

What's in Starfish Internet Utilities Lite?

{button ,AL('INTRO')} [See also](#)

Starfish Internet Utilities Lite: save time and money every time you go online!

Welcome to Starfish Internet Utilities Lite. With this versatile collection of utilities, you can connect quickly to your favorite Internet sites, unzip compressed files, track your online communications, and more. Internet Utilities can be easily customized to suit your working style. For example, you can display the Internet Utilities Control Center docked or floating, and you can use a unique feature called [SlimView](#) to minimize the space needed by the Control Center.

Here's what you get in Starfish Internet Utilities Lite:

- [QuickMarks \(Lite\)](#) travels the Internet for you, performing your commands and getting information. It helps you organize links to your favorite sites, and lets you quickly and easily save valuable data from the World Wide Web.
- Use the unique [QuickMark It! button](#) to create Internet QuickMark buttons with a single click. No more worry about bookmarking your favorite sites, or taking the time to follow your browser's procedures for creating a shortcut.
- [InternetMeter \(Lite\)](#) helps you to keep track of your communications using applications such as Netscape Navigator and Microsoft Internet Explorer. It monitors the status of your call, the time you spend online, and your modem data. In addition, if a call fails, InternetMeter will show the reason, such as "Line busy."
- [QuickZip](#) compresses and extracts files easily and efficiently. Special features include the ability to quickly create self-extracting files (.exe) and drag-and-drop functionality.

Here's what you get in the full version of Starfish Internet Utilities:

- [QuickMarks](#) provides a unique Notification feature, which instantly lets you know which of your favorite sites have changed! You can then launch those sites with a single mouse click from the What's New window!
- [InternetMeter](#) includes an expanded view of your connection and data flow rate, plus you can customize the InternetMeter to match your own communication style and even monitor your free time with online service providers!
- [QuickZip](#) can be added and removed, along with several other plug-ins, allowing you to customize Internet Utilities to meet your personal needs.
- [InternetClock](#) features an [Internet Time Synchronizer](#), which precisely synchronizes your computer's system clock with Internet time servers, ensuring that your system time is accurate and reliable. You can also use InternetClock to schedule alarms, reminders, and tasks, and display up to four clocks, each showing the time in a different time zone. Upgrade to get all those features!
- [Virtual Screens](#) is like connecting your computer to several side-by-side monitors. You can open programs on the Virtual Screens, and then switch back and forth among them to work with the different programs. In addition, you can launch multiple instances of your browser. Then you can view one site while the browser in another Virtual Screen is connecting to another site.
- [Resources](#) contains information about your memory, disk drive space, Windows system resources, and your system environment. Use the Resources utility to examine resource usage and to set alarm levels for low resources.
- [Printer Manager](#) lists all the currently installed printers, fax drivers, plotters, and other output devices. You can print or fax a file by dragging it to the desired printer icon, change the default printer, and more.
- [WinTools](#) offers single-click access to the most frequently used Windows 95 tools, such as Find and the Explorer. You can select how many and which tools you display on the Control Panel, such as **Explorer**, representing the Windows Explorer tool; **Find**, representing the Windows Find tool; and **Internet Browser**, representing your default Internet browser.

For details on upgrading to the full version of Starfish Internet Utilities, you can:

- Call 1-888-STARFISH.
- Corporate users, please call the Corporate Sales Department at 1-888-961-9696.
- Visit the Starfish Software Web site:

<http://www.starfishsoftware.com>

- Visit your favorite reseller.

Using Starfish Internet Utilities Lite

{button ,AL('INTRO')} [See also](#)

Introducing Starfish Internet Utilities Lite:

- fully functional!
- never expires!
- can be upgraded to the full version at any time!

The full online help system is included with this lite version to give you a preview of the extensive functionality available when you upgrade. Topics that describe features available only in the full version are followed in the Table of Contents by a parenthetical note: "Full Version Only."

For information on upgrading to the full version of Starfish Internet Utilities, you can:

- Call 1-888-STARFISH.
- Call the Corporate Sales Department, if you are a corporate user, at 1-888-961-9696.
- Visit the Starfish Software Web site:

<http://www.starfishsoftware.com>

- Visit your favorite reseller.

[Where to get help](#)

{button ,AL('INTRO')} [See also](#)

Your first source of help and information should be this online help system. In addition, Starfish provides other support options.

Fast fax information

Technical and product information sent directly to your fax machine in just minutes, any time of the day or night.

- 800-503-3847

The Starfish BBS

Download the Technical Information notes you need, 24 hours a day.

- 408-461-5930

Free online information services

Discuss your questions and problems with other users and Starfish experts.

- On America Online, use the keyword Starfish
- On CompuServe, Go Starfish or click the CompuServe Support icon in the Starfish tab
- On Microsoft Network, the Go word is Starfish

Be sure to visit our Web site for product updates, companions and news (no technical support). If you have Microsoft Internet Explorer, you can click the Starfish symbol below to travel to that site now.



<http://www.starfishsoftware.com>

Free up and running support

No-charge assistance for installation and initial configuration.

- 970-522-4610, 6 a.m. - 5 p.m. Pacific Time

Support hotline

All the help you need, at \$2 per minute, first minute free:

- 1-900-555-1010, billed to your phone bill
- 1-800-953-9995, charged to your credit card
- 6 a.m. - 5 p.m. Pacific Time

The Starfish Internet Utilities team

Special thanks to all the hard-working Starfish Software people who contributed to the creation of Starfish Internet Utilities!

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Utilities

{button ,AL('WHATS_ON')} [See also](#)

The eight utilities in Starfish Internet Utilities are “plugged into” the Starfish Internet Control Center. You can rearrange utilities on the Control Center, “hide” utilities that you don't need to use, and even reduce the space needed by the Control Center by using [SlimView](#). (Depending on your version of Starfish Internet Utilities, not all features described in this help system may be available to you. For details on obtaining the full product, see [Versions of this product](#).)

In addition, you can:

- snap some plug-in utilities on and off the Control Center for easier access.
- control the size of some plug-in utilities, and even hide them if you want.
- rearrange items on each utility, and rearrange plug-in utilities on the Control Center itself.

Menus

{button ,AL('WHATS_ON')} [See also](#)

Menus are pull-down lists of commands you can use.

Starfish Internet Utilities provides three menus to help you work in the Windows environment:

- Access typical Windows functions with the System menu.
- Get online help with the Help menu, either by selecting the Contents menu item or by clicking the What Is This? menu item. If you click that menu item, the pointer becomes shaped like a question mark. You can then click the pointer on an object for which you want more information.
- Use the Layout menu to save your Starfish Internet Utilities screen layout
 - the placement and size of applications in the Virtual Screens
 - and to manage other previously saved layouts.

In addition, each utility has a shortcut menu that offers the fastest way to use its features. Right-click the utility to see its shortcut menu, and then choose the command you want.

Buttons

{button ,AL('WHATS_ON')} [See also](#)

Buttons are icons you click to control Starfish Internet Utilities.

Buttons let you snap some utilities on and off, start Help and programs, start World Wide Web browser searches, and open the Customize dialog box. You can click the QuickRun button, for example, to display a command line and a DOS command window from which you can execute DOS and Windows 95 commands.

In addition, the QuickMarks utility contains three special buttons: Manage QuickMarks, Find QuickMark, and What's New. Use these buttons to manage and search through your QuickMarks programs, Internet sites, and other items, such as documents.

Shortcut menus

{button ,AL('WHATS_ON')} [See also](#)

A utility's shortcut menu is usually the fastest way to work. You can right-click any utility to open its shortcut menu. Each utility's shortcut menu lists all the options available, and these menu items represent the quickest way to perform those tasks.

For example, to customize the Virtual Screens utility, you can either right-click the utility and choose Customize from the shortcut menu, or you can click the Customize button, and then select Virtual Screens from the Plug-Ins list in Customize.

Rearranging utilities

{button ,AL('TASKS_GLOBAL')} [See also](#)

To change the position of utilities on the Control Center

1. Open the [Customize dialog box](#).

2. Drag a utility up or down in the list to change its position on the Control Center.

The higher up a utility is on the list, the farther to the left it appears on the Control Center.

Showing and hiding utilities

{button ,AL('TASKS_GLOBAL')} [See also](#)

To show or hide a utility

1. Click the Customize button to open the [Customize dialog box](#).
2. Click a utility in the Plug-Ins list, and then check or uncheck the Show box on its Customize page.

Hiding a utility removes it from view, but it remains in memory. You can also remove a utility from view and memory, or add a utility that has been removed. See [Adding and removing utilities](#).

Adding and removing utilities

{button ,AL('TASKS_GLOBAL')} [See also](#)

To add or remove a utility from memory

1. Click the Customize button and open the [Customize dialog box](#).
2. Select My Setup in the Plug-Ins list.
3. Click the Plug-Ins tab.
4. Select a utility from the Available list and click Add to display it on the Control Center and add it to memory. Or, select a utility from the Installed list and click Remove to remove it from memory and from the Control Center.

You can also hide a utility rather than remove it from memory. See [Showing and hiding utilities](#).

Snapping utilities off and on

{button ,AL('TASKS_GLOBAL')} [See also](#)

To snap a utility off or on, either:

- ▶ Right-click the utility. Select Position from the shortcut menu, and use the Position submenu options.
- ▶ Click the utility's Snap Off/On button at the left of the Control Center.

Starting programs with QuickMarks buttons

{button ,AL('LAUNCHING')} [See also](#)

To start a program with a QuickMarks button, do any of the following:

- ▶ Click the program's QuickMarks button.
- ▶ Type its hot key sequence.

See [Changing the properties of a QuickMarks button](#) for details on how to set a hot key sequence.

Starting programs with the Layout menu

{button ,AL('LAUNCHING')} [See also](#)

To start a program with the Layout menu

1. Click .

The list of available [layouts](#) appears.

2. Choose a layout from the list.

You automatically start all programs saved as part of that layout. They are placed in the same positions on the Virtual Screens that they occupied when the layout was saved. If a program was minimized when it was saved as part of a layout, it will be minimized when that layout is opened.

Starting programs with QuickRun

{button ,AL('LAUNCHING')} [See also](#)

To start a program with the QuickRun dialog box

1. Click the QuickRun button.

The QuickRun window appears.

2. Enter the name of the program you want to run.

See [Entering DOS commands in QuickRun](#).

3. Check Run Minimized if you want to run the program minimized.

4. Click the QuickRun button.

5. After the program starts, select QuickRun again.

Hold down the *Alt* key and press *Tab* until QuickRun appears.

Managing open programs

{button ,AL('LAUNCHING')} [See also](#)

In addition to the Virtual Screens, Starfish Internet Utilities gives you two ways to keep track of your currently running programs, or tasks, and to switch between them.

The Taskbar

The Taskbar contains a button for each task. Clicking the button instantly activates that task. You can use the Taskbar as a part of the Control Center or as a snapped-off utility.

The Task Manager

You can use the Task Manager to:

- Switch to open programs.
- Close selected programs.
- Tile or cascade your program windows.
- Display information about a program.

Saving and creating setups

{button ,AL(' CONFIGURATIONS')} [See also](#)

To save or create a setup

1. Click the Customize button to open the [Customize dialog box](#).
2. Select My Setup (or the current setup file name) at the top of the Plug-Ins list.
3. Click the Setup tab. You can:
 - click the drop-down list to choose from the setups that are included with Starfish Internet Utilities, or to switch to one of your saved setups.
 - click Save to save and name your current setup. That name is then added to the drop-down list.

Loading a setup

{button ,AL('CONFIGURATIONS')} [See also](#)

To use a Starfish Internet Utilities setup that you've previously created and saved

1. Click the Customize button to open the [Customize dialog box](#).
2. Select My Setup (or the current setup file name) at the top of the Plug-Ins list.
3. Click the Setup tab and choose the setup you want from the drop-down list.

Using keyboard shortcuts

{button ,AL('TIPS')} [See also](#)

You can operate Starfish Internet Utilities with the keyboard as well as the mouse.

The following hot keys are available when you install Starfish Internet Utilities; you can also configure hot keys to perform other tasks.

F12

Bring the Control Center to the front of other windows or, if the Control Center is already in front, send it to the back of all other windows. (*F12* is the default key for this function. You can use the Hot Key preferences in the Customize dialog box to set another hot key for this function.)

Alt+(character)

Choose a button or menu command that has its selection character underlined. For example, if a button is labeled Add, the letter *A* is the letter for selecting the Add key, and pressing *Alt+A* is equivalent to clicking the button.

Alt+Spacebar

Show the System Menu.

Ctrl+F6

Cycle through Starfish Internet Utilities and any open dialog boxes and snapped-off utilities.

Arrow Keys (up/down/left/right)

Select items from menus and from groups within a dialog box. If you use *Tab* to select an item on the Control Center, using the cursor keys will cycle through individual components of the items.

End

Move to last item on a list.

Enter

Equivalent to double-clicking the mouse on the selected item. In a dialog box, equivalent to clicking on the OK button.

Esc

Exit a menu. Cancel out of a dialog box.

Home

Move to first item in a list.

Spacebar

When you press *Tab* or *Shift+Tab* to select a Control Center item, the keyboard focus is then on that item. Pressing the spacebar then selects that item. Using the spacebar is equivalent to clicking the mouse.

Tab

When the Control Center has focus, use the *Tab* key to cycle through the utilities. When a dialog box is active, the *Tab* key cycles through groups in it.

Shift+Tab

Cycles through the reverse direction of the *Tab* key.

Using the Readme file

[See also](#)

Starfish Internet Utilities installs a Readme file, Readme.txt.

This Readme file contains supplemental information, and should be reviewed when you install Starfish Internet Utilities.

Removing Starfish Internet Utilities

{button ,AL('TIPS')} [See also](#)

To remove Starfish Internet Utilities from your system

1. If Starfish Internet Utilities is running, close it. Right-click the InternetMeter system tray icon and select Close InternetMeter from the shortcut menu to close the call monitoring module.
2. Open the Windows 95 Control Panel.
3. Select Add/Remove Programs, and then select Starfish Internet Utilities from the list.
4. Click the Add/Remove button.

Starting programs with an alarm

{button ,AL('LAUNCHING')} [See also](#)

To set an alarm to start a program

1. Right-click the InternetClock and choose Schedule Task.

The [InternetClock Task dialog box](#) opens.

2. In the Date section, choose a single date or schedule the task to repeat daily, weekly, or monthly. To set a date, use the arrows or type a number in the box.
3. In the Time section, choose the time and time zone for the task, or set it to repeat every so many minutes. To set a time, use the arrows or type a number in the box.
4. In the Task section, enter the program's name, command, and directory path. You can click the Browse button to find the program you want.
5. Check the Run Minimized box if you want the program to run minimized.

For more information, see [Events page](#).

Versions of this product

{button ,AL('INTRO')} See also

You can customize Internet Utilities to suit your personal style by adding and removing the utilities, also referred to as plug-ins. Not all utilities are installed when you first start Internet Utilities. For information on adding utilities, see Adding and removing utilities.

In addition, depending on your version of Starfish Internet Utilities, not all features described in this help system may be available to you. After you have purchased and registered the full product, all features will become available.

For information on registration and/or details about purchasing the complete product, see the Starfish Software Web site at <http://www.starfishsoftware.com>.

Customizing a utility


{button ,AL('DASH_PREFS')} [See also](#)

You can customize a utility using the utility's shortcut menu or the Customize dialog box.

To customize a utility using the shortcut menu

1. Right-click a utility to display its shortcut menu.
2. From the shortcut menu, choose a menu item or choose Customize.

To customize a utility using the Customize dialog box

1. Click  to open the Customize dialog box.
2. In the Plug-Ins list, double-click a plug-in utility name. The list expands, allowing you to view the different Customize options.
3. Specify preferences for the utility.

Opening the Customize dialog box

{button ,AL('DASH_PREFS')} [See also](#)

You specify preferences for all utilities in the Customize dialog box.

To open the Customize dialog box

Do one of the following:


- ▶ Right-click the title bar and choose Customize.
- ▶ Click



Specifying hot keys to activate Starfish Internet Utilities, the Explorer, and QuickRun

{button ,AL('DASH_PREFS')} [See also](#)

You can specify a hot key to activate Starfish Internet Utilities, the Explorer, or QuickRun. If the one you switch to is minimized, behind other windows, or in another Virtual Screen, the hot key brings it to the front and switches to the proper Virtual Screen.

1. Click  to open the Customize dialog box.
2. Double-click Control Center, and then click Hot Keys.
3. In the box next to each item, enter the hot key sequence.

Reducing the space needed by the Control Center

{button ,AL('DASH_PREFS')} [See also](#)

Internet Utilities lets you minimize the space needed by the Control Center with a unique feature: SlimView. In SlimView, only the QuickMark tabs are displayed.

To use SlimView

1. Click the Customize button, and double-click Control Center.
2. Click Arrangement.
3. Dock the Control Center to an edge, and then check SlimView.

To display the full Control Center, click a tab or the Control Center edge. If you want the Control Center to remain in full size, click the SlimView button.  You also have the option of hiding the QuickMarks tabs in SlimView. For details, see [Changing the Control Center appearance](#).

Changing the title bar

{button ,AL('DASH_PREFS_APPEARANCE')} [See also](#)

To specify what to display on the title bar

1. Click ■ to open the Customize dialog box.
2. Click Control Center.
3. The Control Center page is displayed.
4. Click the drop-down list to change the title bar.

Changing the Control Center position

{button ,AL('DASH_PREFS_APPEARANCE')} [See also](#)

You can dock the Control Center to one edge of your screen, or place it in a vertical or horizontal floating position:

1. Right-click the title bar.
2. Choose Position from the shortcut menu.
3. Choose Horizontal Floating, Vertical Floating, Top Edge, Bottom Edge, Left Edge, or Right Edge. If you dock the Control Center to one edge of your screen, you can also use [SlimView](#).


If you resize the vertical Control Center, some utilities adjust to fit in the space you've defined.

Changing the Control Center appearance

{button ,AL('DASH_PREFS_APPEARANCE')} [See also](#)

You can customize the appearance of the Control Center to suit your personal working style.


To change the Control Center appearance

1. Click  to open the Customize dialog box.
2. Double-click Control Center, and then click Appearance.
3. If you want controls on the Control Center to highlight when you move the mouse over them, check Show Highlights.
4. To display the QuickMarks tabs in SlimView, check Show Tabs. If you do not check this box, only a thin gray bar appears at the edge of your screen. (Click a tab or move the mouse over the gray bar to restore the Control Center to full size.)
5. If you want the Control Center to slide into place when it is in SlimView, check Slide the Control Center. If you do not check this box, the Control Center pops up when you change views.

About QuickMarks

{button ,AL('QUICK_LAUNCH')} [See also](#)

Use the QuickMarks utility to create buttons for your most frequently used Internet sites, programs, and other items. You can group your QuickMark buttons by using tabs that appear on the Control Center. Click on a tab to see the QuickMarks buttons in that group. For example, you might have a tab called News that, when you click it, gives you one-click access to News-related Internet sites.

You can add new QuickMarks buttons and tabs to the Control Center and even import and export QuickMarks groups by clicking the  [Manage QuickMarks button](#).

You can:

- Click a QuickMarks button to jump to a Web site, start a program, or open a document. When you click an Internet QuickMarks button, it launches your [browser](#) and connects you to that site. After your browser is launched, you can continue to click different QuickMarks buttons to connect quickly to those sites.
- Start a program by dragging its QuickMarks button to one of the Virtual Screens.
- Use the unique [QuickMark It! button](#) to create Internet QuickMark buttons with a single click. No more worry about bookmarking your favorite sites, or taking the time to follow your browser's procedures for creating a shortcut. You can also add new QuickMarks buttons for applications and documents. For details, see [Adding QuickMarks](#).
- [Save \(export\) QuickMarks](#) and e-mail them to friends, as well as [import new QuickMarks](#).
- Snap off the QuickMarks utility and display it as a floating palette.
- Receive automatic [notification](#) of updated and removed QuickMarks items. A QuickMark button marked with a starburst means that it is updated. If an X is displayed on a QuickMark button, it indicates that the item is removed (as with a document) or broken in some way (for example, an Internet site's link might have changed, or the server might be temporarily down).

The AppOrganizer

When you first run Starfish Internet Utilities, [the AppOrganizer](#) searches for applications, Netscape Navigator Bookmarks and Microsoft Internet Explorer Favorites, and other items on your hard disk, creates QuickMark buttons for those items, and places them in tabs on your QuickMarks utility. Internet Utilities automatically synchronizes your Bookmarks and Favorites. Or, if you prefer, you can manually synchronize them. For details, see [Synchronizing your Bookmarks and Favorites](#).

QuickMarks Read-Only Folders

Your Bookmarks, Favorites, Desktop, and Documents folders are read-only. This means that you cannot delete items from or add items to those folders. In addition, you can create read-only folders by using the [Export QuickMarks](#) menu option on the [Manage QuickMarks menu](#).

QuickMarks tool buttons

In addition to the [QuickMark It! button](#) described above, the QuickMarks utility contains these tool buttons:


- [Manage QuickMarks](#) performs tasks ranging from adding new tabs to adding new QuickMarks items to a group.
- [Find QuickMark](#) searches for a specific QuickMarks item.
- [What's New](#) displays which QuickMarks items have changed, such as an updated Web site.

Note: Starfish Internet Utilities includes QuickMarks and logos representing World Wide Web pages of various companies other than Starfish. The inclusion of those QuickMarks and logos does not necessarily mean that Starfish or those companies endorse each other's products or services. Starfish and the Starfish logo are trademarks of Starfish Software, Inc. Infoseek, Infoseek Guide, Infoseek Personal, iZone and the Infoseek logo are trademarks of Infoseek Corporation. AltaVista is a trademark of Digital Equipment Corporation. Other brand and product names and logos are trademarks or registered trademarks of their respective holders.

Showing and hiding the QuickMarks utility

{button ,AL('QUICK_LAUNCH')} [See also](#)

To show or hide the QuickMarks utility

1. Click  to open the Customize dialog box.
2. Click QuickMarks in the Plug-ins list.
3. Check the Show box to display the QuickMarks utility on the Control Center, or uncheck the Show box to hide it from view.

Snapping the QuickMarks utility on and off

{button ,AL('QUICK_LAUNCH_APPEARANCE')} [See also](#)

You can snap off the QuickMarks utility and display it as a floating palette, or you can dock it to one side of your screen.

You use the QuickMarks utility in the same way whether it is on the Control Center or snapped off.

To snap the QuickMarks utility off or on, either:

- Click



- Right-click the QuickMarks utility and choose Position from the shortcut menu. Choose the new position from the submenu.

Docking the QuickMarks utility to the edge of your screen

{button ,AL('QUICK_LAUNCH_APPEARANCE')} [See also](#)

You can dock the QuickMarks utility to any edge of your screen.

To dock the QuickMarks utility

Do any of the following:

- Right-click the snapped-off QuickMarks utility and choose Position from the shortcut menu. Select the desired new position (Top, Bottom, Left, or Right) from the submenu.
- On the QuickMarks [Position page](#) in the Customize dialog box, click one of the following:
 - Docked to Top
 - Docked to Left
 - Docked to Right
 - Docked to Bottom

Rearranging buttons and tabs on the QuickMarks utility

{button ,AL('QUICK_LAUNCH_APPEARANCE')} [See also](#)


To move a QuickMarks button to a new location on the utility, drag the QuickMarks button to a new position on the utility.

To rearrange tabs, right-click a tab and select Sort Tabs from the shortcut menu. You can sort tabs alphabetically, or by color or by use.

Specifying the button style

{button ,AL('QUICK_LAUNCH_APPEARANCE')} [See also](#)

To specify a style for QuickMarks buttons

1. Click  to open the Customize dialog box.
2. Double-click QuickMarks, and then click Settings in the Plug-Ins list.
3. Click the Settings page tab.
4. Choose a button style:
 - Unlabeled displays only icons on the buttons.
 - Labeled displays icons and application names on the buttons.

Resizing the QuickMarks utility

`{button ,AL('QUICK_LAUNCH_APPEARANCE')}` [See also](#)


To resize the QuickMarks utility when it is snapped on, hold down the Shift key and move the cursor to either edge of the utility. When the cursor changes to a sizing arrow, resize the utility. The utility displays as many buttons as possible in the space you've defined.

Adding QuickMarks

{button ,AL('QUICK_LAUNCH_APPEARANCE')} [See also](#)

You can add QuickMarks buttons for your favorite Internet sites quickly and easily, so that a click of a button takes you to a Web site. You can also create QuickMarks buttons for applications and documents. For details on creating QuickMark buttons directly from an open Web page, see [QuickMarking Your Current Web Page](#).

To create a QuickMark:

1. Click the Manage QuickMarks button  and click New QuickMark on the menu.
2. Select the item type (Application, Document, or Internet).
3. The Properties dialog box opens. Enter a title for the new QuickMarks button and, if desired, a hot key for it. Click Change Icon to select an icon for the button.
4. To have the QuickMarks button included in the notification process, check the "Check for Periodic Changes box."
5. If the item is:
 - an application, click the Application tab to enter the name of the program and its directory.
 - an Internet site, click the Internet Site tab if you want to view the last update and location (URL) of an Internet site item
 - a document, click the Document tab to enter its filename.

To create a QuickMark by dragging

1. Select the file or shortcut from the Explorer, a window, or the desktop.
2. Drag the item to the QuickMarks utility.

In addition, you can create an Internet QuickMark by using a shortcut method. For details, see [Adding Internet QuickMarks buttons](#).

Deleting QuickMarks and QuickMarks tabs

{button ,AL('QUICK_LAUNCH_APPEARANCE')} [See also](#)

You can delete QuickMarks buttons and/or tabs quickly and easily.

To delete a QuickMark:

1. Right-click the QuickMarks button that you do not want.
2. Click Delete on the menu.

To delete a QuickMark tab:

1. Right-click the QuickMarks tab that you do not want.
2. Click Delete Current Tab on the menu.

Changing the properties of a QuickMarks button

{button ,AL('QUICK_LAUNCH_APPEARANCE')} [See also](#)

To change a QuickMarks button's properties:

- Right-click the button and select Properties from the shortcut menu.

You can use the Properties dialog box to:

- change the title of a QuickMarks button.
- enter or change a hot key for it.
- select a new icon for the button (click Change Icon).
- have the QuickMarks button included in the notification process (check the "Check for Periodic Changes box.")

In addition, if the item is:

- an application, click the Application tab to enter the name of the program and its directory.
- an Internet site, click the Internet Site tab if you want to view the last update and location (URL) of an Internet site item.
- a document, click the Document tab to enter its filename.

About the Manage QuickMarks button

{button ,AL('QUICK_LAUNCH')} [See also](#)

Use the Manage QuickMarks button to add, delete, and modify your QuickMarks tabs on the Control Center. You can also create new QuickMarks buttons and even import and export QuickMarks groups.

When you click the Manage QuickMarks button  on the QuickMarks utility, the Manage QuickMarks menu is displayed.

The Manage QuickMarks menu


From the Manage QuickMarks menu, select:

- New Tab to add a new QuickMarks tab to the Control Center. Enter a name for the tab, and choose a color (optional) and type from the drop-down lists. See [Creating new QuickMarks tabs](#) for more information.
- Modify Current Tab to change the currently selected tab's name or color.
- Delete Current Tab to remove the currently selected tab from the Control Center.
- New QuickMark to add a new QuickMark button to the currently selected tab. For details, see [Adding QuickMarks](#).
- Import QuickMarks to add a new QuickMarks group from the CoolMarks database to the Control Center. The CoolMarks database, which contains useful and interesting Web sites, is included with Starfish Internet Utilities, and you can also import .cmk files that you received from friends. For details, see [Importing QuickMarks](#).
- Export QuickMarks to save a QuickMarks group and, if desired, even e-mail it to a friend. For details, see [Exporting QuickMarks](#).
- AppOrganizer to run the AppOrganizer and update your QuickMarks utility. For details, see [About the AppOrganizer](#).

Creating new QuickMarks tabs

{button ,AL('QUICK_LAUNCH_APPEARANCE')} [See also](#)

To create a new QuickMarks tab


1. Click the Manage QuickMarks button  and select New Tab from the menu.
2. Enter a name for the new tab, color if desired, and tab type. For the tab type, choose:
 - Desktop Folder if the tab will contain QuickMarks buttons representing items on your desktop.
 - Recent Documents if the tab will contain QuickMarks buttons representing the documents in your Windows 95 Start menu's Documents option.
 - Navigator Bookmarks if the tab will contain QuickMarks buttons representing your Netscape Navigator Bookmarks.
 - Explorer Favorites if the tab will contain QuickMarks buttons representing your Microsoft Internet Explorer Favorites.
 - QuickMark Folder for all other types of items.
3. The new tab appears on the Control Center.

Note: To modify or delete a tab, right-click that tab and use the shortcut menu. You can also use that menu to sort your tabs alphabetically or by color or use. For details on adding a new folder to a QuickMark group, see [Creating new QuickMarks folders](#).

Importing QuickMarks

{button ,AL('QUICK_LAUNCH_USING')} [See also](#)

To import QuickMarks from the CoolMarks database


1. Click the Manage QuickMarks button  on the Control Center and click the Import QuickMarks menu item.
2. The Import QuickMarks dialog box appears, showing you the available CoolMark files on your system. (The CoolMarks database, which contains useful and interesting Web sites, is included with Starfish Internet Utilities, and you can also import .cmk files that you received from friends and colleagues who use Internet Utilities.) Enter the desired file name, such as sample.cmk, and click Open.
3. A new tab and the items in that file are added to the Control Center. To view the new QuickMarks group, click that tab.

Note: If you import a file that is read-only, you cannot add items to or delete items from that file.

Exporting QuickMarks

{button ,AL('QUICK_LAUNCH_USING')} [See also](#)

To export QuickMarks and save them in the CoolMark Database (.cmk) format

1. Select the tab that you want to export and click the Manage QuickMarks button  on the Control Center. Click the Export QuickMarks menu item.
2. Enter a name for the file, such as fun, and a description.
3. Check the Export QuickMarks in Sub-Folders box to include any folders within that tab, and click Export.
4. Choose the directory in which to save your CoolMarks database (.cmk file), and enter a name for that file. Check the Open as Read-Only box if you want to create a read-only .cmk file. Click Save.


Note: If you export a folder that is read-only, items cannot be added to or deleted from that folder.

The new .cmk file is now on your system in the directory that you selected, ready for you to e-mail to a colleague or friend who also has Starfish Internet Utilities. That person can use the [Import QuickMarks](#) menu option on the Manage QuickMarks menu to view the contents of the new file.

About the What's New window

{button ,AL('QUICK_LAUNCH')} [See also](#)

View a list of items that have been tagged as changed by the QuickMarks Notification feature. For details about the automatic verification and notification process, see [Notification](#).

To display the What's New window, click the What's New button  on the QuickMarks utility. When the button is animated, it means What's New has found a QuickMark that has changed. To stop the animation, click the What's New button.

What's New window

The What's New window displays all your changed QuickMark items, such as a Web site that has been updated.

You can launch an item in this window by double-clicking it.

Note: When QuickMarks is verifying a QuickMarks button, a "secret agent" icon appears on that button. When you have a changed item, the What's New button on the QuickMarks utility becomes animated.

About the Find QuickMark window

{button ,AL('QUICK_LAUNCH')} [See also](#)

Find items in your QuickMarks by searching for titles or text.

To display the Find QuickMark window, click the Find QuickMark button  on the QuickMarks utility.

The Find QuickMark window

Find

Enter a text or title. Find does not process wildcards, whole strings, or regular expressions.

Case-Sensitive Search

Searches for the context string or title with attention to capitalization.

Search Titles Only

Limits the search to the titles of QuickMarks items.

Search Titles and Contents

Searches for the titles and contents of items, such as a text in a document.

Find

Click to start the search. If no QuickMark item matches the search criteria, a message box indicating a search failure is shown.

The name of the item(s), last date updated, and item type (such as Internet QuickMark) appears in the window.

Creating new QuickMarks folders

{button ,AL('QUICK_LAUNCH_APPEARANCE')} [See also](#)

To create a new QuickMarks folder

1. Click the tab of the group for which you want to create a new folder. For example, if you want to create a folder to contain Internet sites related to buying a house, you might click a tab entitled Finance. For details on creating a new tab, see [Creating new QuickMarks tabs](#).
2. Right-click inside that group, select New, and then click Folder on the shortcut menu. Enter the title of the new folder, such as Houses, in the dialog box.

The new folder will appear in the selected tab. Click the folder to open it and add items to it. Click the Back icon to move up to the top level of that group and close the folder.

About the AppOrganizer

{button ,AL('QUICK_LAUNCH')} [See also](#)

When you first run Starfish Internet Utilities, the AppOrganizer searches for applications, creates buttons for them, and puts them into different groups on the QuickMarks utility, with a separate tab representing each group of buttons. In addition, Starfish Internet Utilities creates a variety of Internet-related QuickMarks tabs, such as Search and News, with six to ten QuickMarks buttons in each category. You'll find your Internet "Bookmarks," if you are using Netscape Navigator, and/or "Favorites," if you are using Microsoft Internet Explorer, are also automatically added to the QuickMarks utility, depending on which browser you have. You can choose whether to have them manually or automatically synchronized.

You can run the AppOrganizer at any time after you have installed by using the Manage QuickMarks menu. This will update your QuickMarks utility.

To run the AppOrganizer

1. Click the Manage QuickMarks button and select AppOrganizer from the menu.
2. Check Add Internet Sites to import additional Internet sites into QuickMarks.
3. Check Organize Installed Applications to have the AppOrganizer organize your applications into QuickMarks folders.

Selecting your browser

{button ,AL('QUICK_LAUNCH')} [See also](#)

When you click a QuickMarks button, your default browser is launched. You can select a different browser for launching your QuickMarks buttons.

To select a different browser

1. Click ■ to open the Customize dialog box.
2. Double-click QuickMarks in the Plug-ins list, and then click Settings.
3. Click the Advanced button. In the Browser page in the Advanced Settings dialog, select Netscape Navigator or Microsoft Internet Explorer as the browser that you want to use when launching QuickMarks.

Synchronizing your Bookmarks and Favorites

{button ,AL('QUICK_LAUNCH')} [See also](#)

Starfish Internet Utilities synchronizes your Netscape Navigator Bookmarks and Microsoft Internet Explorer Favorites. You can have Internet Utilities do this procedure automatically, or, if you prefer, you can manually synchronize your Bookmarks and Favorites.

To select your synchronization method

1. Right-click the Bookmarks or Favorites tab on the Control Center.
2. Click Synchronization.
3. Click:
 - Auto Synchronize to set up automatic synchronization.
 - Import to manually add your new Bookmarks or Favorites to your QuickMarks tab.
 - Export to send any additional QuickMarks that you have added to your Bookmarks or Favorites tab to your browser. For example, if you have received a set of "CoolMarks" from a friend, you can place them in your Bookmarks or Favorites tab. Then click Export to send them to your browser. (Depending on your browser, you may see a dialog prompt, to which you must reply before the QuickMarks can be exported.)

About WinTools

{button ,AL('WIN_TOOLS')} [See also](#)

The WinTools utility offers single-click access to the most frequently used Windows 95 tools, such as Find and the Explorer.

You can select how many and which tools you display on the Control Panel, such as:

Explorer, representing the Windows Explorer tool.

Find, representing the Windows Find tool.

Inbox, representing your e-mail inbox.

Internet Browser, representing your default Internet browser.

Log Off, representing the Close All Programs and Log On as a Different User command on your Start menu.

Restart, representing the Restart the Computer command on your Start menu.

Shut Down, representing the Shut Down the Computer command on your Start menu.

Task Manager, representing the Starfish Internet Utilities Task Manager.

Control Panel, representing the Windows 95 Control Panel.

Network Neighborhood, representing your computer system's network.

Printers, representing your printers.

Recycle Bin, representing your computer's Recycle Bin.


My Computer, representing your computer.

Note: "Prompted" versions of the above tools will display a dialog box asking you to confirm the action.

Showing and hiding WinTools

{button ,AL('WIN_TOOLS')} [See also](#)

To show or hide the WinTools utility


1. Click  to open the Customize dialog box.
2. Click WinTools in the Plug-Ins list.
3. Check the Show box on the WinTools page.

Changing the tools on the WinTools utility

{button ,AL('WIN_TOOLS')} [See also](#)

You can choose which tools and how many tools you display on the WinTools utility.

To change the tools that are displayed

1. Click  to open the Customize dialog box.
2. Double-click WinTools in the Plug-Ins list, and then click Tools.
3. Select a tool from the Available Tools list and click Add to display it on the WinTools utility. To remove a tool, select it from the Installed Tools list and click Remove.

About the Resources utility

{button ,AL('RESOURCES')} [See also](#)

The Resources utility contains information about your memory, disk drive space, Windows system resources, and your system environment. Use the Resources utility to examine resource usage and to set alarm levels for low resources.

The Resources utility can contain up to three sections:

- [Memory Watch](#)
- [CPU Meter](#)
- [Drive Watch](#)

In addition, Starfish Internet Utilities monitors other system resources that are displayed only in the [Resources](#) dialog box:


- [System Environment](#)
- [Applications Running](#)
- [Environment Variables](#)

For information on using the Resources utility, click See Also or click >> to browse through the topics.

Showing and hiding the Resources utility

{button ,AL('RESOURCES')} [See also](#)

To show or hide the Resources utility

1. Click  to open the Customize dialog box.
2. Click Resources to display preferences for the Resources utility.
3. Check or uncheck the Show box.

Displaying the Resources dialog box

{button ,AL('RESOURCES')} [See also](#)

To display the Resources dialog box

Do either of the following:

- Double-click the Resources utility.
- Right-click the Resources utility and select Details from the shortcut menu.

About the Memory Watch

{button ,AL('RESOURCES_GAUGE')} [See also](#)

The Memory Watch displays the amount of available memory you have.

Each running program uses up a portion of system memory. The Memory Watch displays the percentage of swappable system memory. The meter drops toward empty as the percentage of available memory decreases.

For information on using the Memory Watch, click See Also or click >> to browse through the topics.

Viewing memory and resource information

{button ,AL('RESOURCES_GAUGE')} [See also](#)

To view memory and resource information


Do either of the following:

- Display the Memory Watch on the Resources utility.
See [Showing and hiding the Memory Watch](#).
- Display the Resources dialog box.
See [Displaying the Resources dialog box](#).

Showing and hiding the Memory Watch

{button ,AL('RESOURCES_GAUGE')} [See also](#)

To show or hide the Memory Watch


1. Click  to open the Customize dialog box.
2. Click Resources to display preferences for the Resources utility.
3. Check or uncheck the Show the Memory Watch box.

Changing the appearance of the Memory Watch

{button ,AL('RESOURCES_GAUGE')} [See also](#)

You can display the Memory Watch as different gauge types.

To change the appearance of the Memory Watch

1. Click  to open the Customize dialog box.
2. Click Resources to display preferences for the Resources utility.
3. In the Resource Gauges section, check Show Memory Watch, and then choose the gauge you want from the drop-down list.

Viewing system resources

{button ,AL('RESOURCES_GAUGE')} [See also](#)

To view system resources


1. Double-click the Resources utility, or right-click it and click Details in the shortcut menu.
2. Click Memory Watch in the Select Item to View list.

Sounding an alarm for low memory

{button ,AL('RESOURCES_GAUGE')} [See also](#)

You can set an alarm to sound when the available memory reaches the warning values you specify. You can set alarms to be notified both when the system memory falls below a certain percentage free and when any memory area falls below a certain percentage free. For example, if you enter 20 for the system memory alarm level, an alarm sounds when the system memory is below 20 percent free.

To set up a memory alarm

1. Click  to open the Customize dialog box.
2. Double-click Resources in the Plug-Ins list.
3. Click Memory Watch.
4. Check the warning boxes, and enter warning values in the % Free boxes.
5. Choose the type of sound to use as the alarm.

Printing memory and resources statistics

{button ,AL('RESOURCES_GAUGE')} [See also](#)

To print memory and resources statistics

1. Double-click the Resources utility, or right-click it and select Details from the shortcut menu.
The Resources dialog box appears.
2. Click Memory Watch.
3. Click Print.

Viewing system environment information

{button ,AL('RESOURCES_SYSTEM_ENVIRONMENT')} [See also](#)

You can view information about your computer, such as the processor type, display type, and output devices.

To view system environment information

1. Double-click the Resources utility, or right-click it and select Details from the shortcut menu.
The Resources dialog box appears.
2. Click System Environment.

Printing system environment statistics

{button ,AL('RESOURCES_SYSTEM_ENVIRONMENT')} [See also](#)

To print system environment statistics

1. Double-click the Resources utility, or right-click it and select Details from the shortcut menu.
The Resources dialog box appears.
2. Click System Environment.
3. Click Print.

About the Drive Watch

{button ,AL('RESOURCES_DRIVES')} [See also](#)

The Drive Watch displays the available disk space for drives that you specify on the [Drive Watch page](#) of the Customize dialog box.

You can monitor floppy drives, hard disk drives, and network drives.

For information on using the Drive Watch, click See Also, or click >> to browse through the topics.

Viewing drive usage information

{button ,AL('RESOURCES_DRIVES')} [See also](#)

To view drive usage information

Do either of the following:

- Display the Drive Watch on the Resources utility.
See [Showing and hiding the Drive Watch](#).
- Display the Resources dialog box and click Drive Watch.
See [Displaying the Resources dialog box](#).


Showing and hiding the Drive Watch

{button ,AL('RESOURCES_DRIVES')} [See also](#)

To show or hide the Drive Watch when the Resources utility is displayed

- Right-click the Resources utility and check or uncheck Show Drive Watch.

To show the Drive Watch when the Resources utility is hidden


1. Click  to open the Customize dialog box.
2. Click Resources to display preferences for the Resources utility.
3. Check the box labeled Show the Resource Monitor.
4. Check the Show Drive Watch box.

Updating the list of available drives

{button ,AL('RESOURCES_DRIVES')} [See also](#)

You can update the list of available drives. For example, if you attach to another network drive, you might want to update the list of available drives.

To update the list of available drives

1. Click  to open the Customize dialog box.
2. Double-click Resources, and then click Drive Watch.
3. In the Drive Watch section, click Refresh List.


Setting an update interval for the Drive Watch

{button ,AL('RESOURCES_DRIVES')} [See also](#)

Information in the Drive Watch is updated at whatever interval you specify.

Note: The update interval might affect performance, especially with large network drives. Experiment with various settings to determine the optimum interval for your system.

To set the update interval

1. Click  to open the Customize dialog box.
2. Double-click Resources, and then click Drive Watch.
3. Click a drive.
4. Enter a value in seconds in the Update Interval box and click Start Watch.

Printing drive usage statistics

{button ,AL('RESOURCES_DRIVES')} [See also](#)

To print drive usage statistics

1. Double-click the Resources utility, or right-click it and select Details from the shortcut menu.
The Resources dialog box appears.
2. Click Drive Watch.
3. Click Print.

Viewing information about running applications

{button ,AL('RESOURCES_APPLICATIONS')} [See also](#)

You can view currently open applications and their memory usage.

To view information about running applications

1. Double-click the Resources utility, or right-click it and select Details from the shortcut menu.
The Resources dialog box appears.
2. Click Applications Running.

Closing running applications

{button ,AL('RESOURCES_APPLICATIONS')} [See also](#)

To close a running application

1. Double-click the Resources utility, or right-click it and select Details from the shortcut menu.
The Resources dialog box appears.
2. Click Applications Running.
3. Select the application that you want to close.
4. Click Close Application.

Updating the application list

{button ,AL('RESOURCES_APPLICATIONS')} [See also](#)

To update the list of running applications

1. Double-click the Resources utility, or right-click it and select Details from the shortcut menu.
The Resources dialog box appears.
2. Click Applications Running.
3. Click Refresh.

Printing running application statistics

{button ,AL('RESOURCES_APPLICATIONS')} [See also](#)

To print running application statistics

1. Double-click the Resources utility, or right-click it and select Details from the shortcut menu.
The Resources dialog box appears.
2. Click Applications Running.
3. Click Print.

Viewing environment variables information

{button ,AL('RESOURCES_ENVIRONMENT_VARS')} [See also](#)

You can view the environment variables your system is currently using.

To view environment variables

1. Double-click the Resources utility, or right-click it and select Details from the shortcut menu.
The Resources dialog box appears.
2. Click Environment Variables.

Printing environment variables statistics

{button ,AL('RESOURCES_ENVIRONMENT_VARS')} [See also](#)

To print environment variables statistics

1. Double-click the Resources utility, or right-click it and select Details from the shortcut menu.
The Resources dialog box appears.
2. Click Environment Variables.
3. Click Print.

About the CPU Meter

{button ,AL('RESOURCES;RESOURCES_CPU')} [See also](#)

The CPU Meter displays the following information about your system:

- CPU activity tells you how busy your central processing unit is.
- Threads show simultaneous activities.
- VM indicates your virtual machines. For example, Windows 95 is one virtual machine, and each DOS window is another virtual machine.


Showing and hiding the CPU Meter

{button ,AL('RESOURCES_CPU')} [See also](#)

To show or hide the CPU Meter when the Resources utility is displayed

- Right-click the Resources utility and check or uncheck Show CPU.

To show the CPU Meter when the Resources utility is hidden

1. Click  to open the Customize dialog box.
2. Click Resources to display preferences for the Resources utility.
3. Check the box labeled Show the Resource Monitor.
4. Check the Show CPU Meter box.

About the Printers utility

{button ,AL('PRINTER_PANEL')} [See also](#)

The Printers utility lists all the currently installed printers, fax drivers, plotters, and other output devices. Each printer's path appears below its icon. With ToolTips enabled, you can move your mouse pointer onto a printer icon to see the printer's full name and description.

You can:


- Print or fax a file by dragging it to the desired printer icon.
You can drag a file from the Explorer, My Computer, or Network Neighborhood.
- Change the default printer.
- Choose which print devices (printers, plotters, and fax machines) you want to appear in the Printers utility.
- Specify the order in which print devices appear in the Printers utility.
- Specify the icons and descriptions for each printer.

For information on using the Printers utility, click See Also, or click >> to browse through the topics.

Showing and hiding the Printers utility

{button ,AL('PRINTER_PANEL')} [See also](#)

To show or hide the Printers utility

1. Click  to open the Customize dialog box.
2. Click Printers to display preferences for the Printers utility.
3. Check or uncheck Show Printers.

Printing or faxing a file

{button ,AL('PRINTER_PANEL')} [See also](#)

To print or fax a file

1. Select a file to print in the Explorer, My Computer, or Network Neighborhood.
2. Drag the file to the default printer or fax icon on the Printers utility.

If the file was created in a program that has printing options, such as specifying a page range to print, the program opens and the print dialog box is displayed. If it was created in a program that does not have printing options (such as Windows Notepad), the program is loaded and prints the file automatically.

Specifying the default printer

{button ,AL('PRINTER_PANEL_CONFIGURING')} [See also](#)

The default printer is identified by a green light on its icon.

To specify the default printer

1. Scroll the Printers utility until the printer you want is visible.
2. Click the light on the icon of the printer you want as the default.

Installing a new printer

{button ,AL('PRINTER_PANEL_CONFIGURING')} [See also](#)

The Printers utility displays all your installed printers.

To install a new printer

1. Display the Windows Control Panel.
2. Double-click Printers.
3. Double-click Add Printer, and follow the instructions.

Setting up a printer

{button ,AL('PRINTER_PANEL_CONFIGURING')} [See also](#)

To set up a printer, do either of the following:

- Click the printer in the Printers utility.
- Right-click the Printers utility and choose Customize from the shortcut menu. Click Settings, and then click the Set Up button.

Change the settings as desired.


For details, see the [Settings page](#).

Snapping the Printers utility on and off

{button ,AL('PRINTER_PANEL_APPEARANCE')} [See also](#)

You can snap off the Printers utility and display it as a floating palette, or snap it on so it is attached to the Control Center.

To snap on or snap off the Printers utility, either:

- Click 
- Right-click the Printers utility and choose Position from the shortcut menu. Choose Snapped On or Floating from the submenu.

Rearranging printers on the Printers utility

{button ,AL('PRINTER_PANEL_APPEARANCE')} [See also](#)

To rearrange the printers, do the following:

- Right-click the Printers utility and click Customize on the shortcut menu. Click Settings and drag a printer up or down in the list to change its position.

Resizing the Printers utility

{button ,AL('PRINTER_PANEL_APPEARANCE')} [See also](#)

If the Printers utility is not wide enough to display all printers, it includes scroll arrows.

To change the size of the Printers utility


1. Hold down the Shift key and move the pointer to the edge of the Printers utility.
The pointer changes to the resize cursor.
2. Drag the border to resize the utility.

Changing the description of the printer

{button ,AL('PRINTER_PANEL_APPEARANCE')} [See also](#)

The description of the printer appears above the icon and in the ToolTips help.

To change the printer's description

1. Click  to open the Customize dialog box.
2. Double-click Printers in the Plug-Ins list, and then click Settings.
3. Click the Settings tab.
4. Select the printer that you want to change.
5. In the Printer Settings section, type a new description in the box.

Changing the printer icon

{button ,AL('PRINTER_PANEL_APPEARANCE')} [See also](#)

An icon identifies each printer on the Printers utility.

To change the printer icon


1. Right-click the Printers utility and click Customize on the shortcut menu.
2. Click Settings.
3. Select the printer, and then click Change Icon.
5. Select an icon from the list and click OK.

Displaying or hiding the paper orientation

{button ,AL('PRINTER_PANEL_APPEARANCE')} [See also](#)

An icon optionally identifies the paper orientation of each printer on the Printers utility.

To display or hide the paper orientation

1. Click  to open the Customize dialog box.
2. Double-click Printers in the Plug-Ins list, and then click Settings.
3. Click the Position tab.
4. In the Options section, check or uncheck Show paper orientation in printer icons.

About Virtual Screens

{button ,AL('EXT_SCREEN')} [See also](#)

Using the Virtual Screens is like connecting your computer to several side-by-side monitors. Each Virtual Screen represents a full-screen view. You can open programs on the Virtual Screens, and then switch back and forth among them to work with the different programs. For example, suppose you want to work with Sidekick, Netscape Navigator, and Paradox. Rather than piling these programs up on the same screen, open Sidekick on the first Virtual Screen, Netscape on the second, and Paradox on the third.

In addition, you can launch multiple instances of your browser. Then you can view one site while the browser in another Virtual Screen is connecting to another site. You can have up to nine Virtual Screens, and you can display them in compact, medium size, or full size mode.

Icons on the Virtual Screens let you tile and cascade the windows within the current Virtual Screen. You can tile open windows vertically or horizontally, or cascade open windows.

Switching between Virtual Screens

{button ,AL('EXT_SCREEN')} [See also](#)

To switch from one Virtual Screen to another

Do one of the following:


- Click the screen selector, which is the box at the bottom of the Virtual Screen. (If the Virtual Screens are displayed in Compact form, click the mini icon that represents the screen you want to activate.) Starfish Internet Utilities remains on top.
- Double-click a Virtual Screen. If you double-click the screen background, Starfish Internet Utilities remains on top. If you double-click a program's mini window, the program comes to the top.
- Press a hot key. The program comes to the top, if a program is open in that screen.

Assigning hot keys to Virtual Screens

{button ,AL('EXT_SCREEN')} [See also](#)

By assigning hot keys to your Virtual Screens, you can use the keyboard to switch from one screen to another.

To assign hot keys to Virtual Screens


1. Click  to open the Customize dialog box.
2. Double-click Virtual Screens.
3. Click Settings, and then click the tab for the Hot Keys page.
4. Click in the text box and enter a [key sequence](#).
To clear an existing hot key sequence, click in the text box and press *Del* or *Backspace*.

In Starfish Internet Utilities' horizontal orientation, the numerical sequence of screens in the Customize dialog box corresponds to the left-to-right order of the screens on Starfish Internet Utilities. In the vertical orientation, the numerical sequence corresponds to the top-to-bottom order on Internet Starfish Internet Utilities.

Showing and hiding the Virtual Screens

{button ,AL('EXT_SCREEN')} [See also](#)

To show or hide the Virtual Screens


1. Click  to open the Customize dialog box.
2. Click Virtual Screens in the Plug-Ins list.
3. Check or uncheck the Show box on the Virtual Screens page.

Specifying the display size for Virtual Screens

{button ,AL('EXT_SCREEN_APPEARANCE')} [See also](#)

You can display the Virtual Screens in full, medium, or compact size. Select smaller sizes to add more screens; choose full size to move programs within the Virtual Screens more easily. The Virtual Screens are numbered when they are in compact mode.


To specify the display size for Virtual Screens

1. Click  to open the Customize dialog box.
2. Double-click Virtual Screens in the Plug-Ins list, and then click Settings in the list.
3. Click the Screens tab.
4. Choose one of the following:
 - Full Size displays the screens in fully extended mode.
 - Medium Size allows you to display more screens.
 - Compact Size displays small, numbered screens.

Specifying the number of Virtual Screens

{button ,AL('EXT_SCREEN_APPEARANCE')} [See also](#)

To specify the number of screens for the Virtual Screens

1. Click  to open the Customize dialog box.
2. Double-click Virtual Screens in the Plug-Ins list, and then click Settings.
3. Click the Screens tab.
4. Click a number in the Number of Screens section.

If you decrease the number of Virtual Screens, any applications in the removed screens are moved into the remaining screens.

Specifying the background for Virtual Screens

{button ,AL('EXT_SCREEN_APPEARANCE')} [See also](#)

You can choose a predefined background for the Virtual Screens, or you can specify your own bitmap. In addition, you can add a monitor facade (resembling a border) around the screens.

To choose the background and add a facade

1. Click to open the Customize dialog box.
2. Double-click Virtual Screens in the Plug-Ins List, and then click Settings.
3. Click the Background tab.
4. Check:
 - Predefined Background to select from the drop-down list of backgrounds provided with Starfish Internet Utilities.
 - Windows Desktop Background to use the wallpaper currently specified in your Windows 95 Control Panel.
 - Specified Bitmap to specify a different .bmp file. Enter the name of the file in the text box, or click Browse to locate the file.
5. Check Show Monitor Facades to add monitor facades around the screens.

About sticky apps

{button ,AL('EXT_SCREEN_STICKY')} [See also](#)

When you're working with Virtual Screens, you'll want some programs to be assigned to a single screen. But you might want others—such as Sidekick or your e-mail program


—accessible from every Virtual Screen. You do this by designating these applications as sticky apps.

Creating a sticky app

{button ,AL('EXT_SCREEN_STICKY')} [See also](#)

You can designate any running program as a sticky app.

To create a sticky app


1. Launch the program you want to designate as a sticky app.
2. Click  to open the Customize dialog box.
3. Double-click Virtual Screens in the Plug-Ins list.
4. Click Sticky Apps.
5. Click Add.
The Add Sticky App dialog box appears.
6. Select a program from the list.

Removing a sticky app

{button ,AL('EXT_SCREEN_STICKY')} [See also](#)

Once you designate a program as a sticky app, you can remove it at any time.

To remove a sticky app

1. Click  to open the Customize dialog box.
2. Double-click Virtual Screens in the Plug-Ins list.
3. Click Sticky Apps.
4. Select the sticky app you want to delete.
5. Click Remove.

About layouts

{button ,AL('EXT_SCREEN_LAYOUT')} [See also](#)

A layout is an arrangement of open programs in the Virtual Screens. You might find, for example, that different arrangements are best suited to different tasks.

You can create and save layouts for each of your projects or tasks. When you start working on a project, load its layout. The programs you need automatically open into the designated Virtual Screens.

The Layout menu contains the commands to save, load, and manage layouts.

Layouts and the Windows StartUp group

Layouts are one way to load programs automatically; the Windows StartUp group is another. Be sure your layouts don't load programs that are already loaded by the StartUp group. For maximum flexibility, put Starfish Internet Utilities in your Windows StartUp group, and use the Virtual Screens layouts to load other applications as needed.

Layouts and setups

Layouts are different from setups:

- A layout is the arrangement of program windows in the Virtual Screens.
- A setup is the arrangement of items (such as QuickMarks, Virtual Screens, and Printers) on Starfish Internet Utilities.

Layouts and setups are sometimes related. For example, a layout that uses five Virtual Screens requires a setup with five screens. (If the current setup has only three screens, Starfish Internet Utilities "doubles up" the programs from the extra screens to fit into three.)

If you create a complex layout that requires a special setup, save the setup in the Customize dialog box. When you want to work with the layout, first open the setup in Customize, and then open the layout.

Creating a layout

{button ,AL('EXT_SCREEN_LAYOUT')} See also

To create a layout

1. Arrange the programs on the Virtual Screens the way you want them to appear when the layout appears.
2. Click ■ to display the Layout menu.
3. Choose Save Layout from the Layout menu.
The Save Layout dialog box appears.
4. Enter a name for the layout. If you accept the default name, "Default", the layout is named "Default".
5. Click OK.


Starfish Internet Utilities creates the layout and adds its name to the Layout menu.

Loading a layout

{button ,AL('EXT_SCREEN_LAYOUT')} [See also](#)

Once you have created a layout by saving it, you can launch all its associated applications quickly by loading that layout.

To load a layout

1. Click  to display the Layout menu.

The Layout menu lists your saved layouts as well as a sample layout.

2. Click the layout you want to load, or click Load Sample Layout.

Starfish Internet Utilities launches all programs associated with the layout.


Keep the following in mind when loading layouts:

- If a program is already open when you load a layout that uses the same program, but is in a different Virtual Screen or location within the Virtual Screen, the program is not repositioned.
- Loading a layout doesn't unload or close any programs that are already open. Thus, if you've already opened some programs when you load a layout, you'll get the programs in the layout plus the open programs. For that reason, you might want to close some or all programs before loading a layout.

Loading a layout on startup

{button ,AL('EXT_SCREEN_LAYOUT')} [See also](#)

To create a layout that automatically loads when you start Starfish Internet Utilities

1. Arrange the programs on the Virtual Screens the way you want them to appear when the layout appears.
2. Click  to display the Layout menu.
3. Choose Save Layout from the Layout menu.
The Save Layout dialog box appears.
4. Enter a name for the layout.
5. Check Load Layout on Startup.
6. Choose OK.

Starfish Internet Utilities creates the layout and adds its name to the Layout menu. When you start Starfish Internet Utilities, this layout is automatically loaded.

Although you can create more than one startup layout, you'll probably find that one is enough. If you do create several startup layouts and want to change to a different one, use the [Manage Layouts](#) dialog box.

To disable the automatic loading of a startup layout

To start Starfish Internet Utilities without loading the layout, hold down the Shift key when you double-click the Starfish Internet Utilities icon. Starfish Internet Utilities will not launch the startup layout.

Removing a program from a layout

{button ,AL('EXT_SCREEN_LAYOUT')} [See also](#)

To remove a program from a layout

1. Click ■ to display the Layout menu.
2. Choose Manage Layouts from the Layout menu.
The Manage Layouts dialog box appears.
3. In the Layout list, select a layout.
4. In the Applications list, select the program to delete.
5. Choose Delete.
Starfish Internet Utilities removes the program from the list.
6. Choose Save Changes.

You can also remove a program using the [Save Layout dialog box](#).

Caution: The Delete Layout button deletes the entire layout. Don't confuse it with the Delete button, which removes a program from the layout.

Changing a program's layout information

{button ,AL('EXT_SCREEN_LAYOUT')} [See also](#)

To change a program's information in a layout

1. Click ■ to display the Layout menu.
 2. Choose Manage Layouts from the Layout menu.
The Manage Layouts dialog box appears.
 3. In the Layout list, select a layout.
 4. In the Applications list, select the program to change.
 5. Choose Edit.
The [Edit Layout dialog box](#) appears.
 6. Enter changes to the program's information.
 7. Choose OK.
 8. In the Manage Layouts dialog box, choose Save Changes.
- You can also edit a program using the [Save Layout dialog box](#).

Renaming a layout

{button ,AL('EXT_SCREEN_LAYOUT')} See also

To change a layout's name,

1. Click ■ to display the Layout menu.
2. Choose Manage Layouts from the Layout menu.
The Manage Layouts dialog box appears.
3. In the Layout list, select a layout.
4. Choose Rename.
The Rename Layout dialog box appears.
5. Specify a new name for the layout.
6. Choose OK.
7. In the Manage Layouts dialog box, choose Save Changes.

Deleting a layout

{button ,AL('EXT_SCREEN_LAYOUT')} See also

To delete a layout

1. Click ■ to display the Layout menu.
2. Choose Manage Layouts from the Layout menu.
The Manage Layouts dialog box appears.
3. In the Layout list, select the layout to delete.
4. Choose Delete.
5. When Starfish Internet Utilities asks you to confirm the deletion, click Yes.
6. In the Manage Layouts dialog box, choose Save Changes.

About QuickRun

{button ,AL('DASH_RUN')} [See also](#)

QuickRun takes the place of both a DOS prompt and the Start Menu Run command. You can enter DOS commands—copy files, view directories, and manage programs.

The results window

The results window appears in the lower part of the QuickRun window. The results window displays a command prompt and the results of your DOS commands. You can also run commands that appear in the results window.

DOS commands supported by QuickRun

{button ,AL('DASH_RUN')} [See also](#)

The result of supported DOS commands appear in the QuickRun results window. Most commands that are not supported are passed on to DOS, where they are executed in a new DOS window. This DOS window remains open until you manually close it.

The following list shows you all the commands you can use at the QuickRun command prompt. To view an explanation of a specific command and the command syntax, click the command.

[attrib](#)

[call](#)

[cd \(chdir\)](#)

[cls](#)

[copy](#)

[date](#)

[del \(erase\)](#)

[dir](#)

[echo](#)

[edit](#)

[exit](#)

[find](#)

[for](#)

[goto](#)

[help](#)

[if](#)

[label](#)

[md\(mkdir\)](#)

[path](#)

[pause](#)

[print](#)

[prompt](#)

[rd \(rmdir\)](#)

[rem](#)

[ren \(rename\)](#)

[set](#)

[shift](#)

[sort](#)

[time](#)

[type](#)

[ver](#)

[vol](#)

[xcopy](#)


The QuickRun dialog box does not support the Append, Choice, Defrag, DOSkey, Fastopen, Graphics,

Join, Loadhigh, More, or Share commands.

Starting QuickRun

{button ,AL('DASH_RUN')} [See also](#)

To start QuickRun


Click the  button.

Entering DOS commands in QuickRun

{button ,AL('DASH_RUN')} [See also](#)

Use the Command Line box or the results window to enter DOS commands.


To enter DOS commands in the Command Line box

Open Quick Run by clicking the  button.

Then do any of the following:

- Type the command in the Command Line box, and then click Run.
- Use the Browse button to place the command in the Command Line box, and then click Run.
- Click the arrow in the Command Line box to display the history list. If the command is displayed, choose it and then click Run.

To enter DOS commands in the results window

Open Quick Run by clicking the  button.

Then do any of the following:

- Type the command at the DOS prompt in the results window, and then press Enter.
- If the results window contains a DIR listing that displays the name of the command, double-click the command or drag it to a Virtual Screen.

About the Taskbar

{button ,AL(^TASKBAR')} [See also](#)

The Starfish Internet Utilities Taskbar provides features not available with the Windows 95 taskbar:

- In addition to docking it at any side of the screen, you can have the Taskbar "float" anywhere within the window.
- You can right-click the Taskbar and choose Task List to open the Task Manager and get information about any open application.
- The Taskbar can display labeled or unlabeled icons.

The Taskbar displays all running programs as buttons. Clicking a program's button switches to that program.


When you start a program, Starfish Internet Utilities automatically adds it to the Taskbar. When you close a program, Internet Utilities removes it from the Taskbar.

For information on using the Taskbar, click See Also, or click >> to browse through the topics.

Showing and hiding the Taskbar

{button ,AL('TASKBAR')} [See also](#)

To show or hide the Taskbar

1. Click  to open the Customize dialog box.
2. Click Taskbar to display preferences for the Taskbar.
3. Check or uncheck the Show box.

Snapping the Taskbar on and off

{button ,AL('TASKBAR')} [See also](#)

You can snap off the Taskbar and display it as a floating palette. You use the Taskbar in the same way whether it is on the Control Center or snapped off.

To snap the Taskbar on or off

Do either of the following:

- Click



- Right-click the Taskbar and choose Position: Snapped On or Floating, Top Edge, Bottom Edge, Left Edge, or Right Edge.

Positioning the Taskbar on your screen

{button ,AL('TASKBAR')} [See also](#)

You can dock the Taskbar to any edge of your screen, or have it float in your work space.

To position the snapped-off Taskbar

Do any of the following:

- Right-click the snapped-off Taskbar and click Position. Then choose Top Edge, Bottom Edge, Left Edge, Right Edge, or Floating from the Position submenu.
- Right-click the Taskbar and then click Settings. On the Position page, click one of the Taskbar Position options.

Specifying icons and labels for the Taskbar

{button ,AL('TASKBAR')} [See also](#)

You can specify whether the programs on the Taskbar have large icons or small icons.

To specify icons and labels for the Taskbar

- Right-click the Taskbar and click Customize on the shortcut menu. Click Settings and select the desired label and icon style.

Viewing task information

{button ,AL('TASKBAR')} [See also](#)

To view task information about open applications

1. Right-click the snapped-off Taskbar.
2. Choose Task List to open the Task Manager.
3. In the Task List, select an application.
4. Click Task Info.

The Task Information box opens, showing the name and path of the executable file, as well as Usage, Priority, and Threads.

You can also [view information about running programs](#) by right-clicking the Resources utility and choosing Details from the shortcut menu.

configuration

The appearance and behavior of Starfish Internet Utilities; all your preferences and settings. You can customize the configuration of every utility in Starfish Internet Utilities, as well as the Internet Utilities Control Center.

You can create and save as many Starfish Internet Utilities configurations as you want.

QuickRun

A dialog box containing both a command line and a DOS command window from which you can execute DOS commands to search directories, copy files, and launch programs.

To use QuickRun, click .

Virtual Screen

One of several representations of full-screen views. Using the Virtual Screens is like connecting your computer to several side-by-side monitors. You can open programs on the Virtual Screens and then switch back and forth among them to work with the different programs.

GDI resources

Graphic Device Interface resources; one of the two key components of Windows system resources. Windows uses GDI memory for graphics operations, such as drawing bitmaps, lines, and fill patterns. Windows reserves 64K of memory for GDI resources.

See also [Windows system resources](#), [user resources](#)

hot key sequence

A key sequence that activates a program.

When defining a hot key sequence, you can use several types of keys:

- Function keys *F1-F9* and *F11-F24* (if you have them)
- Modifying keys (such as *Alt*, *Shift*, and *Ctrl*)
- ASCII keys
- Arrow keys

Choose a sequence that is unique and easy to remember.

layout

The arrangement of program windows in the Virtual Screens. A layout is like a freeze-frame picture of Starfish Internet Utilities at a specific moment. You can save layouts, which then appear on the Layout menu.

To work with layouts, click ■ to display the Layout menu.

shell

The program that opens when you run Windows; closing the shell closes Windows.

snooze interval

The number of minutes after which the alarm reappears when you click the Snooze button in an alarm message.

sticky app

A program that is displayed in every Virtual Screen. When you designate programs as sticky apps, they are always displayed, regardless of which Virtual Screen you are viewing.

total memory

The total amount of memory available on your computer, including Windows system memory and other memory not allocated to Windows.

user resources

One of the two key components of Windows system resources. Windows uses user memory for non-graphics features, such as text, menus, and window frames. Windows reserves 64K of memory for user resources.

See also [Windows system resources](#), [GDI resources](#).

wildcard

A wildcard is a character such as an asterisk that represents any other character(s) that appears in the same place. For example, *.doc means all files that have the extension .doc, which might include Mouse.doc, Turtle.doc, and Deer.doc. You can also use wildcards to include every file in a directory: children\games*. * specifies all files (with any name and any extension) in the children\games directory. This might include Hopscotch.exe, Jumprope.txt, and Hideandgoseek.doc.

Windows shell

The program that opens when you run Windows; closing the shell closes Windows.

Windows system resources

The portion of memory reserved by Windows for its own operation. The two key components of system resources are GDI resources and user resources

- each reserve 64K of memory.

Every Windows application you open uses up some of the GDI resources and user resources. If you have too many applications open, the available level of system resources becomes too low to launch any new Windows applications. If you are unable to launch a new application, or the Resources utility indicates that your system resources are too low for the application you want to launch, you can increase the level of available system resources by closing one or more of your currently running applications.

See also [user resources](#), [GDI resources](#)

working directory

When you want to work with data files in a different directory than the program you use to create those files, you specify a Working Directory in the Customize dialog box. When you launch the program, the current directory will be the working directory. Here's an example: Your word processing program, Word for Windows, is in a directory named WINWORD, but you've specified a working directory named MEMOS. When you run Word and use the Open command, you'll see MEMOS displayed as the working directory in the Open File dialog box.

archive

A group of files typically is “zipped” (compressed) into a single file, which is referred to as an archive. Archives are useful for saving hard disk space and for quickly transferring files over a network or modem. The archive contains copies of the zipped files; the original files are left intact.

See also [zip](#), [unzip](#).

zip

The act of compressing groups of files into an archive often is referred to as “zipping.” The archive contains copies of the zipped files; the original files are left intact. For example, suppose you zip Cat.doc, Dog.doc, and Owl.doc, and create Animals.zip. The new archive, Animals.zip, contains compressed copies of Cat.doc, Dog.doc, and Owl.doc.

See also [archive](#), [unzip](#).

unzip

The act of extracting compressed files from an archive is often referred to as “unzipping” The unzipping process creates exact copies of the original files from the compressed versions stored in an archive. For example, unzipping a file named Animals.zip could result in copies of Cat.doc, Dog.doc, and Owl.doc, leaving Animals.zip unchanged by the extraction process.

See also [archive](#), [zip](#).

Associate QuickZip with the .ZIP Extension

If you check this box, you can:

- right-click on a file and select QuickZip from the shortcut menu to open the Zip dialog box with that file added..
- right-click a .zip file and select Open or Quick Open from the shortcut menu to open the Zip Viewer window with that file's contents displayed. You can also double-click a .zip file to use the Zip Viewer window. Select Quick Extract from the shortcut menu if you do not want to view the contents of the file and want to extract its contents immediately.

Zip Sub-Directories

Check this box if you want the contents of any directories below the directory or file path that you enter on the Zip Files page to be zipped as well.

Uppercase File Names

Check this box if you want to store file names in capital letters.

Use DOS (8.3) File Names

Check this box for DOS and Windows 3.1 compatibility, including eight-character names and three-character extensions. Note the following limitation: if the first eight non-space characters of two or more files are identical and have the same extensions, the zipping process will not distinguish between them. This means that only the last file is included in the .zip file.

Default Zip Mode

Check:

- Add Files to add files to an existing .zip file or to create a new .zip file.
- Update Files if you want to update the files in an existing .zip file. This choice replaces older files with new versions, and, if there are any new files that do not exist in the .zip file, adds the new files.
- Freshen Files to replace the existing files with any more recent versions.

See also [archive](#).

Compression

Refers to the special format that minimizes the disk storage space required. Use low or no compression to increase the speed of the zipping process and save time. Use a higher compression when you want to create a small .zip file, which saves disk space and reduces transmission time, if the .zip file is saved to a compressed drive.

See also [archive](#).

Overwrite Existing Files

Check this box if you want files that are extracted from the .zip file to replace files with the same name in the target directory.

Create Directories As Needed

Check this box if you want any directories that are included in your archive automatically created for you.

Path for Temporary Files

This is the location where temporary files are stored during a zip or unzip operation. Enter a directory or click Browse if you want to change the location of temporary files created by QuickZip.

Self-Extracting Files (.exe)

A self-extracting file (.exe) is a compressed file similar to a .zip file, but you can unzip a self-extracting file just by double-clicking it. A dialog box opens first allowing you to specify into which directory you want to extract the file. However, if you use QuickZip to open a self-extracting file, you can see the contents of your .exe file and decide which files to uncompress.

Store Paths

Check this box to include the file paths in your .zip file.


About button

{button ,AL('BUTTONS')} [See also](#)

The About button ■ shows information about Starfish Internet Utilities, including the product number, product version number, and copyright information.

QuickRun button

{button ,AL('BUTTONS')} See also

The QuickRun button  displays the QuickRun dialog box, which performs DOS commands and launches programs.

Customize button

{button ,AL('BUTTONS')} [See also](#)


The Customize button ■ opens the Customize dialog box, which customizes and sets the preferences for Starfish Internet Utilities.

For example, you can use the Customize dialog box to:

- Specify the fonts and colors to be used on Starfish Internet Utilities
- Set hot keys to toggle Starfish Internet Utilities in front of or behind other windows
- Create and save specific configurations of Starfish Internet Utilities and load them as needed

Help menu


{button ,AL('BUTTONS')} [See also](#)

Use the Help button  to find the help you need. Click Help and then choose

- Contents to see the Help Table of Contents.
- What is This? to display the question mark cursor. Place the question mark over any item on Starfish Internet Utilities and click to see help for that specific item.
- About Starfish Internet Utilities to see information about this version of Starfish Internet Utilities.

Maximize button

{button ,AL('BUTTONS')} [See also](#)


The Maximize button  extends Starfish Internet Utilities horizontally to its full width.

When you click the Maximize button, any expandable utilities (such as QuickMarks) grow and use more space in Starfish Internet Utilities. Expandable utilities display scroll arrows to indicate items that are not currently shown. If none of the currently displaying utilities are expandable, Starfish Internet Utilities does not change its size.

Use the Restore button  to return Starfish Internet Utilities to its previous width.


Minimize button

{button ,AL('BUTTONS')} [See also](#)

The Minimize button  minimizes Starfish Internet Utilities into the Windows 95 taskbar. Click the Starfish Internet Utilities button in the Taskbar to restore Starfish Internet Utilities.


Restore button

{button ,AL('BUTTONS')} [See also](#)

The Restore button  restores the previous size of Starfish Internet Utilities, after you have maximized it with the Maximize button.

Close button

{button ,AL('BUTTONS')} [See also](#)

The Close button  closes Starfish Internet Utilities.

Snap-off controls

{button ,AL('BUTTONS')} [See also](#)

The snap-off controls are buttons that snap utilities on or off the Starfish Internet Utilities Control Center. A triangle in the button indicates the current state of each utility:


- A triangle in the upper-right corner of the button indicates that it is a snapped-off utility.
- A triangle in the lower-left corner of the button indicates that it is a snapped-on utility.

Layout button

{button ,AL('BUTTONS')} [See also](#)

The Layout button ■ displays the Layout menu, which names, saves, and loads custom layouts or edits existing layouts. When you save a layout, Starfish Internet Utilities saves all the programs currently running, as well as their size and position on the Virtual Screens.

System menu

The System menu  includes standard Windows System menu commands for working with the window, as well as Starfish Internet Utilities commands.

Title bar

The title bar displays the Starfish Internet Utilities title, and it can also show information about your system resources. Click and drag the title bar to move the Internet Utilities Control Center wherever you want on your screen.

Sizing bar

The sizing bar surrounds the Control Center and is used to resize it.

The pointer becomes a two-headed arrow when you position it over the sizing bar. Drag to change the width or height of Starfish Internet Utilities.

Resizing Starfish Internet Utilities may prevent some utilities from displaying all their items. When this happens, utilities on the left or on the top have priority over utilities on the right or on the bottom.

For example, if QuickMarks is to the left of the Printers utility, more QuickMarks buttons than printers are visible. You can use the scroll arrows to see the other printers, or you can resize the Printers utility by holding down the Shift key and dragging the utility's borders.

Call Log button

{button ,AL('BUTTONS')} [See also](#)

The Call Log button opens the [Call Log](#) window, which provides a registry of all your calls, including the duration of each call and the service provider.

You can:

- View detailed information about each online connection.
- Track how many online hours you have accumulated.
- Print copies of your logs.

Zip/Unzip buttons

{button ,AL('BUTTONS')} [See also](#)

Use the Zip and Unzip buttons on the QuickZip utility to compress and uncompress files quickly and easily. You can zip and unzip .zip files and self-extracting files (.exe).

Zip button (QuickZip)

{button ,AL('ZIP')} [See also](#)

Use the Zip button to compress files quickly and easily. You can create .zip files and self-extracting files (.exe).

Zipping does not change the original files. It compresses them into a single .zip file, called an archive. The smaller file saves disk space and is faster to transmit.

Unzip button (QuickZip)

{button ,AL('ZIP')} [See also](#)

Use the Unzip button to uncompress archived (.zip) files quickly and easily. Unzipping leaves the archive file intact, while extracting copies of the original files.

Unzip Selected button (QuickZip)

{button ,AL('ZIP')} [See also](#)

The Unzip Selected button in the Zip Viewer window lets you select only the files you want to extract.

Up One Level button (QuickZip)

{button ,AL('ZIP')} [See also](#)

Up One Level moves you up to the next higher folder in an archive that contains folders. It is dimmed until you double-click a folder to see its contents; then you can click this button to return to the higher level folder.

Unzip All button (QuickZip)

{button ,AL('ZIP')} [See also](#)

The Unzip All button in the Zip Viewer window lets you extract all files in an archive.

View Item button (QuickZip)

{button ,AL('ZIP')} [See also](#)

Select a file in the Zip Viewer window and then click the View Item button to view the file.

Launch Item button (QuickZip)

{button ,AL('ZIP')} [See also](#)

Select a file in the Zip Viewer window and then click the Launch Item button to launch the program.

- If it is an executable file, Launch Item launches the program.
- If the file is a document, Launch Item opens it in the associated program.

Add Item button (QuickZip)

{button ,AL('ZIP')} [See also](#)

The Add Item button lets you add a new file to an archive.

Remove Item button (QuickZip)

{button ,AL('ZIP')} [See also](#)

Select a file in the Zip Viewer window and then click Remove Item to remove it from the archived (.zip) file.

Large Icons button (QuickZip)

{button ,AL('ZIP')} [See also](#)

Click the Large Icons button to see an array of the zipped files with large icons and file names. Long files names are truncated, with ellipses (for example, kangaro...) to show they are incomplete.

Small Icons button (QuickZip)

{button ,AL('ZIP')} [See also](#)

Click the Small Icons button to see a multi-column list of the zipped files with small icons and full file names.

List button (QuickZip)

{button ,AL('ZIP')} [See also](#)

Click the List button to see all the zipped files in one column with small icons and full file names.

Details button (QuickZip)

{button ,AL('ZIP')} [See also](#)

Click the Details button to see a list of the zipped files with file details.

This view shows:

- small icons and file names
- file types
- original and compressed file sizes
- date and time the files were last modified
- file attributes

Help button (QuickZip)

{button ,AL('ZIP')} [See also](#)

Click the Help button to see online help for working in the Zip Viewer window.

What's New button

{button ,AL('QUICK_LAUNCH;QUICK_LAUNCH_BUTTONS')} [See also](#)

Click the What's New button to open the What's New window. Here you can see a list of items that have been tagged by QuickMarks as changed, such as an updated Web site. For details, see [What's New](#).

Manage QuickMarks button

{button ,AL('QUICK_LAUNCH;QUICK_LAUNCH_BUTTONS')} [See also](#)

Click the Manage QuickMarks button to open the Manage QuickMarks menu, which lets you perform tasks ranging from adding new tabs to importing new QuickMarks.

For details, see [About the Manage QuickMarks button](#).

Find QuickMark button (QuickMarks)


{button ,AL('QUICK_LAUNCH;QUICK_LAUNCH_BUTTONS')} [See also](#)

Click the Find QuickMark button to locate items in the QuickMarks utility by searching for titles or context strings.

For details, see [About the Find QuickMark window.](#)

Reminder button

{button ,AL('CLOCK_CALENDAR')} [See also](#)

Click the Reminder button  to open the InternetClock Reminder dialog box, where you can schedule a new reminder.

To see a list of all reminders, alarms, and computer tasks you've already set, right-click the InternetClock utility and choose Customize. Then click Events in the Plug-Ins list.

Time Synchronizer button

{button ,AL('CLOCK_CALENDAR')} [See also](#)

Click the Time Synchronizer button to synchronize your computer's system clock with an Internet time server.

To choose a time server and a connection method, right-click the Time Synchronizer icon in your Windows 95 system tray and use the shortcut menu.

SlimView button

{button ,AL('BUTTONS')} [See also](#)

Click the SlimView button when the Control Center is docked to reduce the space needed by the Control Center. For details, see [Reducing the space needed by the Control Center.](#)

Clocks page (InternetClock)

{button ,AL('CLOCK_CALENDAR;CLOCK_CALENDAR_APPEARANCE')} [See also](#)

Lets you add and remove clocks from the InternetClock.

To display the Clocks page, click the Customize button and double-click InternetClock in the Plug-Ins list. Then select Settings from the Plug-Ins list and click the Clocks tab.

The Clocks page

Clocks

Shows the clocks currently displayed on the InternetClock.

- To add another clock to the utility, click Add. You can have up to four clocks.
- To remove a clock from the InternetClock, select it in the Clocks list and then click Remove.

Time

Select a clock to change its time zone and, optionally, enter a caption for it:

- To change the time zone, choose a new time zone from the drop-down list.
- To change the caption for the clock, type a new caption in the Caption box.

To set your system date and time, click Set Date/Time. The Windows Date/Time Properties dialog box opens.

Appearance page (InternetClock)

{button ,AL('CLOCK_CALENDAR;CLOCK_CALENDAR_APPEARANCE')} [See also](#)

Customizes the appearance of each clock on the InternetClock.

To display the Appearance page, click the Customize button and double-click InternetClock. Then select Settings from the list and click the Appearance tab.

The Appearance page

Clocks

Lists the clocks currently displayed on the InternetClock. Select a clock in this list to change its appearance.

Clock Face

Click either analog or digital, and then choose the clock face from the drop-down list. The sample clock changes to show what your selection will look like.

- Analog shows the minute and hour hands pointing to numbers on the clock face.
- Digital represents the time as a number.

If you choose Analog, you can check the Show Second Hand box to display a second hand on that clock face.

Note: The second hand might interfere with some communication programs. If your communication program is experiencing unnecessary time-outs, try hiding the second hand.

Synchronization page (InternetClock)

{button ,AL('CLOCK_CALENDAR;CLOCK_CALENDAR_SYNCH')} [See also](#)

Lets you select the specific time server to be accessed for the [Internet Time Synchronizer](#), and the time interval for automatic time synchronization.

To display the Synchronization page, click the Customize button and double-click InternetClock. Then select Settings from the list and click the Synchronization tab.

The Synchronization page

Time Server Synchronization

Check the Use Time Server Synchronization box to enable the Internet Time Synchronizer.

- Click Synchronize Now to correct your system time immediately.
- Click Set Up Synchronization to select a time server and choose a connection method.

Events page (InternetClock)

{button ,AL('CLOCK_CALENDAR;CLOCK_CALENDAR_ALARM')} [See also](#)

Lets you set, change, remove, and temporarily disable reminders, alarms, and tasks.

To display the Events page, click the Customize button and double-click InternetClock. Then select Events from the list and click the Events tab.

The Events page

Schedule

Lists the currently scheduled reminders, alarms, and computer tasks.

To add to or modify this list,

- Click Add Reminder to display the [InternetClock Reminder dialog box](#).
- Click Add Alarm to display the [InternetClock Alarm dialog box](#).
- Click Add Task to display the [InternetClock Task dialog box](#). (The term “task” refers to scheduling an application to run automatically on your computer at a pre-set time.)
- Select an event in the list and click Modify to edit it.
- Select an event in the list and click Remove to delete it.

Recurring Events

Check the Disable Recurring Events box to turn off all recurring reminders, alarms, and tasks temporarily.

InternetClock Reminder dialog box

{button ,AL('CLOCK_CALENDAR;CLOCK_CALENDAR_ALARM')} [See also](#)

Lets you schedule new reminders or modify existing ones.

To display the InternetClock Reminder dialog box, do one of the following:

- Click the Customize button and double-click InternetClock. Then select Events from the list and click the Events tab. Click the Add Reminder button on that page.
- Select an existing reminder on that page and click the Modify button.
- Click the Reminder button

 on the InternetClock.

The InternetClock Reminder page

Date

Choose a single date or schedule a repeating date.

Time

Choose the time and time zone for the reminder, or set a repeating time interval.

Reminder

Enter a reminder message (such as "Remember to feed the cats!") in the box.

InternetClock Alarm dialog box

{button ,AL('CLOCK_CALENDAR;CLOCK_CALENDAR_ALARM')} [See also](#)

Lets you set new alarms or modify existing ones.

To display the InternetClock Alarm dialog box, click the Customize button and double-click InternetClock in the Plug-Ins list. Click Events, and click the Events tab. Then click the Add Alarm button on that page, or select a listed clock and click Modify.

The InternetClock Alarm page


Date

Choose a single date or schedule a repeating date.

Time

Choose the time and time zone for the reminder, or set a repeating time interval.

Alarm

Select the sound you want for the alarm. To preview the sound, click the Play  button.

InternetClock Task dialog box

{button ,AL('CLOCK_CALENDAR;CLOCK_CALENDAR_ALARM')} [See also](#)

Lets you schedule a program to start on a specific day or on repeating days, or set a program to start at a specific time associated with a specific time zone.

To display the InternetClock Task dialog box, click the Customize button and double-click InternetClock in the Plug-Ins list. Click Events, and click the Events tab. Then click the Add Task button on that page, or select a listed Task and click Modify.

The InternetClock Task page

Date

Choose a single date or schedule a repeating date.

Time

Choose the time and time zone for the reminder, or set a repeating time interval.

Task

Enter the program's name, working directory, and, optionally, command-line parameter for starting it.

Run Minimized

Click to run the program minimized.

Options page (InternetClock)

{button ,AL('CLOCK_CALENDAR;CLOCK_CALENDAR_ALARM')} [See also](#)

Lets you choose sound and display options for reminders, and set the snooze interval.

To display the Options page, click the Customize button and double-click InternetClock. Then select Events and click the Options tab.

The Options page


Options

Use the arrows to set the snooze interval, which is the number of minutes after which the reminder reappears when you click the Snooze button in a reminder message.

Select a reminder message preference:

- Click the pop-up messages option if you want to view the reminder messages in dialog boxes at the scheduled times.
- Click the system tray icon option if you want to be able to read the reminder message at your convenience by clicking that icon.

Reminder Chime

Select a chime from the drop-down list. It will play when a reminder message appears. To preview the sound, click the Play  button.

Printers page

{button ,AL('PRINTER_PANEL;PRINTER_PANEL_CONFIGURING')} [See also](#)

Choose whether to display the Printers utility on the Control Center.

To view the Printers page, click the Customize button and select Printers from the Plug-Ins list.

The Printers page

Check the Show box to display the Printers utility. Uncheck the Show box to hide it from view.

Default Printer

Shows the current default printer.

Settings page (Printers)

{button ,AL('PRINTER_PANEL;PRINTER_PANEL_CONFIGURING')} [See also](#)

Lets you change the order of the printers, hide a printer, pick a different printer icon, and give each printer a unique description.

To display the Settings page, click the Customize button and double-click Printers in the Plug-Ins list. Select Settings from the Plug-Ins list and click the Settings tab.

The Settings page

The list in the Settings page shows the installed printers on your system. To change the position of a printer icon on Starfish Internet Utilities, drag it to a new location.

Printer Settings

Select a printer from the list and enter a description for it. The description you enter appears on the printer's button and in its ToolTip.

Check the Show box to display the selected printer on the Control Center.

Set Up

Click Set Up to set up the selected printer. (This is the same as choosing Printer Setup from the File menu in many Windows applications).

Change Icon

Click to select a new icon for the selected printer's button.

Position page (Printers)

{button ,AL('PRINTER_PANEL;PRINTER_PANEL_CONFIGURING')} [See also](#)

Lets you specify whether to show the paper orientation and choose whether to have the Printers utility snapped off or snapped onto the Control Center.

To display the Position page, click the Customize button and double-click Printers in the Plug-Ins list. Select Settings, and then click the Position tab.

The Position page

Position

Choose whether you prefer the Printers utility:

- Snapped Onto the Control Center.
- Snapped Off and Floating.

Options

- Check Always in Front to have the snapped off Printers utility appear in front of other windows.
- Check Show Paper Orientation in Printer Icons to display the orientation (portrait or landscape) with the printers' icons on the Control Center.

Virtual Screens page

{button ,AL('EXT_SCREEN;EXT_SCREEN_APPEARANCE')} [See also](#)

Lets you show or hide the Virtual Screens on the Control Center.

To view the Virtual Screens page, click the Customize button and select Virtual Screens in the Plug-Ins list.

Check the box to display the Virtual Screens.

Screens page

{button ,AL('EXT_SCREEN;EXT_SCREEN_APPEARANCE')} [See also](#)

Lets you choose the number of [Virtual Screens](#) to be displayed, and choose whether to display the screens in compact, medium, or full size format. Depending on the size of the window and your monitor's resolution, you can display up to nine Virtual Screens.

Select smaller sizes to add more screens; choose full size to move programs within the Virtual Screens more easily.

To display the Screens page, click the Customize button and double-click Virtual Screens in the Plug-Ins list. Select Settings from the list, and then click the Screens tab.

The Screens page

Screen Size

Select from Full Size, Medium Size, and Compact Size.

Number of Screens

Select the number of Virtual Screens on Starfish Internet Utilities; your choices may be limited by the available space.

Background page

{button ,AL('EXT_SCREEN;EXT_SCREEN_APPEARANCE')} [See also](#)

Lets you select a background for your [Virtual Screens](#).

To display the Screens page, click the Customize button and double-click Virtual Screens in the Plug-Ins list. Then select Settings from the list and click the Background tab.

The Background page

Background

Specifies a background to use for the Virtual Screens.

- Predefined specifies that the Virtual Screens background is one of the default backgrounds provided with Starfish Internet Utilities.
- Use the Windows Background specifies that the Virtual Screens background is the same as the current Windows background.
- Use the Specified Bitmap lets you pick a .bmp file for the Virtual Screens background. Enter the name of the bitmap or click Browse to select a name and path.

Show Monitor Facades

Check the box to add borders around the Virtual Screens.

Hot Keys (Virtual Screens)

{button ,AL('EXT_SCREEN')} [See also](#)

Lets you assign hot keys to your [Virtual Screens](#), so you can switch between Virtual Screens without displaying the Control Center.

To display the Hot Keys page, click the Customize button and double-click Virtual Screens in the Plug-Ins list. Then select Settings from the list and click the Hot Keys tab.

The Hot Keys page

Type a key combination directly into any text box. Virtual Screens are listed by number. You can use certain keys in combination, such as *Ctrl*, *Alt*, and *Shift*.

Hot keys are attached to Virtual Screens, not to applications. The screens appear in order from left to right when the Control Center is horizontal, or top to bottom when it is vertical. You see these numbers when you display Virtual Screens in compact size.

Sticky Apps page

{button ,AL('EXT_SCREEN;EXT_SCREEN_STICKY')} [See also](#)

Lets you create a sticky app for the Virtual Screens.

To display the Sticky Apps page, click the Customize button and double-click Virtual Screens in the Plug-Ins list. Then select Sticky Apps from the list.

The Sticky Apps page

Add

Lets you make a running program a sticky app.

Remove

Removes the selected program from the list of sticky apps.

Taskbar page

{button ,AL('TASKBAR;TASKBAR_APPEARANCE')} [See also](#)

Choose whether to show the Taskbar on the Control Center.

To view the Taskbar page, click the Customize button and select Taskbar from the Plug-Ins list.

Check the Show box to display the Taskbar.

Settings page (Taskbar)

{button ,AL('TASKBAR;TASKBAR_APPEARANCE'); [See also](#)

Lets you specify the button style for the Taskbar.

To display the Settings page, click the Customize button and double-click Taskbar in the Plug-Ins list. Select Settings and click the Settings tab.

The Settings page

Button Style

Select a Taskbar button style from the choices. Check Labeled if you want program names to appear with their icons; check Unlabeled if you want only the icons to be displayed.

Iconized Applications

Check the box to hide the icons of programs that are minimized. They are still available in the Taskbar. This option is available only if you are using certain versions of Windows 95 and Windows NT.

Position page (Taskbar)

{button ,AL('TASKBAR;TASKBAR_APPEARANCE')} [See also](#)

Lets you specify the position of the Taskbar, including the option of docking it to the edge of your screen.

To display the Position page, click the Customize button and double-click Taskbar from the Plug-Ins list. Select Settings in the list, and then click the Position tab.

The Position page

Taskbar Position

Select the desired position of the Taskbar. Click Snapped Off and Floating to make the Taskbar a floating palette. Click one of the Docked options to attach the Taskbar to the top, bottom, left, or right side of the screen.

Options

- Check Enable SlimView to reduce the size needed by the Taskbar.
- Check Always in Front to keep the Taskbar in front of all other windows, even if another window is active.

InternetMeter page

{button ,AL('MONITOR')}; [See also](#)

Lets you show or hide the InternetMeter.

To display the InternetMeter page, click the Customize button and select InternetMeter from the Plug-Ins list.

Click the check box to display the InternetMeter.

Settings page (InternetMeter)

{button ,AL('MONITOR')} [See also](#)

Lets you change your meter size and type of data displayed for the InternetMeter.

To display the Settings page for the InternetMeter, click the Customize button and double-click InternetMeter in the Plug-Ins list. Select Settings from the list and click the Settings tab.

The Settings page

Size

Choose Full Size or Compact. Check Compact Size if you need to save space on Internet Utilities.

Connection Display

Choose whether to display connection information as modem lights or as a histogram. The histogram shows a graphical representation of online input and output progress.

Set Up Location

Opens the Windows Control Panel Dialing Properties dialog box, where you can change your location setup.

Set Up Modem

Opens the Windows Control Panel Modem Properties dialog box, where you can change your modem information.

Position page (InternetMeter)

{button ,AL('MONITOR')} [See also](#)

Lets you change the position of the InternetMeter.

To display the Position page for the InternetMeter, click the Customize button and double-click InternetMeter in the Plug-Ins list. Select Settings from the list and click the Position tab.

The Position page

Position

Choose whether you want the InternetMeter snapped off or snapped on.

Options

Check Always in Front to have the InternetMeter, when it is snapped off, always appear in front of other windows, even if another window is active.

Services page (InternetMeter)

{button ,AL('MONITOR')} [See also](#)

In most cases, you will not need to modify the system's information about your online service providers. However, you may want to add or remove a service provider. In addition, if the name of the service provider is too long to fit on the screen or in your logs, you can specify a shortened name. To make any of these changes, use the Services page.

To display the Services page for the InternetMeter, click the Customize button and double-click InternetMeter in the Plug-Ins list. Select Services from the list and click the Services tab.

The Services page

Online Services

Lists the online services recognized by the InternetMeter.

- Click Add to enter the name of a new service provider, and enter the name in the Service Name list (see below).
- Click Remove to delete a selected service provider.

Service Name

Enter the name of a new service provider in the box; if needed due to length, enter a shortened name or alias for that service provider.

Disable Call Logging for This Service

Select the name of a service provider and check the box to turn off call logging for that provider.

Free Time page (InternetMeter)

{button ,AL('MONITOR')} [See also](#)

If your online service provider limits your free time, use the Free Time page to track your hours and have the InternetMeter remind you when you have used up your free hours.

To display the Free Time page for the InternetMeter, click the Customize button and double-click InternetMeter in the Plug-Ins list. Select Services from the list and click the Free Time tab.

Note: Online and Internet service providers vary in their policies concerning their billing practices, such as in their methods for rounding up the hours spent or billing in minimum time increments. They also may change their policies. InternetMeter does not account for all such variables. Although InternetMeter will reflect the actual time spent online, that time may not reflect your final bill from your service provider.

The Free Time page

Online Services

Displays a list of online services that the InternetMeter currently recognizes.

Free Time

Select a service provider from the Online Services list and enter the time you have accumulated and the billing start date. You can then view this page regularly to see instant updates of the number of remaining free hours. In addition, the InternetMeter displays a "Free Time" message in red when one-half hour remains before the expiration time.

Identification page (InternetMeter)

{button ,AL('MONITOR')} [See also](#)

With some applications, such as some versions of Hyperterm, the InternetMeter cannot determine the name of the provider you are using. Instead, it will show you the name of the application (.exe) that has launched the call or connection. In such cases, use the Identification page to identify the service provider by entering either the application name without a path or the phone number that you use to connect to that service provider.

To display the Identification page for the InternetMeter, click the Customize button and double-click InternetMeter in the Plug-Ins list. Select Services from the list and click the Identification tab.

The Identification page

Online Services

Displays a list of online services that the InternetMeter currently recognizes.

Identification

If needed because of an application you are using, enter its .exe. Or, enter the phone number(s) that you use to connect to that provider.

QuickZip page

{button ,AL('ZIP')} [See also](#)

Lets you display and hide QuickZip. In addition, you can associate QuickZip with the .zip extension, which gives you the ability to zip or unzip a file from that file's shortcut menu.

To display the QuickZip page, click the Customize button and select QuickZip from the Plug-Ins list.

The QuickZip page

Check the Show box to display QuickZip on the Control Center; uncheck it to hide QuickZip from view.

Associate QuickZip with the .zip Extension

If you check this box, you can:

- right-click on a file and select QuickZip from the shortcut menu to open the Zip dialog box with that file added.
- right-click a .zip file and select Open or Quick Open from the shortcut menu to open the Zip Viewer window with that file's contents displayed. Select Quick Extract from the shortcut menu if you do not want to view the contents of the file and want to extract its contents immediately. You can also double-click a .zip file to use the Zip Viewer window.
- double-click an attached .zip file in MS Exchange to open it in the [Zip Viewer](#) window. In addition, you can double-click a .zip file on a Web page in Netscape Navigator or Microsoft Internet Explorer (version 2.0 or higher), and open that .zip file in the Zip Viewer window. If it is a large file, however, the downloading process before the Zip Viewer window opens with the .zip file displayed may be time-consuming.

Note: If you already made an association with another zip program and check the Associate QuickZip box, a message box asks if you want QuickZip to be your default Zip program. Click OK to change to QuickZip.

Zip page

{button ,AL('ZIP')} [See also](#)

Lets you modify the settings for zipping files with QuickZip. After you change your preferences, your modified settings become the default. This means that the next time you use QuickZip, the changes you made will appear in the Zip dialog box pages.

To display the Zip page, click the Customize button and double-click QuickZip in the Plug-Ins list. Select Settings from the list, and then click the Zip tab.

The Zip page

You can modify the following Zip preferences:

- [Zip Sub-Directories](#)
- [Store Path Names](#)
- [Use DOS \(8.3\) File Names](#)
- [Uppercase File Names](#)
- [Default Mode](#)
- [Compression](#)

Unzip page

{button ,AL('ZIP')} [See also](#)

Lets you modify the settings for unzipping files with QuickZip. After you change your preferences, your modified settings become the default. This means that the next time you use QuickZip, the changes you made will appear in the Zip dialog box pages.

To display the Unzip page, click the Customize button and double-click QuickZip in the Plug-Ins list. Select Settings from the list, and then click the Unzip tab.

The Unzip page

You can modify the following Unzip preferences:

- [Overwrite Existing Files](#)
- [Create Directories as Needed](#)
- [Path for Temporary Files](#)

Files page (QuickZip)

{button ,AL('ZIP')} [See also](#)

Use the Files page to identify the file or groups of files to zip. If you dragged and dropped one or more files onto the QuickZip utility, those files are listed on this page.

To display the Files page, click the Zip button on the QuickZip utility. Click the Files tab.

The Files page

Files to Zip

Click the Browse button to select the files to zip. If you dragged and dropped one or more files onto the QuickZip utility, they are listed here.

Add

Click to specify one or more files or a directory. A dialog box opens in which you can enter a directory path. You can use [wildcards](#) in the path to specify files. If you enter only the directory name, such as C:\Temp, all files in that directory will be included in your .zip file.

Zip Files in Sub-Directories

Check if you want the contents of any directories below the directory or path that you entered to be zipped as well.

Remove

Select a file and click Remove to delete any items from the Files To Zip box.

Zip

Click Zip when you have completed all pages in the QuickZip dialog box (Files, Target, and Options).

Target page (QuickZip)

{button ,AL('ZIP')} [See also](#)

Lets you enter the directory location for the .zip file ([archive](#)).

To display the Target page, click the Zip button on the QuickZip utility. Click the Target tab.

The Target page

Zip File

Enter a name for the .zip file in the box, or click the Browse button to select a name.

Make Self-Extracting File (.exe)

Check the box to create a [self-extracting file](#) (.exe). If you create a self-extracting file using QuickZip, it can be opened only in Windows 3.1 and higher systems. You cannot open it in an MS-DOS environment.

Path Names

Check your path name preference.

- Select No Path Names if you do not want to include the file path(s) in the .zip file.
- Select Store Path Names to include the file path(s) in the .zip file.

File Names

- Check [Use DOS \(8.3\) File Names](#) for DOS and Windows 3.1 compatibility.
- Check Uppercase File Names to store file names in capital letters.

Zip

Click Zip when you have completed all pages in the QuickZip dialog box (Files, Target, and Options).

Note: If you check the Use DOS option, a limitation exists: if the first eight non-space characters of two or more files are identical and have the same extensions, the zipping process will not distinguish between them. This means that only the last file is included in the .zip file.

Options page (QuickZip)

{button ,AL('ZIP')} [See also](#)

Specifies the compression value and zip mode.

To display the Options page, click the Zip button on the QuickZip utility. Click the Options tab.

The Options page

Zip Mode

- Click Add Files to add files to an existing .zip file or to create a new .zip file.
- Click Update Files if you want to update the files in an existing .zip file. This choice replaces older files with new versions, and, if there are any new files that do not exist in the .zip file, adds the new files.
- Click Freshen Files to replace the existing files with any more recent versions.

Compression

Adjust the value: use low or no compression to increase the speed of the zipping process and save time. Use a higher compression when you want to create a small .zip file, which saves disk space and reduces transmission time if the .zip file is saved to a compressed drive.

Multiple Diskettes

Check this box and select a diskette drive from the drop-down list if you want to span several floppy diskettes with a large archive.

Password

Check the box if you want password protection, and enter a password.

Zip

Click Zip when you have completed all pages in the QuickZip dialog box (Files, Target, and Options).

Target page (Unzip)

{button ,AL('ZIP')} [See also](#)

Specifies the directory in which to save your extracted files.

To display the Target page, click the Unzip button on the QuickZip utility. Click the Target tab.

The Target page

Target Location

Click Browse to search for a directory in which to save the extracted files.

Unzip Files

Check Unzip Only Selected Files to extract only the selected files; check Unzip All Files to extract every file in the .zip file.

Unzip

Click Unzip when you have completed all pages in the Unzip dialog box (Target and Options).

Options page (Unzip)

{button ,AL('ZIP')} [See also](#)

Specifies whether to overwrite files, create directories, and/or create a Start menu group.

To display the Options page, click the Unzip button on the QuickZip utility. Click the Options tab.

The Options page

Unzip Mode

Check Overwrite Existing Files in Target Location if you want files that are extracted from the .zip file to replace files with the same name in the target directory.

Check Create Directories As Needed if you want any directories that are included in your archive automatically created for you.

Start Menu

Check Create a Start Menu Group if you want a Start Menu group automatically created for your unzipped files. Enter a name for that group in the field.

Unzip

Click Unzip when you have completed all pages in the Unzip dialog box (Target and Options).

QuickZip Viewer

{button ,AL('ZIP_USING')} [See also](#)

The QuickZip Viewer window shows you all the files that have been compressed into a [.zip](#) or [.exe](#) file.

To open the QuickZip Viewer window, drag and drop a [.zip](#) or [.exe](#) file onto the QuickZip utility or click the Unzip button.

Use the QuickZip Viewer menus or the toolbar buttons to change the appearance of the window contents and select which items to unzip. In addition, you can use the File menu and select Send Mail to e-mail an item.

The toolbar buttons are (from left to right):

- Up One Level moves you up to the next higher folder in an archive that contains folders. It is dimmed until you double-click a folder to see its contents; then you can click this button to return to the higher level folder.
- Unzip Selected unzips the files you have selected in the Unzip window.
- Unzip All unzips all files in the archive.
- View Selected Files opens selected documents or text files for viewing in your default Windows 95 viewer.
- Launch Selected Files launches files you selected.
- Add Item adds files you select to the archive.
- Remove Item removes one or more selected files from the archive.
- Large Icons, Small Icons, Lists, and Details display the files in the archive in different formats.

When you have finished viewing the contents of the [.zip](#) or [.exe](#) file, and want to extract the compressed files, you can either:

- Select one or more files (use *Ctrl-Click* to select multiple files). Then click the Unzip Selected toolbar button to open the Unzip dialog box with the Unzip Selected option checked.
- Click the Unzip All toolbar button to open the Unzip dialog box with the Unzip All option checked.

For more information on unzipping files, see [Unzipping files](#).

What's New

{button ,AL('QUICK_LAUNCH;QUICK_LAUNCH_BUTTONS')} [See also](#)

View a list of items that have been tagged as changed by the QuickMarks Notification feature. For details about the automatic verification and notification process, see [Notification](#).

To display the What's New window, click the What's New button ■ on the QuickMarks utility.

The What's New window

The What's New window displays all your changed QuickMark items, such as an Internet site that has changed.

You can launch an item in this window by double-clicking it.

Note: When QuickMarks is verifying a QuickMarks button, a "secret agent" icon appears on that button. When you have a changed item, the What's New button on the QuickMarks utility becomes animated.

Find QuickMark

{button ,AL('QUICK_LAUNCH;QUICK_LAUNCH_BUTTONS')} [See also](#)

Find items in your QuickMarks by searching for titles or context strings.

To display the Find QuickMark window, click the Find QuickMark button on the QuickMarks utility.

The Find QuickMark window

Find

Enter a context string or title. Find does not process wildcards, whole strings, or regular expressions.

Case-Sensitive Search

Searches for the context string or title with attention to capitalization.

Search Titles Only

Limits the search to the titles of QuickMarks items.

Search Titles and Contents

Searches for the titles and contents of items, such as a context string in a document.

Find

Click to start the search. If no QuickMark item matches the search criteria, a message box indicating a search failure is shown.

The name of the item(s), last date updated, and item type (such as Internet QuickMark) appears in the window.

Call Details page (InternetMeter)

{button ,AL('MONITOR')} [See also](#)

View detailed statistics about your online communications.

To display the Call Details page, click the Call Log button on the InternetMeter utility. Click the Call Details tab.

The Call Details window

Note: You can sort the following columns by clicking the column name.

Service Name

This column shows the name of the service provider.

Number

If telephone numbers are shown, it is either your machine's IP address or an indication that you used your modem. In addition, you will see the telephone numbers for incoming calls if your telephone company and your hardware and system software support Caller ID.

Date and Time

This column shows the date and time of your call.

Duration

This column shows the length of your call.

Usage

This column shows what percentage of your time online was active time. For example, if you launched your browser, connected to a World Wide Web page, continuously clicked different hyperlinks, and then logged off, you would see 100%, indicating maximum usage.

Show box and Incoming Calls For the Last box

Use the drop-down lists to filter the display: you can view selected or all calls, filter out calls older than a set number of days, and include or exclude incoming calls.

Apply

Click when you have made your changes. Until you make a change, this button is dimmed.

Print

Click to print a report of your calls.

Online Usage Report page (InternetMeter)

{button ,AL('MONITOR')} [See also](#)

Shows a summary report of your online usage for a selected service provider.

To display the Online Usage Report page, click the Call Log button on the InternetMeter utility. Click the Online Usage Report tab.

The Online Usage Report

Select a provider from the list on the [Call Details](#) page, then click the Online Usage Report tab. The name of the selected service provider is shown at the top of the Online Usage Report page.

Last Access

Shows the date and time of your last call using that service provider.

Number of Calls

Shows how many calls you have made to date using that service provider.

Total Time

Shows how much time you have spent online to date using that service provider.

Average Time Per Call

Shows the average time per online call.

Usage Per Call

Shows what percentage of your time online (using the selected service provider) was active time. For example, if you launched your browser, connected to a World Wide Web page, continuously clicked different hyperlinks, and then logged off, you would see 100%, indicating maximum usage.

Print

Click to print a copy of the online usage report.

Show box and Incoming Calls for the Last box

Use the drop-down lists to filter the display: you can view selected or all calls, filter out calls older than a set number of days, and include or exclude incoming calls.

Apply

Click when you have made your changes in the filter drop-down boxes. This button is dimmed until you make a change.

Call Log page (InternetMeter)

{button ,AL('MONITOR')} [See also](#)

Lets you remove older calls from your call log file and ignore short calls. Also lets you monitor incoming calls.

To display the Call Log page for the InternetMeter, click the Customize button and double-click InternetMeter in the Plug-Ins list. Select Settings from the list and click the Call Log tab.

The Call Log page

Minimum Duration

Select a time duration if you want the InternetMeter to ignore short calls.

Incoming Calls

Check the box if you want to monitor incoming calls such as faxes and display Caller ID. This functionality works only if your hardware and modem support those features, and if the latest version of Windows 95 telephony software (Unimodem V) is installed.

Note: In some unusual circumstances, checking this box may prevent old 16-bit communication applications, such as America Online and CompuServe, from dialing. If this problem occurs, uncheck the Incoming Calls box.

Log Maintenance

Select the number of days for which you want the InternetMeter to keep records of your older calls, and check the box.

Remove Calls Now

Click to remove the old calls immediately.

Save Configuration File dialog box

{button ,AL('TASKS_GLOBAL;CONFIGURATIONS')} [See also](#)

Creates a configuration (a new setup) by saving a configuration file with a new name.

The Save Configuration File window

Save In

Specifies a folder to contain the file you want to save.

File Name

Specifies the name of the file you are saving. Be sure to enter a unique name, unless you want to replace an existing configuration.

Save as Type

Specifies the type of files that appear in the list.

Save

Saves the new configuration file.

Layout Icon dialog box

{button ,AL('EXT_SCREEN;EXT_SCREEN_LAYOUT')} [See also](#)

Specifies an icon for a layout.

To display the Layout Icon dialog box, click Icon in the Manage Layouts dialog box.

The Layout Icon window

Current Icon

Specifies the icon that is used by the selected layout.

Scheme page (Control Center)

{button ,AL('TASKS_GLOBAL;DASH_PREFS')} [See also](#)

Sets preferences that control the font and color scheme for Starfish Internet Utilities.

To display the Scheme page, click the Customize button and double-click Control Center from the Plug-Ins list. Select Appearance.

The Scheme page

Font

Select the font name, size, and style. The available point sizes, which range from 6 to 12 points, and style, such as Bold or Italic, depend on the font that you select. Note also that Starfish Internet Utilities resizes according to the font.

Color Scheme

Choose a color scheme from the drop-down list. Click Reset to Defaults if you want to return to the default colors and font.

Add Sticky App dialog box

{button ,AL('EXT_SCREEN;EXT_SCREEN_STICKY')} [See also](#)

Makes a running application into a [sticky app](#).

To display the Add Sticky App dialog box, click the Customize button and select Virtual Screens on the Plug-Ins list. Then click Sticky Apps on the Plug-Ins list and click Add on the Sticky Apps page.

The Add Sticky App page

Select a Sticky App to Add

Displays a list of running applications. Select the application that you want to designate as a sticky app, then click OK.

Application Task Information dialog box

Displays detailed information about a selected application in the Task Manager. Press *Ctrl+Esc* to view the Task Manager.

To display the Application Task Information dialog box, select an application in the Task Manager and click the Task Info button.

Browse dialog box

Lets you navigate to locate a file.

To display the Browse dialog box, click the Browse button, which appears in several of the Starfish Internet Utilities dialog boxes, such as the QuickRun dialog box.

The Browse dialog box

Look In

Specifies the folder that contains the desired file.

File Name

Specifies the name of the desired file. Click the file name in the list or type it here.

Files of Type

Specifies the type of files that appear in the list.

Open

Enters the name of the selected file in the dialog box.

Change Icon dialog box (Printers utility)

{button ,AL('PRINTER_PANEL;PRINTER_PANEL_CONFIGURING')} [See also](#)

Changes the icon Starfish Internet Utilities uses in the Printers utility for the selected printer.

To display the Change Icon dialog box, click the Customize button and select Printers from the Plug-Ins list. Click Settings, and then click the Settings tab. Click the Change Icon button.

The Change Icon page

Current Icon

Specifies the icon used in the Printers utility by the selected printer. To change the icon, click a different icon in the Current Icon box. The change will become effective immediately.

Select Icon dialog box (QuickMarks)

{button ,AL('QUICK_LAUNCH;QUICK_LAUNCH_BUTTONS')} [See also](#)

Changes the icon Starfish Internet Utilities uses for a button in the QuickMarks utility.

To display the Select Icon dialog box, right-click any QuickMarks button and click Change Icon on the shortcut menu.

The Select Icon page

File

Specifies the name and path of the file that contains the icon you want to use. Changing the file here will not change the file used to launch this program.

Browse

Lets you browse in a different directory to select the icon you want to use.

When you have found an icon that you like, select it from the box and click the OK button.

QuickRun dialog box

{button ,AL('DASH_RUN')} [See also](#)

Performs DOS commands and starts programs.

To display the QuickRun dialog box, click ■ on Internet Utilities.

The QuickRun dialog box

Command Line

Specifies a command or program to run. Type the name of the command or program, or choose it from the drop-down history list.

Run

Runs the command or program displayed in the Command Line box.

Run Minimized

Minimizes the window that contains the running command or program.

Done

Closes the QuickRun dialog box.

Browse

Lets you browse to enter the name and path of the program you want to run.

Task Manager

Lets you manage applications in the following ways:

- Switch between currently running applications.
- Close a running application.
- Tile or cascade currently running applications.
- Display memory usage information about a running application.

To display the Task Manager, press *Ctrl+Esc*.

The Task Manager

Task List

Displays a list of currently running applications that are not minimized.

Minimized Applications

Displays a list of currently running applications that are minimized.

Switch To

Select a program from the Minimized Applications or Task List and click to activate that program. Or, double-click the program name in either list.

Task Info

Select a program from either list and click Task Info to view detailed information about that program.

Close Selected

Select an application and click Close Selected to close that application.

Tile

Tiles the applications that share Virtual Screens.

Cascade

Cascades applications that share Virtual Screens.

Arrange Icons

Depending on your version of Windows 95 or Windows NT, rearranges all minimized icons in every Virtual Screen according to available space.

Edit Layout dialog box

{button ,AL('EXT_SCREEN;EXT_SCREEN_LAYOUT')} [See also](#)

Changes the preferences of a program used in a layout, including the file name, working directory, and so on.

Starfish Internet Utilities saves the information displayed in this dialog box automatically when you create a layout. You can use the Edit Layout dialog box to change this information. Starfish Internet Utilities uses this new information to run programs when you use the Load Layout command.

To display the Edit Layout dialog box, select a program and click Edit in the [Save Layout](#) dialog box or the [Manage Layouts](#) dialog box.

The Edit Layout dialog box

Application Name

Specifies a name for the program. This is a descriptive name, not a file name.

Command Line

Specifies the file name of the program.

Working Directory

Specifies the working directory used by the program.

Parameters

Specifies any command line parameters needed to run the program. For example, if you want a file to open when the program starts, enter the file path and name here.

Window Size

Specifies the initial display size of the window containing the program.

Manage Layouts dialog box

{button ,AL('EXT_SCREEN;EXT_SCREEN_LAYOUT')} [See also](#)

Lets you delete and rename layouts, and delete and edit the preferences of programs used in the layout.

To display the Manage Layouts dialog box, choose Manage Layouts from the Layout menu: ■

The Manage Layouts dialog box

Layout

Displays the layouts already created.

Delete

Deletes the selected layout. Select the layout you want to delete in the Layout list, and then click Delete.

Rename

Renames the selected layout. Select the layout you want to rename in the Layout list, then click Rename to display the Rename Layout dialog box.

Icon

Specifies the icon to use when the layout is displayed on the Layouts group of the Quick Launch panel.

Applications

Displays applications used in the selected layout.

Delete

Removes the selected application from the selected layout. Select a layout in the Layout list, select the application you want to delete in the Applications list, and then click Delete.

Edit

Changes the preferences of the selected application in the selected layout. Select a layout in the Layout list, select the application you want to edit in the Applications list, and then click Edit to display the Edit Layout dialog box.

Load Selected Layout on Startup

Specifies whether to load the selected layout when Starfish Internet Utilities starts.

Save Changes

Saves any changes to the layout and closes the dialog box.

Save Layout dialog box

{button ,AL('EXT_SCREEN;EXT_SCREEN_LAYOUT')} [See also](#)

Lets you save the programs currently running as a Starfish Internet Utilities [layout](#).

To display the Save Layout dialog box, choose Save Layout from the Layout menu: ■

The Save Layout dialog box

Enter a Name for this Layout

Specifies the name of the layout. If you accept the default name, the layout is named "Default".

Load Layout on Startup

Specifies whether to load the layout when Starfish Internet Utilities starts.

If you check this option, you can still start Starfish Internet Utilities without loading the layout: Hold down the Shift key while Starfish Internet Utilities loads.

Programs for this Layout

Displays the programs used in the layout you are saving.

Edit

Lets you change the preferences of the programs used in the layout you are saving. Select a program in the Programs for this Layout list, and then click Edit to display the [Edit Layout](#) dialog box.

Delete

Removes the selected application from the layout you are saving. Select a program in the Programs for this Layout list, and then click Delete.

Customize dialog box

{button ,AL('TASKS_GLOBAL;DASH_PREFS')} [See also](#)

Use the Customize dialog box to specify your Starfish Internet Utilities preferences.

To open the Customize dialog box, do one of the following:

- Right-click any utility or the Internet Utilities title bar and choose Customize from the shortcut menu.
- Click
-

The Customize dialog box lets you specify your preferences for each utility.

The Plug-Ins list on the left side of the Customize dialog box lists all the currently installed plug-in utilities on Starfish Internet Utilities. When you select a utility from the Plug-Ins list on the left, you'll see its Customize page displayed on the right. This page describes the features of that utility and allows you to show it or hide it. For example, if you select QuickMarks from the Plug-Ins list, its top-level page will be displayed on the right, describing its ability to give you quick access to your programs and favorite Internet sites.

When you double-click a utility in the list, the list expands to show that utility's Customize sections. For example, when QuickMarks is highlighted in the Plug-Ins list, you can see that it has two Customize sections: Settings and Notification. You can click on either to change those aspects of the QuickMarks utility.

Setup page

{button ,AL('TASKS_GLOBAL;CONFIGURATIONS')} [See also](#)

Lets you change your current Control Center setup.

To view the Setup page, click the Customize button and select My Setup from the Plug-Ins list. My Setup is the default file name; each time that you change to a different setup file, that file name appears. Click the Setup tab.

The Setup page

Current Setup

Displays a drop-down list of default and saved setups from which to choose.

To add a new setup to the Current Setup list

Click Save to save and name your current setup.

Delete

Deletes a selected setup from the Current Setup list.

Link Setup to Windows Log On

Associates setup selection with user names. This means that each user can use a different setup that will be linked to that user name. If it is unchecked, only one setup can be chosen, regardless of the user's name.

Plug-Ins page

{button ,AL('TASKS_GLOBAL;DASH_PREFS')} [See also](#)

Lets you add and remove plug-in utilities from Starfish Internet Utilities. When you remove a plug-in utility as described here, the plug-in utility is removed from both view *and* memory. You can also hide a plug-in utility from view only but keep it in memory. For details, see [Showing and hiding utilities](#).

To display the Plug-Ins page, click the Customize button and then click My Setup (or the current setup file name) in the Plug-Ins list on the left. Click the Plug-Ins tab.

To add a plug-in utility

1. Select the plug-in utility from the Available Plug-Ins list.
2. Click Add.

To remove a plug-in utility from view and memory

1. Select the plug-in utility from the Installed Plug-Ins list.
2. Click Remove.

The Plug-Ins page

Available Plug-Ins

Displays plug-in utilities that have been removed from view and memory.

Installed Plug-Ins

Displays plug-in utilities that are in use on Starfish Internet Utilities.

Add

Adds a selected plug-in utility from the Available Plug-Ins list to Starfish Internet Utilities.

Remove

Removes a selected plug-in utility from the Installed Plug-Ins list from view and memory.

Control Center page

{button ,AL('TASKS_GLOBAL;DASH_PREFS')} [See also](#)

Sets preferences that control the overall appearance and behavior of the Internet Utilities Control Center.

To display the Control Center page, click the Customize button and select Control Center from the Plug-Ins list.

The Control Center page

Replace Windows Task Manager

Replaces the Windows Task Manager with the Task Manager.

Enable ToolTips

If checked, displays ToolTips for every feature on Starfish Internet Utilities.

Title Bar

Select the contents of the title bar from the list. The title bar appears only when Starfish Internet Utilities position is set to floating. Options available include the Resources details.

Position page (Control Center)

{button ,AL('TASKS_GLOBAL;DASH_PREFS')} [See also](#)

Sets preferences that control the position of Starfish Internet Utilities. In addition, lets you minimize the space needed by the Control Center with a unique feature: SlimView. In SlimView, only the QuickMark tabs are displayed. You can also use the Position page to have Internet Utilities stay in front of other windows.

To display the Position page, click the Customize button and double-click Control Center in the Plug-Ins list. Select Arrangement from the Plug-Ins list, and then click the Position tab.

The Position page

Control Center Position

Check the preferred position:

- Floating in horizontal or vertical position
- "Docked" to an edge of the screen like a toolbar.

Options

- Check SlimView to display only the QuickMark tabs. This choice is allowed only when the Control Center is docked. (To restore the Control Center to full size, click a tab or the Control Center's edge.)
- Check Always in Front to have Internet Utilities always appear in front of other windows, even if another window is active.
- Check Attach to System Tray if you want Internet Utilities to appear as an icon in the Windows 95 taskbar system tray when it is minimized.

Snap Off page

{button ,AL('TASKS_GLOBAL;DASH_PREFS')} [See also](#)

Sets preferences that control which plug-in utilities are snapped off the Control Center.

To display the Snap Off page, click the Customize button and double-click Control Center in the Plug-Ins list. Select Arrangement, and then click the Snap Off tab.

The Snap Off page

Snap-Off Plug-Ins

Check the boxes next to the plug-in utilities that you want to snap off. You can snap off the InternetMeter, QuickMarks, Printers, and/or Taskbar plug-in utilities.

Snap-Off Minimization

Check to have snapped-off plug-in utilities minimize when you minimize Internet Utilities.

Effects page (Control Center)

{button ,AL('TASKS_GLOBAL;DASH_PREFS')} [See also](#)

Customizes the appearance of the Control Center to suit your personal working style.

To display, click the Customize button and double-click Control Center from the Plug-Ins list. Select Appearance. Click the Effects tab.

The Effects page

Show Highlights

If checked, when you move your mouse over the Control Center, the controls are highlighted.

Show Tabs

To display the QuickMark tabs in SlimView, check Show Tabs. If you do not check this box, only a thin gray bar appears at the edge of your screen. (To restore the Control Center to full size, click a tab or move the mouse over the gray bar.)

Slide the Control Center

Check to have the Control Center slide into place when it is in SlimView. If you do not check this box, the Control Center pops up when you change views.

Hot Keys page (Control Center)

{button ,AL('TASKS_GLOBAL;DASH_PREFS')} [See also](#)

Sets preferences that set the hot key sequences for activating Starfish Internet Utilities, QuickRun, or the Windows 95 Explorer.

To display the Hot Keys page, click the Customize button and double-click Control Center in the Plug-Ins list. Select Hot Keys.

The Hot Keys page

Keyboard Activation

You can use certain keys in combination, such as *Ctrl*, *Alt*, and *Shift*.

When you type the hot key for Starfish Internet Utilities, the Windows Explorer, or QuickRun, it is displayed in front of all other windows, or, if it is already in front, moves behind all other windows.

To clear the existing hot key, press *Delete* or backspace over the hot key.

QuickMarks page

{button ,AL('QUICK_LAUNCH;QUICK_LAUNCH_APPEARANCE')} [See also](#)

Lets you choose whether to show the QuickMarks plug-in utility on Starfish Internet Utilities.

To display the QuickMarks page, click the Customize button and select QuickMarks from the Plug-Ins list.

Settings page (QuickMarks utility)

{button ,AL('QUICK_LAUNCH')} [See also](#)

Specifies the type of buttons displayed in the QuickMarks utility, and allows you to change the interval for auto-saving your QuickMarks. You can also select a browser to use when launching QuickMarks. In addition, in some cases, verification checks need to go through a proxy server to get outside of a firewall. Use the Advanced Settings dialog, described below, to specify a server name and port number.

To display the Settings page, click the Customize button and double-click QuickMarks in the Plug-Ins list. Select Settings from the Plug-Ins list and click the Settings tab.

The Settings page

Button Style

Specifies the type of button that appears in the QuickMarks groups:

- Unlabeled Large Icons displays only icons.
- Labeled Large Icons and Labeled Small Icons display icons with the program names.

Auto-Save

To change the interval for auto-saving your QuickMarks, use the drop-down list.

Advanced...

To change the browser that is used for launching Internet QuickMarks buttons or to use a proxy server, click the Advanced button:

- Use the Advanced Settings Browser page to select the browser you want to use when launching QuickMarks. Click Netscape Navigator or Microsoft Internet Explorer.
- Use the Advanced Settings Proxy page to specify a server name and port number.

Position page (QuickMarks utility)

{button ,AL('QUICK_LAUNCH;QUICK_LAUNCH_APPEARANCE')} [See also](#)

Lets you change the position of the QuickMarks utility. You can also choose to enable SlimView. To display the Position page, click the Customize button and double-click QuickMarks in the Plug-Ins list. Select Settings in the list, and then click the Position tab.

The Position page

QuickMarks Position

Change the placement of your QuickMarks utility in your window. You can snap it onto Starfish Internet Utilities or snap it off as a floating toolbar. Alternatively, you can dock it to an edge of your screen.

Options

- Check Enable SlimView to reduce the size needed by the QuickMarks utility.
- Check Always in Front if you want the QuickMarks utility always to be in front of other windows.

Notification page (QuickMarks utility)

{button ,AL('QUICK_LAUNCH')} [See also](#)

Lets Starfish Internet Utilities periodically check your QuickMarks and notify you if any are updated or moved (such as a discontinued Internet site).

To display the Notification page, click the Customize button and double-click QuickMarks in the Plug-Ins list. Then select Notification in the list.

The Notification page

Check QuickMarks

Use the Check QuickMarks Every n Minutes box to determine how frequently Starfish Internet Utilities checks your QuickMarks. Use the Check Only While Online box to have the verification process occur only while you are online (for example, during a Web browsing session).

Changes

Determines whether updated QuickMarks are shown with a starburst and removed QuickMarks are shown with an X.

Select an alarm sound from the drop-down list if you want an alarm to notify you of all QuickMark changes.

Filters

Check Ignore Broken Links to have broken Internet links ignored. If you do not check this box, Starfish Internet Utilities will search for every missing link on all your Internet sites.

Check Ignore Changes Older Than box and enter a number of days in the drop-down list to speed up verification and have Starfish Internet Utilities log only changes that are more recent than the selected number of days.

Note: When QuickMarks is verifying a QuickMarks button, a "secret agent" icon appears on that button. When you have a changed item, such as a Web site that has new contents, the What's New button ■ on the QuickMarks utility becomes animated. You can see all your changed items by opening the [What's New](#) window of QuickMarks.

WinTools page

{button ,AL('WIN_TOOLS')} [See also](#)

Choose whether to display the WinTools utility on Starfish Internet Utilities.

To display the WinTools page, click the Customize button and select WinTools from the Plug-Ins list.

The WinTools page

Check the box to show the WinTools utility on Starfish Internet Utilities.

Tools page

{button ,AL('WIN_TOOLS')} [See also](#)

Lets you select Windows 95 tools to display on the WinTools utility.

To display the Tools page, click the Customize button and double-click WinTools in the Plug-Ins list. Then select Tools from the list.

The Tools page

Available Tools

To add a tool to the WinTools utility, select the tool from this list and click Add.

Installed Tools

To remove a tool from the WinTools utility, select the tool from this list and click Remove.

Resources dialog box

{button ,AL('RESOURCES')} [See also](#)

Contains information about your memory, Windows system resources, and system environment. Use the Resources dialog box to examine resource usage and to set alarm levels for low resources.

To display the Resources dialog box, do one of the following:

- Double-click the Resources utility.
- Right-click the Resources utility and choose Details.

The Resources dialog box

Select Item to View

Lists the types of resources and system information that Starfish Internet Utilities monitors. Select an item in the list to display information about it.

- [Memory Watch](#)
- [System Environment](#)
- [Drive Watch](#)
- [Environment Variables](#)
- [Applications Running](#)

Print

Prints the information you are viewing in the Resources dialog box.

Memory Watch

{button ,AL('RESOURCES_GAUGE')} [See also](#)

Displays statistics about memory and [Windows system resources](#), and lets you set alarms to warn you about declining resources.

To display this information, click Memory Watch in the Select Item to View list in the [Resources dialog box](#).

The Memory Watch information is also available in the Customize dialog box.

The Memory Watch page

System Memory

Displays the total memory, the used memory, and the free memory in kilobytes and as a percent of total memory.

GDI Memory

Displays the total GDI memory, the used GDI memory, and the free GDI memory in kilobytes and as a percent of the total.

User Memory

Displays the total user memory, the used user memory, and the free user memory in kilobytes and as a percent of the total.

Notification

Sounds an alarm to warn you when free memory falls below a specific percentage of the total memory.

Alarm Sound

Plays the selected sound. Choose a sound for the alarm, then click the button to test the sound.

System Environment

{button ,AL('RESOURCES')} [See also](#)

Displays information about the system environment, such as CPU type, monitor type, mouse, keyboard, network, output port, and output devices installed under Windows.

To display this information, click System Environment in the Select Item to View list in the [Resources dialog box](#).

Drive Watch

{button ,AL('RESOURCES')} [See also](#)

Displays statistics about your disk drives, such as total disk space, used disk space, and available disk space. The information includes floppy drives, hard disk drives, and network drives.

To display this information, click Drive Watch in the Select Item to View list in the [Resources dialog box](#).

The Drive Watch information is also available in the Customize dialog box.

The Drive Watch page

Drive

Displays the list of available floppy drives, hard disk drives, and network drives.

Total

Displays the total amount of disk space on each drive in megabytes.

Used

Displays the amount of used disk space on each drive in megabytes.

Free

Displays the amount of free disk space on each drive in megabytes.

% Free

Displays the percent of free disk space on each drive.

Refresh List

Refreshes the displayed drive usage information.

Update Interval

Specifies the time interval, in seconds, between updates to the drive usage information on the Resources utility.

Start Watch/End Watch

Select a drive and enter a time interval in the Update Interval box. Click Start Watch to begin monitoring; click End Watch to end the monitoring session.

Applications Running

{button ,AL('RESOURCES')} [See also](#)

Displays a list of currently running applications and their memory usage. The list is sorted according to the amount of memory used by each application.

To display this information, click Applications Running in the Select Item to View list in the [Resources dialog box](#).

The Applications Running page

Refresh

Refreshes the displayed application and memory information.

Close Application

Closes the selected application. Select an application in the list, then click Close Application.

Environment Variables

{button ,AL('RESOURCES')} [See also](#)

Displays information about environment variables.

To display this information, click Environment Variables in the Select Item to View list in the [Resources dialog box](#).

Resources page

{button ,AL('RESOURCES')} [See also](#)

Lets you select whether to show the Resource Monitor utility on the Starfish Internet Utilities Control Center and which components you want visible.

To display the Resources page, click the Customize button and select Resources from the Plug-Ins list.

The Resources page

Check the Show the Resources Monitor box to display the Resources utility.

Resource Gauges

Check the components that you want displayed.

To change the Memory Watch appearance, select a new gauge type from the drop-down list.

Memory Watch page

{button ,AL('RESOURCES')} [See also](#)

Displays statistics about memory and [Windows system resources](#), and lets you set alarms to warn you about declining resources.

To display the Memory Watch page, click the Customize button and double-click Resources in the Plug-Ins list. Then select Memory Watch from the list.

The Memory Watch information is also available in the Resources dialog box.

The Memory Watch page

System Memory

Displays the total memory, the used memory, and the free memory in kilobytes and as a percent of total memory.

GDI Memory

Displays the total GDI resources, the used GDI resources, and the free GDI resources in kilobytes and as a percent of the total.

User Memory

Displays the total user resources, the used user resources, and the free user resources in kilobytes and as a percent of the total.

Notification

Sounds an alarm to warn you when system memory and/or any memory area fall below a specific level. Enter the alarm point in the % Free boxes.

Alarm sound

Change the selected sound.

Drive Watch page

{button ,AL('RESOURCES_DRIVES')} [See also](#)

Displays statistics about your disk drives, such as total disk space, used disk space, and available disk space. The information includes floppy drives, hard disk drives, and network drives.

To display the Drive Watch page, click the Customize button and double-click Resources from the Plug-Ins list. Then select Drive Watch from the list.

The Drive Watch information is also available in the Resources dialog box.

The Drive Watch page

Drive

Displays a list of available floppy drives, hard disk drives, and network drives.

Total

Displays the total amount of disk space on each drive in megabytes or gigabytes.

Used

Displays the amount of used disk space on each drive in megabytes or gigabytes.

Free

Displays the amount of free disk space on each drive in megabytes or gigabytes.

% Free

Displays the percent of free disk space on each drive.

Refresh List

Updates the displayed information.

Update Interval

Enter a new number in the box to specify the time interval, in seconds, between updates to the drive usage information.

Start Watch

Lets you monitor the free space on a drive. Select a drive from the Drive list, enter the update interval, and then click Start Watch.

End Watch

Click to end the monitoring session.

InternetClock page

{button ,AL('CLOCK_CALENDAR')} [See also](#)

Lets you display and hide the InternetClock on Starfish Internet Utilities.

To display the InternetClock page, click the Customize button and select InternetClock from the Plug-Ins list.

Check the box to show the InternetClock on Starfish Internet Utilities. Uncheck the box to hide it from view.

attrib

Displays or sets the attributes (read-only, archive, system, hidden) of files.

Syntax

`attrib [+r|-r] [+a|-a] [+s|-s] [+h|-h] [[drive:][path]filename] [/s]`

call

Transfers control from one batch file to another until that batch file ends, returning control to the first batch file.

Syntax

call [*drive:*][*path*]*filename* [*batch-parameters*]

cd (chdir)

Changes the directory or displays the name of the current directory.

Syntax

cd [*drive:*] [*path*]

cd[.]

chdir [*drive:*] [*path*]

chdir[.]

cls

Clears the screen and the command line, as well as removing all previous output from the output window.

Syntax

cls

copy

Copies a file from one location to another or combines files.

Syntax

`copy [/a|/b] source [/a|/b] [+source[/a|/b] [+ ...]] [destination [/a |/b]] [/v]`

date

Changes the system date.

Syntax

date [*month-day-year*]

del (erase)

Erases a file or group of files.

Syntax

del [*drive:*] [*path*] *filename* [/p] [/s]

erase [*drive:*] [*path*] *filename* [/p] [/s]

dir

Lists the files and subdirectories in a directory.

Syntax

dir [*drive:*] [*path*] [*filename*] [/p] [/w] [/a[:*attributes*]] [/o[:*sortorder*]] [/s] [/b] [/l]

echo

Determines whether commands are displayed as they are executed from the command prompt or from a batch file.

Syntax

echo [off|on]

echo [*message*]

edit

Opens the specified text file in the Windows WordPad application.

Syntax

`edit [[drive:][path]filename]`

exit

Closes the QuickRun dialog box.

Syntax

exit

find

Searches for a string of characters or numbers within a specified file or files.

Syntax

```
find [/v] [/c] [/n] [/i] "string" [[drive:][path]filename]
```

for

Allows you to perform a command on a set of files.

Syntax

When used in a batch file:

```
for %%variable in set do command [command-parameters]
```

When used at the command prompt:

```
for %variable in set do command [command-parameters]
```

goto

Transfers execution in a batch program to a specified line, rather than the next line in the batch program.

Syntax

`goto label`

help

Loads the help system.

Syntax

help [*<command name>*]

if

Tests whether a condition is true before carrying out a command. (If the condition is false, the specified command is not executed.)

Syntax

if [not] errorlevel *number* *command*

if [not] string1==*string2* *command*

if [not] exist *filename* *command*

label

Displays or changes the volume label assigned to a floppy disk or hard drive.

Syntax

label [*drive:*] [*label*]

md (mkdir)

Creates a subdirectory on the specified drive.

Syntax

md [*drive:*]*path*

mkdir [*drive:*]*path*

path

Determines where to look for executable files (.exe, .com, .bat, and .pif) and documents.

Syntax

path

path [=] [[*drive:*][*path*];...]

pause

Suspends execution of a batch file until the user presses a key or clicks a mouse button.

Syntax

pause

print

Allows you to print a file to the current printer.

Syntax

```
print [[drive:][path]filename[...]]
```

prompt

Determines how the command prompt is displayed.

Syntax

prompt [*text*]

rd (rmdir)

Removes the directory specified by <dirname>.

Syntax

rd [*drive:*][*path*]

rmdir [*drive:*][*path*]

rem

Precedes comments in batch files.

Syntax

rem [*comment*]

ren (rename)

Renames files or directories.

Syntax

```
ren [drive:][path] filename1|directoryname1 filename2|directoryname2
```

```
rename [drive:][path] filename1|directoryname1 filename2|directoryname2
```

set

Displays, sets, or deletes DOS environment variables.

Syntax

set [*variable*=[*string*]]

shift

Allows a user to specify more than ten parameters on the command prompt for a batch file by replacing the contents of the first parameter (%0) with the contents of the second (%1) and shifting each subsequent parameter down in similar fashion.

sort

Sorts input and writes the output to a device or file.

Syntax

sort [/r] [/+n] [<] [*drive1:*][*path1*]*filename1* [>[*drive2:*][*path2*]*filename2*]

[*command*]sort [/r] [/+n] [>[*drive2:*][*path2*]*filename2*]

time

Displays or sets the system time.

Syntax

time [*hh:mm*][*ss*][*.xx*][*a|p*]

type

Displays the contents of an ASCII text file within the Windows Prompt Edit Control output windows.

Syntax

`type [drive:][path]filename`

ver

Displays the version of your operating system and the version of Windows Prompt Edit Control.

Syntax

ver

vol

Displays the label and serial number assigned to a drive. If no drive is specified, the current drive is used.

Syntax

vol [*drive:*]

xcopy

Copies files, using all memory made available by Microsoft Windows.

Syntax

xcopy source [*destination*] [/a/m] [/d:*date*] [/p] [/s [/e]] [/w]

Browsing the Internet

{button ,AL('INTERNET')} [See also](#)

Starfish Internet Utilities includes a variety of World Wide Web-related QuickMarks tabs, such as Search, with six to ten QuickMarks buttons in each category. When you install Starfish Internet Utilities, it also automatically imports your Internet “Bookmarks,” if you are using Netscape Navigator, and/or “Favorites,” if you are using Microsoft Internet Explorer. You’ll find special Bookmarks and/or Favorites tabs already provided on QuickMarks. Internet Utilities automatically synchronizes your Bookmarks and Favorites for you. Or, if you prefer, you can [manually synchronize](#) them.


To connect with an Internet site in a QuickMarks group

Click the site’s QuickMarks button. If your default browser is not already running, clicking the button launches the browser automatically. Your browser then connects to that site. After your browser is launched, you can continue to click different QuickMarks buttons to connect quickly to those sites. To change the browser used to launch your QuickMarks buttons, see the [Settings page](#).

You can create additional Internet buttons quickly and easily. For details, see [Adding Internet QuickMarks buttons](#).

Adding Internet QuickMark buttons

{button ,AL('INTERNET')} [See also](#)

You can add Internet QuickMark buttons using either the QuickMark It! button , or a method offered by some browsers.

To add an Internet QuickMark button with the QuickMark It! button

1. Start your QuickMark default browser (Netscape Navigator or Microsoft Internet Explorer).
2. Connect to the page for which you want a QuickMark button.
3. Click the QuickMark It! button.

To add an Internet QuickMark button from your browser

1. In your browser, right-click a Web site that you want to save, and then select Internet Shortcut from the browser's pop-up menu.

(This Windows 95 shortcut method works only with 32-bit browsers, such as Netscape Navigator and Microsoft Internet Explorer. Please note that these methods do not work as described with all versions of those browsers.)

2. Click OK in the Create Internet Shortcut dialog box. This creates a shortcut, represented by a globe-shaped icon, which appears on the desktop.
3. Drag the shortcut to an appropriate Internet QuickMarks group. For example, if the shortcut represents a site for a news magazine, you could drag it to the News group.

In addition, with some browsers, you can select and then drag and drop an individual .gif (graphics file) or hyperlink from a Web page to a QuickMarks group.

Tip: You can assign a representational icon to each QuickMarks button by [customizing](#) it.

Customizing QuickMarks button icons

{button ,AL('INTERNET')} [See also](#)

To change the icon of a QuickMarks button

1. Right-click the QuickMarks button and select Change Icon from the shortcut menu.
2. Click Browse.
3. The Select Icon File dialog opens, displaying the Icon Gallery. Choose an appropriate graphic, and click that icon.

Monitoring your Internet usage

{button ,AL('INTERNET')} [See also](#)


Use the InternetMeter to keep track of your online communications, such as browsing and searching the Web, dialing a BBS, or sending a fax. The InternetMeter works with almost all 32-bit Windows 95 applications, such as Netscape Navigator, Microsoft Internet Explorer, Microsoft Fax, and Hyperterm.

Note: The InternetMeter works *only* with 32-bit communications utilities, such as Netscape Navigator 2.0, Microsoft Internet Explorer, and Spry Mosaic. It does not work with 16-bit browsers or communications utilities.

For details on using the InternetMeter and Call Log window, see [About the InternetMeter](#).

QuickMarking Your Current Web Page

{button ,AL('INTERNET')} [See also](#)

Use Starfish Internet Utilities' unique QuickMark It! button  to create Internet QuickMark buttons with a single mouse click. Now you don't need to worry about bookmarking your favorite sites, or taking the time to follow your browser's procedures for creating a shortcut. Let the QuickMark It! button do the work.

To QuickMark a Web page

1. Start your QuickMark default browser (Netscape Navigator or Microsoft Internet Explorer).
2. Connect to the page for which you want a QuickMark button.
3. Click the QuickMark It! button.

About QuickZip

{button ,AL('ZIP_USING')} [See also](#)

Use QuickZip to compress a group of files into an [archive](#) and extract compressed files. These tasks are often referred to as “[zipping](#)” and “[unzipping](#)” files.

- You can create both .zip files and self-extracting files (.exe) just by dragging and dropping files onto the QuickZip utility.
- You can unzip files either by dragging and dropping them onto the QuickZip utility or just by clicking the Unzip button and entering the name of any .zip file on your system into a dialog box.


Note: If you check the Associate QuickZip with the .ZIP Extension box on the [QuickZip Customize page](#), you can double-click an attached .zip file in MS Exchange to open it in the [Zip Viewer](#) window. In addition, you can double-click a .zip file on a Web page in Netscape Navigator or Microsoft Internet Explorer (version 2.0 or higher), and open that .zip file in the Zip Viewer window. If it is a large file, the downloading process before the Zip Viewer window opens with the .zip file displayed may be time-consuming.

For more information, see [Zipping files](#) and [Unzipping files](#).

Showing and hiding the QuickZip utility

{button ,AL('ZIP_USING')} [See also](#)

To show or hide the QuickZip utility

1. Click  to open the Customize dialog box.
2. Click QuickZip in the Plug-Ins list.
3. Check or uncheck the Show QuickZip box.

Changing the Zip settings

{button ,AL('ZIP_USING')} [See also](#)

To change the Zip settings

1. Click to open the Customize dialog box.
2. In the Plug-Ins list, double-click QuickZip.
3. Check the [Associate QuickZip with the .ZIP Extension](#) box to use QuickZip from a file's shortcut menu.
4. In the Plug-Ins list, click Settings, and then click the Zip tab. After you change your preferences on this page, the modified settings become the default. This means that the next time you use the QuickZip utility, the changes you made will appear in the Zip dialog box settings. The Zip page options are:
 - [Zip Sub-Directories](#)
 - [Store Paths](#)
 - [Use DOS \(8.3\) File Names](#)
 - [Uppercase File Names](#)
 - [Default Zip Mode](#)
 - [Compression](#)

Changing the Unzip settings

{button ,AL('ZIP_USING')} [See also](#)

To change the Unzip settings

1. Click to open the Customize dialog box.
2. Double-click QuickZip in the Plug-Ins list.
3. Check the Associate QuickZip with the .ZIP Extension box to use QuickZip from a file's shortcut menu.
4. In the Plug-Ins list, select Settings, and click the Unzip tab. After you change your preferences on this page, the modified settings become the default. This means that the next time you use the QuickZip utility, the changes you made will appear in the Unzip dialog box settings. The Unzip page options are:
 - Overwrite Existing Files
 - Create Directories as Needed
 - Path for Temporary Files

Zipping files

{button ,AL('ZIP_USING')} [See also](#)

To create a zip file

1. Do one of the following:
 - Drag and drop one or more files onto the QuickZip utility.
 - Click the Zip button.
2. The Zip dialog box opens, containing three pages: [Files](#), [Target](#) and [Options](#). Fill in the fields for these pages in the above order. When you have completed your entries, click the Zip button on the Options page.

Check the Associate QuickZip with the .ZIP Extension box on the [QuickZip page](#) in Customize to use QuickZip from a file's shortcut menu.

Unzipping files

{button ,AL('ZIP_USING')} [See also](#)

To unzip a file

1. Do one of the following:

- Drag and drop a .zip file or self-extracting .exe to the QuickZip utility. (You can unzip a self-extracting .exe file without help from Internet Utilities just by double-clicking it. However, by using QuickZip, you can first see the contents of the .exe file and decide which files to uncompress.)
- Click the Unzip button on the QuickZip utility, and select a .zip or self-extracting .exe file from the Open File dialog box.

2. The QuickZip Viewer window opens and displays the contents of your .zip or self-extracting .exe file. Use the QuickZip Viewer toolbar buttons and menus to perform tasks ranging from adding and removing items to viewing the contents of the archive in different formats, such as large icons and details. You can also e-mail an item by selecting an item, opening the File menu, and selecting Send Mail.

When you are ready to extract the compressed files, either:

- select one or more files (use *Ctrl-Click* to select multiple files). Then click the Unzip Selected toolbar button to open the Unzip dialog box with the Unzip Selected option checked.
 - click the Unzip All toolbar button to open the Unzip dialog box with the Unzip All option checked.
3. The Unzip dialog box opens, containing two pages: Target and Options. Fill in the fields for these pages in the above order. When you have completed your entries, click the Unzip button on the Options page.

Note: If you check the Associate QuickZip with the .ZIP Extension box on the QuickZip Customize page, you can double-click an attached .zip file in MS Exchange to open it in the Zip Viewer window. In addition, you can double-click a .zip file on a Web page in Netscape Navigator or Microsoft Internet Explorer (version 2.0 or higher), and open that .zip file in the Zip Viewer window. If it is a large file, the downloading process before the Zip Viewer window opens with the .zip file displayed may be time-consuming.

About the QuickZip Viewer

{button ,AL('ZIP_USING')} [See also](#)

The QuickZip Viewer window shows you all the files that have been compressed into a [.zip](#) or [.exe](#) file.

To open the QuickZip Viewer window, drag and drop a [.zip](#) or [.exe](#) file onto the QuickZip utility or click the Unzip button. Use the QuickZip Viewer menus or the toolbar buttons to change the appearance of the window contents and select which items to unzip. In addition, you can use the File menu and select Send Mail to e-mail an item.

The toolbar buttons are (from left to right):

- Up One Level moves you up to the next higher folder in an archive that contains folders. It is dimmed until you double-click a folder to see its contents; then you can click this button to return to the higher level folder.
- Unzip Selected unzips the files you have selected in the Unzip window.
- Unzip All unzips all files in the archive.
- View Selected Files opens selected documents or text files for viewing in your default Windows 95 viewer.
- Launch Selected Files launches files you selected.
- Add Item adds files you select to the archive.
- Remove Item removes one or more selected files from the archive.
- Large Icons, Small Icons, Lists, and Details display the files in the archive in different formats.

When you have finished viewing the contents of the [.zip](#) or [.exe](#) file, and want to extract the compressed files, you can either:

- Select one or more files (use *Ctrl-Click* to select multiple files). Then click the Unzip Selected toolbar button to open the Unzip dialog box with the Unzip Selected option checked.
- Click the Unzip All toolbar button to open the Unzip dialog box with the Unzip All option checked.

For more information on unzipping files, see [Unzipping files](#).

About the InternetClock

{button ,AL('CLOCK_CALENDAR')} [See also](#)


The InternetClock lets you schedule alarms, reminders, and tasks, and display up to four clocks, each showing the time in a different time zone. It also includes an [Internet Time Synchronizer](#), which precisely synchronizes your computer's system clock with Internet time servers, ensuring that your system time is accurate and reliable.

You can:

- automatically reset your computer's system clock by linking to an Internet time server that uses the Network Time Protocol (NTP).
- schedule single or recurring [reminders](#) for events and [tasks](#).
- set [alarms](#), and optionally select a [snooze interval](#). You can set an alarm to go off on a recurring basis or for one time only.
- [arrange up to four clocks](#) on the InternetClock, each displaying a different label and time zone.

About reminders

{button ,AL('CLOCK_CALENDAR')} [See also](#)

Starfish Internet Utilities reminders can help you keep track of your busy schedule. Click the Reminder button  on the InternetClock to [set an alarm](#) that will remind you of an appointment. You can repeat the same reminder every day or on a specific day of the week, and you can set a reminder weeks or months in advance.

How reminders are displayed

A reminder appears on screen as a message box. You can click OK to close the reminder box, or click Snooze to close the box for a specified [snooze interval](#). If you do not close the reminder box within an hour, it closes automatically.

To change the chime sound and snooze interval for reminders, click the Customize button, double-click InternetClock, and click Events. On the [Options page](#), select the Reminder Chime you want.

You can also set reminders to appear as an icon in the Windows 95 system tray, instead of in a pop-up window, by checking Show Reminder Icon in System Tray on the Options page. When the reminder appears in your system tray, click the Reminder icon to see the message.

To adjust the volume and duration of the alarm sound, use the volume control in the system tray or the Multimedia program in the Windows 95 Control Panel.

Note: Reminders appear only when Starfish Internet Utilities is running.

About alarms

{button ,AL('CLOCK_CALENDAR')} [See also](#)

You can [set an alarm](#) to remind you about an event or to start a computer task automatically. You can repeat the same alarm every day or on a specific day of the week, and you can set an alarm weeks or months in advance.

How alarms are displayed

When an alarm goes off, an alarm box appears showing the date and time. Click OK to close the box. If you do not close the alarm box within an hour, it closes automatically.

You set the alarm sound for a non-message alarm in the [InternetClock Alarm dialog box](#). To adjust the volume and duration of the alarm sound, use the volume control in the Windows 95 system tray or the Multimedia program in the Windows 95 Control Panel.

Note: These alarms appear only when Starfish Internet Utilities is running.

About task alarms

{button ,AL('CLOCK_CALENDAR')} [See also](#)

Starfish Internet Utilities task alarms can start programs that you want to run periodically to perform particular tasks. You [set a task alarm](#) to launch an application. You can repeat the same alarm every day or on a specific day of the week, and you can set an alarm weeks or months in advance.

How task alarms work


At the scheduled alarm time, the application starts.

Note: Task alarms work only when Starfish Internet Utilities is running.

Showing and hiding the InternetClock

{button ,AL('CLOCK_CALENDAR')} [See also](#)

To show or hide the InternetClock


1. Click  to open the Customize dialog box.
2. Click InternetClock in the Plug-Ins list.
3. Check or uncheck the Show box.

You can also show or hide [individual clocks](#) on the InternetClock.


Adding and removing clocks

{button ,AL('CLOCK_CALENDAR')} [See also](#)

To display another clock on the InternetClock utility

1. Click  to open the Customize dialog box.
2. Double-click InternetClock and click Settings.
3. On the [Clocks page](#), click the Add button.
4. Enter a time zone and a caption.

To remove a clock from the InternetClock utility

1. Click  to open the Customize dialog box.
2. Double-click InternetClock and click Settings.
3. On the Clocks page, select the clock that you want to remove and click the Remove button.

You can also [hide the entire InternetClock utility](#).

Setting your computer's date and time

{button ,AL('CLOCK_CALENDAR;CLOCK_CALENDAR_SYNCH')} [See also](#)

To set your system date or time, do one of the following

- Click the date below the clock.
- Click the Customize button. Double-click InternetClock and click Settings. On the [Clocks page](#), click Set Date/Time.

Specifying an analog or digital clock

{button ,AL('CLOCK_CALENDAR_APPEARANCE')} [See also](#)

To change the clock style to analog or digital

- Click the Customize button. Double-click InternetClock and click Settings. On the [Appearance page](#), select a clock and choose Analog Clock Face or Digital Clock Face.


The analog clock shows the time with the hour and minute hands pointing to numbers (with an optional second hand), and the digital clock represents time as a number.

Note: If you're using a communication program that has a time-out feature, turn the Second Hand option off to avoid a time-out every time the clock repaints the second hand.

Choosing a clock face

{button ,AL('CLOCK_CALENDAR_APPEARANCE')} [See also](#)

To choose a clock face

1. Click  to open the Customize dialog box.
2. Double-click InternetClock, and click Settings.
3. Click the tab for the [Appearance page](#).
4. In the Clock Face list, select a clock and click Analog Clock Face or Digital Clock Face. Choose the clock option you want from the drop-down list.


As you click the names of the clock faces, Starfish Internet Utilities displays the clock face in the clock face area on the right.

Showing or hiding the clock's second hand

{button ,AL('CLOCK_CALENDAR_APPEARANCE')} [See also](#)

When an analog clock is displayed, you can show or hide the second hand.

To show or hide the clock's second hand


1. Click  to open the Customize dialog box.
2. Double-click InternetClock and click Settings.
3. On the [Appearance page](#), select a clock and check or uncheck Show Second Hand.

Note: The second hand might interfere with some communication programs. If your communication program is experiencing unnecessary time-outs, try hiding the second hand.

Setting a reminder

{button ,AL('CLOCK_CALENDAR_ALARM')} [See also](#)

To set a reminder


1. Click the Reminder button  on the InternetClock to open the [InternetClock Reminder dialog box](#).
2. In the Date section, choose a single date or schedule the reminder to repeat daily, weekly, or monthly. To set a date, use the arrows or type a number in the box.
3. In the Time section, choose the time and time zone for the reminder, or set it to repeat every so many minutes. To set a time, use the arrows or type a number in the box.
4. In the Reminder section, type the reminder message in the box.

To view reminders, click the Customize button. Double-click InternetClock, and click Events in the Plug-Ins list. Click the Events tab to see your reminders.

Setting an alarm

{button ,AL('CLOCK_CALENDAR_ALARM')} [See also](#)

To set an alarm

1. Right-click the InternetClock and choose Schedule Alarm to open the [InternetClock Alarm dialog box](#).
2. In the Date section, choose a single date or schedule the alarm to repeat daily, weekly, or monthly. To set a date, use the arrows or type a number in the box.
3. In the Time section, choose the time and time zone for the alarm, or set it to repeat at intervals. To set a time, use the arrows or type a number in the box.
4. In the Alarm section, choose the sound you want for the alarm. To preview the sound, click the  button.

To view alarms, click the Customize button. Double-click InternetClock, and click Events in the Plug-Ins list. Click the Events tab to see your alarms.

Scheduling a task with an alarm

{button ,AL('CLOCK_CALENDAR_ALARM')} [See also](#)

To set an alarm to run a program automatically

1. Right-click the InternetClock and choose Schedule Task to open the [InternetClock Task dialog box](#).
2. In the Date section, choose a single date or schedule the task to repeat daily, weekly, or monthly. To set a date, use the arrows or type a number in the box.
3. In the Time section, choose the time and time zone for the task, or set it to repeat at intervals. To set a time, use the arrows or type a number in the box.
4. In the Task section, enter the name, directory path, and, optionally, a command-line parameter for starting it. You can click the Browse button to find the program you want.
5. Check the Run Minimized box if you want the program to run minimized.

To view program task alarms, click the Customize button. Double-click InternetClock, and click Events in the Plug-Ins list. Click the Events tab to see your scheduled program task alarms.

Changing a reminder, alarm, or task

{button ,AL('CLOCK_CALENDAR_ALARM')} [See also](#)

To change an event (reminder, alarm, or task)

1. Right-click the InternetClock and choose Customize from the shortcut menu.
2. Click Events.
3. Select the event to change and click Modify.
4. Change the event details in the Modify Event dialog box.

To view events, click the Customize button. Double-click InternetClock, and click Events to see your scheduled reminders, alarms and tasks.

Setting the snooze interval

{button ,AL('CLOCK_CALENDAR_ALARM')} [See also](#)

When a reminder message box displays, you can click Snooze to close it temporarily. The reminder box will appear again after a set number of minutes known as the snooze interval.

To set the snooze interval

1. Right-click the InternetClock and choose Customize from the shortcut menu.
2. Click Events.
3. Click the [Options](#) tab.
4. In the Snooze For box, type the number of minutes for the snooze interval, or use the arrows to raise or lower the current value.

Showing reminders in the system tray

{button ,AL('CLOCK_CALENDAR_ALARM')} [See also](#)

By default, reminders appear as pop-up messages on your screen, but you can set them to appear as reminder icons in the Windows 95 system tray. Then when the chime alerts you, you click the reminder icon to see the message.

To set reminders to appear as icons in the system tray


1. Right-click the InternetClock and choose Customize from the shortcut menu.
2. Click Events.
3. Click the [Options](#) tab.
4. Click Show Reminder in System Tray.

Choosing an alarm sound for reminders

{button ,AL('CLOCK_CALENDAR_ALARM')} [See also](#)

To choose a sound for reminders

1. Right-click the InternetClock and choose Customize from the shortcut menu.
2. Select InternetClock in the Plug-Ins list, and then click Events.
3. Click the Options tab.
4. In the Reminder Chime section, select the sound you want to alert you when the reminder appears.

To hear the sound, click the Play  button.

Deleting a reminder, alarm, or task

{button ,AL('CLOCK_CALENDAR_ALARM')} [See also](#)

To delete an event (reminder, alarm, or task)

1. Right-click the InternetClock and choose Customize from the shortcut menu.
2. Click Events to view your scheduled reminders, alarms, and tasks.
3. Select the event to delete and click Remove.

Note: You can also disable temporarily all recurring events without deleting them. To do this, check the Disable Recurring Events box on the [Events page](#) in the Customize dialog box.

About the Internet Time Synchronizer

{button ,AL('CLOCK_CALENDAR')} [See also](#)

The Internet Time Synchronizer precisely synchronizes your computer's system clock by linking to an Internet time server that uses the Network Time Protocol (NTP). You need either a modem or network Internet connection to synchronize your system time.

For more details on the Time Synchronizer, right-click the Time Synchronizer icon in the system tray and select Help from the shortcut menu.

About the InternetMeter


{button ,AL('MONITOR')} [See also](#)

Use the InternetMeter to keep track of your online communications, such as browsing and searching the Web, dialing a BBS, or sending a fax. The InternetMeter works with almost all 32-bit Windows 95 applications, such as Netscape Navigator, Microsoft Internet Explorer, Microsoft Fax, and Hyperterm. (The InternetMeter works *only* with 32-bit communications utilities, such as Netscape Navigator 2.0, Microsoft Internet Explorer, and Spry Mosaic.)

Note: Even after you exit from Starfish Internet Utilities, the background monitoring component of the InternetMeter module continues to record your online activities. It is loaded whenever Windows starts, and is represented by a small [icon in the system tray](#) of the Windows 95 taskbar. When Internet Utilities is not running, you can right-click this icon and select Close InternetMeter from the shortcut menu to stop the background monitoring and remove the icon. When you restart Windows 95, that icon will again be displayed.

As you conduct an online communication, the InternetMeter displays:


- the progress of your online activity, either by displaying your modem status lights or input/output progress. For details on changing this display, see [Changing the InternetMeter display](#).
- the current action (such as “connecting”)
- number of bytes sent and received
- elapsed hours, minutes, and seconds for the current call. Click the scroll arrows on either side to see the time accumulated online by day, by month, and by year.

To view a complete log of all your online connections in the [Call Log window](#), click the Call Log  button.

Note: Online and Internet service providers vary in their policies concerning their billing practices, such as in their methods for rounding up the hours spent or billing in minimum time increments. They also may change their policies. InternetMeter does not account for all such variables. Although InternetMeter will reflect the actual time spent online, that time may not correspond to your final bill from your service provider.

Using the Call Log window

{button ,AL('MONITOR')} [See also](#)

Click the Call Log button  on the InternetMeter to analyze your previous online sessions and print detailed reports of your online communications with almost all 32-bit Windows 95 applications, such as Netscape Navigator 2.0 and higher and Microsoft Internet Explorer 2.0 and higher.


The Call Log window contains two pages: [Call Details](#), which allows you to view detailed statistics about your online communications, and [Online Usage Report](#), which displays a summary report of your online usage for a selected service provider.

Note: You can remove entries of calls from your log file that are older than a certain number of days. For details, see the [Call Log](#) page in Customize.

Showing and hiding the InternetMeter

{button ,AL('MONITOR')} [See also](#)

To show or hide the InternetMeter

1. Click  to open the Customize dialog box.
2. Click InternetMeter in the Plug-Ins list.
3. Check or uncheck the Show box on the InternetMeter page.

Changing the InternetMeter display

{button ,AL('MONITOR')} [See also](#)

To change the InternetMeter display

1. Click to open the Customize dialog box.
2. Double-click InternetMeter in the Plug-Ins list, and then click Settings in the Plug-Ins list.
3. Click the Settings tab.
4. In the Connection Display area, check whether you prefer:
 - Modem Display, which shows modem lights.
 - Histogram Display, which shows a graphical representation of online input and output progress.

Changing your modem or calling location

{button ,AL('MONITOR')} [See also](#)

You can change your modem and/or location information.

To change your modem and/or location information

Right-click the InternetMeter and select Set Up Location and/or Set Up Modem from the shortcut menu:

- Set Up Location opens the Windows Control Panel Dialing Properties dialog box, where you can specify your location and dialing details.
- Set Up Modem opens the Windows Control Panel Modem Properties dialog box, where you can change your modem information.

See your Windows documentation for details on these dialog boxes.

Changing the appearance of the InternetMeter

{button ,AL('MONITOR')} [See also](#)

You can change the position and size of the InternetMeter.

To change the size and position of the InternetMeter

1. Right-click the InternetMeter and select either:

- full size, which will provide greater detail about your online connection
- compact size, which will save space on the Control Center.

2. Click Position, and then select whether you prefer to have the InternetMeter:


- snapped onto the Control Center
- snapped off and floating. If you choose this option, you can also select Always in Front if you want the InternetMeter to appear in front of other windows when it is snapped off.

Modifying the service provider list

{button ,AL('MONITOR')} [See also](#)

Use the Services page if you want to add or remove a service provider. Or, if the name of a service provider is too long to fit on the screen or in your logs, you can specify a shortened display name. You also have the option of turning off call logging for a selected service provider.

To add to the service provider list or specify a shortened name


1. Click  to open the Customize dialog box.
2. Double-click InternetMeter in the Plug-Ins list and then select Services in the Plug-Ins list.
3. Click the Services tab.
4. Click Add to enter the name of a new service provider.
5. In the Service Name section, enter the name of the online service and an optional short name that will be displayed on the InternetMeter. (If you want only to enter a shorter name for a service provider, select that service provider first from the Online Services section. Then enter the shorter name in the Service Name section.)

Monitoring your online service provider time

{button ,AL('MONITOR')} [See also](#)

If your online service provider limits your free time, use the InternetMeter to track your hours and remind you when you have used up your free time.

To monitor your online service provider time

1. Click  to open the Customize dialog box.
2. Double-click InternetMeter in the Plug-Ins list and then select Services in the Plug-Ins list.
3. Click the Free Time tab.
4. Select a service provider from the Online Services list.
5. In the Free Time section, enter the time you have accumulated with the selected service provider and the billing start date.


When you want to check how much free time you have left, you can view your remaining hours on this page.

Identifying a service provider

{button ,AL('MONITOR')} [See also](#)

With some applications, such as some versions of Hyperterm, the InternetMeter cannot determine the name of the provider you are using. Instead, it will show you the name of the application (.exe) that has launched the call or connection. In such situations, use the Identification page to identify the service provider by entering either the application name without a path or the telephone number that you use to connect to that service provider.

To identify a service provider


1. Click  to open the Customize dialog box.
2. Double-click InternetMeter in the Plug-Ins list and then select Services in the Plug-Ins list.
3. Click the Identification tab.
4. Select a name from the Online Services list.
5. If needed because of an application you are using, enter its .exe in the Application field. Or, enter the telephone number(s) that you use to connect to that provider.

Cleaning up your log file and ignoring short calls

{button ,AL('MONITOR')} [See also](#)

You can have the InternetMeter remove older calls from your call log file. In addition, you can have the InternetMeter ignore short calls.

To clean up your log file and ignore short calls

1. Click  to open the Customize dialog box.
2. Double-click InternetMeter in the Plug-Ins list and then select Settings in the Plug-Ins list.
3. Click the Call Log tab.
4. Select a time interval from the Minimum Duration drop-down list to have the InternetMeter ignore short calls.
5. Enter the number of days to keep records of your older calls, and check the box.

Note: You can remove the older calls immediately by clicking the Remove Calls Now button.

Using the InternetMeter system tray icon menu

{button ,AL('MONITOR')} [See also](#)

You can change your modem and/or location information, get information about your Internet configuration, view the Call Log box, and close the InternetMeter system tray icon with the InternetMeter icon shortcut menu.

To use the InternetMeter icon shortcut menu

Right-click the InternetMeter and select:

- Open Call Log to use the InternetMeter [Call Log](#).
- Set Up Location to open the Windows Control Panel Dialing Properties dialog box, where you can specify your location and dialing details.
- Set Up Modem to open the Windows Control Panel Modem Properties dialog box, where you can change your modem information.
- Internet Info to view technical details about your Internet configuration and your network adapters. (See your Windows documentation for details on the Location, Modem, and Internet dialog boxes.)
- Close InternetMeter when Internet Utilities is not running to stop the background monitoring and remove the icon. When you restart Windows 95, that icon will again be displayed.

