Place box to specify that you want Task Manager to appear in the same position on the screen where you last left it.

Stay Visible.   Check the Stay Visible box if you want METZ Task Manager to stay visible on the screen, even when you're working in another application window.

Initial Selection.   Choose where you want the selection to be when you return to the METZ Task Manager application window.   You can choose the Run combo box to begin entering a new command in the Run box or the Task/Group combo box to change the list that appears in the Task/Group List.   You can also choose the Task/Group List to begin choosing entries from the Task/Group list.

OK Button.   Choose the OK button to save your preferences and close the Task Manager Preferences dialog box.

Cancel Button.   Choose the Cancel button to close the Task Manager Preference dialog box without saving your preferences.

Related Topics:
    Commands
    File Menu
    Preferences
    Task Manager...
    Task Manager Preferences

Screen Saver...

Use the Screen Saver... subcommand to create a customized Screen Saver.   The Screen Saver... subcommand displays the Screen Saver Preferences dialog box.

Related Topics:

Commands
File Menu
Preferences
Screen Saver Preferences Dialog Box
Setting Up METZ Task Manager
Task Manager Preferences

Screen Saver Preferences Dialog Box

The Screen Saver Preferences dialog box lets you create a customized Screen Saver, with options for choosing a new screen saver graphic, timeout and delay settings.

Enable Screen Saver.   Check this box to enable the Screen Saver.

File Name.   Enter the name of the bitmap image file you want to use as a screen saver.

Bitmap Button.   Choose the Bitmap button to display the Select File dialog box so that you can choose a bitmap image.

Bitmap.   Choose the bitmap radio button if the graphics image you want to use is a bitmap.

METZ Logo.   Choose the default radio button if you want to use the METZ logo screen saver image.

Blank.   Choose the blank radio button if you want the screen to be blank when the Screen Saver is enabled.

Timeout.   Enter the amount of time (1-99 minutes) that should elapse without keyboard or mouse activity before the Screen Saver appears.

Delay.   Enter the amount of time (0-99 seconds) that should elapse between the appearances of the screen saver image. If you enter 0, the bitmap will remain centered on the screen.

OK Button.   Choose the OK button to save the new Screen Saver settings.

Cancel Button.   Choose the Cancel button to exit the Screen Saver Configuration dialog box without saving any changes.

Related Topics:
Commands
File Menu
Preferences
Screen Saver...
Setting Up METZ Task Manager
Screen Saver Preferences

Windows...

Choose the Windows... subcommand to make some choices about how you want Windows to work.

Related Topics:

Commands
File Menu
Preferences
Windows Preferences Dialog Box
Setting Up METZ Task Manager
Screen Saver Preferences

Windows Preferences Dialog Box

When you choose the Windows... subcommand, the Windows Preferences dialog box appears.   Use this dialog box to customize your Windows environment.

load =. Windows will automatically load as icons any applications you list here when you start Windows.   Separate each item with a space.

run =. Windows will automatically open the application windows for any programs you enter in this box when you start Windows.   Separate each item with a space.

programs =.   Windows will consider any files which have their extensions entered here to be executable programs.   When you choose a file with one of these extensions, Windows will try to start it up as an application.   If you have more than one type of program with the same name, Windows will attempt to execute the programs in the same order as the extensions are listed.

shell =.   Enter the name of the executable file you want to use as your Windows shell.   For example, the default Windows shell is the Windows Program Manager.   If you prefer, you can use METZ Task Manager, F/X File Manager, or another suitable application as your Windows shell instead.

OK Button.   Choose the OK button to save your preferences and close the Windows Preferences dialog box.

Cancel Button.   Choose the Cancel button to close the Windows Preferences dialog box, without saving your preferences.

Related Topics:
Commands
Windows...
Windows Preferences

Printer...

Choose the Printer subcommand to set up your printer.   When you choose this command, the Windows Printer Setup dialog box appears.

Related Topics:

Commands
File Menu
Printer Options

Tasks...

Choose the Tasks... subcommand to tell METZ Task Manager how you want to display the items in the Task List.   When you choose the Tasks... subcommand, the Task List Preferences dialog box appears.

Related Topics:

Commands
File Menu
Task List Preferences Dialog Box
Setting Up METZ Task Manager
Task List Preferences

Task List Preferences Dialog Box

The Task List Preferences dialog box lets you choose how you want METZ Task Manager to sort and display your Windows tasks in the Task List.

Sort Order. Choose the Alphabetic radio button to sort tasks in alphabetic order in the Task list. Choose the Newest radio button to sort tasks in the order they are run, with the newest at the top. Choose the Oldest radio button to sort tasks in the order they are run, with the oldest at the top.

Display. Choose the Caption radio button to display the window title bar caption in the Task List. Choose the Application radio button to display the filename of the application in the Task List. Choose the Class radio button to display the Windows "class" in the Task List. Choose the No Text radio button to display no text in the Task List.

Icons. Check the Icons box to display the application icon(s) in the Task List.

Options. Use the Options list box to choose whether you want to display all tasks, only iconic tasks, or only non-iconic tasks.

OK Button. Choose the OK button to save your preferences and close the Task List Preferences dialog box.

Cancel Button. Choose the Cancel button to close the Task List Preferences dialog box, without saving your changes.

Related Topics:
Commands
File Menu
Preferences
Task Manager...
Task List Preferences

Groups...

Choose the Groups... subcommand to tell METZ Task Manager how you want to display the items in the Group List.   When you choose the Groups... subcommand, the Group List Preferences dialog box appears.

Related Topics:

Commands
File Menu
Preferences
Group List Preferences Dialog Box
Setting Up METZ Task Manager
Group List Preferences

Group List Preferences Dialog Box

The Group List Preferences dialog box lets you choose how you want METZ Task Manager to sort and display your Windows tasks in the Group List.

Sort by.   The Sort by radio buttons let you choose how you want to sort the items in a Group List.   Choose the Description radio button to sort items alphabetically by their description.   Choose the Command line radio button to sort items alphabetically by their command line.   Choose the Position radio button to sort items by their position in the corresponding Windows Program Manager group.

Display. The Display radio buttons let you choose how the items in a Group List are displayed.   Choose the Description radio button to display the description in the Group List.   Choose the Command line radio button to display the command line in the Group List.   Choose the No Text radio button to display no text in the Group List.

Icons.   Check the Icons box to display the application icons in the Group List.

OK Button.   Choose the OK button to save your preferences and close the Group List Preferences dialog box.

Cancel Button.   Choose the Cancel button to close the Group List Preferences dialog box, without saving your changes.

Related Topics:

Desktop...

Use the Desktop... subcommand to choose how you want windows and icons arranged. When you choose the Desktop... subcommand, the Desktop Arrangement Preferences dialog box appears.

Related Topics:

[Commands](#)
[File Menu](#)
[Preferences](#)
[Desktop Arrangement Preferences Dialog Box](#)
[Setting Up METZ Task Manager](#)
[Group List Preferences](#)

Desktop Arrangement Preferences Dialog Box

Use the Desktop Arrangement Preferences dialog box to specify the default arrangement of windows on the Windows desktop.

Grid.   Type the number of windows to display across in the Rows box and type the number of windows to display down in the Columns box.

Cascade.   Type the width and height in pixels of the cascading windows in the Width and Height boxes.   If you enter 0, the window size will remain unchanged.

Optimize.   Type the width and height for optimized windows.   Optimized windows fill the entire screen except for an icon area at the bottom.   Choose the with Cascade checkbox to cascade the optimized windows.

Exclude.   Type the names of any applications you want to exclude from the grid or cascading arrangement or choose the Select... button to display the Select File dialog box, so you can choose the application you want to exclude.   For example, if you are using Norton Desktop for Windows, you may want to exclude it from the desktop arrangement by adding NDWMAIN.EXE to the Exclude list.

Select File Dialog Box.   The Select File dialog box lets you choose the application you want to exclude from the desktop arrangement.   You can use the Files and Directories list boxes to find the filename for the application.

OK Button. Choose the OK button to save your preferences and close the Desktop Arrangement Preferences dialog box.

Cancel Button.   Choose the Cancel button to close the Desktop Arrangement Preferences dialog box, without saving your preferences.

Defaults Button. Choose the Defaults button to reset the desktop arrangement to the Windows default.

Related Topics:
Commands
File Menu
Preferences
Desktop...
Setting Up METZ Task Manager
Desktop Preferences

Tools...

Choose the Tools... subcommand to specify your preferences for the Quick Utilities.   When you choose the Tools... subcommand, the Tool Preferences dialog box appears.

Related Topics:

Commands
File Menu
Preferences
Tool Preferences Dialog Box

Tool Preferences Dialog Box

Use the Tool Preferences dialog box to specify how you want to work with the Quick Utilities.

Tabs.   Enter the number of characters for tab spacing.

Word Wrap.   Check the Word Wrap box if you want printed text to wrap.

Confirm each file before deletion. Check the Confirm each file box if you want to be prompted for confirmation when you delete files in the Quick File Manager.

Confirm each file before processing.   Check the Confirm each file box if you want to be prompted for confirmation when you copy or move files.

Confirm replacement of existing files.   Check this box if you want to be prompted for confirmation when you copy or move files to a destination with files of the same name.

OK Button.   Choose the OK button to save your preferences and close the Tool Preferences dialog box.

Cancel Button.   Choose the Cancel button to close the Tool Preferences dialog box, without saving your preferences.

Related Topics:
Commands
File Menu
Preferences
Tools...
Setting Up METZ Task Manager
Tools Preferences

Launch Pad...

Choose the Launch Pad.... subcommand to add or change an application in the METZ Task Manager Launch Pad.   When you choose the Launch Pad... subcommand, the Launch Pad Preferences dialog box appears.

Related Topics:
Commands
File Menu
Preferences
Launch Pad Preferences Dialog Box
Setting Up METZ Task Manager
Launch Pad Preferences

Launch Pad Preferences Dialog Box

The Launch Pad Preferences dialog box lets you add or change an application on the METZ Task Manager Launch Pad.

Launch Buttons.   To customize a Launch button, click on it.   The METZ Launch dialog box appears so that you can add or change the application.

OK Button.   Choose the OK button to save your preferences and close the Launch Pad Preferences dialog box.

Cancel Button.   Choose the Cancel button to close the Launch Pad Preferences dialog box without saving your preferences.

Related Topics:
Commands
File Menu
Preferences
Launch Pad...
Setting Up METZ Task Manager
Launch Pad Preferences

METZ Launch Dialog Box

Use the METZ Launch dialog box to add applications to the METZ Launch Pad.

Description.   Enter a descriptive name for the application.

Application.   Enter the filename of the application or choose the Application... button to display the Select File dialog box.

Parameters.   If you want to run an application with a specific file, you can enter it in the Parameters box.   Choose the Parameters button to display the Select File dialog box to help you specify a filename as a parameter for the application.

Directory.   If you like, you can enter the name of a directory to use as the working directory for the application.   If you do not know which directory you want to use, choose the Directory button to choose a directory from the Select Directory dialog box.

Run.   Choose the Normal radio button to run the application at its normal window size.   Choose the Minimized radio button to run the application as an icon.   Choose the Maximized radio button to run the application full-screen.   Choose the Hidden radio button to run the application without displaying its icon or application window.

Hot Key.   Check any combination of the Ctrl, Alt, and Shift checkboxes and/or choose one of the key names in the list box to create your own personal hot key sequence.   You can use this combination of keys to quickly pop up the application, without using the Launch Pad or Launch menu.   If you check the DOS Support checkbox, the hot key will launch the application, even if you are working in the "DOS box" during a windows session.   You can create up to 16 hot key sequences with DOS support.

If you like, you can assign the same hot key sequence to more than one application. When you use the hot key sequence, all the applications that share the same hot key sequence will be loaded at once.

NOTE: Some key combinations are used by other applications.   Make sure that the hot key sequence you choose does not have a special meaning to an application you normally use.

Prompt for parameters when run.   If you check this box, when you choose an item on the Launch Pad, a dialog box will be displayed that prompts you to enter the filename you want to load.

File Manager Combo box.   Choose "Launch with all selections" to launch all the files you currently have selected in the Windows 3.1 File Manager into an application. (This option only works with applications that can load more than one file at a time.) Choose "Launch with every selection" to ignore any files that are currently selected in the Windows File Manager.

OK Button.   Choose the OK button to save your additions or changes to the METZ Launch dialog box.

Cancel Button.   Choose the Cancel button to close the METZ Launch dialog box, without making any changes to the Launch list.

Clear Button.   Use the Clear button to clear the button on the Launch Pad.

Reset Button.   Use the Reset button to reset the Launch Pad button to what it was previously.

Related Topics:
Commands
File Menu

Select File Dialog Box

The Select File dialog box lets you choose a filename.   Use the mouse or DIRECTION keys to scroll through the available files and directories to locate and select the filename you want.

Related Topics:
Commands
Select Directory Dialog Box

Select Directory Dialog Box

The Select Directory dialog box lets you choose a working directory for application.   Use the mouse or DIRECTION keys to scroll through the available directories to locate the directory you want.   Choose the Select button to select it.   Then, choose the Change button to change it.

Related Topics:
Commands
Select File Dialog Box

Exit METZ Task Manager

The Exit METZ Task Manager command closes METZ Task Manager.

Related Topics:
Commands
File Menu
Exit Windows

Exit Windows

The Exit Windows command ends your Windows session.   You will be given the opportunity to save any changes made in open applications.

Related Topics:

[Commands](#)
[File Menu](#)
[Exit METZ Task Manager](#)

Tasks Menu

The Tasks Menu appears when you are displaying the Task List in the Tasks window.   If you are displaying a Windows Program Manager group instead, the Tasks Menu is replaced by the Groups menu.   You can switch between tasks, close a running task, select or deselect all the tasks in the Task List, display hidden windows or refresh the Task List.

Related Topics:
Commands
Tasks Menu
Switch To
End Task(s)
Select All
Deselect All
Show Hidden Windows
Refresh List

Switch To

The Switch To command takes you quickly to the selected item(s) in the Task List.

Related Topics:

Commands

Tasks Menu

End Task(s)

The End Task command closes the selected task(s) in the Task List.

Related Topics:
Related Topics:
    Commands
    File Menu
    Tasks Menu

Select All

Quickly selects all items in the Task List so you can perform an action on all the programs at once.

Related Topics:

Commands
Tasks Menu

Deselect All

Quickly removes the selection from all the items in the Task List.

Related Topics:
Commands
Tasks Menu

Show Hidden Windows

Displays windows that are not normally displayed.   If hidden windows are displayed, a check will appear to the left of this command.

Related Topics:
Commands
Tasks Menu

Refresh List

Use the Refresh List command to update any changes you have made to your Windows   3.1 Program Manager groups.

Related Topics:
Commands
Tasks Menu

Groups Menu

The Groups Menu appears when you are displaying a Windows Program Manager group in the Tasks window.   If you are displaying the Windows Task List, the Tasks Menu will appear instead.   Use the Groups menu to launch application windows, launch icons, select or deselect all the items in the Group List, or refresh the items in the Task/Group window.

Related Topics:
Commands
Groups Menu
Launch
Launch Minimized
Select All (Group List)
Deselect All (Group List)
Refresh List (Group List)

Launch

Choose the Launch command to quickly launch all the selected items in the Group List.

Related Topics:

Commands

Groups Menu

Launch Minimized

Choose the Launch Minimized command to quickly launch all the selected items in the Group List.   The items will be loaded as icons.

Related Topics:
Commands
Groups Menu
Launch

Select All (Group List)

Quickly selects all in the Group List so you can perform an action on all the programs at once.

Related Topics:
Commands
Groups Menu

Deselect All (Group List)

Quickly removes the selection from all the items in the Group List.

Related Topics:
Commands
Groups Menu

Refresh List (Group List)

Use the Refresh List command to update any changes you have made to your Windows   3.1 Program Manager groups.

Related Topics:
Commands
Groups Menu

Desktop Menu

Use the METZ Task Manager Desktop menu to set up your application windows and icons the way you want them.   You can arrange the application windows, shrink windows to icons, maximize windows to fill the screen, restore windows to their previous sizes and positions, or close them.

Related Topics:
Commands
Desktop Menu
Arrange
Minimize
Maximize
Restore
Close

Arrange

Use the Arrange command to choose how you want to arrange open windows and icons on the Windows desktop.   Except for the Arrange Icons command, these commands will not affect any applications listed in the Exclude list.

Grid.   Arranges all open windows in the grid pattern that you specified in the Desktop Arrangement Preferences dialog box.

Tile.   Arranges all open windows side by side, without overlapping, to fill the entire screen.

Cascade.   Arranges all open windows in an overlapping pattern with the title bars exposed, starting from the top left corner of the screen.

Optimize.   Arranges all open windows so each fills the entire screen except for the icon area at the bottom.   The windows are stacked like a deck of cards, with only the window on top visible.   To switch between windows, press Alt-Tab, or use the METZ Task Manager to switch quickly to the window you want.

Icons.   Arranges all icons along the bottom of the screen.

Related Topics:
Commands
Desktop Menu
Minimize
Maximize
Restore
Close

Minimize

Shrinks open windows to icons.

All.   Iconizes any application windows, if they can be iconized.

Related Topics:
Commands
Desktop Menu
Arrange
Maximize
Restore
Close

Maximize

Maximizes any application windows to full-screen, if they can be maximized.

>**All.**   Maximizes both icons and application windows.

>**Icons.**   Maximizes all icons.

>**Applications.**   Maximizes all open application windows.

Related Topics:
Commands
Desktop Menu
Arrange
Minimize
Restore
Close

Restore

Restores all windows to their previous sizes and positions.

      All.   Affects all windows.

      Icons.   Affects all iconized applications.

      Applications.   Affects all application windows.

Related Topics:
Commands
Desktop Menu
Arrange
Minimize
Maximize
Close

Close

Close all open applications, except the system shell.

All.   Affects all windows.

Icons.   Affects all iconized applications.

Applications.   Affects all application windows.

Related Topics:
Commands
Desktop Menu
Arrange
Minimize
Maximize
Restore

Tools Menu

Use the Tools menu to choose one of the METZ Quick Utilities.   The Quick Utilities let you perform many routine file management tasks quickly and conveniently.   The Quick Utilities include: Select Directory, Quick File Manager, Quick File Find, Quick Text Search, and System Status.   You can also launch a Quick Utility by clicking on its button at the top right of the METZ Task Manager toolbar.

Related Topics:
Commands
Tools Menu
Select Directory...
Select Directory Application Window
Quick File Manager...
Quick File Manager Application Window
Quick File Find...
Quick File Find Dialog Box
Quick Text Search...
Quick Text Search Dialog Box
System Status...
System Status Application Window

Select Directory...

Choose the Select Directory... command to change your current directory.   When you choose the Select Directory... command, the Select Directory dialog box appears.

Related Topics:

[Commands](#)
[Tools Menu](#)
[Select Directory Application Window](#)
[Choosing a Different Drive or Directory](#)
[Changing Directories](#)
[Creating Directories](#)

Select Directory Application Window

Use the Select Directory application window to choose the current directory.

Directory Name. Type in the name of the directory you want.

Directory List. Scroll through the list of directories on the current drive to choose the location you want.

Drive List. Scroll through the list of available drives to choose the disk drive you want.

Change Button. Choose the Change button to change to the selected directory.

Select Button. Choose the Select button to choose the selected directory for the application and close the Select Directory dialog box.

Related Topics:
Commands
Tools Menu
Select Directory...
Choosing a Different Drive or Directory
Changing Directories
Creating Directories

Quick File Manager...

Choose the Quick File Manager... command to quickly copy, move, rename, delete, launch, or print files.   When you choose the Quick File Manager... command, the Quick File Manager dialog box appears.

Related Topics:
Commands
Tools Menu
Quick File Manager Application Window
Copying Files
Moving Files
Renaming Files
Launching Files
Printing Files
Deleting Files

Quick File Manager Application Window

Use the Quick File Manager application window to perform routine file management operations on your files, including copying, moving, renaming, deleting, launching, or printing files.

Source.   Type in the pathname where the source file(s) are located or choose the Source button to look for the files.   When you choose the Source button, the Select Directory dialog box appears.

Target.   Type in the pathname where you want to copy or move files or choose the Target button to look for the location where you want to copy or move them.   When you choose the Target button, the Select Directory dialog box appears.

Copy Button.   First, select the files you want to copy from the list in the Files box. Then, choose the Copy button to copy the selected files in the source location to the target location.   Or, drag the files you want to copy and drop them onto the Copy button.   Then, you'll have a chance to cancel your copy or to turn off the confirm each file option if you set it in the Tools Preferences dialog box.

Move Button.   First, select the files you want to move from the list in the Files box. Then, choose the Move button to move the selected files in the source location to the target location.   Or, drag the files you want to move and drop them onto the Move button.   Then, you'll have a chance to cancel your move or to turn off the confirm each file option if you set it in the Tools Preferences dialog box.

Rename Button.   First, select the files you want to rename from the list in the Files box.   Then, choose the Rename button to rename the selected files.   Or, drag the files you want to rename and drop them onto the Rename button.

Launch Button.   First, select the files you want to launch from the list in the Files box.   Then, choose the Launch button to quickly launch the files.   Or, drag the files you want to launch and drop them onto the Launch button.

Print Button.   First, select the files you want to print from the list in the Files box. Then, choose the Print button to quickly print the files.   Or, drag the files you want to print and drop them onto the Print button.   You can print documents created with any applications listed in the Registration database.   (For more information about the Registration database, see the Windows User's Guide.)

Delete Button.   First, select the files you want to delete from the list in the Files box.   Then, choose the Delete button to quickly delete the files.   Or, drag the files you want to delete and drop them onto the Delete button.

You will be given the opportunity to cancel the delete or to turn off the confirm each file option if you set it in the Tools Preferences dialog box.

Close Button. Choose the close button to close Quick File Manager when you are finished.

Related Topics:

Quick File Find...

Choose the Quick File Find... command to locate one or more files on your own system or on a local area network.   When you choose the Quick File Find... command, the Task Manager File Find dialog box appears.

Related Topics:

Commands
Tools Menu
Quick File Find Dialog Box
　　Quick File Find
　　Locating a Single File
　　Looking for a Group of Files
　　Browsing for Files

Quick File Find Application Window

Use the Quick File Find application window to specify the names of the files you want to search for and the drives you want to search.

Files.   Enter the names of the files you want to search for.   You can enter the name of a single file, or use an MS-DOS wildcard character to search for more than one file, even if you don't know its exact name.   For example, you could look for a single file (e.g., BUDGET.DOC), all the files whose names start with BUDGET (e.g., BUDGET*.DOC), or all the documents on your hard drive (*.DOC).   If you like, you can enter multiple filenames and/or extensions for your search.

Drive(s).   Use the mouse or DIRECTION keys to choose one or more drives to search.   If there are more drives than can fit in the list box at once, you can scroll through the list to make your selection.

Files Shown List Box.   Once your search is complete, the complete pathnames of all the located files will appear in the Files Shown list box.   If there are more files than can fit in the box, you can scroll through the list.

Find Button.   Choose the Find button to start your search once you have specified the files you want to search for and the drives you want to search.

Stop Button.   You can stop a search in progress by choosing the Stop button.

Close Button.   When you choose the Close button, the Quick File Find dialog box will close.

Run Button.   If you want to run a file located in a search, you can double-click on it with the mouse or use the DIRECTION keys to select it from the Files Shown list box. Then, choose the Run button to launch the application it was created with and load the selected file.

Related Topics:

Quick Text Search...

Choose the Quick Text... command to locate one or more files that contain specific text on your own system or on a local area network.   When you choose the Quick Text Search... command, the Quick Text Search dialog box appears.

Related Topics:
[Commands](#)
[Tools Menu](#)
[Quick File Find...](#)
[Quick Text Search](#)
[Searching for Text](#)
[Running a File Found in a Search](#)

Quick Text Search Application Window

Use the Quick Text Search application window to locate files containing specific text.

Text.   Type the word or phrase you are searching for.

Match Case.   Check the Match Case box to search only for those occurrences of the text that match exactly the lowercase or uppercase text you have typed in.   The search will be faster.

Files.   Enter the names of the files you want to search for the text.   You can enter the name of a single file, or use an MS-DOS wildcard character to search a group of files.   For example, you could look for text in all the files whose names start with BUDGET (e.g., BUDGET*.DOC), or all the documents on your hard drive (*.DOC).   If you like, you can enter multiple filenames and/or extensions for your search.

Drive(s).   Use the mouse or DIRECTION keys to choose one or more drives to search.   If there are more drives than can fit in the list box at once, you can scroll through the list to make your selection.

Files Shown List Box.   Once your search is complete, the complete pathnames of all the located files will appear in the Files Shown list box.   If there are more files than can fit in the box, you can scroll through the list.

Search Button.   Choose the Search button to start your search once you have specified the text you want to search for.

Stop Button.   You can stop a search in progress by choosing the Close button.

Close Button.   When you choose the Close button, the Quick Text Search dialog box will close.

Run Button.   If you want to run a file located in a search, you can double-click on it with the mouse or use the DIRECTION keys to select it from the Files Shown list box.   Then, choose the Run button to launch the application it was created with and load the selected files.

Related Topics:

System Status...

The System Status... command displays the System Status dialog box with information about your system.

Related Topics:

Commands
Tools Menu
System Status Application Window
System Status
Getting System Status Information

System Status Application Window

The System Status application window contains the following information about the system you are using.

Memory Box.   The Memory box displays information about available memory in your system.

>   **Total Free Memory.**   Displays the total amount of free memory on your system, including the Windows swap file.

>   **Free Graphics Resources.**   Displays the available graphics resources on your system.

>   **Free User Resources.**   Displays the available free user resources on your system.

Drive Box.   The Drive box displays the volume label, the type of disk drive, the total capacity of the disk drive, the amount of free disk space, and percentage of free disk space.

>   **Drives List Box**.   Use the Drives list box to choose the drive about which you want to display information.

General Box. The System box displays a variety of general information about your system, including:

>   **Date and Time.**   The system date and time.

>   **MS-DOS Version.**   The version of MS-DOS which is running on the system.

>   **Windows Version.**   The version of Windows which is running on the system.

>   **Mode.**   Indicates whether Windows is running in Real, Standard, or 386 Enhanced Mode.

>   **CPU.**   The CPU type (e.g., 8088, 8086, 80286, 80386, or 80486).

>   **Display Type.**   The type of video display on the system (e.g., CGA, EGA, VGA).

>   **Display Width.**   The total width of the display in pixels.

>   **Display Height.**   The total height of the display in pixels.

>   **Mouse.**   Indicates what type of mouse is installed on the system, if any.

>   **Network.**   Indicates the type of network the system is connected to, if any.

METZKW.SYS and METZTSR.COM.   Indicates that the METZ memory-resident programs are present.

WIN.INI Button.   Choose the WIN.INI button to edit the WIN.INI file.   The WIN.INI file appears, loaded into the default application.   The WIN.INI file contains information about preferences which have been set in Windows and in Windows applications.

SYSTEM.INI Button.   Choose the SYSTEM.INI button to edit the SYSTEM.INI file.   The SYSTEM.INI file appears, loaded into Windows Notepad.   The SYSTEM.INI file contains information about your Windows system settings, including your screen, printer, and keyboard drivers.

METZ.INI Button.   Choose the METZ.INI button to edit the METZ.INI file.   The METZ.INI file appears, loaded into the default application.   The METZ.INI file contains information about how you have installed METZ Task Manager, as well as the preferences you have chosen.

AUTOEXEC.BAT Button.   Choose the AUTOEXEC.BAT button to edit your AUTOEXEC.BAT file.   The AUTOEXEC.BAT file appears, loaded into the default application.   The AUTOEXEC.BAT file contains commands that run every time you start MS-DOS on your system.

CONFIG.SYS Button.   Choose the CONFIG.SYS button to edit your CONFIG.SYS file.   The CONFIG.SYS file appears, loaded into the default application.   The CONFIG.SYS file sets up your system configuration whenever you start MS-DOS.

OK Button. Choose the OK button when you are finished looking at the System Status dialog box.

Print Button. Choose the Print button if you want to print the contents of the System Status dialog box.   Make sure your printer is connected and online.

Related Topics:
> Commands
> Tools Menu
> System Status...
>> System Status
>> Getting System Status Information

Launch Menu

Use the Launch menu to launch an application quickly and conveniently or to customize the list of applications on the Launch menu.   When you choose the Customize... command, the METZ Launch application window appears.

Related Topics:
Commands
Customize...

Customize...

All the applications that you add with the Customize... command will be added to the Launch menu on METZ Task Manager and METZ Scheduler.   If you are using Microsoft Windows 3.1, you can also add the Launch menu to the Windows File Manager menu bar.

Related Topics:

Commands
Launch Menu

Using METZ Task Manager

The following topics describe how to set up and use METZ Task Manager.

Setting Up METZ Task Manager
    Task Manager Preferences
    Screen Saver Preferences
    Windows Preferences
    Printer Options
    Task List Preferences
    Group List Preferences
    Desktop Preferences
    Tools Preferences
    Launch Pad Preferences

Working With METZ Task Manager
    Using Keyboard Shortcuts
    Choosing the Contents of the Task/Group Window
    Resetting the Task/Group Window to the Task List
    Switching Tasks
    Ending Tasks
    Refreshing the Task and Group Lists
    Launching Group Items
    Running an Application
    Clearing the Run List
    Editing the Run List
    Changing the Maximum Items in the Run List
    Arranging the Desktop
    Minimizing Open Application Windows
    Maximizing Open Application Windows
    Restoring Icons and Windows
    Closing Open Applications
    Launching and Arranging Group Items
    Adding a Launch Button
    Changing a Launch Button
    Choosing a Different Drive or Directory
    Changing Directories
    Creating Directories
    Quick File Manager Application Window
    Copying Files
    Moving Files
    Renaming Files
    Launching Files
    Printing Files
    Deleting Files
    Quick File Find
    Locating a Single File
    Looking for a Group of Files
    Browsing for Files
    Running a File You've Located
    Quick Text Search
    Searching for Text
    Running a File Found in a Search
    System Status
    Getting System Status Information

Setting Up METZ Task Manager

The Task Manager Preferences control how METZ Task Manager runs.   You can set your METZ Task Manager preferences before you use METZ Task Manager for the first time--or you can experiment with METZ Task Manager, adjusting your preferences as you need to.   You may find you never need to change the way METZ Task Manager is set up.   Whichever way you approach METZ Task Manager, you'll find the application is exceptionally flexible--and very easy to adapt to the way you work with Microsoft Windows.

Related Topics:

Task Manager Preferences
Screen Saver Preferences
Windows Preferences
Printer Options
Task List Preferences
Group List Preferences
Desktop Preferences
Tools Preferences
Launch Pad Preferences
Preferences
Task Manager...
Task Manager Preferences Dialog Box
Screen Saver...
Screen Saver Preferences Dialog Box
Windows...
Windows Preferences Dialog Box
Printer...
Tasks...
Task List Preferences Dialog Box
Groups...
Group List Preferences Dialog Box
Desktop...
Desktop Arrangement Preferences Dialog Box
Tools...
Tool Preferences Dialog Box
Launch Pad...
Launch Pad Preferences Dialog Box
METZ Launch Dialog Box
Select File Dialog Box
Select Directory Dialog Box

Task Manager Preferences

The Task Manager Preferences control how METZ Task Manager works.

Default Application.   The default application is simply the application that METZ Task Manager will run if you try to load a file that has no application associated with its extension. The extension list is in the extensions section of the Windows WIN.INI file.   Unless you choose a different default application, Task Manager will automatically run Windows Notepad.

To choose a different default application:

>   Type the complete pathname of the application you want to use as a default application in the Default Application box.

Ask before Exiting.   You can ask METZ Task Manager to prompt you for confirmation when you choose the Exit Windows command.   This can prevent you from accidentally leaving Windows--but it also adds a moment to the time it takes to exit.

To get a confirmation prompt when you exit from Windows:

>   Check the Ask before Exiting box on the Task Manager Preferences dialog box.

Unload from Memory.   You can decide whether you want to keep METZ Task Manager loaded in memory while you're not using it.   You can save some memory by unloading METZ Task Manager when it is closed--but METZ Task Manager is exceptionally fast when you keep it loaded in memory all the time.

To unload METZ Task Manager from memory when it is closed:

>   Check the Unload from memory box on the Task Manager Preferences dialog box.

Stay in Place.   If you choose the Stay in Place option, METZ Task Manager remembers its last position on the screen--and reappears in the same position.   Otherwise, METZ Task Manager will appear centered on the current cursor position--just like the Windows Task List.

To keep METZ Task Manager in the same position:

>   Check the Stay in Place box on the Task Manager Preferences dialog box.

Stay Visible.   If you choose the Stay Visible option, METZ Task Manager will remain open as an application window, even when a different application is active.

To keep METZ Task Manager visible:

>   Check the Stay Visible box on the Task Manager Preferences dialog box.

Initial Selection.   You can control where the initial selection is when you start working with METZ Task Manager.   The initial selection can be in the Task/Group combo box, the Task/Group List box, or the Run combo box.

To choose the initial selection that is most convenient for you:

>   Choose the selection you want from the Initial Selection list box.

Related Topics:
        Setting Up METZ Task Manager
        Screen Saver Preferences
        Windows Preferences
        Printer Options
        Task List Preferences
        Group List Preferences
        Desktop Preferences
        Tools Preferences
        Launch Pad Preferences

Preferences
Task Manager...
Task Manager Preferences Dialog Box

Screen Saver Preferences

You'll want to decide how long you want your system to remain idle before the Screen Saver appears, how quickly you want the Screen Saver images to disappear and reappear--and, of course, you'll want to choose the bitmap image to display on your screen when the Screen Saver is activated.

To set up your screen saver:

1. Choose Screen Saver... from the METZ Task Manager Preferences sub-menu.

2. Check the Enable Screen Saver checkbox to activate the Task Manager Screen Saver.

3. Choose one of the image type radio buttons.   Choose bitmap if you are using a bitmap image (.BMP), or METZ Logo to use the image which comes with the Screen Saver, or blank if you want the screen to display no image when your system is idle.

4. If you've chosen the bitmap radio button, you'll need to choose the graphics image you want to display on your screen when your system is idle.   Type in the name of the bitmap file you want to use in the Filename box or choose the Select button to display the Select File dialog box.   Use the Directories and Files list boxes to browse through the graphics images on your system, and highlight the file you want to use with the mouse or DIRECTION keys.   Be sure to choose a valid bitmap graphics image.

5. In the Timeout box, enter the amount of time that the system will be idle before the Screen Saver appears.   You may choose any number between 1 and 99 minutes.

6. Enter the amount of time to elapse between appearances of the Screen Saver in the Delay box.   You may choose any number between 0 and 99 seconds.   If you choose 0, the Screen Saver image is centered on the screen.

7. When you have completed your settings, choose the Save button to save your new Screen Saver settings.

Related Topics:

Windows Preferences

The WIN.INI file is a special Windows system file that allows you to specify how Windows will run on your computer.   You can use the METZ Task Manager to make some changes in the settings recorded in the WIN.INI file.

Loading Applications.   Use the load = box to specify the applications that you want to load as icons automatically whenever you start Windows on your system.   If you have previously specified applications in the load = line of the WIN.INI file, these will be displayed here.

To specify the programs that will load automatically as icons when Windows is started:

1. Choose the Windows... subcommand from the Preferences command on the METZ Task Manager File menu.   The Windows Preferences dialog box appears.

2. Enter the names of   the applications you want to load as icons when Windows is started in the load = box.   For example, if you want to load Windows Write and Windows PaintBrush automatically, type WRITE.EXE and PBRUSH.EXE in the load = box.   If you enter several applications, separate them with spaces.

3. Choose the OK button.

Running Applications.   Use the run = box to specify the programs that you want to run as application windows whenever you start Windows on your system.   If you have previously specified applications in the run = line of the WIN.INI file, these will be displayed here.

To specify which applications will run as windows whenever Windows is started:

1. Choose the Windows... subcommand from the Preferences command on the METZ Task Manager File menu.   The Windows Preferences dialog box appears.

2. Enter the names of the applications you want to run as windows when Windows is started in the run = box.   For example, if you want to run Windows Write and Windows Paintbrush automatically, type WRITE.EXE and PBRUSH.EXE in the run = box.   If you enter several applications, separate them with spaces.

3. Choose the OK button.

Program Extensions.   Use the programs = box to specify which file extensions will be recognized as applications.   Windows uses this list to determine whether a file is an application or whether it needs to be loaded as a data file by another application.

The Windows default is:

com exe bat pif

We recommend the following order:

exe pif com

If you also want to run batch files under Windows, add the extension .BAT.

If you run an application without typing an extension, each extension is added in the order you specify, until a match is found.

To choose program extensions:

1. Choose the Windows... subcommand from the Preferences command on the METZ Task Manager File menu.   The Windows Preferences dialog box appears.

2. Enter the filename extensions in the programs = box.   Enter the extensions in order of importance.   (Note: Do not enter periods (.) before each extension name.)   If you are entering several extension names, separate them with spaces.

3. Choose the OK button.

Windows Shell.   The Windows "shell" is the Windows program that provides your system interface to all the other applications running under Windows.   Normally, when you use Windows this shell is the Windows Program Manager (PROGMAN.EXE). However, you can also use METZ Task Manager or another program as your shell.   If you choose METZ Task Manager as your Windows shell, METZ Task Manager will appear whenever you start Windows on your system.

To specify the program that will become your Windows shell:

1. Choose the Windows... subcommand from the Preferences command on the METZ Task Manager File menu.

2. When the Windows Preference dialog box appears, enter the filename of the program you want to run as your Windows shell.   If you have Windows 3.0 installed, and you want to use METZ Task Manager as your Windows shell, type TASKMAN.EXE in the shell = box.   If you have Windows 3.1 installed, and you want to use METZ Task Manager as your Windows shell, type METZTASK.EXE in the shell = box.

3. Choose the OK button.

Task Manager.   If you have Windows 3.1 installed, you can choose which application to use as the Task Manager.   For example, you could use the Windows Program Manager as a Task Manager.   However, you'll probably want to keep METZTASK.EXE as your Task Manager.

To choose a Task Manager application.

1. Choose the Windows... subcommand from the Preferences command on the METZ Task Manager File menu.

2. When the Windows Preference dialog box appears, enter the filename of the program you want to run as your Windows Task Manager in the TaskMan= box.   For example, if you want to use METZ Task Manager as your Windows Task Manager, type METZTASK.EXE in the TaskMan= box.

3. Choose the OK button.

Related Topics:
Setting Up METZ Task Manager
Task Manager Preferences
Screen Saver Preferences
Printer Options
Task List Preferences
Group List Preferences
Desktop Preferences
Tools Preferences
Launch Pad Preferences
Preferences
Windows...
Windows Preferences Dialog Box

Printer Options

You can use METZ Task Manager to set up your printer.   Use the Preferences Printer... subcommand on the METZ Task Manager File menu to choose between printers already installed on your system, or to access the Windows Printer Setup dialog box.

To choose a printer from the currently installed printers:

1. Choose the Printer... subcommand from the Preferences command on the METZ Task Manager File menu.

2. Use the mouse or DIRECTION keys to select one of the installed printers.   Choose the OK button.

3. Choose the OK button to confirm your choices.

To change a printer configuration:

1. Choose the Printer... subcommand from the Preferences command on the METZ Task Manager File menu.

2. Choose the Setup... button to display the Options dialog box.

Related Topics:

Setting Up METZ Task Manager
Task Manager Preferences
Screen Saver Preferences
Windows Preferences
Task List Preferences
Group List Preferences
Desktop Preferences
Tools Preferences
Launch Pad Preferences
Preferences
Printer...

Task List Preferences

You have several choices about how Task List items will be displayed in the Task/Group window, including: the order in which running tasks are displayed, what elements appear in the display, and which tasks are displayed.

Sort Order.   You can specify the order in which the running tasks are displayed in the Task/Group window.   You can choose to display them alphabetically, with the newest (that is, most recently used) task at the top, or with the oldest (that is, least recently used) task at the top.

To specify the sort order of the items on the Task List:

1.   Choose the Task List... subcommand from the Preferences command on the METZ Task Manager File menu.

2.   Choose the Alphabetic, Newest, or Oldest radio button on the Task List Preferences dialog box.

3.   Choose the OK button to save your choice and close the Task List Preferences dialog box.

Display.   You can choose which elements of the task you want to display in the Task/Group window.   You can display the caption that appears on the application's title bar, the application name (that is, the program), its class (that is, the internal Windows name for the application), or no text at all.   You can choose whether or not you want to display the application icon, but you must display the application icon if you are not displaying any text.

To choose how you will display tasks in the Task/Group window:

1.   Choose the Task List... subcommand from the Preferences command on the METZ Task Manager File menu.

2.   Choose the Caption, Application, Class, or No Text radio button on the Task List Preferences dialog box.

3.   Check the Icons box, if you want to display the application icons for the task.

4.   Choose the OK button to save your choice and close the Task List Preferences dialog box.

Options.   You can also decide whether you want to display all running tasks, only iconic tasks, or only non-iconic tasks in the Task/Group window.

To choose which tasks you will display:

1.   Choose the Task List... subcommand from the Preferences command on the METZ Task Manager File menu.

2.   Choose All tasks, Iconic tasks, or Non-iconic tasks from the Options list box to indicate which running tasks you want to display.

3.   Choose the OK button to save your choice and close the Task List Preferences dialog box.

Related Topics:
Setting Up METZ Task Manager
Task Manager Preferences
Screen Saver Preferences
Windows Preferences
Printer Options
Group List Preferences
Desktop Preferences
Tools Preferences

Launch Pad Preferences
Preferences
Tasks...
Task List Preferences Dialog Box

Group List Preferences

You have several choices about how Group List items will be displayed in the Task/Group window, including: the order in which group items are displayed, what elements appear in the display, and which group items are displayed.

Sort Order.   You can choose the order in which group items are displayed in the Task/Group window.   You can choose to display them by description, alphabetically by command line, or by their position in the Windows Program Manager group window.

To choose the sort order of the items in the Task/Group window:

1. Choose the Group List... subcommand from the Preferences command on the METZ Task Manager File menu.

2. Choose the Description, Command line, or Position radio button on the Group List Preferences dialog box.

3. Choose the OK button to save your choice and close the Group List Preferences dialog box.

Display.   You can choose which elements of the group item you want to display in the Task/Group window.   You can display the description, the command line, or no text at all. You can choose whether or not you want to display the application icon, but you must display the application icon if you are not displaying any text.

To choose how you will display group items in the Task/Group window:

1. Choose the Group List... subcommand from the Preferences command on the METZ Task Manager File menu.

2. Choose the Description, Command line, or No Text radio button on the Task List Preferences dialog box.

3. Check the Icons box, if you want to display the application icons for the group item.

4. Choose the OK button to save your choice and close the Group List Preferences dialog box.

Related Topics:
Setting Up METZ Task Manager
Task Manager Preferences
Screen Saver Preferences
Windows Preferences
Printer Options
Task List Preferences
Desktop Preferences
Tools Preferences
Launch Pad Preferences
Preferences
Groups...
Group List Preferences Dialog Box

Desktop Preferences

With the Desktop Preferences, you can specify exactly how METZ Task Manager will arrange windows and icons on your desktop when you choose a grid, cascading, or optimized arrangement.   You can also specify a list of applications which will be excluded from any desktop arrangement except the Arrange Icons command.

Choosing Grid Dimensions.   You can choose the dimensions of the grid arrangement for applications that METZ Task Manager uses when you choose the Grid subcommand from the Arrange... command on the Desktop menu.   You need to specify how many windows you want to place across the screen and how many windows you want to place down the screen in the grid pattern.   You can enter any numbers from 1 to 99.

To specify the dimensions of the grid:

1. Choose the Desktop... subcommand from the Preferences command on the METZ Task Manager Preferences menu.   The Desktop Arrangement Preferences dialog box appears.

2. Enter any number from 1 to 99 in the Grid Rows and Columns boxes.

3. Choose the OK button to save your grid dimensions and close the Desktop Arrangement Preferences dialog box.

Choosing Cascading Dimensions.   You can choose the dimensions of the cascading arrangement for applications that METZ Task Manager uses when you choose the Cascade subcommand from the Arrange... command on the Desktop menu.   You can specify the width and height of windows in pixels.   A zero (0) or blank in this box will leave the window size unchanged.

To specify the dimensions of the cascade:

1. Choose the Desktop... subcommand from the Preferences command on the METZ Task Manager Preferences menu.   The Desktop Arrangement Preferences dialog box appears.

2. Enter the desired width and height of the windows in the Width and Height boxes.

3. Choose the OK button to save your cascade dimensions and close the Desktop Arrangement Preferences dialog box.

Choosing Optimized Dimensions.   You can also choose to "optimize" your open application windows.   Optimized windows occupy all of the screen except for an area at the bottom of the screen large enough to display application icons.   You can specify the width and height of an optimized window in pixels that METZ Task Manager will use when you choose the Optimized subcommand from the Arrange... command on the Desktop menu. The default value for your monitor is displayed.

To specify the dimensions of an optimized application window:

1. Choose the Desktop... subcommand from the Preferences command on the METZ Task Manager Preferences menu.   The Desktop Arrangement Preferences dialog box appears.

2. Enter the desired width and height of the windows in the Optimize Width and Height boxes.

3. Choose the OK button to save your optimized dimensions and close the Desktop Arrangement Preferences dialog box.

Specifying Which Applications to Exclude.   You may want to exclude some applications from the desktop arrangement.   For example, you might want to cascade your word processing, spreadsheet, and presentation graphics applications, but always minimize the

Windows Calendar, Calculator, and Notepad.   If you specify applications to exclude, then whenever you choose one of the Arrange... subcommands from the Desktop menu, these applications won't be affected.

To specify which applications to exclude:

1. Choose the Desktop... subcommand from the Preferences command on the METZ Task Manager Preferences menu.   The Desktop Arrangement Preferences dialog box appears.

2. Type the filenames of the applications you want to exclude from the arrangement in the Exclude list box.   You can choose the Select... button to display the Select File dialog box and scroll through the files and directories to locate the applications you want to exclude.

3. Choose the OK button to save the list of excluded applications and close the Desktop Arrangement Preferences dialog box.

Related Topics:
Setting Up METZ Task Manager
Task Manager Preferences
Screen Saver Preferences
Windows Preferences
Printer Options
Task List Preferences
Group List Preferences
Tools Preferences
Launch Pad Preferences
Preferences
Desktop...
Desktop Arrangement Preferences Dialog Box

Tools Preferences

The Tools Preference dialog box lets you choose some options about how you want the METZ Quick Utilities to work.   You can decide how you want documents to print and under what circumstances you want METZ Task Manager to prompt you for confirmation when you are performing file management operations.

Choosing Printing Options.   You can specify the width of tabs and whether you want printing to use "word wrap" or not.   If you choose word wrap, lines longer than the width of the page will be wrapped to the next line.

To specify your print options:

1. Choose the Tools... subcommand from the Preferences command on the METZ Task Manager Preferences menu.   The Tools Preferences dialog box appears.

2. Enter the number of characters between tab positions.   Then, check the Word Wrap box if you want printed text to "word wrap."

3. Choose the OK button to save your print options and close the Tools Preference dialog box.

Getting File Deletion Prompts.   You can decide whether you want the Quick File Manager to prompt you for confirmation before each file deletion.

To get a file deletion prompt:

1. Choose the Tools... subcommand from the Preferences command on the METZ Task Manager Preferences menu.   The Tools Preferences dialog box appears.

2. Check the Confirm each file before deletion box.

3. Choose the OK button to save your choice and close the Tools Preference dialog box.

Getting File Copy and Move Prompts.   You can decide whether you want the Quick File Manager to prompt you for confirmation before it processes any copy or move operation, or before it performs a file copy or move that would result in overwriting an existing file.

To get file copy and move prompts:

1. Choose the Tools... subcommand from the Preferences command on the METZ Task Manager Preferences menu.   The Tools Preferences dialog box appears.

2. Check the Confirm each file before processing box and the Confirm replacement of existing files box.

3. Choose the OK button to save your choices and close the Tools Preferences dialog box.

Related Topics:
Setting Up METZ Task Manager
Task Manager Preferences
Screen Saver Preferences
Windows Preferences
Printer Options
Task List Preferences
Group List Preferences
Desktop Preferences
Launch Pad Preferences
Preferences
Tools...
Tool Preferences Dialog Box

Launch Pad Preferences

The METZ Task Manager Launch Pad offers you a uniquely convenient way to launch applications quickly.   You can decide which nine applications you want to keep at hand--and you can change your mind at any time--making it easy to redefine your Launch Pad whenever your needs change--or even for a single Windows session.

To define a button:

1. Choose the Launch Pad... subcommand from the Preferences command on the METZ Task Manager File menu.

2. Choose one of the nine buttons on the Launch Preferences dialog box.   The METZ Launch dialog box appears so that you can define or modify the button.

3. Type a description in the description box.

4. Type the complete pathname of the application in the Application box, or choose the Application button to display the Select File dialog box.   You can scroll through the available files and directories to choose an application.

5. Type the complete pathname of any file you'd like to load with the application in the Parameters box, or choose the Parameters... button to display the Select File dialog box to scroll through the available files and directories to choose a filename.

6. Type the complete pathname of the directory you want to use as the working directory of the application you are launching, or choose the Directory... button to display the Select Directory dialog box so you can choose a working directory.

7. Choose the Normal, Minimized, Maximized, or Hidden radio button to indicate how you want the application to run when it is launched.

8. If you decide you don't want to keep the changes you've made, choose the Reset button to restore the previous settings.   If you want to clear the definition of the current Launch button, choose the Clear button. Choose the OK button when you're satisfied with your changes.

Hot Key Sequences.   Hot Key sequences let you launch applications quickly by using a special combination of keys you have defined.   When you launch an application with a hot key sequence, it will work exactly the same way you have defined it for the Launch button-- that is, with the same files and working directory you specify for the Launch button.   If you check the DOS support box, the hot key sequences you define will work even when you are using an MS-DOS application during a Windows session.   You can define up to 16 hot key sequences with MS-DOS support.

To create a hot key sequence for an application:

1. Choose the Launch Pad... subcommand from the Preferences command on the METZ Task Manager File menu.

2. Choose one of the nine buttons on the Launch Preferences dialog box.   The METZ Launch dialog box appears so that you can define or modify the button.

3. Check whatever combination of Ctrl box, Shift box, Alt box, and one of the keys in the list box or an alphanumeric character to define the sequence.

4. If you want the key sequence to work while you are using an MS-DOS application in an MS-DOS window, check the DOS support box.

5. Choose the OK button to save your hot key sequence.

If you like, you can assign the same hot key sequence to more than one application.   When you use the hot key sequence all the applications sharing the same hot key sequence will be

loaded at the same time.   If one or more of the applications are already running, they will be activated when you choose the hot key.

NOTE: When you define a hot key sequence, be sure that you do not choose a sequence which has a special meaning to Windows or to another application you use.

Getting Prompted For Application Parameters.   You may want to have METZ Launch prompt you for a filename when you launch the application.

To define a Launch button so that you are prompted for a filename whenever you choose a menu item:

1. Choose the Launch Pad... subcommand from the Preferences command on the METZ Task Manager File menu.

2. Choose one of the nine buttons on the Launch Preferences dialog box.   The METZ Launch dialog box appears so that you can define or modify the button.

3. Check the Prompt for parameters when run box.

4. Choose the OK button to save your changes to the Launch menu.

5. Once you have checked the Prompt for parameters when run box for a Launch button, whenever you choose that button, a dialog box will appear.   Enter or select the filename you want to use to run the application.   If you   don't want to launch the application with a filename, choose the Ignore button to launch the application without loading a file.

Related Topics:
Setting Up METZ Task Manager
Task Manager Preferences
Screen Saver Preferences
Windows Preferences
Printer Options
Task List Preferences
Group List Preferences
Desktop Preferences
Tools Preferences
Preferences
Launch Pad...
Launch Pad Preferences Dialog Box
METZ Launch Dialog Box
Select File Dialog Box
Select Directory Dialog Box

Working With METZ Task Manager

The METZ Task Manager application window is an extremely compact environment for managing your Windows tasks, performing routine file management operations, and customizing Windows to work the way you want.   Use METZ Task Manager along with the Windows Program Manager or another desktop environment, such as Norton Desktop for Windows, or set it up as your Windows shell program.   You can customize many of the elements of METZ Task Manager.

Related Topics:

Using Keyboard Shortcuts
Choosing the Contents of the Task/Group Window
Resetting the Task/Group Window to the Task List
Switching Tasks
Ending Tasks
Refreshing the Task and Group Lists
Launching Group Items
Running an Application
Clearing the Run List
Editing the Run List
Changing the Maximum Items in the Run List
Arranging the Desktop
Minimizing Open Application Windows
Maximizing Open Application Windows
Restoring Icons and Windows
Closing Open Applications
Launching and Arranging Group Items
Adding a Launch Button
Changing a Launch Button
Choosing a Different Drive or Directory
Changing Directories
Creating Directories
Quick File Manager Application Window
Copying Files
Moving Files
Renaming Files
Launching Files
Printing Files
Deleting Files
Quick File Find
Locating a Single File
Looking for a Group of Files
Browsing for Files
Running a File You've Located
Quick Text Search
Searching for Text
Running a File Found in a Search
System Status
Getting System Status Information

Using Keyboard Shortcuts

Like any Windows application, you can use the METZ Task Manager with the keyboard, the mouse, or a combination of both keystrokes and mouse actions.

To pop up METZ Task Manager at any time from any application:

1. Press Ctrl-Esc

    OR

2. Double-click anywhere in the background.

To move between the Task/Group combo box, the Task/Group window and the Run list box:

    Press TAB.

To hide Task Manager or shrink Task Manager to an icon:

    Press Esc.

To launch one or more files quickly from any list box:

1. Click the right mouse button.   The Task or Group menu appears so that you can choose how you want to launch the application.

2. Highlight the command you want and then release the mouse button.   The application will be launched.

Related Topics:
Working With METZ Task Manager

Choosing the Contents of the Task/Group Window

You decide whether you want the Task/Group window to display the currently running tasks--that is, the Task List--or whether you want to display all the items in a specific Windows Program Manager group.

To choose the Task List or a Windows Program Manager group:

Choose the Task List or the Windows Program Manager group from the Task/Group list box.

If you choose the Task List, the Task/Group window will contain all the currently running tasks.   The second menu on the METZ Task Manager menu bar will be the Tasks menu--with commands appropriate for managing running tasks.

If you choose one of the Windows Program Manager groups, all the items in the group will be displayed.   The second menu on the METZ Task Manager menu bar will be the Groups menu--with commands appropriate for managing items on a group list.

Related Topics:
Working With METZ Task Manager

Resetting the Task/Group Window to the Task List

If you are displaying the contents of one of the Windows Program Manager groups in the Task/Group window, you can quickly return to the Task List display to work with your running tasks.

To return to the Task List:

Choose the Reset button to the left of the Task/Group list box.

Related Topics:
Working With METZ Task Manager

Switching Tasks

To switch back and forth between tasks:

1. Use the mouse or DIRECTION keys to choose the task you want to run.   Choose the Switch To command from the METZ Task Manager File menu.

> **OR**

2. Double-click on the task name with the mouse.

> **OR**

3. Use the DIRECTION keys to highlight the task name.   Then, press ENTER.

Related Topics:
Working With METZ Task Manager

Ending Tasks

To end a running task:

Use the mouse or DIRECTION keys to highlight the task.   Then, choose the End Task command from the Task menu to end it.

Related Topics:
Working With METZ Task Manager

Refreshing the Task and Group Lists

If you make changes to applications and groups with the Windows Program Manager, the Task and Group lists may not reflect these changes, unless you refresh the list.

To refresh the Task or Group list:

Choose the Refresh List command from the Tasks or Groups menu.   The list in the Task/Group window will be updated.

Related Topics:
Working With METZ Task Manager

Launching Group Items

If you are displaying the contents of a Windows Program Manager group in the Task/Group window, you can launch one or more of the items.

To launch an item from a group list:

1. Use the mouse or DIRECTION keys to highlight the item in the Task/Group window. Choose Launch, Launch Minimized, or Launch Maximized from the Groups menu.

    OR

2. Double-click on the item.

    OR

3. Click on the item with the right mouse button and then choose the appropriate Launch command.

Related Topics:
Working With METZ Task Manager

Running an Application

As you load and run applications, they are added to the "Run list."   In effect, the Run list contains your own "hit parade"--the applications you are most likely to run.   The Run list lets you return quickly to tasks you previously ran, edit them if necessary, and run them again.

To run a file or application from the Run List:

1. Click on the Run combo box to see the items in the Run List.   Select the item you want with the mouse or DIRECTION keys.   It will appear in the Run List box.

2. Choose the Run button.

To run a file or application not on the Run List:

1. Type the name of the file or application in the Run List box.

2. Choose the Run button.   The item you have entered will be added to the top of the Run List and will remain on the list until you have run the maximum number of tasks you specified in the Edit Run Contents dialog box or until you clear the Run List.

Related Topics:
Working With METZ Task Manager

Clearing the Run List

If you just want to clear the entire contents of your existing run list, you can empty it out and start again.

To clear the contents of the Run List:

1. Choose the Edit Run Contents... command from the METZ Task Manager File menu. The Edit Run Contents dialog box appears.

2. Choose the Clear button.

3. Choose the OK button to confirm your changes and close the Edit Run Contents dialog box.

Related Topics:

Working With METZ Task Manager

Editing the Run List

If you want to edit any of the command lines currently in the Run List, you can modify entries by typing over the command lines or parts of command lines you want to change.

To edit the Run List:

1. Choose the Edit Run Contents... command from the METZ Task Manager File menu. The Edit Run Contents dialog box appears.

2. Highlight the area you want to edit and type in your changes.

3. Choose the OK button to confirm your changes and close the Edit Run Contents dialog box.

Related Topics:

Working With METZ Task Manager

Changing the Maximum Items in the Run List

You can control how long the Run List is and--in effect--how long it takes for something you entered in the Run box to drop off the bottom of the list.

To change the maximum number of items in the Run List:

1. Choose the Edit Run Contents... command from the METZ Task Manager File menu. The Edit Run Contents dialog box appears

2. Type the number of items you want to keep in the Run List at one time.   You can enter any number from 0 to 99.

3. Choose the OK button to confirm your changes and close the Edit Run Contents dialog box.

Related Topics:

Working With METZ Task Manager

Arranging the Desktop

You can use either the Desktop Arrangement commands or the Desktop Arrangement buttons to arrange open application windows and icons on your Windows desktop.

To arrange all your open windows and icons:

1. Choose the Arrange command from the METZ Task Manager Windows menu.   Choose the Grid, Tile, Cascade, Optimize, or Icons subcommands.   The windows and icons will quickly move into their new positions.

      OR

2. Choose the Cascade, Tile, Icon, or Overlapping buttons.

To arrange selected tasks:

1. Use the mouse or DIRECTION keys to select one or more tasks from the Task/Group window.

2. Drag the tasks and drop them onto one of the Desktop Arrangement buttons.

Related Topics:
Working With METZ Task Manager

Minimizing Open Application Windows

If you need to, you can quickly minimize all your application windows.

To minimize open application windows:

1. Choose the Minimize command from the METZ Task Manager Windows menu.

2. Choose the All subcommand.   All the application windows will become icons.

Related Topics:
Working With METZ Task Manager

Maximizing Open Application Windows

You can also maximize application windows so that each one occupies the full screen.   Only applications which can be maximized will be affected.

To maximize application windows:

1. Choose the Maximize command from the METZ Task Manager Windows menu.

2. Choose the All, Icons, or Applications subcommand.   If you choose icons, all iconized applications will zoom into full-screen application windows.   If you choose Applications, all the application windows will zoom into full-screen application windows.   If you choose All, then both icons and open windows will zoom to fill the screen.

Related Topics:
Working With METZ Task Manager

Restoring Icons and Windows

If you want to return your icons and open application windows to their previous arrangement, you can use the Restore command.

To restore icons and windows:

1. Choose the Restore command from the METZ Task Manager Windows menu.

2. Choose the All, Icons, or Applications subcommand.   If you choose Icons, the icons will be restored to their previous sizes and positions.   If you choose Applications, the applications will be restored to their previous sizes and positions.   If you choose All, both icons and applications will be restored.

Related Topics:
Working With METZ Task Manager

Closing Open Applications

You can quickly close all the applications you have running, except for the Windows shell program.

To close selected applications:

Use the mouse or DIRECTION keys to select the tasks you want to close.   Drag the applications and drop them onto the Close button.

To close all your open applications:

1. Choose the Close command from the METZ Task Manager Windows menu.

2. Choose the All, Icons, or Applications subcommand.   If you choose All, all windows and icons will close except the Windows shell.   If you choose Icons, only the icons will be closed.   If you choose Applications, only the application windows will close.

Related Topics:
Working With METZ Task Manager

Launching and Arranging Group Items

You can "drag and drop" one or more items from the Windows Program Manager group items in the Task/Group window to the Desktop Arrangement buttons.

To launch selected group items as open application windows:

Drag one or more group items onto the Launch as window button.

To launch selected group items as icons:

Drag one or more group items onto the Launch as Icon button.

To launch and arrange selected group items:

Drag one or more group items and drop them onto one of the Desktop Arrangement buttons.

Related Topics:
Working With METZ Task Manager

Adding a Launch Button

It's easy to add a Launch button whenever you need to. You can use any item in the Task/Group window--whether it is a running task or an item in a Windows Program Manager group.

To add a Launch button:

1. Point to the application you want to attach to a Launch button and hold down the left mouse button while you "drag" it to the Launch Pad.

2. "Drop" the application icon onto a Launch button.   The application's icon will become a label for the Launch button.

Related Topics:
Working With METZ Task Manager

Changing a Launch Button

Changing a Launch button is as easy as adding a Launch button.

To change a Launch button:

1. Point to the new application you want to attach to the Launch button and hold down the left mouse button while you "drag" it to the Launch Pad.

2. "Drop" the new application icon onto the Launch button.   The new application's icon will replace the old application on the Launch button.

Related Topics:
Working With METZ Task Manager

Choosing a Different Drive or Directory

To choose a different directory on the current drive:

1. Choose the Select Directory application from the METZ Task Manager toolbar.

2. Use the DIRECTION keys or mouse to scroll through the directories until you find the one you want.

3. Click on the directory you want or use the DIRECTION keys to highlight the directory you want.   Then, choose the Change button.

The directory you chose will appear in the Current Directory box at the top of the Select Directory dialog box.   If the directory you're looking for is not on the current drive you can choose a different drive.

To choose a different drive:

Choose the drive you want from Drive list box.   The icon to the left of the drive name indicates whether it is a floppy drive or a hard disk.

Related Topics:
Working With METZ Task Manager
Select Directory...
Select Directory Application Window

Changing Directories

Once the directory you want is displayed in the Current Directory box at the top of the Select Directory dialog box, you're ready.

To change directories and close the Select Directory dialog box:

Choose the Select button.

Related Topics:

Working With METZ Task Manager
Select Directory...
Select Directory Application Window

Creating Directories

You can also use Select Directory to quickly create a directory, along with one or more subdirectories.

To create directories:

Enter a complete pathname for the directory and subdirectories you want to create in the Current Directory box.   Then, choose the Change button.

Related Topics:
Working With METZ Task Manager
Select Directory...
Select Directory Application Window

Quick File Manager

The Quick File Manager is designed to make it easy to do file management quickly and conveniently.

At the top of the Quick File Manager dialog box, you'll see the Source box.   The Source box displays the directory from which you choose files to perform an operation.   If you don't remember the Source location you want to work with, choose the Source... button.   The Select Directory dialog box appears, so that you can choose a new Source location.

Under the Source box is the Target box. In the Target box, you can enter the location where you want files to be copied, moved, or renamed.   If the Target directory you enter doesn't exist, Quick File Manager will create it for you when you perform an operation.   If you don't know what Target location you want to choose, choose the Target... button.   The Select Directory dialog box appears, so that you can choose a new Target location.

In the Files list box, you can specify what type(s) of files you want to display for the Source location.   For example, if the box is empty or contains the wildcard specification "*.*", all the files in the Source directory will appear.   You can display all the files that have the same extension (for example, *.bmp to display all your bitmap files) or all the files whose names start with the same characters (for example, budget?.doc to display all your documents about the budget).   If you like, you can enter more than one file type, separated by spaces, to quickly perform file management operations on more than one group of files at a time. Once you press ENTER, the source list will be updated.

To the right of the Files list box, you'll see the buttons that perform the operations.   You can perform operations in two different ways.   You can use the mouse or DIRECTION keys to select files from the Files list box and then click on the button you want.   If you want to select more than one filename, hold down the SHIFT key to select multiple files with the mouse or hold down the Ctrl key to select multiple files that are not contiguous in the list.

You can also select one or more files from the Files list box, point to them and hold down the left mouse button, and then "drag and drop" them onto the button.

Related Topics:
    Working With METZ Task Manager
    Quick File Manager...
    Quick File Manager Application Window

Copying Files

You can use Quick File Manager to copy a single file or many files at a time to a different drive or directory.

To copy one or more files:

1. Choose the Quick File Manager icon from the toolbar or choose the Quick File Manager... command from the METZ Task Manager Tools menu.   The Quick File Manager dialog box appears.

2. Enter a Source location in the Source box or choose the Source... button to find the location you want.

3. Select the files you want to copy from the Files list box.   You can use the mouse or DIRECTION keys to select the files you want or use wildcards to specify one or more groups of files in the Files box--such as all the files with a particular extension.

4. Enter a Target location in the Target box or choose the Target... button to find the location you want.

5. Choose the Copy button or, pointing to the files you selected and holding down the left mouse button, "drag" the files and "drop" them on top of the Copy button.

6. Depending on how you set your preferences in the Tools Preferences dialog box, you may be asked to confirm each file before it is copied.   When you have finished copying the file(s) you want, choose the Close button to close Quick File Manager.

Related Topics:
Working With METZ Task Manager
Quick File Manager...
Quick File Manager Application Window

Moving Files

You can use the File Manager to move a single file or many files at a time to a different drive or directory.

To move one or more files:

1. Choose the Quick File Manager icon from the toolbar or choose the Quick File Manager... command from the METZ Task Manager Tools menu.   The Quick File Manager dialog box appears.

2. Enter a Source location in the Source box or choose the Source... button to find the location you want.

3. Select the files you want to move from the Files list box.   You can use the mouse or DIRECTION keys to select the files you want or use wildcards to specify one or more groups of files in the Files box--such as all the files with the same extension.

4. Enter a Target location in the Target box or choose the Target... button to find the location you want.

5. Choose the Move button or, pointing to the files you selected and holding down the left mouse button, "drag" the files and "drop" them on top of the Move button.

6. Depending on how you set your preferences in the Tools Preferences dialog box, you may be asked to confirm each file before it is moved.   When you have finished moving the file(s) you want, choose the Close button to close Quick File Manager.

Related Topics:
Working With METZ Task Manager
Quick File Manager...
Quick File Manager Application Window

Renaming Files

You can also use the File Manager to rename one or more files.

To rename a file:

1. Choose the Quick File Manager icon from the toolbar or choose the Quick File Manager... command from the METZ Task Manager Tools menu.   The Quick File Manager dialog box appears.

2. Enter a Source location in the Source box or choose the Source... button to find the location of the files you want to rename.

3. Select the files you want to rename from the Files list box.   You can use the mouse or DIRECTION keys to select the file(s) you want or you can use wildcards to specify that you want to rename more than one file.

4. Choose the Rename button or, pointing to the files you selected and holding down the left mouse button, "drag" the files and "drop" them on top of the Rename button.

5. Depending on how you set your preferences in the Tools Preferences dialog box, you may be asked to confirm each file before it is renamed.   When you have finished renaming the file(s) you want, choose the Close button to close Quick File Manager.

Related Topics:
Working With METZ Task Manager
Quick File Manager...
Quick File Manager Application Window

Launching Files

You can use the Launch button to quickly launch one or more applications--or to load one or more files into the applications they were created with.

To launch files:

1. Choose the Quick File Manager icon from the toolbar or choose the Quick File Manager... command from the METZ Task Manager Tools menu.   The Quick File Manager dialog box appears.

2. Enter a Source location in the Source box or choose the Source... button to find the location of the files you want to launch.

3. Select the files you want to launch from the Files list box.   You can use the mouse or DIRECTION keys to select the files you want to launch or use wildcards to specify one or more groups of files in the Files box--such as all the files with a particular extension.

4. Choose the Launch button or, pointing to the files you selected and holding down the left mouse button, "drag" the files and "drop" them on top of the Launch button.   You can also launch files by double-clicking on them with the mouse.

5. When you have launched the files, choose the Close button to close Quick File Manager.

Related Topics:

Working With METZ Task Manager
Quick File Manager...
Quick File Manager Application Window

Printing Files

You can use the Print button on the Quick File Manager to quickly print one or more files, without starting the applications and loading the files.   The Print button works with any file that is registered in the Windows 3.1 Registration Database.

To print files:

1. Choose the Quick File Manager icon from the toolbar or choose the Quick File Manager... command from the METZ Task Manager Tools menu.   The Quick File Manager dialog box appears.

2. Enter a Source location in the Source box or choose the Source... button to find the location of the files you want to print.

3. Select the files you want to print from the Files list box.   You can use the mouse or DIRECTION keys to select the files you want or use wildcards to specify one or more groups of files in the Files box--such as all the files with a particular extension.

4. Choose the Print button or, pointing to the files you selected and holding down the left mouse button, "drag" the files and "drop" them on top of the Print button.

5. When you have finished printing the file(s) you want, choose the Close button to close Quick File Manager.

Related Topics:
Working With METZ Task Manager
Quick File Manager...
Quick File Manager Application Window

Deleting Files

You can use the File Manager to delete a single file or many files at a time.   Be sure to set your Tools preferences so that you don't accidentally delete files you want to keep.

To delete one or more files:

1. Choose the Quick File Manager icon from the toolbar or choose the Quick File Manager... command from the METZ Task Manager Tools menu.   The Quick File Manager dialog box appears.

2. Enter a Source location in the Source box or choose the Source... button to find the location of the files you want to delete.

3. Select the files you want to delete from the Files list box.   You can use the mouse or DIRECTION keys to select the files you want or use wildcards to specify one or more groups of files in the Files box--such as all the files with a particular extension.

4. Choose the Delete button, or pointing to the files you selected and holding down the left mouse button, "drag" the files and "drop" them on top of the Delete button.

5. Depending on how you set your preferences in the Tools Preferences dialog box, you may be asked to confirm each file before it is deleted.   When you have finished deleting the file(s) you want, choose the Close button to close Quick File Manager.

Related Topics:
Working With METZ Task Manager
Quick File Manager...
Quick File Manager Application Window

Quick File Find

The Quick File Find dialog box is extremely easy to use.   All you need to do is choose one or more drives to search from the Drives list box.   The icons next to the drive names indicate whether the drive is a hard disk or a floppy disk.   Then, type the filename(s) you're looking for in the File Name(s) box.   You can type in a filename or use wildcards to specify one or more extensions or partial filenames.   Once you've told Quick File Find what you're looking for, you simply choose the Find button to begin your search.   The located files appear in the list box.   If you want, you can run one or more of the files you've located.

Related Topics:
Working With METZ Task Manager
Quick File Find...
Quick File Find Dialog Box

Locating a Single File

Often, you know the exact name and contents of a file--but you just can't remember where you saved it.   Quick File Find helps you locate files quickly, even if you have a large hard drive with many directories and subdirectories, or if you're working on a local area network.

To locate a file:

1. Choose Quick File Find from the METZ Task Manager toolbar or choose the Quick File Find command from the METZ Task Manager Tools menu.

2. Type the filename of the file you're looking for.

3. Use the mouse or DIRECTION keys to choose one or more drives from the Drive(s) box.

4. Choose the Find button to start your search.   The complete pathname of the file(s) appears in the Files Found box.   If you need to interrupt your search for any reason, choose the Stop button to stop the search.

Related Topics:
Working With METZ Task Manager
Quick File Find...
Quick File Find Dialog Box

Looking for a Group of Files

You can use extension names and MS-DOS wildcard characters to search for all the files of a particular type.   When you a use an MS-DOS wildcard, the wildcard characters--question mark and asterisk--act as stand-ins for the real characters in the filename.   The question mark (?) replaces any single character.   The asterisk (*) replaces zero or more characters. For example, you could search for all the program files in your Windows directory by typing *.EXE in the Filenames box.

To locate a group of files:

1. Choose Quick File Find from the METZ Task Manager toolbar or choose the Quick File Find... command from the METZ Task Manager Tools menu.

2. Type a combination of filename and wildcard characters in the File Name(s) box.   For example, you could type BUDGET.* to locate all your budget files or you could type *.TXT to locate all your Notepad files.

3. Use the mouse or DIRECTION keys to choose one or more drives from the Drive(s) box.

4. Choose the Find button to start your search.   The complete pathname of   the file(s) appears in the Files Found box.   If you need to interrupt your search for any reason, choose the Stop button to stop the search.

Related Topics:
Working With METZ Task Manager
Quick File Find...
Quick File Find Dialog Box

Browsing for Files

To look for a file you know you named "memo-something-or-other," you could type MEMO*.* in the Files box.   Quick File Find will display all the files whose names start with "memo."

To locate a file when you're not sure of the exact name:

1. Choose Quick File Find from the METZ Task Manager toolbar or choose Quick File Find from the METZ Task Manager Tools menu.

2. If you're not sure of the exact filename, you can replace a single unknown character with a question mark (?), or one or more characters with an asterisk (*).

3. Use the mouse or DIRECTION keys to choose one or more drives from the Drive(s) box.

4. Choose the Find button to start your search.   The complete pathname of   the file appears in the Files Found box.   If you need to interrupt your search for any reason, choose the Stop button to stop the search.

Related Topics:
Working With METZ Task Manager
Quick File Find...
Quick File Find Dialog Box

Running a File You've Located

If you've been looking for an application, you can run it once you've found it.   Or, if you've been looking for a document, you may want to take a look at it.   You can start an application and load a document directly from Quick File Find.

To run an application:

1. Use the mouse or DIRECTION keys to choose the applications or files you want to run from the Files Found box.

2. Double-click on the filename(s) with the mouse or choose the Run button.   The selected applications will be launched.

Related Topics:

Working With METZ Task Manager
Quick File Find...
Quick File Find Dialog Box

Quick Text Search

Quick Text Search is extremely easy to use.   All you need to do is choose one or more drives to search from the Drive(s) list box.   The icons next to the drive names indicate whether the drive is a hard disk or a floppy disk.   Then, type the text you're looking for in the Text box. Use the Match Case checkbox to limit your search to the exact combination of lowercase and uppercase text.   If you want to limit your search to specific groups of files, you can type in a filename or use wildcards to specify one or more extensions.   Once you've told Quick Text Search what you're looking for, you simply choose the Search button to begin your search. The files which contain the text you specified appear in the list box.   If you want, you can run one or more of the files you've located.

Related Topics:
Working With METZ Task Manager
Quick Text Search...
Quick Text Search Dialog Box

Searching for Text

You might be looking for text that occurs in a single file--or you may want to locate a large number of files containing the text.   Quick Text Search lets you locate text in files on one or more drives--and you can use extension names and MS-DOS wildcard characters to limit your search to all the files of a particular type.   When you a use an MS-DOS wildcard, the wildcard characters--question mark and asterisk--act as stand-ins for the real characters in the filename.   The question mark (?) replaces any single character.   The asterisk (*) replaces zero or more characters.

To search for text in a group of files:

1. Choose Quick Text Search from the METZ Task Manager toolbar or choose Quick Text Search from the METZ Task Manager Tools menu.

2. Type the text you're looking for in the Text box.   If you want to search for text that matches exactly the combination of lowercase and uppercase characters you've typed in, check the Match case box.

3. Type a combination of filename and wildcard characters in the File Name(s) box.   For example, you could type BUDGET.* to search for specific text in all your budget files or you could type *.TXT to search for text only in Notepad files.

4. Use the mouse or DIRECTION keys to choose one or more drives from the Drive(s) box.

5. Choose the Search button to start your search.   The complete pathname of the file(s) containing the text appears in the Files Found box.   If you need to interrupt your search for any reason, choose the Stop button to stop the search.

Related Topics:
Working With METZ Task Manager
Quick Text Search...
Quick Text Search Dialog Box

Running a File Found in a Search

Once you've located documents containing the text search, you may want to take a look at them.   You can load a document into the application it was created with, directly from Quick File Find.

To run an application:

1. Use the mouse or DIRECTION keys to choose the applications or files you want to run from the Files Found box.

2. Double-click on the filename(s) with the mouse or choose the Run button.   The selected files will be launched.

Related Topics:
Working With METZ Task Manager
Quick Text Search...
Quick Text Search Dialog Box

System Status

One especially handy feature of METZ Task Manager is the System Status... quick utility. You'll get useful information about your system instantly in a single dialog box.   You'll be able to see at a glance how much memory you have available,   how much disk space you have available on any drive, the system date and time, CPU type, MS-DOS and Windows versions, display type and size, drive type, whether you are connected to a network, and other critical information.

The Memory Box

In the Memory box, youll see how much memory is available on the system.   You'll also find out the percentage of graphics and user resources available.

The Drive Box

In the Drive box, youll see the current volume name, the type of disk drive, the total capacity of the current disk drive, and the amount of space available on the disk.   If you want to switch to a different drive, use the mouse or DIRECTION keys to select a different disk drive.

The System Box

In the System box, youll see a variety of important information.   The System box displays the system date and time, the versions of MS-DOS and Windows that you have installed, the CPU type, memory mode, information about the display (including the display type, display width and height in pixels), any network driver you have installed, and whether you have a mouse.   If you have the METZ memory-resident program installed, METZKW.SYS, it will be displayed here.

Related Topics:
Working With METZ Task Manager
System Status...
System Status Application Window

Getting System Status Information

To get system status information:

1. Choose the System Status... command from the Task Manager File menu.

2. When you are finished reading the information from the System Status dialog box, you can choose the Print button to print the information or choose the OK button to close the dialog box.   Be sure your printer is connected and online.

Related Topics:

Working With METZ Task Manager
System Status...
System Status Application Window