Desktop Help Contents

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Tasks and Topics

Keyboard Short Cut Keys

Tasks and Topics

This section contains information about the things you can do using the desktop.

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Set the Home View to None

File Menu Commands (Desktop Screen)

Install

Installs other programs to use with WinMate.

Run

Runs a specific application or program.

Run Program Manager

Runs the Windows Program Manager.

Exit

Exits WinMate and returns you to the system prompt.

View Menu Commands (Desktop Screen)

Create

Creates a new desktop view.

Change

Selects the desktop view you want to use.

Home View

Goes to the home (default) desktop view.

Go to the Home View

Set the Home View to None

Specify the Home View

Design

Displays the design screen so that you can design and change specific desktop views.

Help Menu Commands (Desktop Screen)

Contents

Displays the contents for the current application's Help topics.

Keyboard

Displays information about accelerator keys that are available in this application.

Menu Commands

Displays Help topics about the current application's menus and commands.

Tasks and Topics

Displays Help topics about the current application's tasks and topics.

Using Help

Displays Help topics about using WinMate's on-line Help.

About Desktop

Displays information about the desktop.

File Menu Commands (Design Screen)

Exit

Exits the design screen and returns you to the desktop.

Edit Menu Commands (Design Screen)

Cut

Removes the selected or highlighted information and places it onto the Clipboard, replacing the previous Clipboard contents.

Copy

Copies the selected or highlighted information and places it onto the Clipboard, leaving the original information intact and replacing the previous Clipboard contents.

Paste

Places the Clipboard contents at the current cursor location.

Properties

Changes   the properties of the currently selected item.

Move to Top

Moves the selected object on top of another object.

Move to Bottom

Moves the selected object under another object.

Group

Displays another menu so that you can group and design objects together in a picture.

Align Items Together

Break a Group

Make a Group

Zoom in on an Item

Tools Menu Commands (Design Screen)

Select

Selects items on the desktop layout.

Line

Draws a line on the desktop layout.

Rectangle

Draws a rectangle on the desktop layout.

Ellipse

Draws a circle on the desktop layout.

Text

Adds text to the desktop view you are designing.

Background Color

Customizes the colors for the desktop layout.

Backdrop

Adds or remove a backdrop (or background) for the current desktop layout.

Add a Backdrop to a Desktop

Remove a Backdrop from a Desktop

Add Menu Commands (Design Screen)

Illustration

Adds an illustration on the desktop layout.

Photograph

Add a photograph on the desktop layout.

Program

Adds an application to the desktop layout.

Door

Adds a door to an application on the desktop.

Animation

Adds an animation object to the current desktop layout.

Month

Displays your Calendar application's monthly calendar on the desktop view you're designing.

Help Menu Commands (Design Screen)

Contents

Displays the contents for the desktop's Help topics.

Keyboard

Displays information about the accelerator keys available in the desktop.

Menu Commands

Displays Help topics about the desktop's menus and commands.

Tasks and Topics

Displays Help topics about the things you can do in the desktop.

Using Help

Displays Help topics about using WinMate's on-line Help.

File Menu Commands (Zoom Screen)

Exit

        Returns you to the design screen.

Edit Menu Commands (Zoom Screen)

Cut

Removes the selected or highlighted information and places it onto the Clipboard, replacing the previous Clipboard contents.

Copy

Copies the selected or highlighted information and places it onto the Clipboard, leaving the original information intact and replacing the previous Clipboard contents.

Paste

Places the Clipboard contents at the current cursor location.

Properties

Changes the properties of the currently selected item.

Move to Top

Moves the selected object on top of another object.

Move to Bottom

Moves the selected object under another object.

Group

Displays another menu so that you can group and design objects together in a picture.

Align Items Together

Break a Group

Make a Group

Zoom in on an Item

Tools Menu Commands (Zoom Screen)

Select

      Selects items on the desktop layout.

Line

      Draws a line on the desktop layout.

Rectangle

      Draws a rectangle on the desktop layout.

Ellipse

      Draws a circle on the desktop layout.

Text

      Adds text to the desktop view you are designing.

Background Color

      Customizes the colors for the desktop layout.

Add Menu Commands (Zoom Screen)

Illustration

Adds an illustration on the desktop layout.

Photograph

Add a photograph on the desktop layout.

Help Menu Commands (Zoom Screen)

Contents

Displays the contents for the desktop's Help topics.

Keyboard

Displays information about the accelerator keys available in the desktop.

Menu Commands

Displays Help topics about the desktop's menus and commands.

Tasks and Topics

Displays Help topics about the things you can do in the desktop.

Using Help

Displays Help topics about using WinMate's on-line Help.

About Desktop Dialog Box

This information gives you copyright and version number information about the desktop. You might need to reference this information if you are talking with a customer service representative.

Choose *OK* to close the *About Desktop* dialog box.

Backdrop

Use the following commands to add or remove a background from the current desktop layout:

[Add a Backdrop](#)

[Remove a Backdrop](#)

Add a Backdrop to a Desktop

A backdrop is a picture or pattern that you can display as the background on a desktop view. To add a backdrop to the current desktop view:

1   Display the design screen.

    MORE

2   Choose the Tools Menu's *Backdrop* command.

3   Choose the *Add* command.

    A Graphics Manager screen appears.

4   Select the backdrop you want to add from the list on the left side of the screen.

5   Choose the File Menu's *Select* command to return to the design screen.

    OR

    Click on the Select icon to return to the design screen.

    Additional Task:

        Remove a Backdrop from a Desktop

Add a Door

Doors are items you can place on the desktop that take you to another desktop view. To add a door to the current desktop view:

1 Display the design screen.

MORE

2 Choose the Add Menu's *Door* command.

A Graphics Manager screen appears.

3 Select the door you want to add from the list on the left side of the screen.

4 Choose the File Menu's *Select* command to return to the design screen.

OR

Click on the Select icon to return to the design screen.

Additional Tasks:

Add an Illustration

Add Text on a Desktop View

Add an Animation Item

1   Display the design screen.

      MORE

2   Choose the Add Menu's *Animation* command.

      The *Edit Animation* dialog box appears.

3   At the *Animation:* prompt, type the name of the animation file you want to select.

      MORE

4   [Optional] Click on the *Preview* button to see a preview of the animation.

5   Choose *OK*.

      Note: There are some sample animations provided on your compact data disc, courtesy of AUTODESK, Inc. For more information on AUTODESK's Multimedia products, call 800-879-4233.

      Additional Tasks:

          Move an Item

          Size a Desktop Item

Add an Application to a Desktop

1   Display the design screen.

MORE

2   Choose the Add Menu's *Program* command.

The *Program* dialog box appears.

3   At the *Command Line:* prompt, type the appropriate path, including the execute command, for the application you want to add.

MORE

4   At the *Working Directory:* prompt, type the appropriate directory path for the application you want to add.

MORE

5   [Optional] To display an icon for this application, choose the *Icon* button.

6   [Optional] To add a sound, choose the *Sound* button.

The *Sound Manager* dialog box appears. For more information, choose *Help* in the *Sound Manager* dialog box.

7   [Optional] If you want to change the graphic representation for the application, choose the *Browse* button in the *Current Graphic* box.

A Graphics Manager screen appears.

8   Select the graphic you want to display from the list on the left side of the screen.

9   Choose the File Menu's *Select* command.

OR

Click on the Select icon.

10 Choose *OK*.

Additional Tasks:

Move an Item

Size a Desktop Item

Add an Illustration

1   Display the design ![icon] or zoom

![icon] screen.

   MORE

2   Choose the Add Menu's *Illustration* command.

   A Graphics Manager screen appears.

3   Select the illustration you want to add from the list on the left side of the screen.

4   Choose the File Menu's *Select* command.

   OR

   Click on the Select icon.

   Additional Tasks:

   Move an Item

   Size a Desktop Item

Add a Picture to the List Dialog Box

Name: **Field**
▪   Type the name for the desktop view.

Description: **Field**
▪   Type a description for the desktop view.

Path: **Field**
▪   Type the path where you want to store the desktop view.

Type: **Field**
▪   Select the Graphics Manager type where you want to store the desktop view. (If necessary, click on the

 icon to display a list of available types. Then, select the desired type.)

OK **and** *Cancel* **Buttons**
▪   Choose *OK* to save the desktop view as you have specified.
▪   Choose *Cancel* to exit the dialog box without saving the desktop view.

Add Text on a Desktop View

1 Display the design screen.

   MORE

2 Choose the Tools Menu's *Text* command to check it.

3 Point to the place on the design screen where you want to begin typing, and, pressing the left mouse button, drag the box to create the size text field you want.

   The *Properties* dialog box appears.

4 At the *Text:* prompt, type the text you want to appear on the desktop.

5 [Optional] If you want the text to appear on a single line, check (√) the *Single Line* option.

6 If necessary, at the *Vertical Justification* box, choose the appropriate option.

   MORE

7 At the *Horizontal Justification* box, choose the appropriate option.

   MORE

8 [Optional] If you want to change the text font, choose the *Fonts* button.

   The *Font* dialog box appears.

   For more information about this dialog box, choose *Help* on the *Font* dialog box.

9 Choose *OK*.

   Additional Task:

   Change the Selected Item's Properties

Align Dialog Box

- Select *Left* to align the items by the left sides.
- Select *Top* to align the items by the top sides.
- Select *Right* to align the items by the right sides.
- Select *Bottom* to align the items by the bottom sides.
- Select *Equidistant Horizontally* to align the items with an equal space between them horizontally.
- Select *Equidistant Vertically* to align the items with an equal space between them vertically.
- Select *Center Horizontally* to center the items horizontally.
- Select *Center Vertically* to center the items vertically.

OK and *Cancel* Buttons

- Choose *OK* to align the items as you have specified.
- Choose *Cancel* to exit the *Align* dialog box without aligning the selected items.

Group

Group commands enable you to group items together to design a picture.

[Align Items Together](#)

[Break a Group](#)

[Make a Group](#)

[Zoom In](#)

Align Items Together

1   Display the design or zoom screen.

   MORE

2   Choose the Tools Menu's *Select* command.

3   Select the objects on the desktop that you want to group together.

   MORE

4   Choose the Edit Menu's *Group* command.

5   Choose the *Align* command.

   The *Align* dialog box appears.

6   Select the desired alignment.

   For more information about the options in this dialog box, choose the *Help* button.

7   Choose *OK*.

   Additional Tasks:

   Break a Group

   Make a Group

   Zoom in on an Item

Animation Browser Dialog Box

File Name: **Field**

Type the filename for the animation you want to select.

OR

Scroll through the list and highlight the filename for the animation file you want to select.

Note: If the animation file you want to select is in another location, be sure to change to the appropriate drive and directory to select the file. Or, type the complete path name, including the drive and directory, in the *File Name:* field.

Directories: **Box**

If the animation file you want to select is in another directory:
√   Scroll through the list, and highlight the appropriate directory.

Note: If the directory you want to select is in a different drive, be sure to select the appropriate drive from the *Drives:* box to display a list of directories for that drive.

List Files of Type: **Box**

If the animation file you want to select has a different extension:
√   Click on the
√ icon, and then highlight the appropriate extension.

Drives: **Box**

If the animation file you want to select is in a different drive:
√   Click on the
√ icon, and then highlight the appropriate drive.

OK **and** *Cancel* **Buttons**
√   Choose *OK* to select the specified animation file.
√   Choose *Cancel* to exit the *Animation Browser* dialog box.

Bitmap Properties Dialog Box

√   Check (
⊠) the *Transparent* option to make the bitmap transparent.

√   Check (
⊠) the *Stretchable* option to make the bitmap stretchable.

OK and *Cancel* Buttons

- Choose *OK* to change the selected bitmap's properties as specified.
- Choose *Cancel* to exit the *Bitmap Properties* dialog box without making any changes.

Break a Group

1   Display the design or zoom

 screen.

MORE

2   Choose the Tools Menu's *Select* command.

3   Select the group of objects you want to break up.

MORE

4   Choose the Edit Menu's *Group* command.

5   Choose the *Break group* command.

Additional Tasks:

Align Items Together

Make a Group

Zoom in on an Item

Change the Background Color

1 Display the design ![icon] or zoom

![icon] screen.

2 Choose the Tools Menu's *Background color* command.

The *Color* dialog box is displayed.

3 At the *Basic Colors:* or *Custom Colors:* prompt, select the color you want to use for the desktop's screen color.

4 [Optional] At the *Hue:* prompt, highlight the current number, and then type the desired setting.

5 [Optional] At the *Sat:* prompt, highlight the current number, and then type the desired setting.

6 [Optional] At the *Lum:* prompt, highlight the current number, and then type the desired setting.

7 [Optional] At the *Red:* prompt, highlight the current number, and then type the number for the amount of red you want in the color.

Note: The lower the number, the lower the amount of red that appears in the color.

8 [Optional] At the *Green:* prompt, highlight the current number, and then type the number for the amount of green you want in the color.

Note: The lower the number, the lower the amount of green that appears in the color.

9 [Optional] At the *Blue:* prompt, highlight the current number, and then type the number for the amount of blue you want in the color.

Note: The lower the number, the lower the amount of blue that appears in the color.

10 If you want to add the color to your list of custom colors, choose the *Add to Custom Colors* button.

11 Choose *OK*.

Change the Current WinMate User

1 Click on the *Identify* icon.

The *Identify* dialog box appears. The current user name appears in the *Current User:* field.

2 Click on the photo icon for the user you want to select.

3 Choose *Sign On*.

The *Confirm Sign-on* dialog box appears. The user's full name appears in the *Sign on user:* field.

Note: If you select a user that is already signed on as the current user, the *Confirm Sign-on* dialog box will not appear.

4 Choose *OK*.

The desktop or design screen is redisplayed.

Home View

The following functions are provided with the Home View ![icon] command:

[Go to the Home View](#)

[Set the Home View](#)

[Specify the Home View](#)

Change the Home View

Note: If you are creating a new desktop view to be used as the home view, you must first save the new home view. Simply change to a different view so that you will be prompted to save the current view, and then display the view you want to use for the home view.

1   From the desktop, display the view you want to select as the home view.

2   Choose the View Menu's *Home View* command.

3   Choose the *Set* command.

Additional Tasks:

Create a New Desktop View

Change to a Specific Desktop View

Change the Selected Item's Properties

1   Display the design screen.

     MORE

2   Select the item you want to change.

3   Choose the Edit Menu's *Properties* command.

     A dialog box appears so that you can change the properties for the selected item.

     For more information, choose *Help* in the dialog box that appears.

     Additional Tasks:

        Delete a Desktop Item

        Return to the Desktop

        Select Items on the Desktop Layout

Change to a Specific Desktop View

1   From the desktop, choose the View Menu's *Change* command.

A Graphics Manager screen appears.

2   Select the desired desktop view from the list on the left side of the screen.

3   Choose the File Menu's *Select* command.

OR

Click on the Select icon.

Additional Tasks:

Specify the Home View

Color Dialog Box

Basic Colors: Area
- Select the color you want to use.

Custom Colors: Area
- Select the color you want to use.

Hue: Field

Hue is where a color appears along the color spectrum. For example, purple is between blue and red.
- Highlight the current number, and then type the desired setting.

Sat: Field

Saturation (Sat) is the purity of a color's hue, moving to the pure color from gray.
- Highlight the current number, and then type the desired setting.

Lum: Field

Luminosity (Lum) determines the brightness of a color on a scale from black to white.
- Highlight the current number, and then type the desired setting.

Red: Field
- Highlight the current number, and then type the number for the amount of red you want in the color.

  Note: The lower the number, the lower the amount of red that appears in the color.

Green: Field
- Highlight the current number, and then type the number for the amount of green you want in the color.

  Note: The lower the number, the lower the amount of green that appears in the color.

Blue: Field
- Highlight the current number, and then type the number for the amount of blue you want in the color.

  Note: The lower the number, the lower the amount of blue that appears in the color.

Define Custom Colors, *OK*, and *Cancel* Buttons
- Choose Add to Custom Colors to add a new color to your list of custom colors.
- The *Define Custom Colors* button is not available in this application.
- Choose *OK* to select and save the colors you have chosen.
- Choose *Cancel* to exit the *Color* dialog box without saving any changes or making a selection.

Copy Information

1 Display the design   or zoom

 screen.

    MORE

2 Highlight or select the information you want to copy.

3 Choose the Edit Menu's *Copy* command.

    The highlighted information is copied to the Clipboard.

    MORE

    Additional Tasks:

        Reinsert Information

        Remove Information

Create a New Desktop View

1 From the desktop, choose the View Menu's *Create* command.

A Graphics Manager screen appears.

2 From the list on the left side of the screen, select the desktop view you want to use as a basis for your new desktop view.

3 Choose the File Menu's *Select* command.

OR

Click on the Select icon.

Note: To save the current desktop view, simply change to another view so that you will be prompted to save the view you have created. Then you can change back to the newly created view.

Additional Task:

Add a Door

Delete a Desktop Item

1   Be sure the design screen is displayed.

MORE

2   Choose the Tools Menu's *Select* command.

3   Select the item on the desktop you want to delete.

4   Choose the Edit Menu's *Cut* command.

Additional Task:

Reinsert Information

Design Screen

The design screen is used to create and customize your desktops. Using the design screen, you can add pictures, doors and applications to your customized desktop.

Additional Task:

Display the Design Screen

Desktop Dialog Box

Yes*, *No*, and *Cancel* Buttons

- Choose *Yes* to save any changes you have made to a desktop and return to the system prompt.
- Choose *No* to go to the next screen without saving any changes.
- Choose *Cancel* to exit the *Desktop* dialog box without saving any changes and return to the desktop.

If you choose *Yes*, the *Add a Picture to the List* dialog box appears. For more information, choose the *Help* button in this dialog box.

Display a Monthly Calendar

1   Display the design screen.

MORE

2   Choose the Add Menu's *Month* command.

A monthly calendar appears on the design screen. You can move and size this item just as you would other desktop items.

Additional Tasks:

Move an Item

Size a Desktop Item

Display the Design Screen

From the desktop, click on the Design icon.

OR

From the desktop, choose the View Menu's *Design* command.

Door Properties Dialog Box

Picture for Door Box

1 Choose the *Change Picture* button.

A Graphics Manager screen appears.

2 Select the desired picture for the door from the list on the left side of the screen.

3 Choose the File Menu's *Select* command.

OR

Click on the Select icon.

View To Display Box

1 Choose the *Change View* button.

A Graphics Manager screen appears.

2 Select the desired view from the list on the left side of the screen.

3 Choose the File Menu's *Select* command.

OR

Click on the Select icon.

OK, Cancel, and *Sound* Buttons

▪ Select *Sound* to display the *Sound Manager* dialog box so that you can add a sound to the selected door.

Note: If you need more information, choose *Help* in the *Sound Manager* dialog box.

▪ Select *OK* to save the door properties you have specified.

▪ Select *Cancel* to exit the *Door Properties* dialog box without making any changes.

Draw Items on the Desktop

Use the desktop tools to help you draw items to be used on the desktop.

To draw lines on the desktop:

1   Display the design or zoom

 screen.

   MORE

2   Choose the Tools Menu's *Line* command.

3   Move the mouse cursor to the place where you want to begin drawing the line.

4   Press the mouse button and drag the mouse to draw the line to the desired length, and then release the mouse button.

To draw a rectangle:

1   Display the design or zoom

 screen.

   MORE

2   Choose the Tools Menu's *Rectangle* command.

3   Move the mouse cursor to the place where you want to begin drawing the rectangle.

4   Press the mouse button and drag the mouse to draw the rectangle to the desired size, and then release the mouse button.

To draw an ellipse:

1   Display the design or zoom

 screen.

   MORE

2   Choose the Tools Menu's *Ellipse* command.

3   Move the mouse cursor to the place where you want to begin drawing the circle.

4   Press the mouse button and drag the mouse to draw the ellipse to the desired size, and then release the mouse button.

   Additional Tasks:

   Add a Backdrop to a Desktop

   Change the Background Color

   Select Items on the Desktop Layout

Edit Animation Dialog Box

Animation: **Field**

Type the name of the animation file you want to select.

OR

Choose *Browse* to select a file using the *Animation Browser* dialog box.

If you need help completing this information, choose *Help* in the *Animation Browser* dialog box.

Preview, *OK*, and *Cancel* **Buttons**

- Choose *Preview* to see a preview of the animation.
- Choose *OK* to select the specified file.
- Choose *Cancel* to exit the *Edit Animation* dialog box without selecting a file.

Exit Desktop

1 From the desktop, choose the File Menu's *Exit* command.

    OR

    Click on the *Finish* icon.

    If you have changed any desktop information, the *Desktop* dialog box appears. Continue with Step 2.

    If no changes have been made to a desktop, the system prompt appears.

2 Choose the appropriate button.

    MORE

Find Directory Dialog Box

Directory: **Field**
- Type the path for the directory you want to select.

Directories **List Box**
- Scroll through the list, and then highlight the directory you want to select.

OK **and** *Cancel* **Buttons**
- Choose *OK* to select the specified directory.
- Choose *Cancel* to exit the *Find Directory* dialog box without selecting a directory.

Font Dialog Box

Font: **Box**
-        Select the desired font. {Click on the
- icon to scroll through the list, and then highlight the desired font.)

Font Style: Box

Font style is the variance in appearance of a font, such as normal, bold, italic, and bold italic. An italic style is often used to emphasize an idea; bold is often used to get attention. Avoid using bold and italic as normal reading text. The number of fonts displayed in the *Font Style:* box is determined by the type of font you are using. Some fonts have more styles than others.

-        Select the desired font style. (Click on the
- icon to scroll through the list, and then highlight the desired font style.)

Size: **Box**

The size indicates the height of a font, measured in points. Different fonts of the same point size can appear to be slightly smaller or larger. Use the Sample box to see the size of the font.

-        Select the desired font size. (Click on the
- icon to scroll through the list, and then highlight the desired font size.)

Sample **Box**

This box displays the selected font in the style and size that you have specified so that you can see what it will look like on the screen.

OK **and** *Cancel* **Buttons**
-        Choose *OK* to accept the font settings you have selected and return to the Write screen.
-        Choose *Cancel* to exit the *Font* dialog box without making any changes.

Go to the Home View

Note: If you are creating a new desktop view to be used as the home view, you must first save the new home view. Simply change to a different view so that you will be prompted to save the current view, and then display the view you want to use for the home view.

1   From the desktop, choose the View Menu's *Home View* command.
2   Choose the *Go To* command.

OR

Click on the Go To icon.

Additional Task:

Specify the Home View

Install Another Program

1   From the desktop, choose the File Menu's *Install* command.

The *Install* dialog box appears.

2   At the *Install Program:* field, type the appropriate drive designation and the setup or install command. (For example, if the program you want to install is located in Drive A: and the installation command is setup, type *a:setup*.)

MORE

3   Choose *OK*.

4   Follow the prompts on the screen to install the program.

Additional Tasks:

Add an Application to a Desktop

Add a Door

Install Dialog Box

Install Program: Field
▪ Type the appropriate drive designation and the setup or install command. (For example, if the program you want to install is located in Drive A: and the installation command is setup, type *a:setup*.)
MORE

OK and Cancel Buttons
▪ Choose *OK* to install the program you have specified.
▪ Choose *Cancel* to exit the *Install* dialog box without installing a program.

Make a Group

1   Display the design or zoom

 screen.

      MORE

2   Choose the Tools Menu's *Select* command.

3   Select the items you want to group together by dragging the select box around them.

      MORE

4   Choose the Edit Menu's *Group* command.

5   Choose the *Make group* command.

      Additional Tasks:

          Align Items Together

          Break a Group

          Zoom in on an Item

Move an Item

1   Display the design ![icon] or zoom

![icon] screen.

MORE

2   Choose the Tools Menu's *Select* command.

3   Click on the item you want to move.

4   Position the mouse cursor inside of the item you want to move and drag it to the desired location.

To move an item on top of another object:

1   Display the design ![icon] or zoom

![icon] screen.

MORE

2   Choose the Tools Menu's *Select* command.

3   Click on the item you want to move.

4   Choose the Edit Menu's *Move to Top* command.

To move an object under another object:

1   Display the design ![icon] or zoom

![icon] screen.

MORE

2   Choose the Tools Menu's *Select* command.

3   Click on the item you want to move.

4   Choose the Edit Menu's *Move to Bottom* command.

Additional Task:

Size a Desktop Item

Program Browser Dialog Box

File Name: **Field**

Type the filename for the program you want to select.

OR

Scroll through the list and highlight the filename for the program you want to select.

Note: If the program you want to open is in another location, be sure to change to the appropriate drive and directory to select the file. Or, type the complete path name, including the drive and directory, in the *File Name:* field.

Directories: **Box**

If the program you want to select is in another directory:
- Scroll through the list, and highlight the appropriate directory.

Note: If the directory you want to select is in a different drive, be sure to select the appropriate drive from the *Drives:* box to display a list of directories for that drive.

List of Files of Type: **Box**

If the program you want to select has an extension other than .exe:
- Click on the
- icon, and then highlight the appropriate extension.

Drives: **Box**

If the program you want to select is in a different drive:
- Click on the
- icon, and then highlight the appropriate drive.

OK **and** *Cancel* **Buttons**
- Choose *OK* to select the specified program.
- Choose *Cancel* to exit the *Program Browser* dialog box without selecting a program.

Program Dialog Box

Command Line: Field
▪   Type the appropriate path, including the execute command, for the application you want to add.
MORE

Working Directory: Field
▪   Type the appropriate path for the application you want to add.

Current Graphic Box

To select another graphic representation for this application:

1   Choose *Browse*.

A Graphics Manager screen appears.

2   Select the icon you want to use for your application from the list on the left side of the screen.

3   Choose the File Menu's *Select* command.

OR

Click on the Select icon.

To select the icon to use for your application:
▪   Choose the *Icon* button.

To select a sound for this application:
▪   Choose the *Sound* button.
The *Sound Manager* dialog box appears. For more information, choose *Help* in the *Sound Manager* dialog box.

***OK* and *Cancel* Buttons**
▪   Choose *OK* to add the application you have specified to the desktop.
▪   Choose *Cancel* to exit the *Program* dialog box without adding an application to the desktop.

Properties Dialog Box

Line Style Box

1 To change the line width at the line field, click on the ▪ icon, and then highlight the desired line width.
2 To change the line color, choose *Line Color*.

The *Color* dialog box appears. For more information, choose *Help* in the *Color* dialog box.

Pattern Box

Note: The *Pattern* box will only appear if you are changing an item that can contain a pattern.

1 To change the pattern, at the pattern field, click on the ▪ icon, and then highlight the desired pattern.
2 To change the foreground colors, choose *Foreground*.

The *Color* dialog box appears. For more information, choose *Help* in the *Color* dialog box.

3 To change the background colors, choose *Background*.

The *Color* dialog box appears. For more information, choose *Help* in the *Color* dialog box.

OK and *Cancel* Buttons

▪ Choose *OK* to accept the new view attributes.
▪ Choose *Cancel* to exit the *Properties* dialog box without changing any properties.

Reinsert Information

To reinsert (paste) Clipboard information on the current desktop view:

1   Display the design [icon] or zoom

[icon] screen.

   MORE

2   Choose the Edit Menu's *Paste* command.

   The Clipboard information is reinserted on the desktop view.

To reinsert (paste) Clipboard information on another desktop view:

1   Use the View Menu's *Change* command (on the desktop) to display the desktop view where you want to place the information.

   MORE

2   Display the design [icon] or zoom

[icon] screen.

   MORE

3   Choose the Edit Menu's *Paste* command.

   The Clipboard information is placed on the desktop view.

To reinsert (paste) Clipboard information into another application:

1   Display the desired file in the appropriate application, using that application's *Open* command.

2   Place the cursor where you want to insert the Clipboard information.

3   Choose the Edit Menu's *Paste* command.

   The Clipboard information is inserted at the cursor location or replaces the information you highlighted.

Additional Tasks:

   Copy Information

   Remove Information

Remove a Backdrop from a Desktop

1 Display the design screen.

[MORE](#)

2 Choose the Tools Menu's *Backdrop* command.

3 Choose the *Remove* command.

Additional Task:

[Add a Backdrop to a Desktop](#)

Remove Information

Use the *Cut* command to remove information from the desktop view. Information removed using this command is placed on the Clipboard and can be reinserted into another desktop view.

1   Display the design or zoom

 screen.

MORE

2   Highlight or select the information you want to remove.

3   Choose the Edit Menu's *Cut* command.

The highlighted information is removed from the desktop view.

MORE

Additional Tasks:

Copy Information

Reinsert Information

Return to the Design Screen

From the zoom screen, choose the File Menu's *Exit* command.

OR

Click on the Exit icon.

Return to the Desktop

From the design screen, choose the File Menu's *Exit* command.

OR

Click on the Exit icon.

The desktop is displayed.

Additional Tasks:

Exit Desktop

Run an Application

Change the Current WinMate User

Run a Door

Double click on the door to go to another desktop view.

Run an Application

To run an application from an icon:

From the desktop, click on the icon for the application you want to open.

To run an application from the File Menu:

1   From the desktop, choose the File Menu's *Run* command.

The *Run Program* dialog box appears.

2   At the *Command Line:* prompt, type the filename for the program you want to run.

MORE

3   If necessary, at the *Working Directory:* prompt, type the path (including the directories) for the program you want to run.

MORE

4   Choose *OK*.

Additional Task:

Change to a Specific Desktop View

Run Program Dialog Box

***Command Line:* Field**
▪   Type the path (including a filename) for the program (or application) you want to run or install.
MORE

***Working Directory:* Field:**
▪   Type the appropriate path for the program you want to run or install.
MORE

***OK* and *Cancel* Buttons**
▪   Choose *OK* to run the program/application you have specified.
▪   Choose *Cancel* to exit the *Run Program* dialog box without running a program (or application).

Run Program Manager

From the desktop, choose the File Menu's *Run Program Manager* command.

OR

Click on the Run Program Manager icon.

The Windows Program Manager appears on the screen.

Set Home View to None

1   From the desktop, choose the View Menu's *Home View* command.

2   Choose the *None* command.

   Additional Tasks:

   Go to the Home View

   Specify the Home View

Select Items on the Desktop Layout

1   Display the design or zoom

 screen.

MORE

2   Choose the Tools Menu's *Select* command.

3   Click on the item you want to select.

Note: To select more than one item, press the mouse button, drag the select box around the items you want to select, and then release the mouse button.

Size a Desktop Item

1   Display the design or zoom

 screen.

MORE

2   Choose the Tools Menu's *Select* command.

3   Select the item you want to size.

4   Using the mouse, point to the handle you want to use to size the selected item.

5   Drag the mouse to adjust the item to the desired size.

6   Release the mouse button.

Additional Task:

Move an Item

Sound Browse. Dialog Box

File Name: **Field**

▪ Type the filename for the sound you want to select.

OR

▪ Scroll through the list and highlight the filename for the sound you want to open.

Note: If the sound file you want to open is in another location, be sure to change to the appropriate drive and directory to select the file. Or, type the complete path name, including the drive and directory, in the *File Name:* field.

Directories: **Box**

If the sound file you want to select is in another directory:

▪ Scroll through the list, and highlight the appropriate directory.

Note: If the directory you want to select is in a different drive, be sure to select the appropriate drive from the *Drives:* box to display a list of directories for that drive.

List Files of Type: **Box**

If the sound file you want to select has a different extension:

▪ Click on the

▪ icon, and then highlight the appropriate extension.

Drives: **Box**

If the sound file you want to select is in a different drive:

▪ Click on the

▪ icon, and then highlight the appropriate drive.

OK **and** *Cancel* **Buttons**

▪ Choose *OK* to select the specified sound file.
▪ Choose *Cancel* to exit the *Sound Browser* dialog box without selecting a sound file.

Sound Manager Dialog Box

Sound Type Box
- Select *Recorded Sound* to use or create a recorded sound.
- Select *Text-to-Speech* to use or create a text-to-speech sound.

Recorded Sound Box

Note: Music and Sound Effects compliments of Music Bytes. Music Bytes is a registered trademark of Prosonus, Inc.

- Type the name of the wave file you want to use as a sound.

OR
- Choose *Browse* to select a file using the *Sound Browser* dialog box.

If you need help completing this information, choose *Help* in the *Sound Browser* dialog box.

- Choose *Record New Sound* to record a new sound to use.

If you need help completing this information, see your Windows documentation.

- Choose *Edit Sound* to change or edit an existing sound.

If you need help completing this information, see your Windows documentation.

Text-to-Speech Box
- At the *Text-to-Speech* prompt, type the text you want spoken as your sound.

OK, *Cancel*, and *Play Sound (Speak Text)* Buttons
- Choose *OK* to save the sound settings you have specified.
- Choose *Cancel* to exit the *Sound Manager* dialog box and return to the previous screen.
- Choose *Play Sound* or *Speak Text* to play the sound or text-to-speech you have specified to hear what it sounds like.

Note: When you choose this button, it changes to a *Stop* button so that you can stop playing a sound when you are ready.

Specify the Home View

Note: If you are creating a new desktop view to be used as the home view, you must first save the new home view. Simply change to a different view so that you will be prompted to save the current view, and then display the view you want to use for the home view.

1   From the desktop, display the view you want to select as the home view.

    MORE

2   Choose the View Menu's *Home View* command.

3   Choose the *Set* command.

    Additional Tasks:

        Change to a Specific Desktop View

        Create a New Desktop View

Switch to Another WinMate Application

Use this feature to switch to another application without closing the current application.

1 Click on the *Pause* icon.

A list of applications that are currently running appears.

2 Choose the application you want to open. (If necessary, click on the ⬇ or ⬆ icon to scroll through the list. Then, choose the application you want to open.)

Note: If the application you want to run does not appear on the list, choose the desktop from the list, and run the desired application.

Properties Dialog Box

Text: **Field**
▪ Type the text you want to appear on the desktop.

Single Line **Checkbox**
▪ [Optional] If you want the text to appear on a single line, check (
▪) this option.

Vertical Justification **Box**
▪ Choose *Top* to place the text at the top of the edit field.
▪ Choose *Vertically Centered* to center the text vertically in the edit field.
▪ Choose *Bottom* to place the text at the bottom of the edit field.

Horizontal Justification **Box**
▪ Choose *Left* to place the text at the left side of the edit field.
▪ Choose *Horizontally Centered* to center the text horizontally in the edit field.
▪ Choose *Right* to place the text at the right side of the edit field.

OK, *Cancel,* **and** *Fonts* **Buttons**
▪ Choose *OK* to place the text on the design screen using the properties you have specified.
▪ Choose *Cancel* to exit the *Properties* dialog box without adding any text to the desktop.
▪ Choose *Fonts* to display the *Font* dialog box so that you can change the text font.

Note: For more information about the *Font* dialog box, choose *Help* in the *Font* dialog box.

Zoom in on an Item

1 Display the design ![icon] or zoom

![icon] screen.

MORE

2 Choose the Tools Menu's *Select* command.

3 Select the item(s) you want to zoom in on.

4 Choose the Edit Menu's *Group* command.

5 Choose the *Zoom* command.

OR

Click on the Zoom   icon.

Additional Tasks:

Align Items Together

Break a Group

Make a Group

Keyboard Short Cut Keys

You can use the following short cut keys on the desktop:

Key(s)   Function

---------   ------------

CTRL +
C   Copies the highlighted information, and places it on the Clipboard.

. +
X   Removes the highlighted information, and places it on the Clipboard.

. +
V   Pastes the contents of the Clipboard into a box or a field.

 Design Icon

Click on the Design icon to display the design screen.

 Exit Icon

Click on the Exit icon to return to the desktop.

Finish Icon

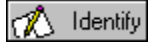Click on the *Finish* icon to return to the desktop or (if you're exiting Windows) the system prompt.

 Go To Icon

Click on the Go To icon to display the desktop's home view.

 Graphics Manager Icon

Click on the Graphics Manager icon to go directly to the Graphics Manager application

** *Identify* Icon**

Click on the *Identify* icon to change the current WinMate user.

Pause Icon

Click on the *Pause* icon to switch to another application without closing the current application.

 Run Program Manager Icon

Click on the Run Program Manager icon to run the Windows Program Manager.

 Select Icon

Click on the Select icon to return to the design (or zoom) screen.

 Zoom Icon

Click on the Zoom icon to zoom in on the selected item and display the zoom screen.

The Clipboard is the place where your computer temporarily stores information you have removed or copied using the Edit Menu's *Cut* or *Copy* command.

Doors are icons you can use to access other desktop views.

The design screen is where you can create and design your own personal desktop views.

To display the design screen:

Choose the View Menu's *Design* command.

OR

Click on the Design icon.

To display the zoom screen:

1   Select the item you want to zoom in on.

2   Choose the Edit Menu's *Group* command.

3   Choose the *Zoom* command.

OR

Click on the Zoom   icon.

1   Choose the View Menu's *Change* command.

   A Graphics Manager screen appears.

2   Select the desired desktop view from the list on the left side of the screen.

3   Choose the File Menu's *Select* command.

   OR

   Click on the Select icon.

To select more than one item, press the mouse button, drag the select box around the items you want to select, and then release the mouse button.

You can now reinsert, or paste, the Clipboard information (the information you copied) into the current view, another view, or another application, using the Edit Menu's *Paste* command.

For more information, see "[Reinsert Information]."

Hue is where the color appears along the color spectrum. For example, purple is between blue and red.

The saturation (Sat) is the purity of a color's hue, moving to the pure color from gray.

Luminosity (Lum) determines the brightness of a color on a scale from black to white.

When you specify yourself as a WinMate user through the Profiler application, you can assign a password to your name. Then, when you select yourself as a user, you will be asked to enter a password. If your desktop view is protected, it can only be used when you "log in" to WinMate using the correct password.

An interactive item is a functional element you can use while a desktop view is displayed. For example, you can display a Daily Notes item (from the WinMate Calendar application) on a desktop view. Then, when you have that desktop view displayed on your screen, you can add, change, or delete notes just as you would if you were using the Calendar application.

- Choose *Yes* to save any changes you have made to a desktop and return to the system prompt.
- Choose *No* to return to the system prompt without saving any changes.
- Choose *Cancel* to exit the *Desktop* dialog box and return to the desktop.

To search for a specific path:

- Choose the *Install Program* field's *Browse* button.

For more information, choose *Help* in the browse dialog box.

To search for a specific path:

▪ Choose the *Working Directory:* field's *Browse* button.

For more information, choose *Help* in the *Find Directory* dialog box.

You can now reinsert, or paste, the Clipboard information (the information you removed) into the current desktop view, another desktop view, or another application, using the Edit Menu's *Paste* command.

For more information, see "Reinsert Information."

To search for a specific file:

- Choose the *Command Line:* field's *Browse* button.

For more information, choose *Help* in the browse dialog box.

To search for a specific path:
- Choose the *Command Line:* field's *Browse* button.

For more information, choose *Help* in the browse dialog box.

A desktop view is a central location for accessing the applications in WinMate.

The home view is the desktop view that appears when you first access WinMate.

To search for a specific path:

- Choose the *Animation:* field's *Browse* button.

For more information, choose *Help* in the browse dialog box.

- Choose *Top* to place the text at the top of the edit field.
- Choose *Vertically* Centered to center the text vertically in the edit field.
- Choose *Bottom* to place the text at the bottom of the edit field.

- Choose *Left* to place the text at the left side of the edit field.
- Choose *Horizontally Centered* to center the text horizontally in the edit field.
- Choose *Right* to place the text at the right side of the edit field.

Desktop as shell

A shell application is a control program from which you run other programs. From the desktop, choose File, then choose **Desktop as shell.** You'll see this dialog box:
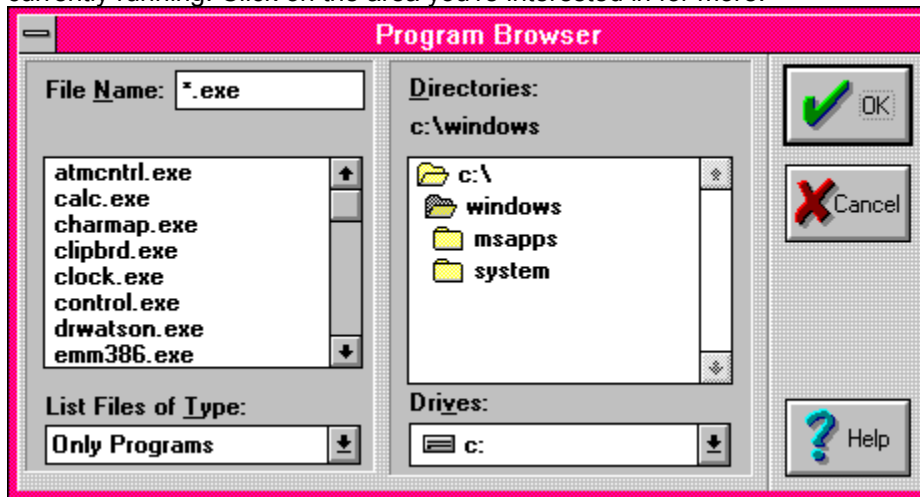

If you choose you'll land in WinMate Desktop next time you start Windows.

If you choose you'll land in Windows Program Manager next time you start Windows.

Program Browser

Program Browser searches through your program files without having to leave the program you're currently running. Click on the area you're interested in for more.

Font box

You can control the style, size and shading of letters using the **Font** box.

As you click on the scroll bar buttons ▓ for **Font**, **Font Style**, **Size** and so on, an example of your choice will appear in the **Sample** box.
Play with the options until you find something you like.
Then choose OK, or press ENTER .

Type the complete name of the file you want in the **File Name** box.

OR

Instead of typing in the complete drive, directory and program file name, you can click on the scroll bar buttons to nose through drives and directories until you find the file you want.

Click on the folders to open them. Check out the file names on the left hand side.

Choose the **List Files of Type** box if you want only to search for certain types of files. A file extension, such as *.exe , will appear in the **File Name** box, indicating that only files ending with .exe will show up.

Click on the **Drives** you want to search.

Choose from the files in the list.

The file names will automatically appear in the **File Name** box above as you search.

Photo Properties

1   Click on the design ⬚ screen.
2   Click on the photo you want to change. (You might need to add a photo first).
3   You'll see the dialog box below. For an explanation of each function, click on the buttons and fields in the dialog box below.
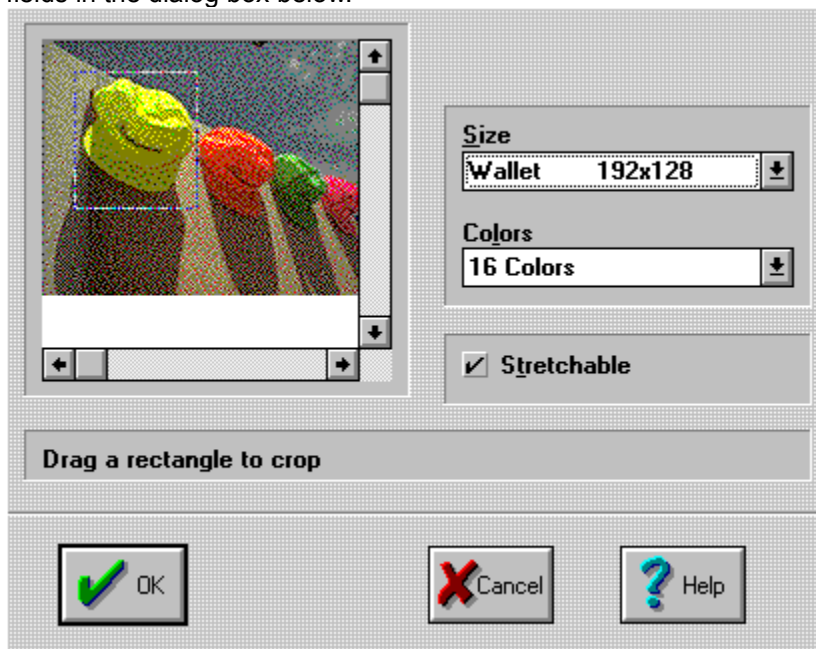
For more help with Photo CD, click on the Switch Help button below.

Switch **Help**

Move the pointer in the photo window. The pointer will turn into a crosshair marker. Click and drag it to cut out, or crop, portions of the photograph. The area outside the rectangle will be cut out. The area inside, such as the yellow hat, will remain.

Select the photo size you'd like to begin with. You can resize it with the **Stretchable** option below.

Select the number of colors, or color depth, of your photograph. Your pictures will look best when set for the maximum original number of colors. The 256-color picture in this example was set to 16 colors. It would have greater resolution if set to 256.

A checkmark shows you can resize the picture when you work with it in your program. Click on the box to turn this option on or off.

Saves the changes you made and closes the dialog box.

Displays this help information.

Closes the dialog box without saving any changes you might have made.

Select a Photograph

1   Click on the design screen.
2   Choose the **Add** menu.
3   Choose the **Photograph** command. You'll see the dialog box below. For an explanation of each function, click on the buttons and fields in the dialog box below.
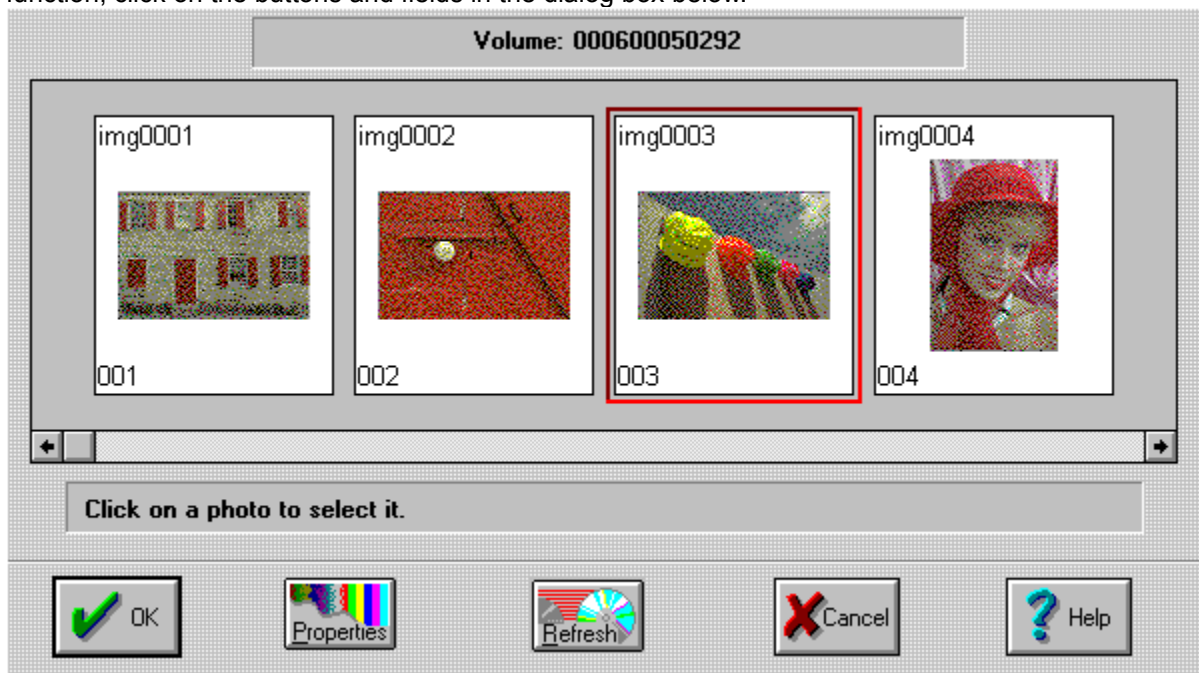
For more help with Photo CD, click on the Switch Help button below.

Click on the photo you'd like to use. A large square will frame the picture you selected, like the square around the picture numbered 003. Picture names appear in the upper left corner. Use the scroll bar below to sort through your available photographs.

If no images apppear, put a Photo CD in the CD-ROM drive. Then press the Refresh button to read the disc, or Press Cancel.

Opens the Photo Properties Dialog Box. Once you've selected a photograph, you may want to change the size, color depth, or proportions using the Photo Properties Dialog Box.

Reads the photograph data from the CD-ROM disc drive. Use this if you replace the disc and want to see more photos.