



Dashboard[®] 95

User's Guide

- **Introduction**
- **Installation**
- **Driver's training: Getting started**
- **Getting up to speed**
- **Cruising: The Dashboard panels**

Dashboard 95

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Introduction

Dashboard 95: The key to driving Windows 95!

Welcome to Dashboard 95, the high-powered, convenient utility that speeds up all your work with Windows 95.

What's new in Dashboard 95?

Dashboard 95 contains new and improved features that will make your work in Windows faster and easier. Here are some of the highlights:

- ◆ Dashboard 95 is specifically designed to run in Windows 95 and to take advantage of its features.
- ◆ You can organize Quick Launch buttons into the new Quick Launch groups.

Dashboard creates three system groups to give you instant access to your desktop, documents and Dashboard layouts. In addition, when you run Dashboard for the first time, the App Organizer scans your hard disk for common applications and creates groups and Quick Launch buttons for them. If you add applications later, the App Organizer finds them and adds them to the right groups.

- ◆ Layouts, which are arrangements of open programs in the Extended Screens, are now on the Quick Launch panel, so you can start several programs with a mouse click.
- ◆ Dashboard 95 provides single-click access to some of the most frequently used Windows 95 features, such as Find and the Explorer.
- ◆ The enhanced Resources panel monitors Windows 95 system resources, including CPU usage, threads in use, and number of “virtual machines”. The CPU activity meter shows you the heartbeat of your computer.
- ◆ You can tile or cascade windows on the desktop with one click.
- ◆ The transition to Windows 95 is easier, because the Dashboard Programs panel preserves your Windows 3.1 program groups and provides single-click access to them.

- ◆ The Dashboard Taskbar provides enhanced flexibility compared to the Windows 95 taskbar. Dashboard's Taskbar can "float" in your workspace, and it can provide information about each task at the click of a button.

Where to go for help

Your first source of help and information should be this manual and the online Help system. In addition, here is contact information in case you need assistance:

McAfee Associates, Inc.
2710 Walsh Avenue
Santa Clara, CA 95051-0963
USA

Phone (408) 988-3832

FAX (408) 970-9727

Hours 6am to 5pm PST

Monday through Friday

McAfee BBS: (408) 988-4004

200 bps to 28,800 bps

8 bits, no parity, 1 stop bit

24 hours a day, 365 days/year

CompuServe: GO MCAFEE

Internet: support@mcafee.com

America On-line: MCAFEE

MSN: MCAFEE

WWW: <http://www.mcafee.com>

Installation

This chapter tells you what you need to run Dashboard and describes the Dashboard installation.

What's in the box

- ◆ A 3 1/2 inch disk
- ◆ This Dashboard *User's Guide*
- ◆ A registration card

What you need to run Dashboard

Here's what you need to run Dashboard:

- ◆ *Hardware:* Dashboard can run on any computer that will run Microsoft Windows 95. An IBM-compatible 386 computer with 4Mb of memory is required; a 486 with 8Mb of memory is recommended.
- ◆ *Software:* Microsoft Windows 95.
- ◆ *Hard Disk Space:* Dashboard uses 3Mb of hard disk space when installed on your system.

What about a mouse?

A mouse is recommended, but you can also use Dashboard without one. The *User's Guide* uses the following terms to describe how you use the mouse:

- ◆ *Click:* Press and quickly release the mouse button.
- ◆ *Double-click:* Press and release the mouse button twice in rapid succession.
- ◆ *Right-click:* Press and release the right mouse button.
- ◆ *Grab:* Press and hold down the mouse button.
- ◆ *Drag:* Grab an item, move the pointer to new location, and release the button.

Installing Dashboard

Before you can use Dashboard, you must install it on your hard disk.

NOTE If you already have a copy of Dashboard, you can install directly over it. However, if you have a dual-boot Windows 3.1 and Windows 95 computer, do not install Dashboard 95 over an existing version of Dashboard, because Dashboard 95 does not work with Windows 3.1.

Please take a moment to read the Product License, Limited Warranty, and Limitation of Liability before installing.

To install Dashboard

- 1** Start your Windows 95 computer, if you haven't already.
- 2** Insert the Dashboard disk into drive A.
- 3** Click the Start button, and then choose Run.
- 4** Type A:INSTALL (if you are installing from Drive B, type B:INSTALL).
- 5** Follow the instructions provided on your screen. Windows finds the Dashboard installation program INSTALL.EXE, and runs it to install Dashboard.

Please register your copy of Dashboard. Registration keeps you up to date on news of Dashboard and other Starfish Software products.

After installation

The first time you run Dashboard, your system is examined and the following features are automatically set up:

- ◆ Dashboard's App Organizer scans your hard disk for common applications and creates Quick Launch groups and Quick Launch buttons for them.

Dashboard creates three system Quick Launch groups:

Desktop, containing all icons and shortcuts found on your Windows 95 desktop.

Documents, containing documents you have accessed recently. These are the same as the documents found on your Start menu Documents folder.

Layouts, containing all layouts you have defined. If you create a layout with three applications, for example, a single click on the icon in this group launches all three applications and positions them on your extended screens.

Then the App Organizer scans to find installed programs it recognizes, and arranges them in additional Quick Launch groups: Utilities, E-mail/Internet, and suites. You can add or delete applications and rename these groups as desired.

- ◆ Dashboard creates tabs in the Programs panel for each of your Program Menu entries, and for each folder that contains program files.

Any program groups you had in Windows 3.1 are converted into tabs on the Programs panel to simplify your transition to Windows 95



Dashboard creates Quick Launch groups to contain applications on your hard disk

Dashboard sounds

Some Dashboard features, such as the alarm clock, use sound. Your Dashboard disk includes several .WAV sound files. These sound files appear as choices in appropriate places when you are setting Dashboard preferences. If your computer is equipped with a sound card, then you can play the sounds contained in these .WAV files.

Driver's training: Getting started

This chapter gets you started by describing the following Dashboard features that make your work in Windows faster and more efficient:

- ◆ An overview of Dashboard
- ◆ A graphical summary of the Dashboard controls
- ◆ A brief description of the individual panels that make up Dashboard
- ◆ Getting help while using Dashboard

What is Dashboard?

Dashboard is an onscreen set of controls, gauges, and accessories for working with Windows quickly. Dashboard gives you convenient push-button control over everything you do in Windows.

You can launch programs from Dashboard with just the click of a button or a keystroke or two, or you can print or fax a file by simply dragging it to a Dashboard icon. A set of miniature screens shows which programs you're working with; you can switch back and forth among them with a single click. Glancing at a panel, you can instantly check how much memory is available in your computer. Dashboard even has an alarm clock with a built-in snooze alarm.

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

What's on the Dashboard?

Dashboard provides quick and easy access to all the features of Windows. Three types of controls are on the Dashboard:

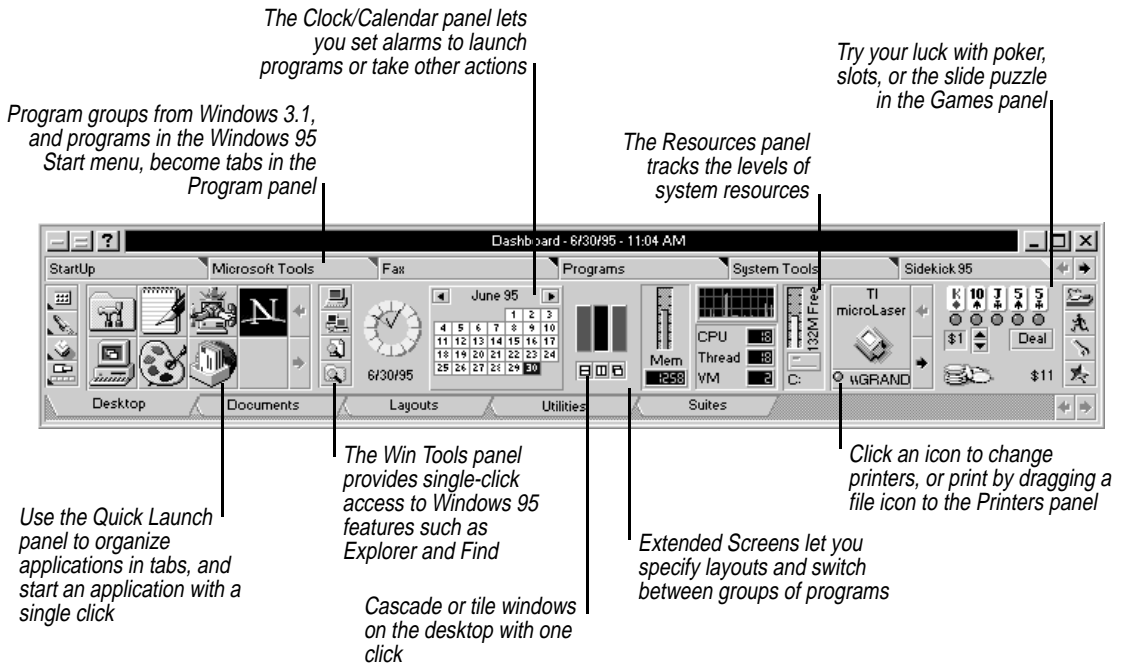
- ◆ Panels are groups of the most common features

- ◆ Menus are pull-down lists of commands you can use
- ◆ Buttons are icons you click to control Dashboard

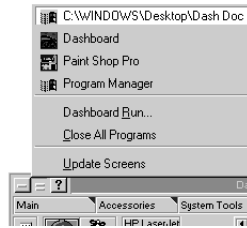
Panels

Dashboard groups most controls into panels that you have complete control over:

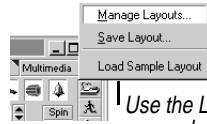
- ◆ You can snap panels on and off the Dashboard for easier access.
- ◆ You can control the size of panels, and even hide them if you want.
- ◆ You can rearrange items on each panel, and rearrange panels on the Dashboard itself.



Menus Dashboard also provides three menus to help you work in the Windows environment.



— Use the Task menu to switch between open programs, display the Dashboard Run dialog box, or close all programs



Use the Layout menu to save your Dashboard screen layout—the placement and size of applications in the Extended Screens—and to manage other previously saved layouts

Layouts let you launch several applications with a single click

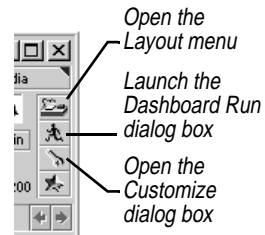
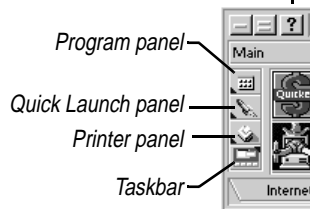
Access typical Windows functions with the System menu



Buttons Buttons let you snap Dashboard panels on and off, launch Dashboard Run and Help, and open the Customize dialog box.

These buttons let you snap panels on or off the Dashboard, or hide panels

Get context-sensitive help for any element on the Dashboard



Driver's training

Each Dashboard panel groups together common tasks that you perform in Windows. A panel's shortcut menu is usually the fastest way to work with Dashboard.

To open a panel's shortcut menu

Right-click the panel.

Each choice in a shortcut menu is a command that is also available elsewhere in Dashboard. For example, to hide a tab in the Program panel, you can either right-click the panel and choose Hide Group

from the shortcut menu, or you can click the Customize button, select Programs from the Item to Customize list, select your program group from a list, click the Hide Group button, and click Done.

The shortcut menu for the Clock/Calendar panel is shown below.



Right-click a panel to display a shortcut menu listing tasks you can perform with that panel

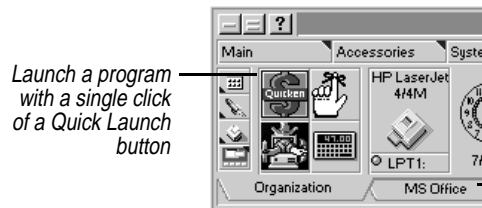
For example, the Clock/Calendar shortcut menu lets you change the display of the date and time, and lets you set alarms

Overview of panels

The following sections provide a brief overview of each panel in Dashboard. For complete information about each panel, see the online Help or **Chapter 4, “Cruising: The Dashboard panels.”**

Quick Launch panel

The Quick Launch panel displays your most frequently used programs as buttons for easy access. Quick Launch groups organize your Quick Launch buttons by task, program, or project.

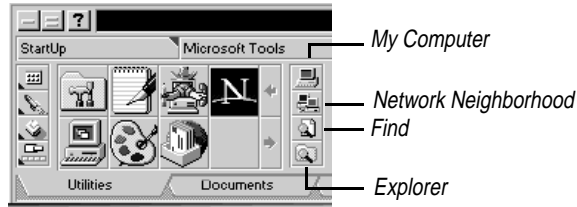


Launch a program with a single click of a Quick Launch button

Click a Quick Launch tab to display a different group of buttons

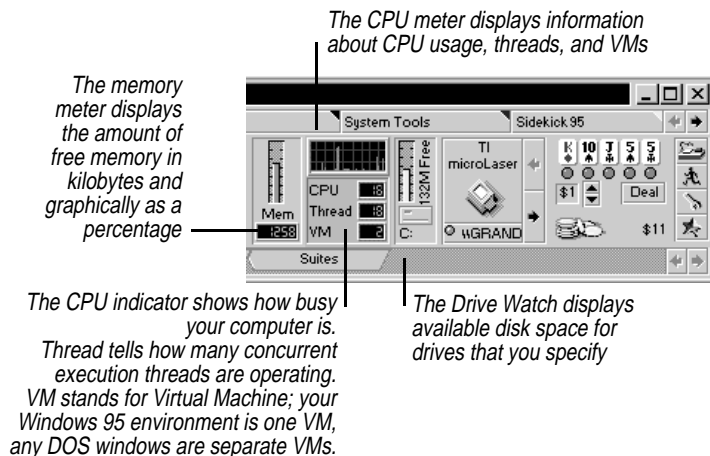
Win Tools panel

The Win Tools panel provides single-click access to the most frequently used features of Windows 95. Choose the features that you work with all the time and display them on this panel.



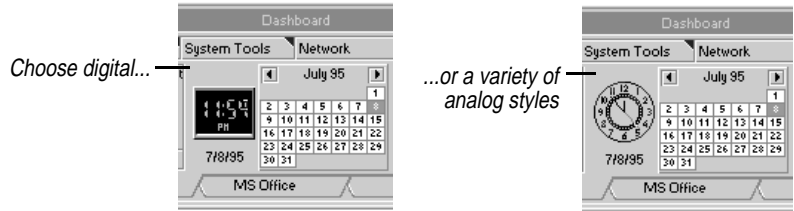
Resources panel

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



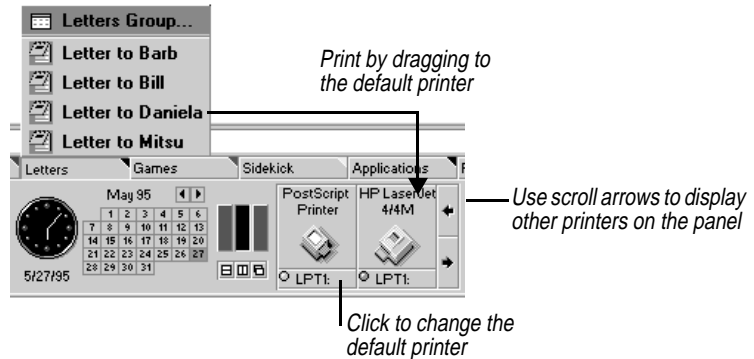
Clock/Calendar panel

The Clock/Calendar sets alarms that can launch programs or simply remind you of appointments, while keeping the date and time in a convenient display.



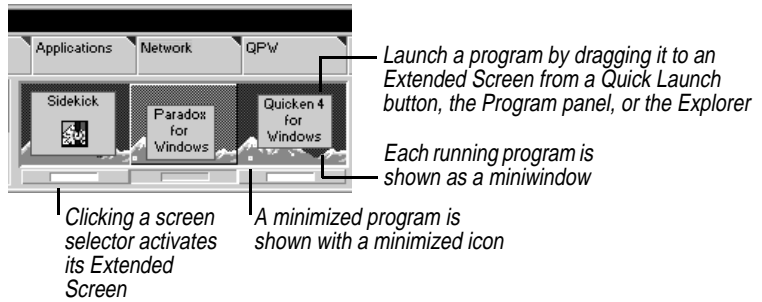
Printers panel

The Printers panel lets you change your default printer with a single click, and it prints any document that you drag to it.



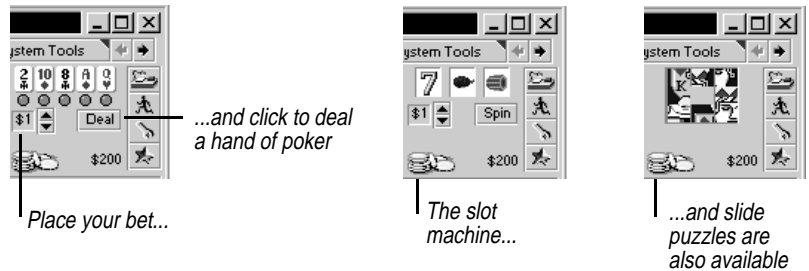
Extended Screens panel

Extended Screens specify layouts and let you switch between groups of programs. Each extended screen represents a full-screen view. You can open programs on different Extended Screens and then switch between them, rather than piling up programs on the same screen.



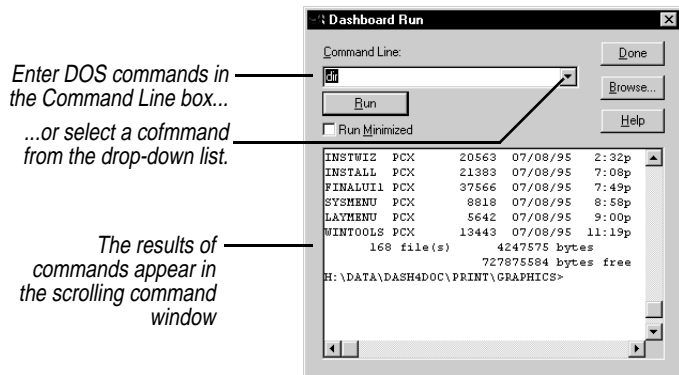
Games panel

The Games panel offers you a choice between poker, a slide puzzle, or a slot machine.



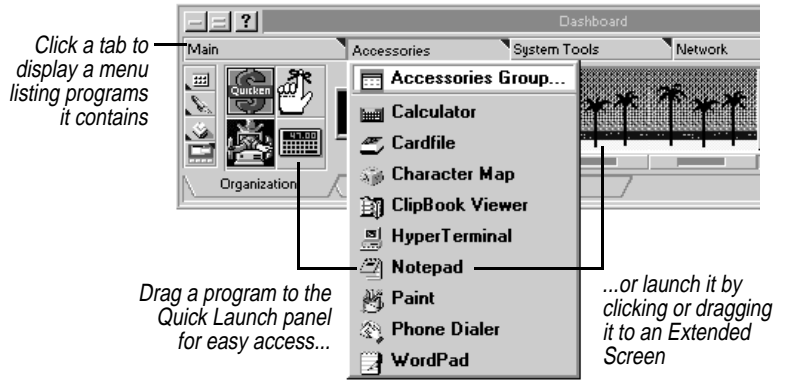
Dashboard Run

Dashboard Run displays a command line and a DOS command window from which you can execute DOS and Windows 95 commands.



Programs panel

The Programs panel displays a tab for each of the program in the Windows 95 Programs folder and the Windows 3.1 Program Manager. It is designed to make it easy for you to find and start your applications.



— Snap the Programs panel off the Dashboard to turn it into a floating palette

Taskbar

The Windows 95 Taskbar now provides some of the same functionality as the Dashboard Taskbar. However, you can snap off the Dashboard Taskbar, and you can get information about a task by right-clicking it in the Dashboard Taskbar and selecting Task Info.

Like the Windows 95 Taskbar, the Dashboard Taskbar lets you switch between open applications. When you dock the Taskbar at the edge of the screen, it is available from any application.



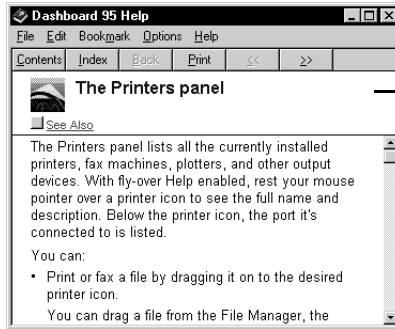
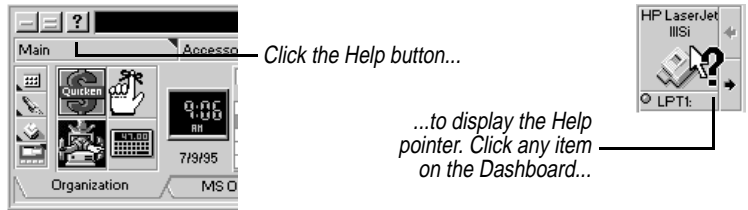
The Dashboard Taskbar

Getting Help

Dashboard Help lets you find the information you need quickly.

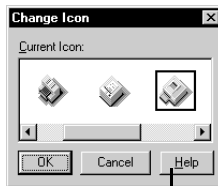
To display Help on any panel, button, or control on the Dashboard

- 1 Click the Help button on the Dashboard.
The mouse pointer changes into the Help pointer question mark.
- 2 Place the Help pointer on any item, and click to see the online Help topic for that item.

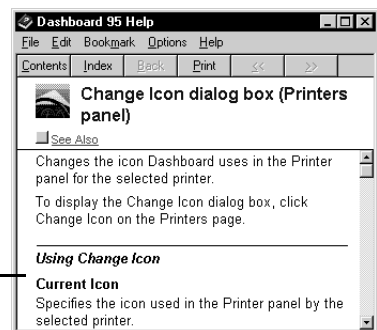


To display Help about a dialog box

- 1 Open the dialog box.
- 2 Click its Help button.



...displays Help
for the dialog box



The Help Contents

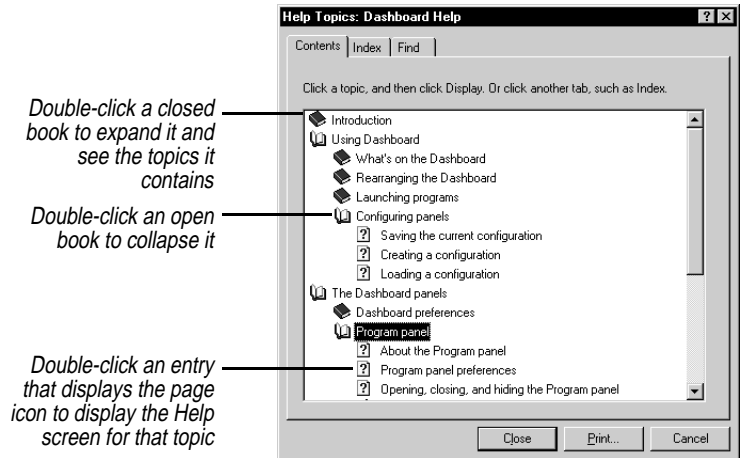
The Contents page lets you navigate easily in the Dashboard Help.

To display the Help Contents page

Do either of the following:

- ◆ Double-click the Help button on the Dashboard.
- ◆ Click the Contents button in any help topic.

You can double-click any closed book on the Contents page to expand it and see the topics it contains, or double-click an open book to collapse it. Double-click an entry that contains the page icon to display the Help screen for that topic.



The Help Index

You can also use the Help Index to find the exact topic you want information about. Like a book's index, the Help Index contains an alphabetical list of index entries, and each entry is associated with one or more topics.

To display the Help Index

Do either of the following:

- ◆ Click the Index tab in the Contents page of the Help.
- ◆ Click the Index button in any help topic.

To use the Help Index

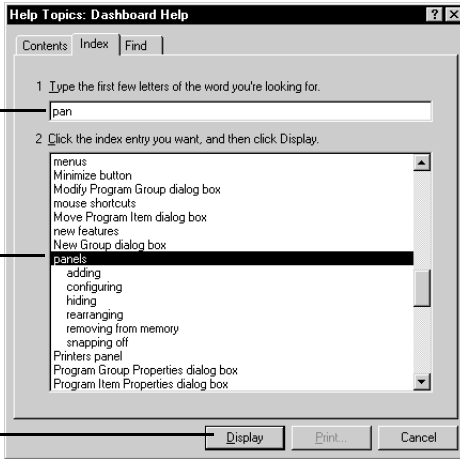
- 1** Type the first few letters of the word you are looking for.
- 2** Select an index entry from the scrolling list.
- 3** Click Display.
 - ◆ If the index entry is associated with only one topic, that topic is displayed.
 - ◆ If the index entry is associated with more than one topic, the Topics Found list is displayed.

- 4 If necessary, select the topic in the Topics Found list and click Display.

Type the first few letters of the word you are looking for...

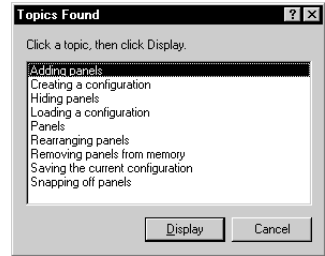
...select the index entry from the scrolling list...

...then click Display



If the index entry is associated with only one topic, that topic is displayed.

If the index entry is associated with more than one topic, the Topics Found list is displayed.



The Help full-text search

You can use the full-text search feature of the online Help to search for any word that appears in the Help, even if it does not appear in the Index.

To display the full-text search

Do either of the following:

- ◆ Click the Find tab in the Contents page of the Help.
- ◆ Click the Find button in any help topic.

To use the full-text search

- 1 Type the first few letters of the word or phrase you are looking for.
- 2 Select one or more matches from the scrolling list.

The list of topics containing the selected word or phrase appears in the bottom panel.

- 3 Select a topic from the bottom panel.

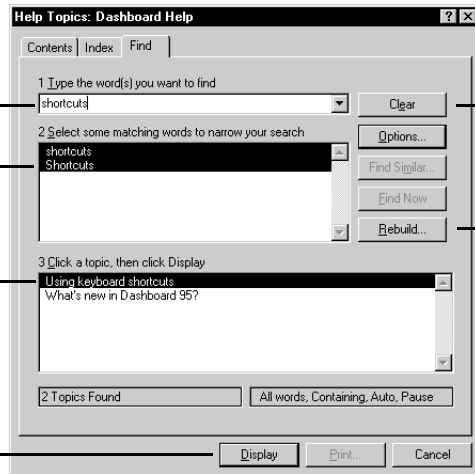
4 Click Display to look at the topic.

Type the first few letters of the word you are looking for...

...select one or more matches from the scrolling list...

...select the topic that you want to view...

...then click Display



Use these buttons to set options and to further control your ability to search

Using ToolTips

In addition to the online Help system, Dashboard provides *ToolTips* to identify the components of the Dashboard window.

To display ToolTips

Place the pointer over the item you want to identify, and wait for a couple of seconds.

A ToolTip appears, identifying the item.

To remove the ToolTip

Move the pointer off the item.

To disable ToolTips

Right-click the Dashboard title bar, and choose Disable ToolTips.



ToolTip identifying the Sidekick Quick Launch button

Getting up to speed

Most software programs try to make you work a certain way: *their way*. Dashboard recognizes that you're an individual, that you have your own way of working, and that it may well be different from everyone else's. You can customize Dashboard so it works just the way you want it to.

This chapter describes some of the basic tasks you perform with Dashboard, including the following:

- ◆ Using drag and drop
- ◆ Rearranging the Dashboard
- ◆ Launching programs
- ◆ Configuring panels

Using drag and drop

Dashboard makes extensive use of *drag and drop*, where you can perform many tasks just by dragging with the mouse. Here are some of the ways you can use drag and drop:

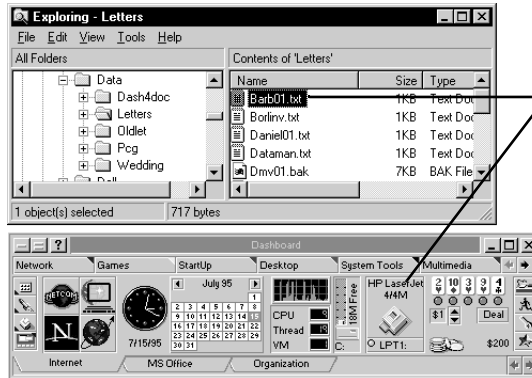
- ◆ To launch a program, drag its icon from the Quick Launch panel or Programs panel to any of the Dashboard Extended Screens, or drag the .EXE file name from the Explorer.
- ◆ To create a new Quick Launch button, drag the program icon from a tab on the Programs panel to the Quick Launch panel, or drag the .EXE file name from the Explorer.
- ◆ To rearrange the Quick Launch buttons, drag the icons into their new positions.

- ◆ To print a file, drag it from the Explorer to the current printer on the Printers panel.

As you drag, the pointer changes to this symbol when you're not over a valid "drop zone"



When the pointer changes to this symbol, you can release the mouse button and drop the item

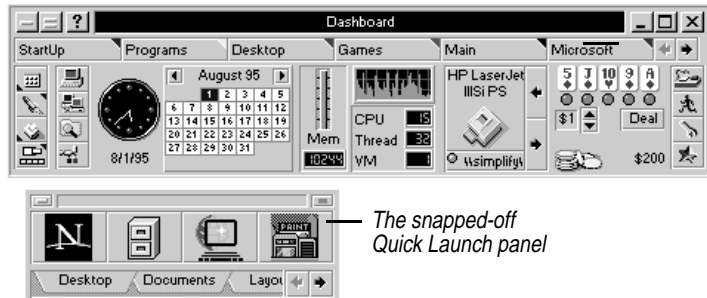


You can print by dragging a file from the Explorer to the Printers panel

Rearranging the Dashboard

You can rearrange everything on the Dashboard to suit your personal working style. For example, you might want the Games on the far right and the Clock panel on the far left. And you might want to snap off the Quick Launch panel, but close the Taskbar and Extended Screens panels completely.

The Quick Launch panel is snapped off, and the Taskbar and Extended Screens panel are closed



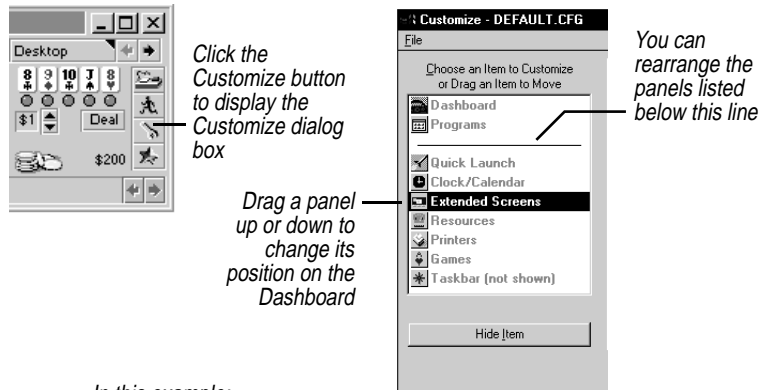
Rearranging panels

The item list on the left side of the Customize dialog box lists all the currently installed Dashboard panels. The order in which the panels appear in this list corresponds to their order on the Dashboard. Rearrange the panels by dragging them in the list.

To change the position of panels on the Dashboard

- 1 Click the Customize button to display the Customize dialog box.

- 2 Drag a panel up or down in the list to change its position on the Dashboard.



In this example:

- If Dashboard is displayed horizontally, the Quick Launch panel appears on the left and the Games panel on the right.
- If Dashboard is displayed vertically, the Quick Launch panel appears on the top and the Games panel on the bottom.

The higher up a panel is on the list, the farther to the left it appears on the Dashboard.

To change the position of a panel using the keyboard

- 1 Do either of the following in the list in the Customize dialog box:

- ◆ Use an arrow key to select the item.
- ◆ Use the first letter of its name.

For example, press *Q* to select the Quick Launch panel. (Note, however, that pressing *P* selects the Programs panel and then the Printers panel sequentially.)

- 2 Press *Ctrl+Alt* and the arrow keys to reposition the item.

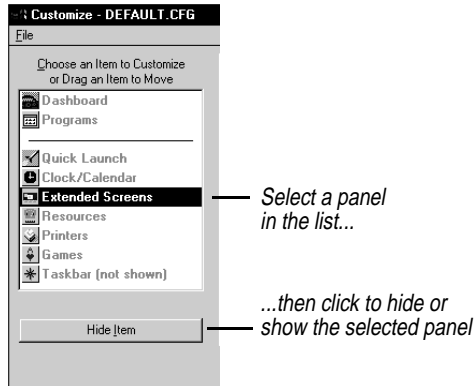
Adding and removing panels

You might find that you need more room on the screen, or that you don't want a panel visible on the screen. You can hide any panel; Dashboard itself is the only item that can't be hidden.

To hide a panel from view

Do any of the following:

- ◆ Select a panel in the left side of the Customize dialog box, then click Hide Item.

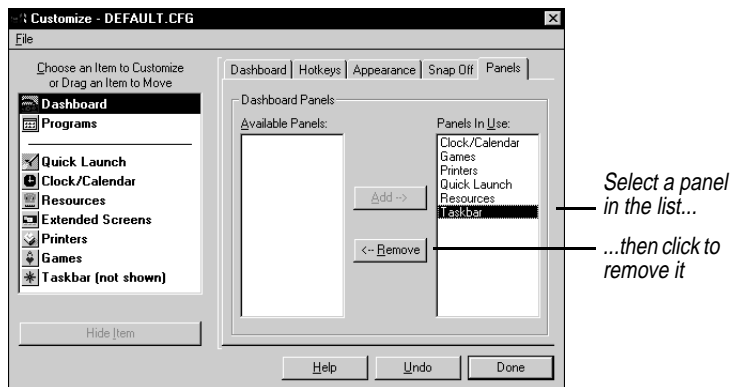


- ◆ Right-click a snapped off panel or a panel on the Dashboard, and choose Hide from the shortcut menu.
- ◆ Choose Close from the System menu of a snapped off panel.

Hiding a panel removes it from view, but it remains in memory. You can also remove a panel from view *and* memory.

To hide a panel from view and remove it from memory

- 1 Select Dashboard in the scrolling list on the left side of the Customize dialog box.
- 2 Click the Panels tab.



- 3 Select the panel you want to remove from memory in the Panels In Use list.
- 4 Click Remove.

Resizing the Dashboard

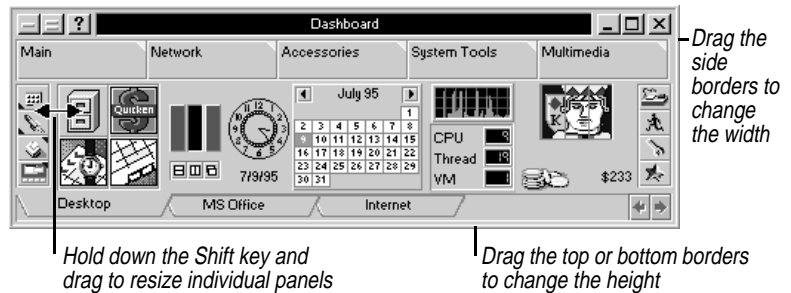
You can change the size of the entire Dashboard, and you can also resize the Quick Launch panel and the Printers panel.

To adjust the size of the entire Dashboard

- 1 Move the pointer to the edge of the Dashboard window.
- 2 When the pointer changes to a sizing arrow, drag up or down.

Changing the size of the Dashboard can change its behavior and appearance:

- ◆ Compressing Dashboard vertically can change the appearance of some of the panels. For example, the Quick Launch panel may display a single row of buttons instead of two rows of stacked buttons.
- ◆ Compressing Dashboard horizontally can make the Printers panel or Quick Launch panel too small to show all of their items. In that case, scroll bars appear that allow you to scroll among the items.



To resize the Quick Launch panel or Printers panel

- 1 Hold down the Shift key and move the pointer to the edge of the panel.
- 2 When the pointer changes to a sizing arrow, drag the gray border that appears.

The panel displays as many items as possible in the space you define.

Snapping off panels

You can snap the following panels off or on the Dashboard:

- ◆ Programs panel
- ◆ Quick Launch panel
- ◆ Printers panel
- ◆ Taskbar

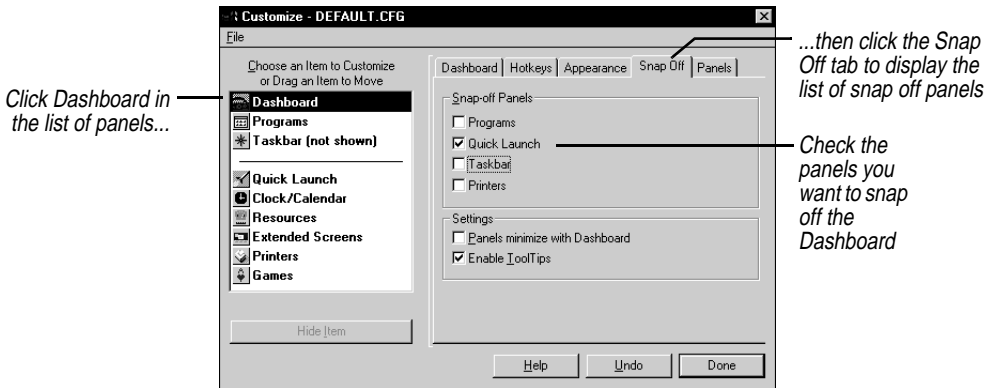
To snap a panel off or on

Do any of the following:

- ◆ Right-click the panel and choose Snap On or Snap Off from the shortcut menu.
- ◆ Click a panel button at the left of the Dashboard.



- ◆ Check the panel as a Snap-Off Panel in the Customize dialog box.

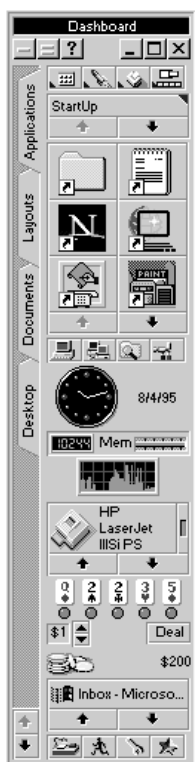


Running Dashboard vertically

Not only can you rearrange the panels on the Dashboard, you can even flip it into a vertical position, if you prefer.

To place Dashboard in a vertical position

- 1 Right-click the title bar.
- 2 Choose Vertical from the shortcut menu.



Right-click the title bar and choose Vertical from the shortcut menu to place Dashboard in a vertical position.

You move and size Dashboard the same way whether it is displayed vertically or horizontally.

If you resize the vertical Dashboard, some panels adjust to fit in the space you've defined. For example, the Extended Screens panel might not display the screen selectors if there is not enough room. In this case, double-click the screens themselves to switch back and forth, or adjust the size of Dashboard by dragging its edges.

Launching programs

To launch a program in Dashboard

Do any of the following:

- ◆ Click a Quick Launch button.
- ◆ Drag a program icon or file name to the Extended Screens.
- ◆ Open a tab on the Programs panel, and then click the program icon or name.
- ◆ Include the program as part of a layout.
- ◆ Use the DOS command line in the Dashboard Run dialog box.
- ◆ Set an alarm to launch the program. See “Setting an alarm” on page 59.

NOTE If you type a program name that includes one or more spaces, type quotation marks around the application (and path) name, like this:
“c:\applications\my calculator.exe”

Using Quick Launch buttons to launch programs

To launch a program with the Quick Launch buttons

Do any of the following:

- ◆ Click its Quick Launch button. The program starts in your current Extended Screen.
- ◆ Drag a Quick Launch button to a full-size Extended Screen. The program starts in that Extended Screen, but Dashboard does not switch focus from the current screen.
- ◆ Press its hotkey. Every button on the Quick Launch panel can have a hotkey assigned to it. For example, you could set Sidekick 95 to launch when you press *Ctrl+Alt+S*.



See “Quick Launch panel” on page 44 for complete information about Quick Launch buttons.

Using Extended Screens to launch programs

To launch a program in an Extended Screen

Drag a program icon or file name to an Extended Screen from any of the following:

- ◆ Any Quick Launch button
- ◆ A tab in the Program panel
- ◆ A program group window
- ◆ The Explorer

See “Extended Screens panel” on page 65 for complete information about Extended Screens.

Launching programs from the Programs panel

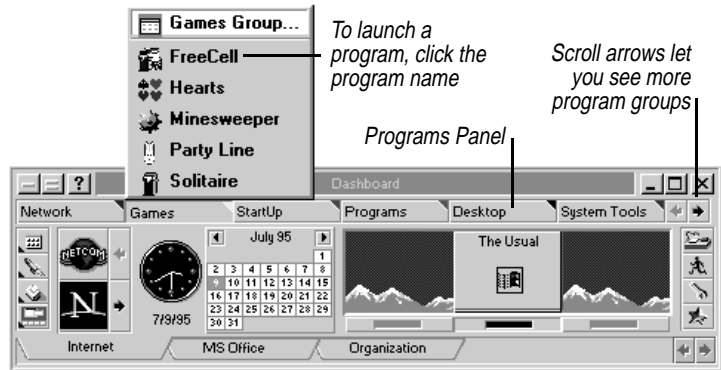
To launch a program from the Programs panel

1 Find the tab that contains it on the panel.

Each tab corresponds to a Program Menu group, or a folder containing an application, or a .GRP file.

2 Click a tab to see a list of all the programs in that group.

- 3 Click the program you want to run.



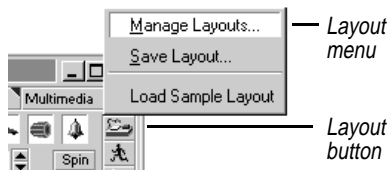
Using the Layout menu to launch programs

A *layout* is like a freeze-frame picture of Dashboard at a specific moment, including any open programs arranged in specific positions. You can save layouts, which then appear in the Layout menu and in the Layout tab of the Quick Launch panel.

To display the Layout menu

Do any of the following:

- ◆ Click the Layout button
- ◆ Choose Layout Menu from the System menu.



When you choose from the layout list, you automatically launch all the programs saved as part of that layout. They are placed in the same positions on the Extended 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.

See “Creating and using layouts” on page 70 for complete information about layouts.

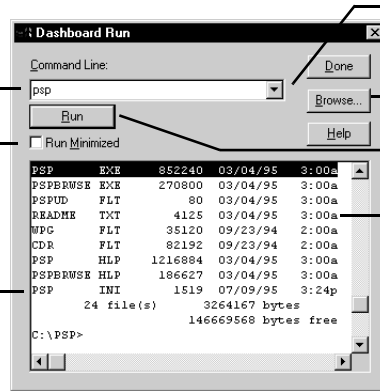
Launching programs with the Run dialog box

Enter the command line for the program to run. Or enter DOS commands here.

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

Command window.

The Dashboard Run dialog box contains both a command line and a command window from which you can execute commands to search directories, copy files, and launch programs.



Click here to pick a command from the command history list.

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

Click here to run the command in the Command Line box.

Or double-click the program to run it. Or select it as described above and press Enter.

To display the Dashboard Run dialog box

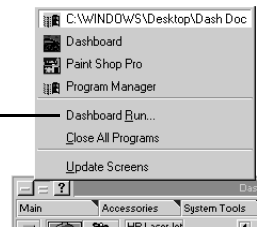
Do either of the following:

- ◆ Click the Run button.
- ◆ Choose Dashboard Run from the Task menu.



Click the Run button...

...or choose Dashboard Run from the Task menu



See “Dashboard Run” on page 75 for a complete description of the Dashboard Run window.

Managing open programs

In addition to the Extended Screens, Dashboard gives you three ways to keep track of your currently running programs, or *tasks*, and to switch between them.

To manage open programs

Use any of the following:

- ◆ The *Task Manager* takes the place of the Windows Task Manager. See “The Dashboard Task Manager” later in this section.

- ◆ The *Task menu* lists each task and contains other task management commands. See “Menus” on page 11 for an illustration and more information.
- ◆ The *Taskbar* contains a button for each task. Clicking the button instantly activates that task. Or you can right click a task on the Taskbar to get task information.

The Dashboard Task Manager

When you install Dashboard, it automatically replaces the Windows Task Manager with its own task manager (unless you switch back to the Windows 95 Task Manager using configure).

To see the Dashboard Task Manager

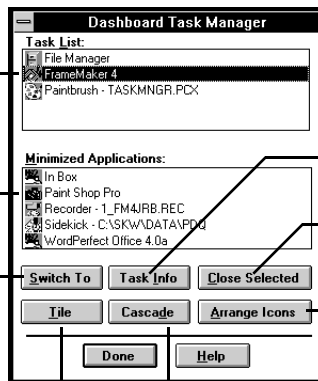
Click the Task Manager button on the Win Tools panel, or press Ctrl+Esc.

You can use the Task Manager to switch to running programs, close selected programs, tile or cascade your program windows, or display information about a program.

The Task List shows all running programs that aren't minimized.

These programs are running, but minimized.

Click here to activate the selected program in either list. You can also double-click the program name in the list.



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

Click here to close the selected programs in either list.

Arrange Icons rearranges all minimized icons in every Extended Screen according to available space.



The Tile and Cascade options tile or cascade the applications that share Extended Screens.

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

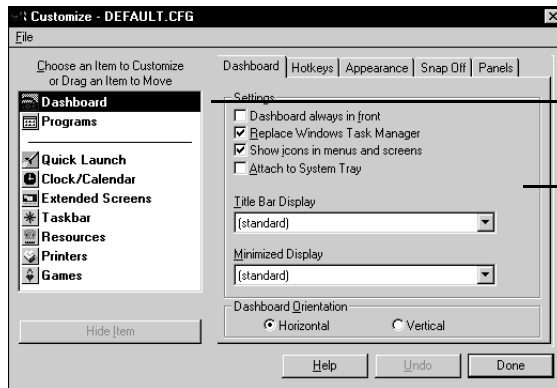
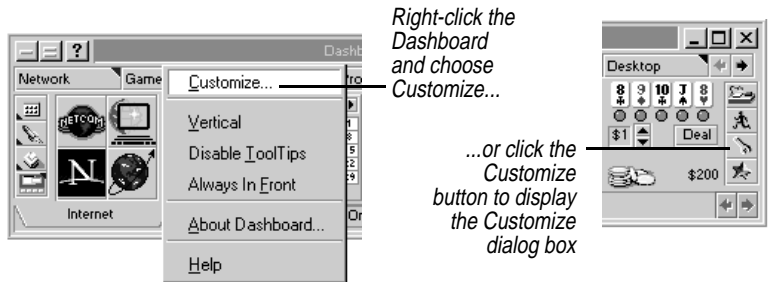
Configuring panels

You can customize the appearance and behavior of every panel in Dashboard, and of Dashboard itself. Use the Customize dialog box to specify your Dashboard preferences.

To open the Customize dialog box

Do one of the following:

- ◆ Right-click the Dashboard and choose Customize.
- ◆ Click the Customize button.



Chapter 4, “Cruising: The Dashboard panels” and the online Help both provide complete information about configuring the individual Dashboard panels.

Saving custom configurations

After you configure Dashboard the way you want it, save your configuration so you can use it again.

To save the configuration

- 1 Display the Customize dialog box.
- 2 Choose Save from the File menu.

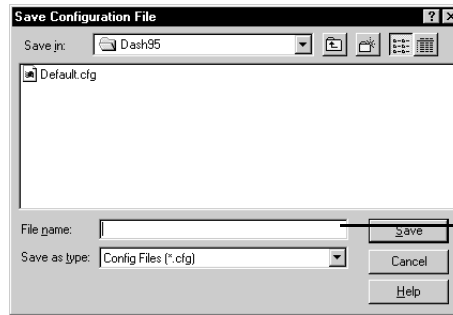
The configuration is saved under the current name (the name that appears in the title bar of the Customize dialog box).

To create a new configuration

- 1 Display the Customize dialog box.

2 Choose Save As from the File menu.

The Save Configuration File dialog box appears.



Type a new file name for the configuration you're saving. Dashboard automatically adds the .CFG extension.

3 Enter a name for the new configuration, then click Save.

Using custom configurations

You can create and save as many Dashboard configurations as you want. For example, you can create separate configurations called HOME.CFG and OFFICE.CFG that set Dashboard up for different purposes.



Create as many Dashboard configurations as you want.

For example, you can create a configuration for your home use...

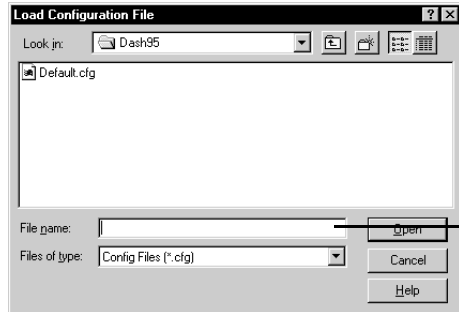
...and another for your home office use.



To use a Dashboard configuration that you’ve previously created and saved

- 1 Display the Customize dialog box.
- 2 Choose Load from the File menu.

The Load Configuration File dialog box appears.



Enter the path and name of the configuration file to load, then click Open

- 3 Choose the path and name of the file to load, then click Open.

Saving and undoing changes to your configuration

When you change an option in the Customize dialog box, you see the change reflected immediately on the Dashboard.

To keep the changes you’ve made

Click Done. The Customize dialog box closes, and Dashboard saves your changes to the configuration file named in the dialog box’s title bar. (For information on configuration files, see “Configuring panels” on page 33.)

To discard your changes

Click Undo. Dashboard discards all changes made since the last time you saved the configuration file.

Cruising: The Dashboard panels

The Dashboard panels offer many features. This chapter explains how to set up and use the following panels and features:

- ◆ Setting Dashboard preferences, page 38
- ◆ Quick Launch panel, page 44
- ◆ Win Tools panel, page 50
- ◆ Resources panel, page 51
- ◆ Clock/Calendar panel, page 56
- ◆ Printers panel, page 61
- ◆ Extended Screens panel, page 65
- ◆ Games panel, page 74
- ◆ Dashboard Run, page 75
- ◆ Programs panel, page 77
- ◆ Taskbar, page 84

Dashboard preferences

Opening the Customize dialog box

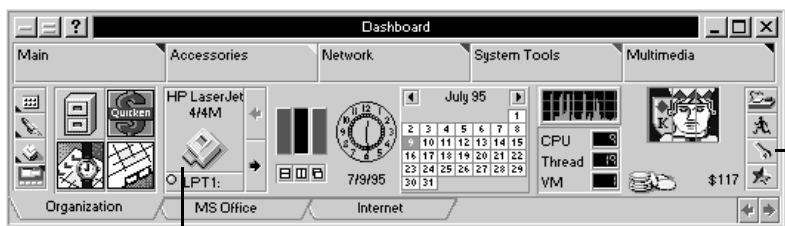
You can customize the appearance and behavior of Dashboard itself. This section describes how to use the Customize dialog box to set Dashboard preferences. These are “global” preferences that apply to the Dashboard as a whole.

Use the Customize dialog box to specify Dashboard preferences.

To open the Customize dialog box

Do one of the following:

- ◆ Right-click the Dashboard title bar and choose Customize.
- ◆ Click the Customize button.



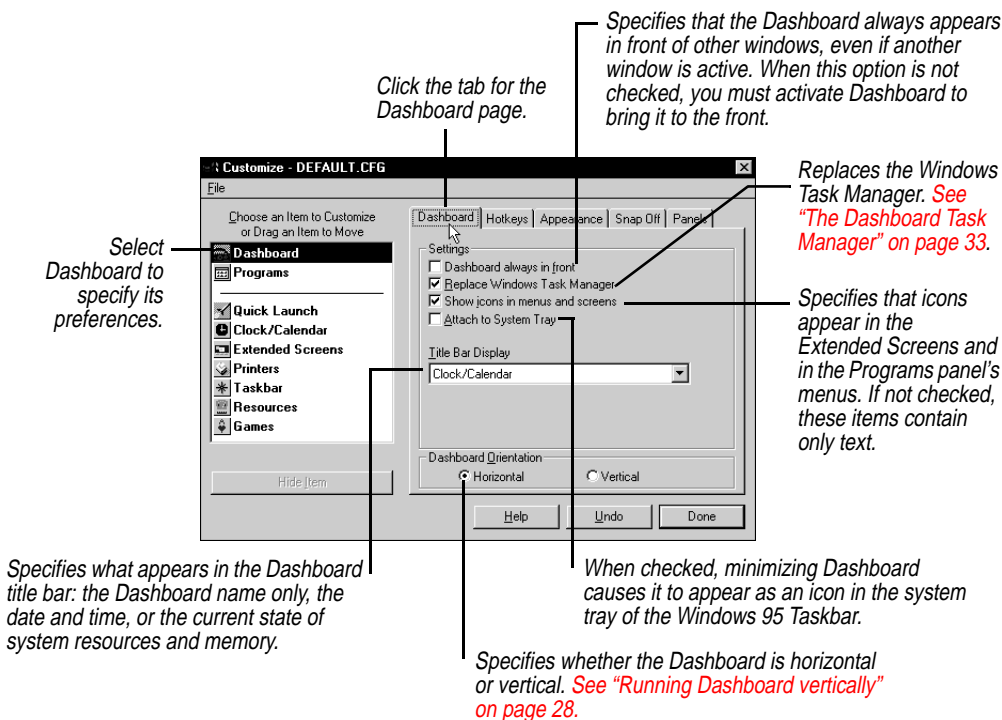
Right-click a panel to display its shortcut menu

From the shortcut menu, choose Customize.

Or click the Customize button, and select the panel you want to set up

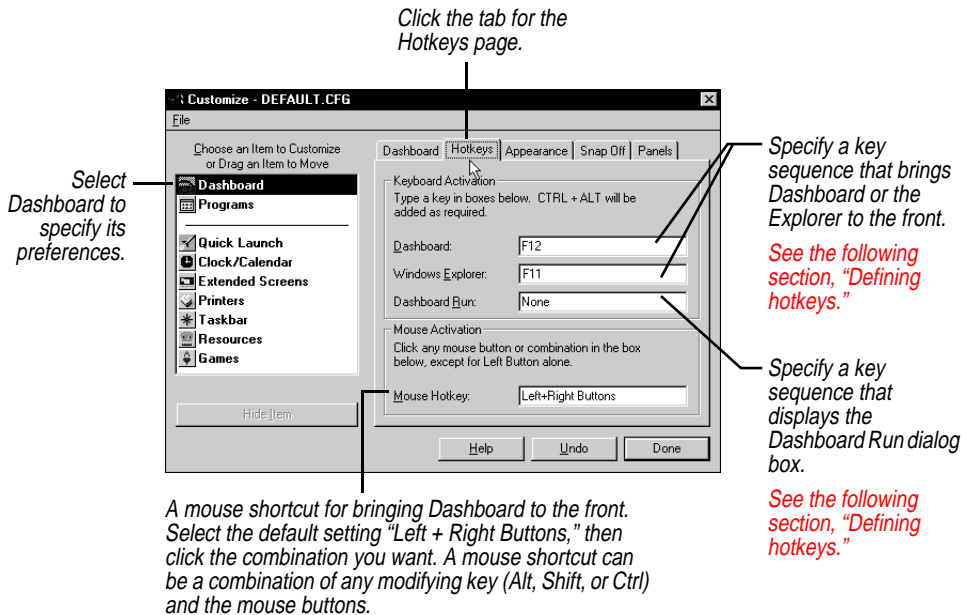
In the Customize dialog box, select Dashboard as the item to customize. The Customize dialog box for Dashboard has five pages: Dashboard, Hotkeys, Appearance, Snap Off, and Panels. In addition, the items on the left side of the Customize dialog box let you rearrange panels, hide panels, and undo changes you’ve specified.

Dashboard page You can specify how Dashboard appears on the screen and how it behaves.



Hotkeys page

You can specify a hotkey and a mouse shortcut for activating Dashboard, and a hotkey for displaying the Dashboard Run dialog box.



Defining hotkeys

To define a hotkey, type it directly into the text box in the Customize dialog box. 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

NOTE To avoid hotkey conflicts, Dashboard might redefine your key sequence slightly. For example, if you type *Ctrl+S* (which is the Windows standard for saving a file), Dashboard records the hotkey as *Ctrl+Alt+S*. When you type the hotkey, Dashboard displays the substituted key sequence.

Appearance page

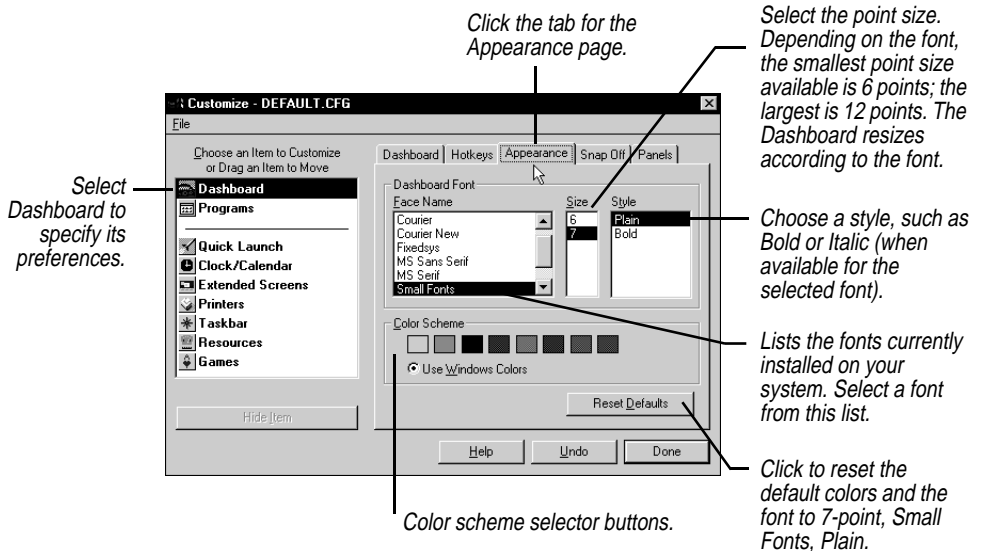
You can

- ◆ Set the font Dashboard uses in the Programs panel, title bar, and Extended Screens.

TIP

Choose a key sequence that is unique and easy to remember.

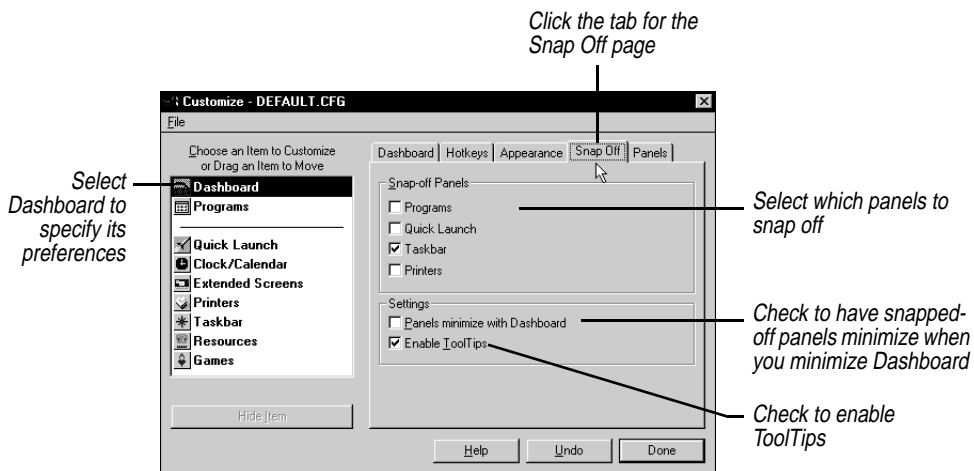
- ◆ Specify one of Dashboard's predefined color schemes for its window and snapped-off panels.



NOTE The color scheme you select applies only to the Dashboard and snapped-off panels, not the Extended Screens or the Windows Desktop. To change the Extended Screens background color or pattern, see [“Extended Screen preferences” on page 66](#). To change the Windows Desktop color scheme, right-click the desktop and choose Properties.

Snap Off page

You can snap off the Programs panel, Quick Launch panel, Taskbar, and Printers panel. For example, if you snap off the Programs panel, you don't have to scroll to find a Program Group.



You can also snap off a panel by doing either of the following:

- ◆ Right-click it and choose Snap Off from the shortcut menu.
- ◆ Click its snap-off button on the left side of the Dashboard, as shown in **“Buttons” on page 11**.

A triangle in the upper-right corner of the button indicates that the panel is snapped off; a triangle in the lower-left corner indicates that the panel is snapped on. Clicking the button displays the panel if it has been hidden. Right-click the button to customize the panel.

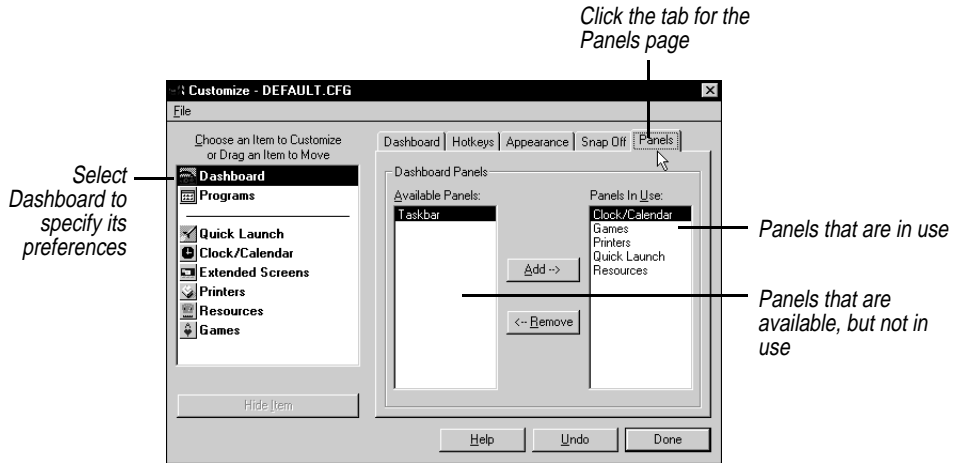
The hotkey sequence that brings Dashboard to the front (see **“Hotkeys page” on page 40**) brings snapped-off panels to the front as well.

You can place a snapped-off panel anywhere on the screen, and its position remains consistent on every Extended Screen.

Panels page

You can add or remove several Dashboard panels. When you remove a panel on the Panels page as described here, the panel is removed from both view *and* memory. You can also hide a panel from view as

described in “Adding and removing panels” on page 25, but it remains in memory.



To add a panel

Select it in the Available Panels list, and click Add.

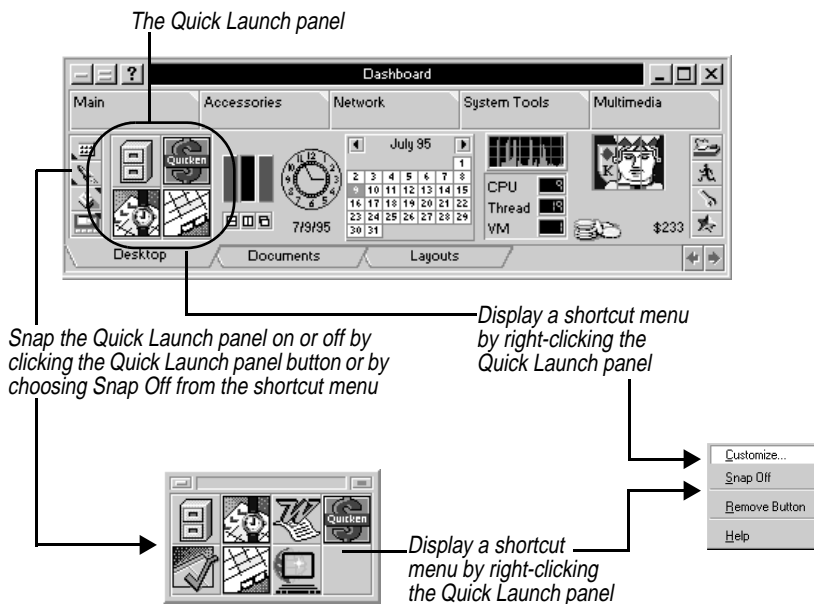
To remove a panel

Select it in the Panels In Use list, and click Remove.

For information on rearranging panels, see “Rearranging the Dashboard” on page 24.

Quick Launch panel

Use the Quick Launch panel to launch programs with a single click, and to group the programs you use most frequently. You can easily add programs to the panel and rearrange programs within the panel.



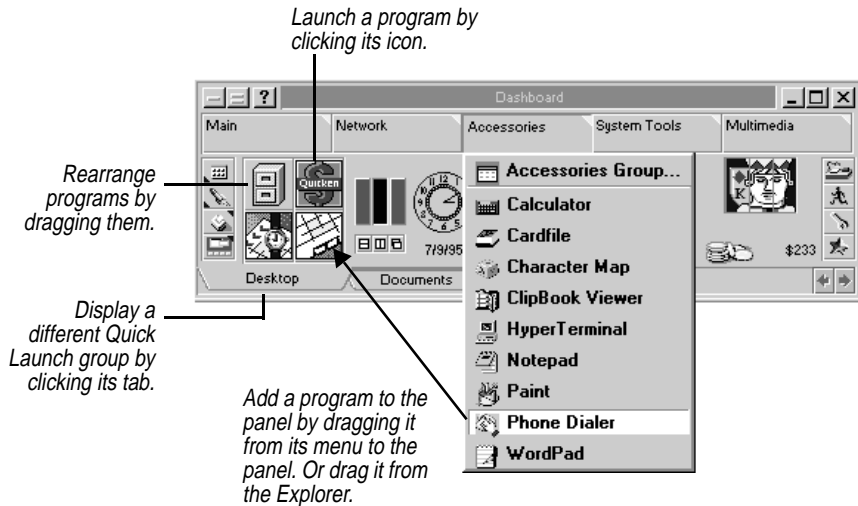
Dashboard starts with three system groups already created for you:

- ◆ **Desktop**, containing all icons and shortcuts found on your Windows 95 desktop.
- ◆ **Documents**, containing the 15 documents you have accessed most recently. These are the same as the documents found on your Start menu Documents folder.
- ◆ **Layouts**, containing all layouts you have defined. If you create a layout with three applications, for example, a single click on the icon in this group launches all three applications and positions them on your extended screens.

In addition, when you first run Dashboard, the App Organizer searches for applications, and puts them into additional groups:

- ◆ **Utilities**, for Paintbrush and other Windows 95 utility programs.
- ◆ **Email/Internet** for your email software, Web browser, and others.
- ◆ **Microsoft Office, Perfect Office, or SmartSuite**, if you have any of these multi-product office packages installed.

You can move programs from one group to another, rename a group, and otherwise control just how your Quick Launch groups work.



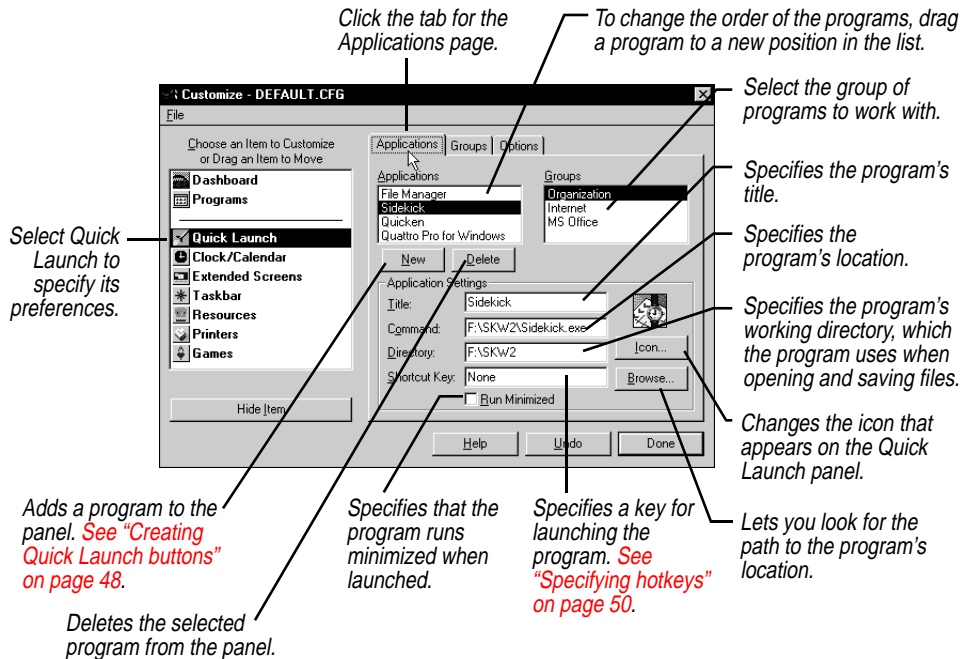
Quick Launch preferences

Use the Customize dialog box to specify your preferences for the Quick Launch panel. Display the Customize dialog box as described in **“Dashboard preferences”** on page 38.

The Customize dialog box for the Quick Launch panel has three pages: Applications, Groups, and Options.

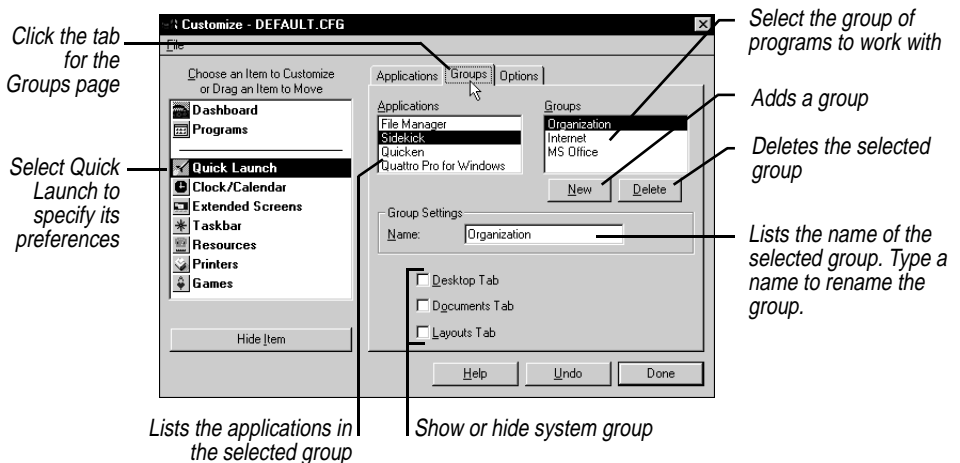
Applications page

You can add, delete, and reorder programs. You can also specify hotkeys and working directories for programs.



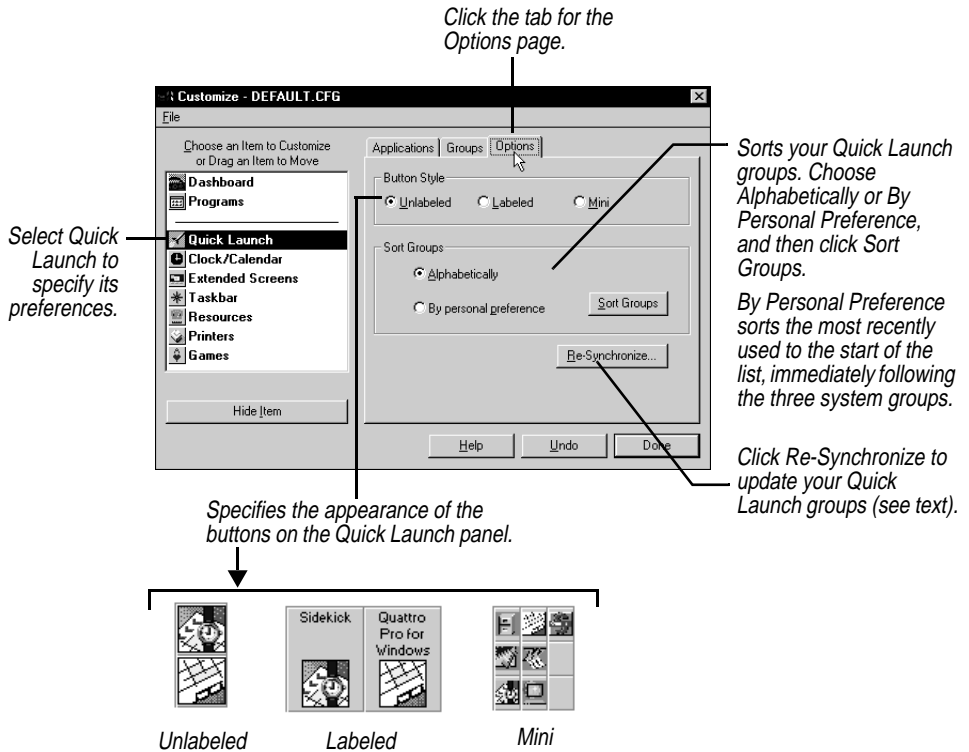
Groups page

You can add and delete Quick Launch groups. You also can reorder tabs by dragging them within the list.



Options page

You can change the appearance of the Quick Launch panel and sort your Quick Launch groups.

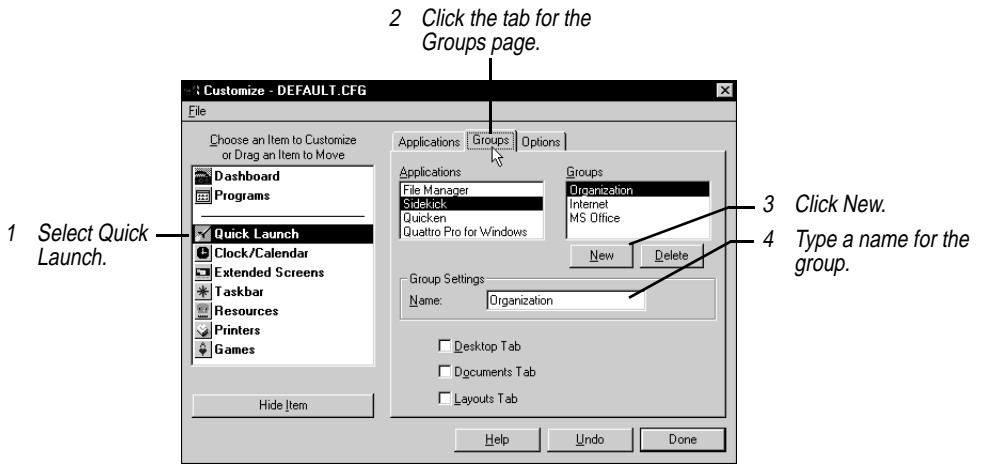


The Re-Synchronize button updates the three system Quick Launch groups (Desktop, Documents, and Layouts) to reflect any changes you have made in, for example, shortcuts on the desktop. It also runs the App Organizer, which scans for known applications and puts them into one of the pre-defined Quick Launch groups (see page 44).

Creating Quick Launch groups

To create a Quick Launch group

Use the Customize dialog box as follows.



Creating Quick Launch buttons

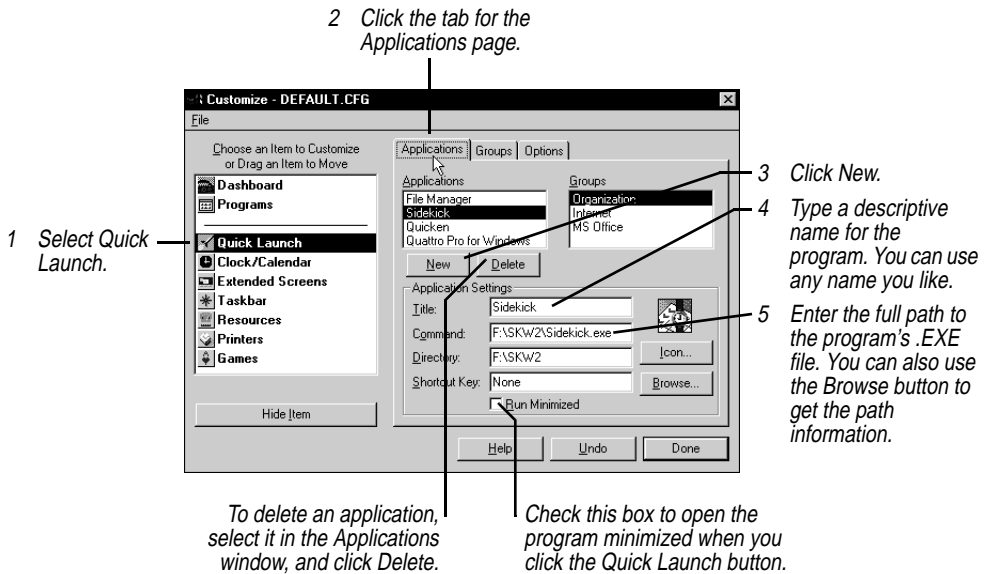
You can create as many as 128 Quick Launch buttons.

To create a Quick Launch button

Do one of the following:

- ◆ Drag a program file (such as SIDEKICK.EXE) from the Explorer, an open Dashboard program group, or the Dashboard Programs panel, to the Quick Launch panel.
- ◆ Drag a data file (for example, MEMOS.DOC) from the Explorer to the Quick Launch panel. The file's extension must be associated with the program, as described in **“Launching a program and loading a file” on page 49.**
- ◆ Make a copy of an existing Quick Launch button by holding down the *Ctrl* key and dragging it to a new location.

Use the Customize dialog box as follows:



Launching a program and loading a file

You can set up a Quick Launch button to load a data file at the same time it launches the program.

To set up a Quick Launch button to load a data file

Enter the full paths to the program and the data file into the Command text box in the Quick Launch Applications page, in this format:

C:\WINDOWS\PBRUSH.EXE D:\ARTWORK\PICASSO.PCX

If an association for the data file extension exists, you need to enter only the path to the data file. (To create an association, double-click My Computer and choose Options from the View menu. Then, click the tab for the File Types page. If you're not familiar with associations, see your Windows documentation.) For example, to launch Microsoft Word for Windows and load a data file named MEMOS.DOC, enter this into the Command Line text box:

C:\WINWORD\DOC\MEMOS.DOC

The file names must include extensions.

If a file name association exists, you can instantly create a Quick Launch button that loads a data file by dragging the data file name (for example, MEMOS.DOC) from the Windows Explorer to the Quick Launch panel.

Specifying hotkeys

A hotkey for a Quick Launch program launches the program.

For information on defining a key sequence, see [“Defining hotkeys” on page 40](#).

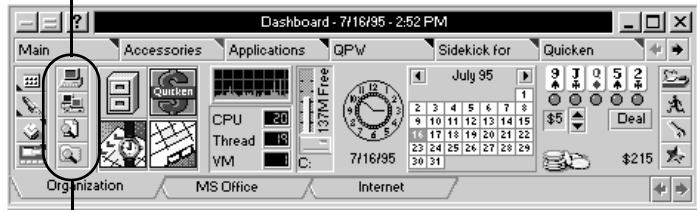
If an open program is minimized, behind other windows, or in another Extended Screen, the hotkey brings it to the front and switches to the proper Extended Screen. If the program lets you launch multiple copies at the same time, the hotkey will launch a copy.

When working in DOS (either full-screen or in a window), you cannot use a hotkey to launch a program.

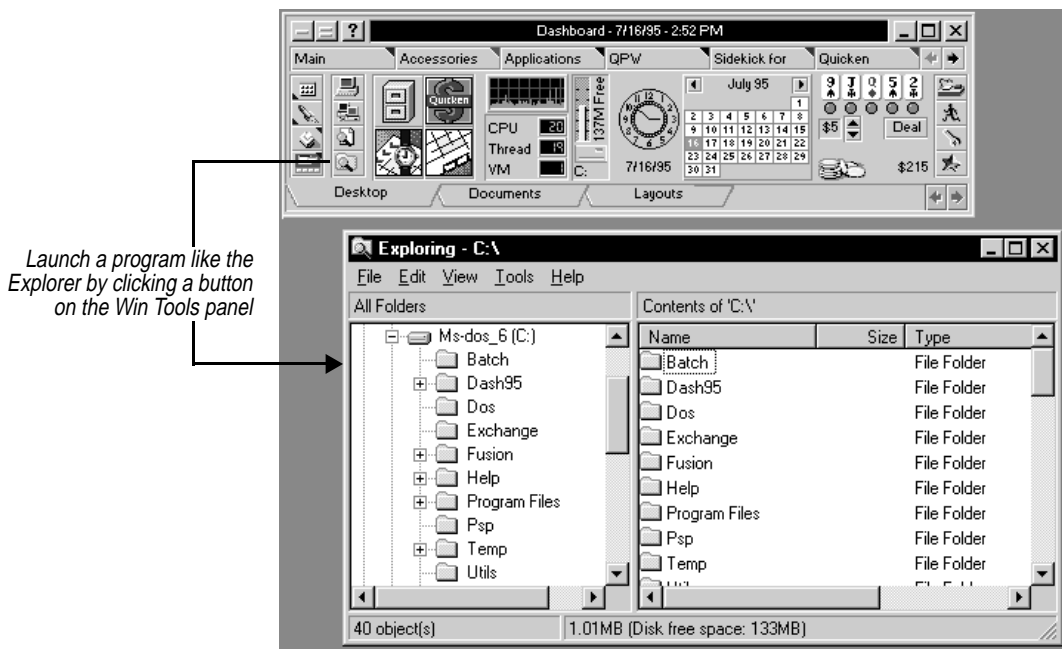
Win Tools

The Win Tools panel offers single-click access to frequently used Windows 95 features such as Find and the Explorer.

The Win Tools panel



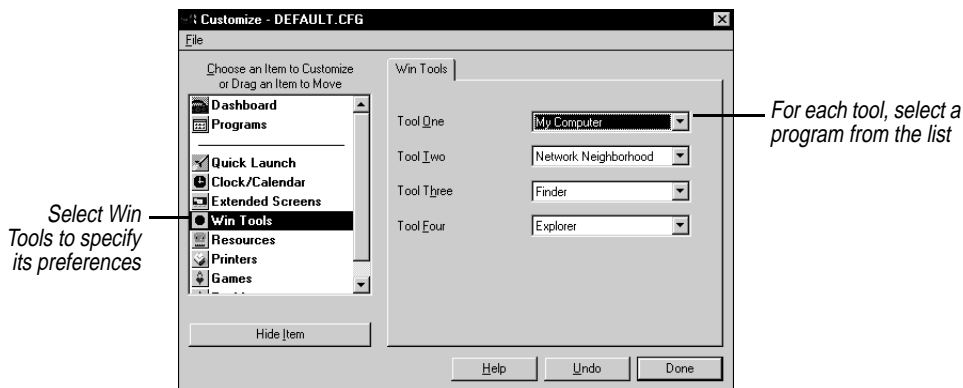
Display a shortcut menu by right-clicking the Win Tools panel to customize Win Tools



Win Tools preferences

Use the Customize dialog box to specify your preferences for the Win Tools panel. Display the Customize dialog box as described in “Dashboard preferences” on page 38.

You can assign a program to each button on the Win Tools panel.

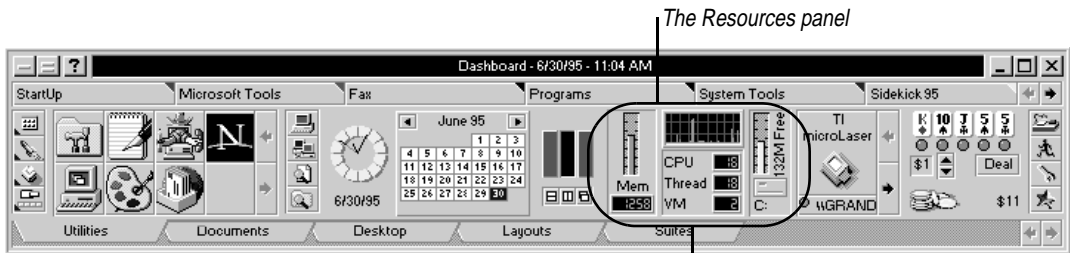


Resources panel

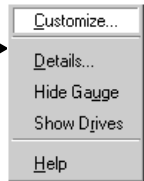
One of the strengths of Windows is the fact that you can run more than one program at a time. However, the more programs you run, the more likely you are to run out of memory, resources, or disk space.

Use the Resources panel to keep an eye on system resources:

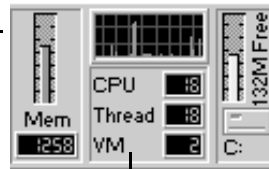
- ◆ The Resource Gauge displays the amount of available memory you have.
- ◆ The Drive Watch portion of the Resources panel monitors the space on your disk drives.
- ◆ The CPU meter shows CPU activity, thread usage, and virtual machines, as shown below.



Display a shortcut menu by right-clicking the Resources panel



The Resource Gauge reports the amount of available memory



The Drive Watch shows the available disk space on drives you want to monitor, including network and floppy disk drives

Double-click the Resource Gauge or Drive Watch to see further details

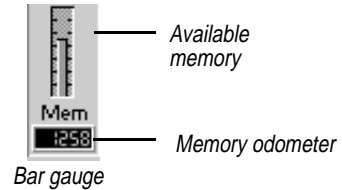
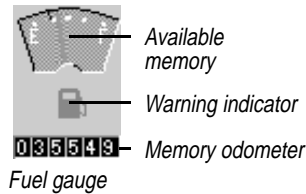
The CPU meter tracks:

CPU usage, or how busy your central processing unit is, Threads, or simultaneous activities, and Virtual Machines (Win 95 is one VM, and DOS windows are separate VMs).

Reading the Resource Gauge

Each running program uses up a portion of system memory. The Resource Gauge displays the percentages of what Windows 95 refers to as swappable system memory. The meter drops toward empty as the percentage of available memory decreases.

You can display the Resource Gauge as a fuel gauge or as a bar gauge.



When you are low on memory, an optional alarm sounds and the warning indicator in the fuel gauge or the bar gauge begins to blink.

Resources preferences

You can specify preferences for the Resources panel by using the Resources dialog box or the Customize dialog box.

To specify your preferences for the Resources panel

Do one of the following:

- ◆ Double-click the Resources panel, or right-click it and choose Details from the shortcut menu. The Resources dialog box appears, with five sections:

Memory and Resources displays the current state of your memory and system resources.

System Environment lists information about your computer, such as the processor type, display type, and output devices.

Drive Usage displays available disk space on each drive, including floppy disk drives, hard disk drives, and network drives.

Applications Running lists currently open programs and their memory size.

Environment Variables lists the DOS environment variables currently being used.

The following sections describe these pages.



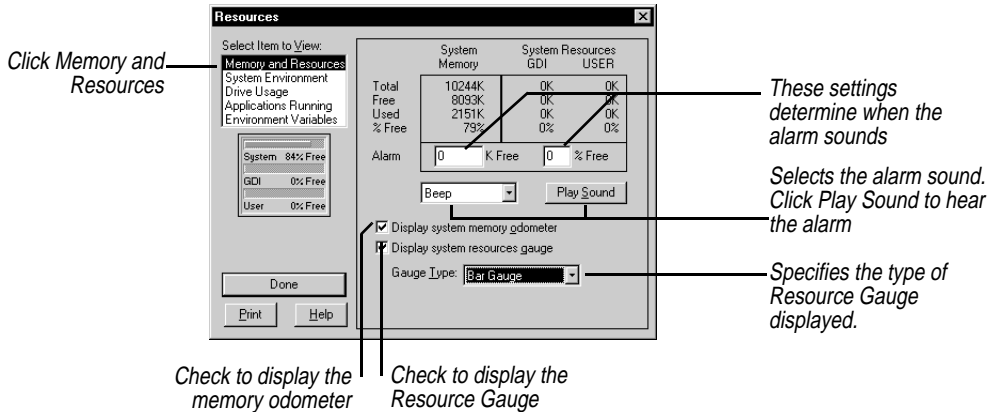
- ◆ Display the Customize dialog box as described in “**Dashboard preferences**” on page 38. The Customize dialog box for the Resources panel has three pages:

Memory. These settings are the same as the Memory and Resources preferences in the Resource dialog box. **See the following section, “Memory and Resources preferences.”**

Drives. These settings are the same as the Drive Usage preferences in the Resource dialog box. See “Drive Usage preferences” on page 55.

Memory and Resources preferences

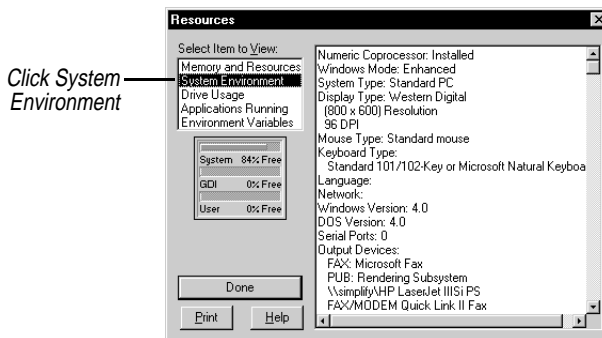
You can view the current state of your memory usage, set alarm levels, and choose how and whether the resource monitors are displayed.



The alarm sounds when available memory reaches the warning values you set. For example, if you enter 100 for the alarm level, the alarm will sound when 100Kb or less of memory is free.

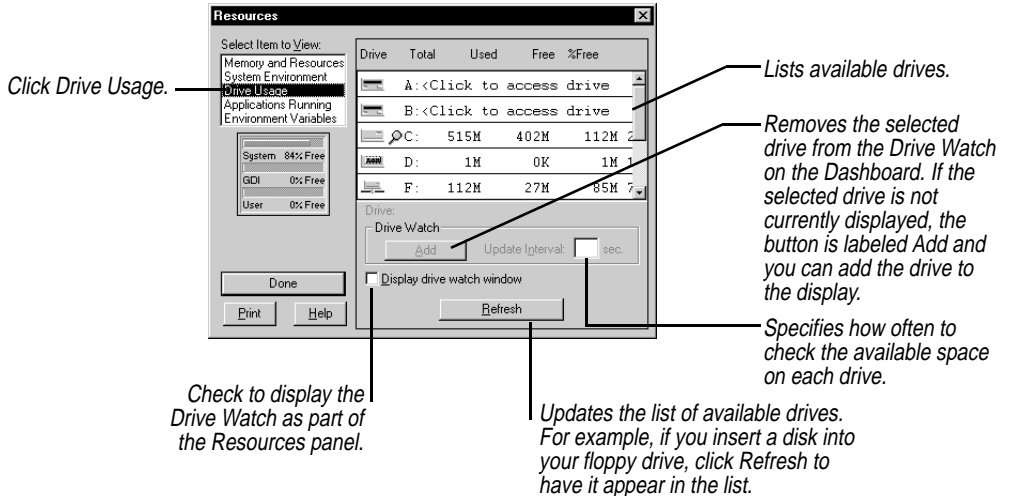
System Environment preferences

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



Drive Usage preferences

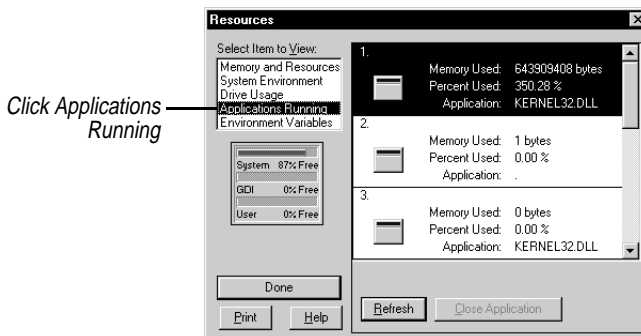
You can view the available disk space on each drive, including floppy disk drives, hard disk drives, and network drives, and you can configure the Drive Watch on the Dashboard.



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

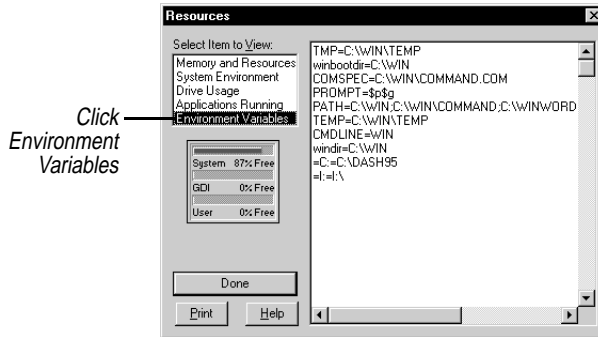
Applications Running preferences

You can view currently open programs and their memory size.



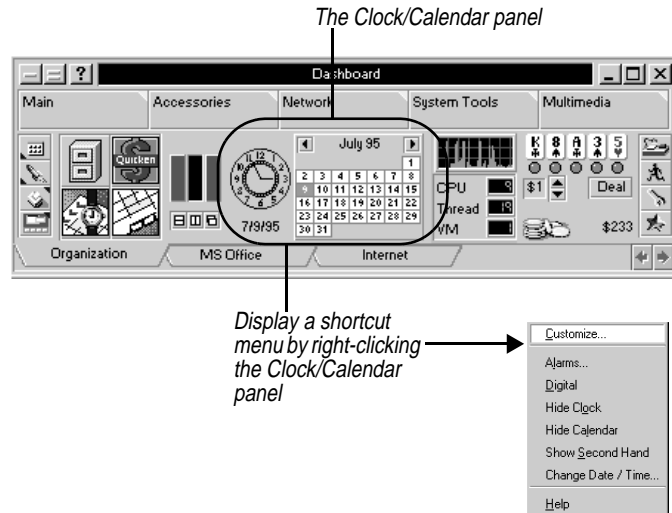
Environment Variables preferences

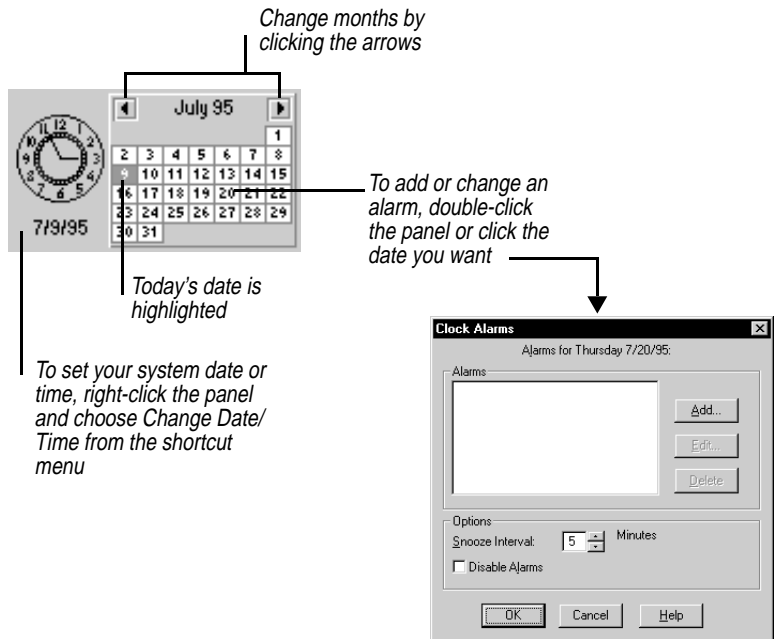
You can view the DOS environment variables currently being used.



Clock/Calendar panel

The clock and calendar display your system date and time. You can set your system date and time, scroll through the display of months, and set alarms.



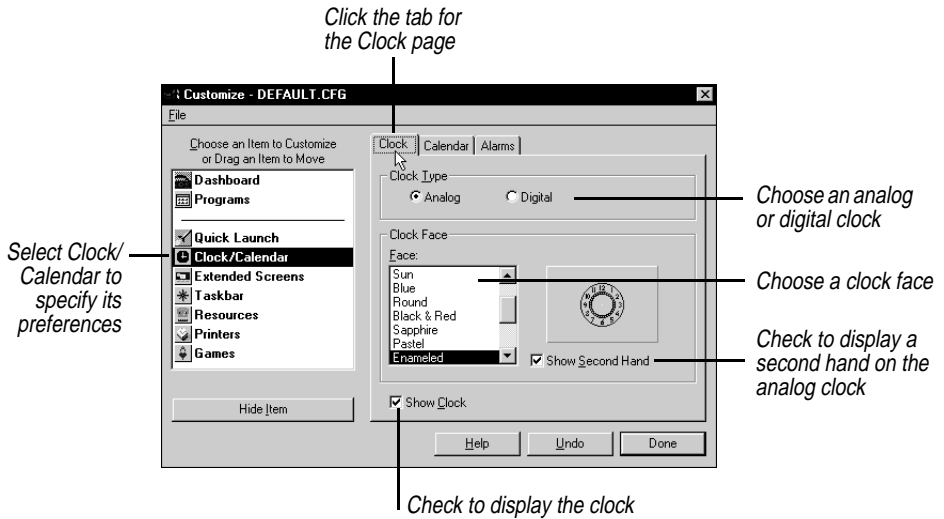


Clock/Calendar preferences

Use the Customize dialog box to specify your preferences for the Clock/Calendar panel. Display the Customize dialog box as described in **“Dashboard preferences”** on page 38.

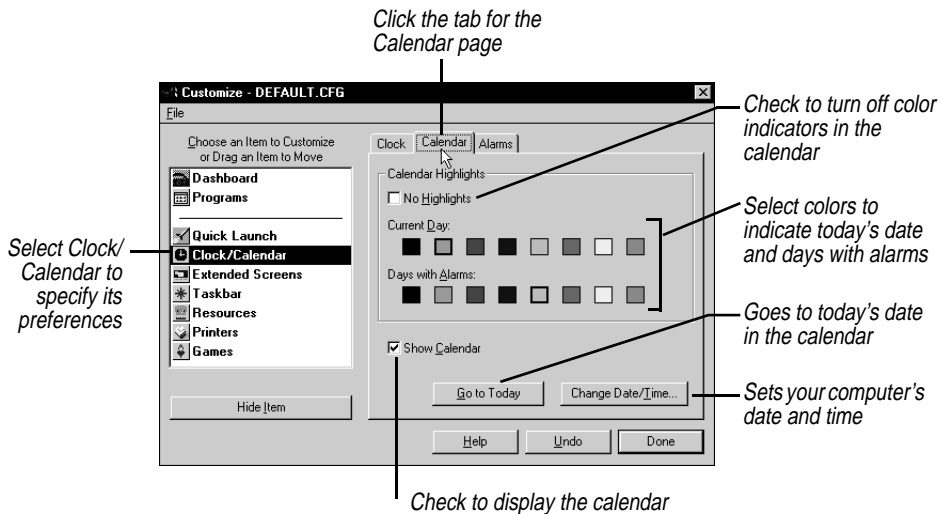
The Customize dialog box for Clock/Calendar panel has three pages: Clock, Calendar, and Alarms.

Clock page You can turn the clock on or off and select a clock style.



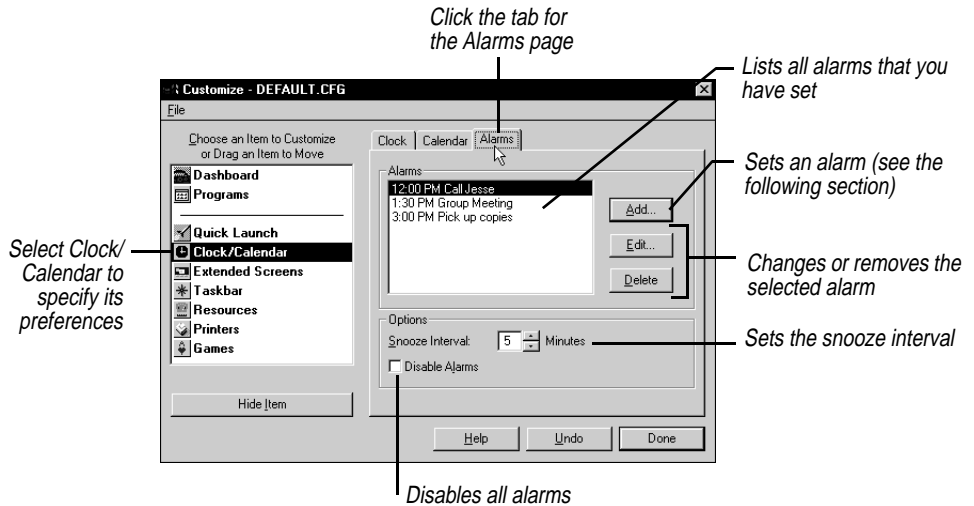
NOTE If you're using a communication program that has a time-out feature, turn the Second Hand option *off* to avoid a time-out every time the clock repaints the second hand.

Calendar page You can turn the calendar on or off, specify color highlights, and change your system date and time.



Alarms page

You can set, change, and remove alarms, and specify a snooze interval.



When an alarm appears, you can click Snooze to shut it off temporarily. The alarm will sound again after a set number of minutes known as the *snooze interval*.

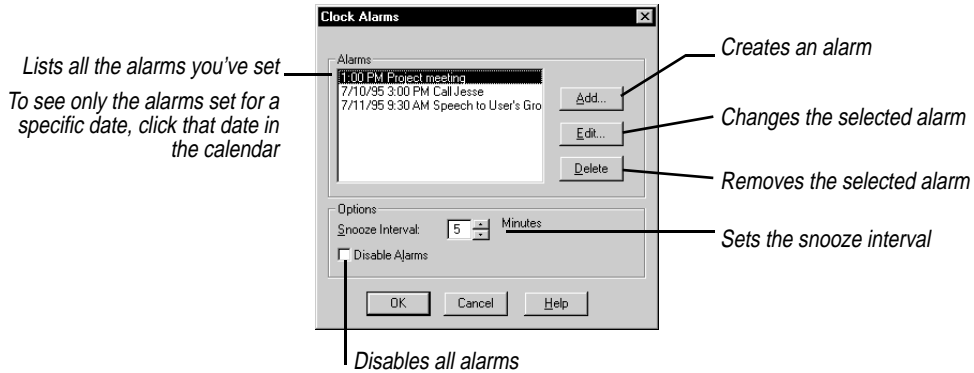
Setting an alarm

Dashboard alarms can help you keep track of your busy schedule. You can set an alarm to remind you of an appointment or to launch a program. You can repeat the same alarm every day or on a specific day of the week. And you can set an alarm weeks, or even months, in advance.

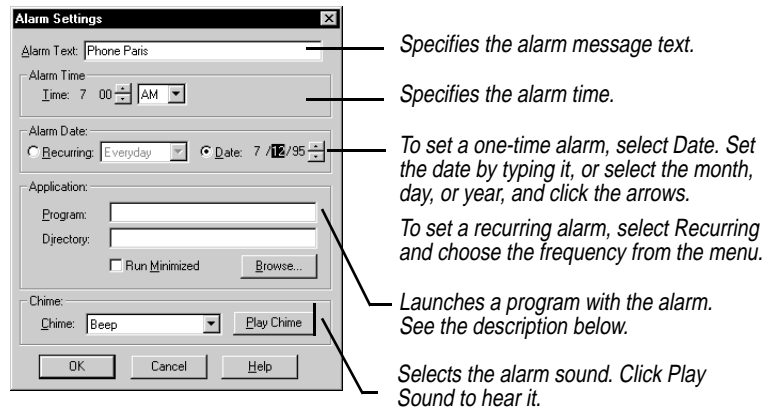
To set an alarm

Do one of the following:

- ◆ Click the date you want in the calendar. (This displays alarms only for that date.)
- ◆ Double-click the clock.
- ◆ Right-click the clock or calendar, and choose Alarms.



When you click the Add or Edit button, you can specify alarm settings.



Dates with alarms are highlighted on the calendar.

Launching programs with alarms

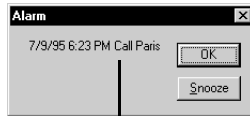
To set an alarm to launch a program

- 1** Enter the program's path and working directory in the Application section of the Alarm Settings dialog box.
- 2** Check the Run Minimized box to have the program opened minimized.

When the alarm goes off, Dashboard launches that program and displays the alarm message you entered.

How alarms are displayed

When an alarm goes off, a message box appears. You can either click OK to close the alarm message box or click Snooze to close the alarm message for a specified snooze interval.



Your alarm message appears here

If you don't close the alarm message within an hour, Dashboard closes it.

NOTE Alarms appear only when Dashboard is running.

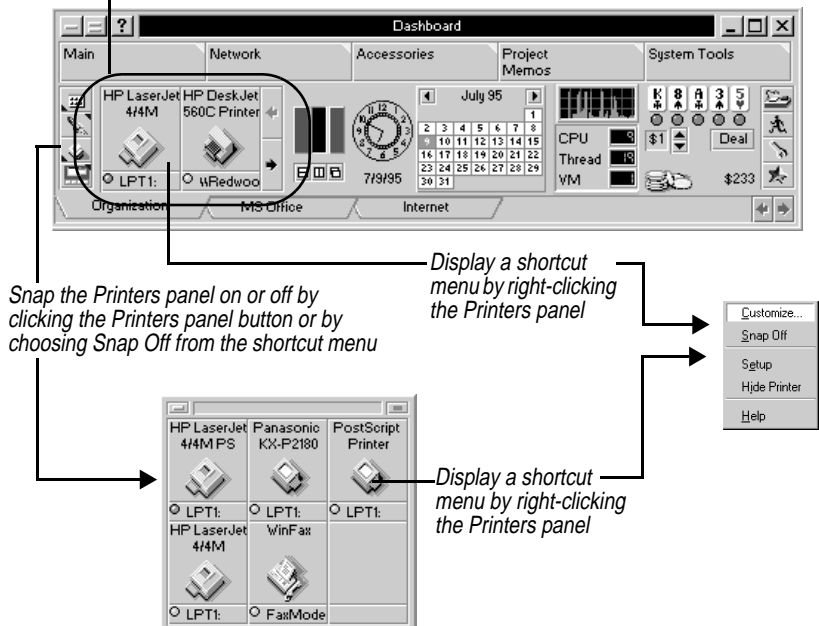
To adjust the volume and duration of the alarm sound

Use the Multimedia program in the Windows Control Panel.

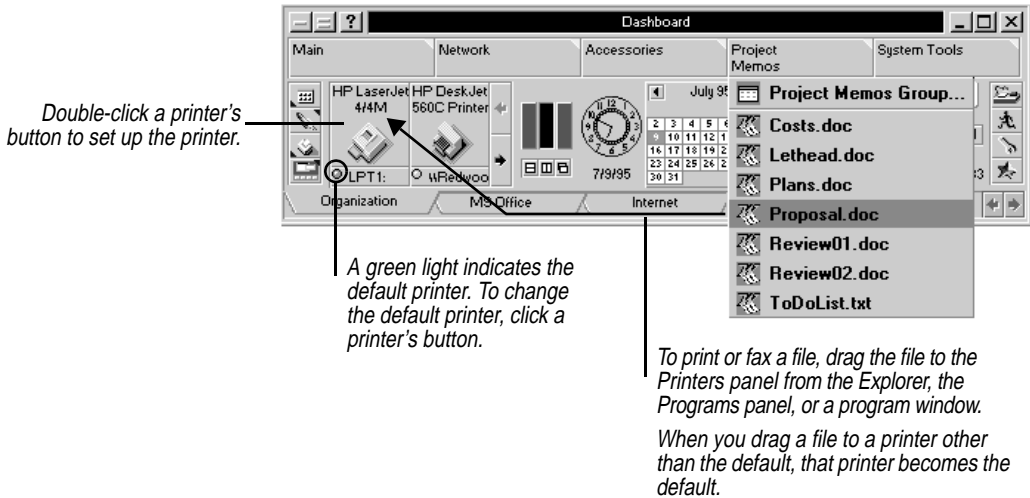
Printers panel

The Printers panel lists all the currently installed printers, fax machines, plotters, and other output devices.

The Printers panel



To change the order of the printers in the Printers panel, drag the printer icons into the positions you want.



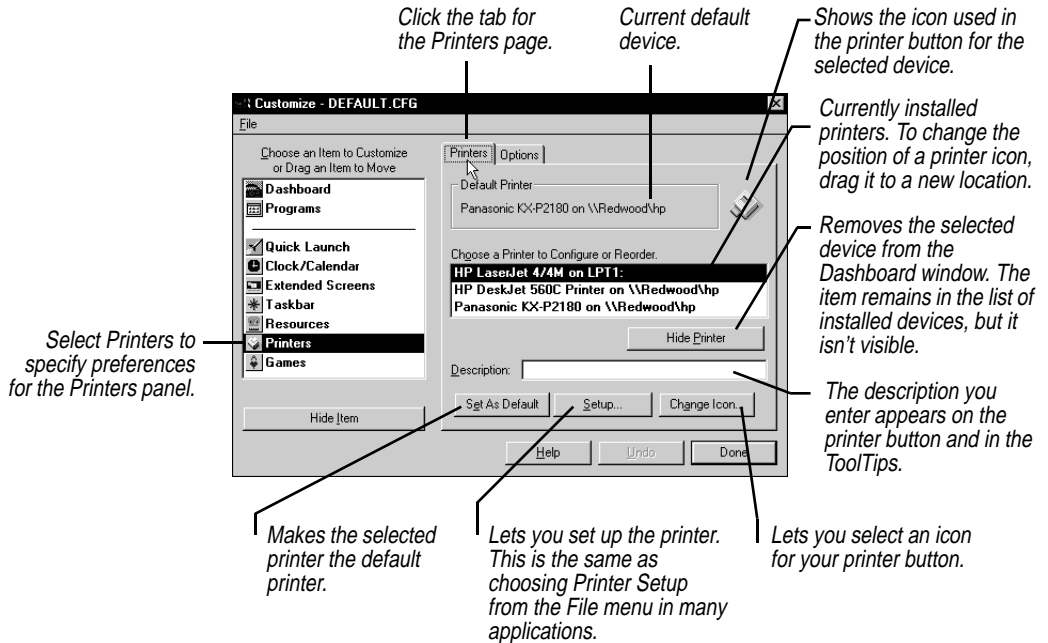
Printers panel preferences

Use the Customize dialog box to specify your preferences for the Printers panel. Display the Customize dialog box as described in “Dashboard preferences” on page 38.

The Customize dialog box for the Printers panel has two pages: Printers and Options.

Printers page

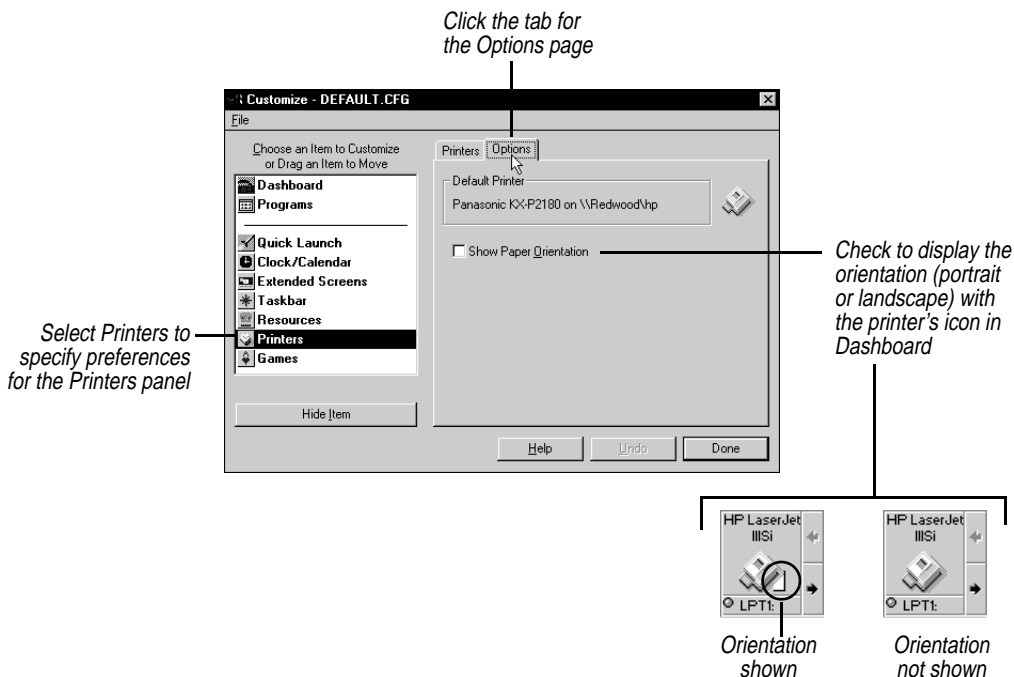
You can change the order of the printers, hide a printer, pick a different printer icon, or give each printer a unique description.



NOTE The Dashboard Printers panel does not install printers. To install a printer or assign it to a printer port (such as LPT1), use the Printers section of the Windows Control Panel. For details, see your Windows documentation.

Options page

You can specify whether to show the paper orientation in the Printers panel.



Drag-and-drop printing

You can print or fax a file by dragging it to the Printers panel.

To print or fax a file

Drag the file to an icon on the Printers panel from the Explorer, the Programs panel, or a program window.

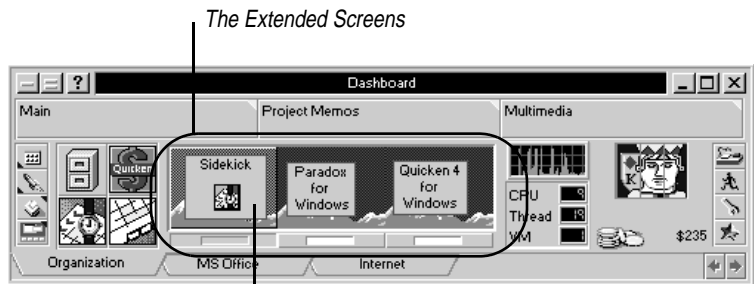
- ◆ If the file was created in a program that has printing options (such as a page range or image scaling), Dashboard opens the program, loads the file, and displays the program's print dialog box.
- ◆ If the program has no printing options (Windows Notepad, for example), Dashboard opens the program and loads the file just long enough to print the file.

Programs that support drag-and-drop printing are listed in the Windows registration database. If a program is not listed in this database, drag-and-drop printing will not work. Consult your Windows documentation for information on how to add an unlisted program to the Windows registration database.

Extended Screens panel

Using Dashboard's Extended Screens is like connecting your computer to several side-by-side monitors. Each Extended Screen represents a full-screen view. You can open programs on the Extended Screens and then switch back and forth among them to work with the different programs.

For example, suppose you want to work with Sidekick, Paradox for Windows, and Quicken. Rather than piling these programs up on the same screen, open Sidekick on the first Extended Screen, Paradox on the second, and Quicken on the third.

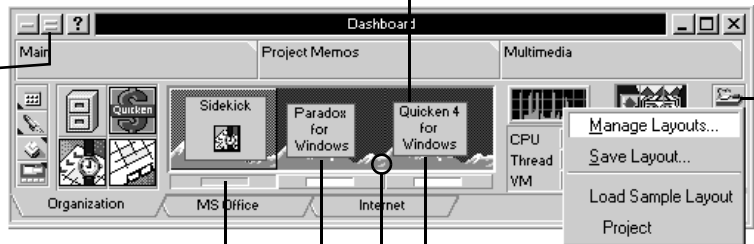


Display a shortcut menu by right-clicking an Extended Screen

Launch a program by dragging it to an Extended Screen from a Quick Launch button, the Programs panel, or the Explorer

Click the Layout button to display the Layout menu, described in "Creating and using layouts" on page 70

You can have up to nine Extended Screens



Choose Update Screens from the Task menu to refresh the Extended Screens

Clicking a screen selector activates its Extended Screen

Move a program by dragging it within its Extended Screen, or to another Extended Screen

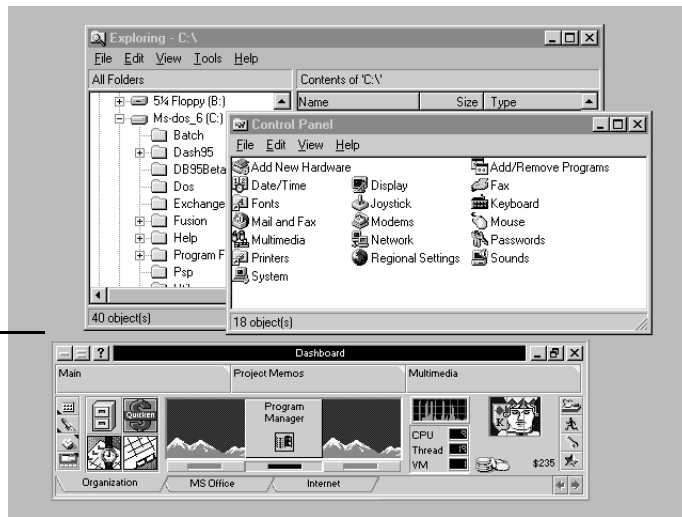
Each running program is shown as a miniwindow

A minimized program is shown with a minimized icon



What the Extended
Screen shows...

...What you see on the screen



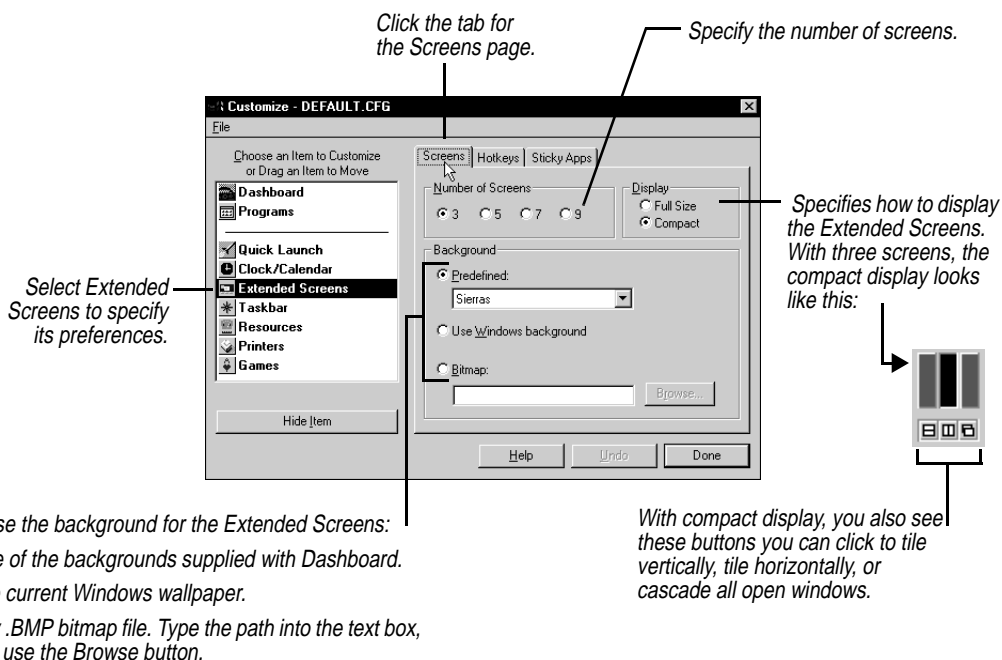
Extended Screen preferences

Use the Customize dialog box to specify your preferences for the Extended Screens. Display the Customize dialog box as described in “Dashboard preferences” on page 38.

The Customize dialog box for Extended Screens has three pages: Screens, Hotkeys, and Sticky Apps.

Screens page

You can choose the number of Extended Screens to be displayed, select a background for your screens, and choose whether to display the screens in a compact format. Depending on the size of the window and your monitor’s resolution, you can display up to nine Extended Screens.



If you have more than three Extended Screens and then change to a smaller number, any programs on the deleted screens are moved onto the remaining screens.

To maximize your space for Extended Screens

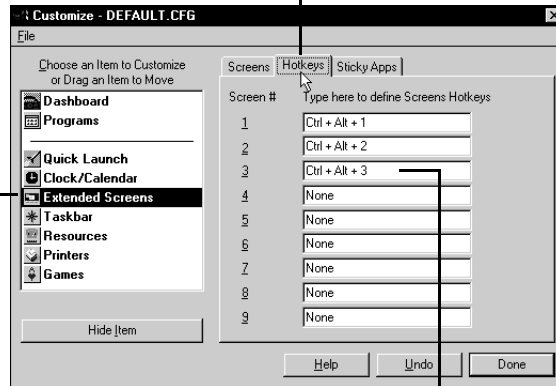
Include the information for the Resources panel or Clock/Calendar panel in the title bar, and hide that panel. To change the title bar, use Dashboard preferences as described in **“Dashboard preferences”** on [page 38](#).

Hotkeys page

By assigning hotkeys to your Extended Screens, you can switch between Extended Screens without displaying the Dashboard.

Click the tab for the Hotkeys page.

Select Extended Screens to specify its preferences.

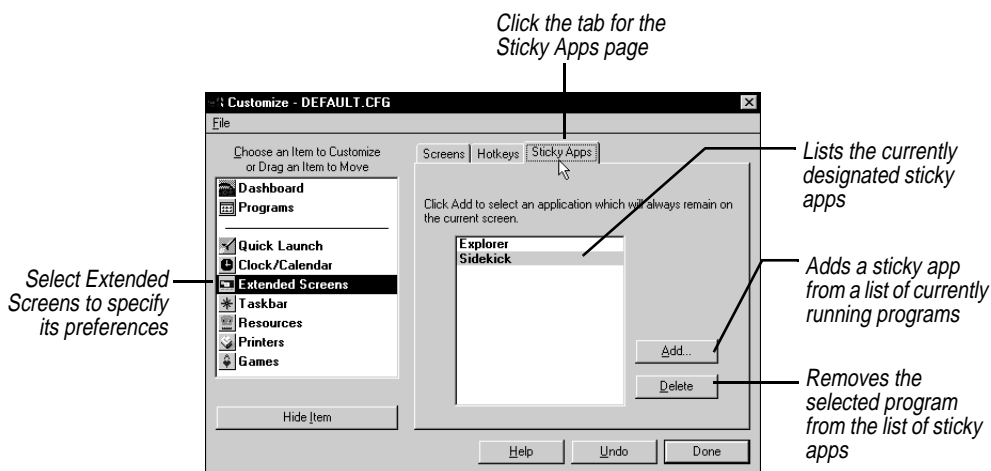


Type a key combination directly into the text box. Here, Ctrl, Alt, and 3 were all pressed at the same time.

See "Defining hotkeys" on page 40.

Sticky Apps page

When you're working with Extended 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 Extended Screen. You do this by designating these applications as *sticky apps*.



If you minimize a sticky app, its icon is visible in each Extended Screen.

Switching between Extended Screens

To switch between Extended Screens

Do one of the following:

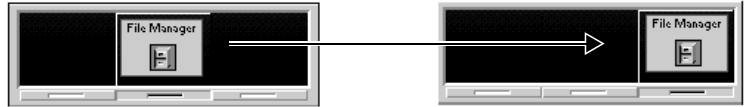
- ◆ Click a screen selector. Dashboard remains on top.
- ◆ Double-click an Extended Screen. If you double-click the screen background, Dashboard remains on top. If you double-click a program's miniwindow, the program comes to the top.
- ◆ Press a hotkey (see [“Hotkeys page” on page 68](#)). The program comes to the top, if a program is open in that screen.

Extended Screens are fully interactive

The Extended Screens are completely interactive with the full-screen views. If you move or resize a program window on the full screen, the miniwindow also moves and resizes. If you bring one program on top of another, the miniwindows on the Extended Screens reflect the change.

It also works the other way. If you move miniwindows on the Extended Screens, the programs they represent move on the full screen.

In fact, you can move a program miniwindow from one Extended Screen to another just by dragging it there.



NOTE If you resize the Dashboard window, the screen selectors may disappear. If this happens, you can double-click the screens themselves to switch back and forth, or define Extended Screen hotkeys.

Creating and using layouts

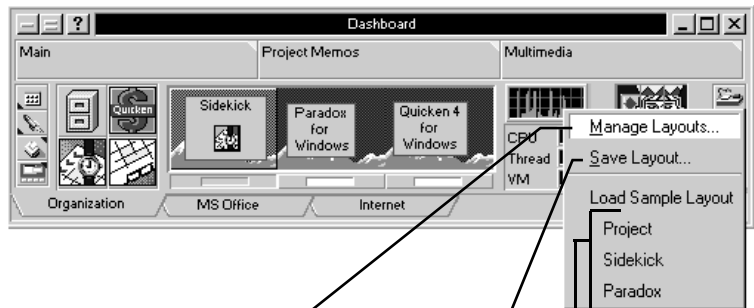
A *layout* is an arrangement of open programs in the Extended Screens. You might find, for example, that different arrangements are best suited to different tasks, as in the illustration below.



Two possible layouts

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 Extended Screens.

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



Change a previously saved layout

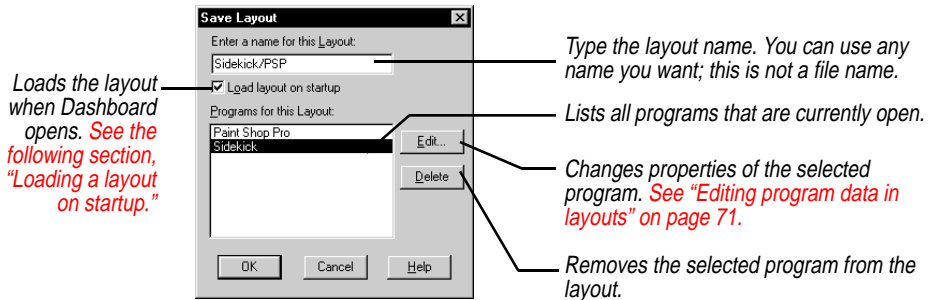
Save the current arrangement of Extended Screens as a new layout

Load a layout by choosing it from this list of saved layouts

Creating a layout

To create a layout

- 1 Arrange the programs on the Extended Screens the way you want them to appear when the layout opens.
- 2 Choose Save Layout from the Layout menu.
- 3 Enter a name for the layout.



Loading a layout on startup

You can designate a layout as a *startup layout*, which is loaded when Dashboard is first opened.

To designate a layout as a startup layout

Check Load Layout On Startup as shown in the preceding section, **"Creating a layout."**

Although you can create more than one startup layout, you'll probably find that one is enough.

To disable the automatic loading of a startup layout

Hold down the *Shift* key while Dashboard starts up.

Layouts and the Windows StartUp group

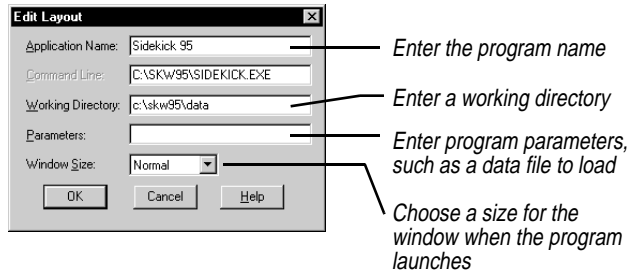
Layouts are one way to load programs automatically; the Windows StartUp group is another. Be sure your Dashboard layouts don't load programs that are already loaded by the StartUp group. For maximum flexibility, put Dashboard in your Windows StartUp group, and use Dashboard's layouts to load other applications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

Editing program data in layouts

When you save a layout, Dashboard records information for each program in the layout.

To change a program's layout information

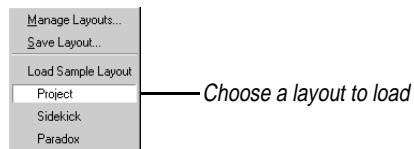
- 1 Choose Save Layout or Manage Layouts from the Layout menu.
- 2 Click Edit.
- 3 Make changes as shown in the following figure.



Loading a layout

To load a layout

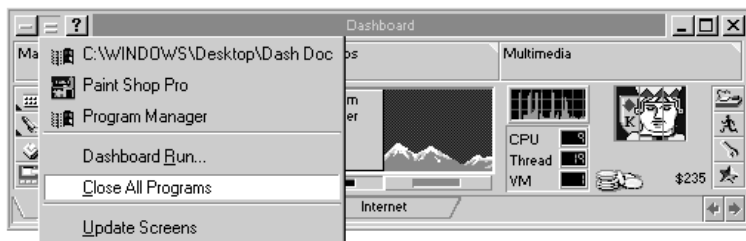
Click the Layout button and choose a layout.



Keep the following in mind when loading layouts:

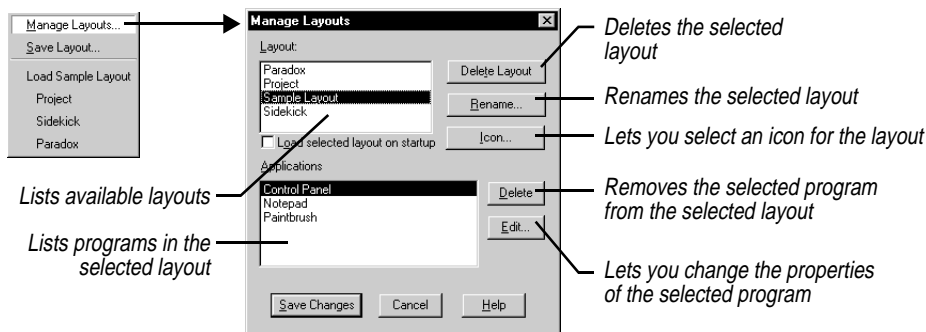
- ◆ If a program is already open when you load a layout that uses the same program, but is in a different Extended Screen or location within the Extended Screen, the program is not repositioned.
- ◆ Loading a layout doesn't unload or close any programs that are already open. Thus, if you've already opened 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. You can close all programs by choosing Close All Programs from the Task menu.



Managing layouts

Choose Manage Layouts from the Layout menu to rename a layout, remove an application from a layout, or delete a layout. You can also designate a startup layout and edit programs in a layout.



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

Layouts and configurations

Layouts are different from configurations:

- ◆ A *layout* is the arrangement of program windows in the Extended Screens.
- ◆ A *configuration* is the arrangement of panels (such as the Quick Launch panel, Extended Screens, and Printers panel) on the Dashboard. Configurations are discussed in **“Configuring panels” on page 33**.

Layouts and configurations are sometimes related. For example, a layout that uses five Extended Screens requires a configuration with



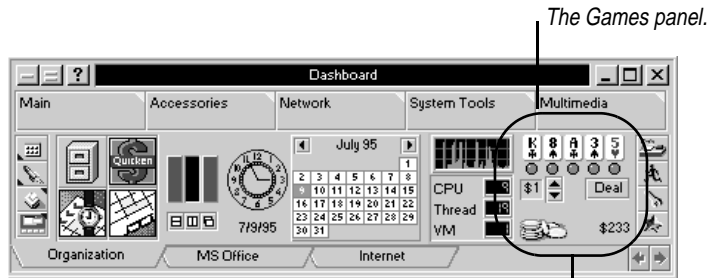
TIP

If you create a complex layout that requires a special configuration, save the configuration as a separate file. When you want to work with the layout, first open the configuration, and then open the layout.

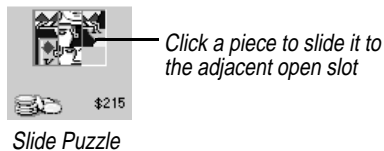
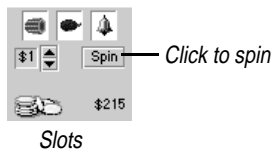
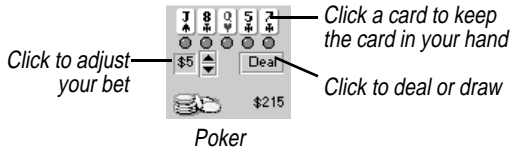
five screens. (If the current configuration has only three screens, Dashboard “doubles up” the programs from the extra screens to fit into three.)

Games panel

After you’ve put Dashboard to work for you, you can use it to help you unwind. Use the Games panel to try your luck at poker or a slot machine. Or, challenge your mind by solving the slide puzzle.



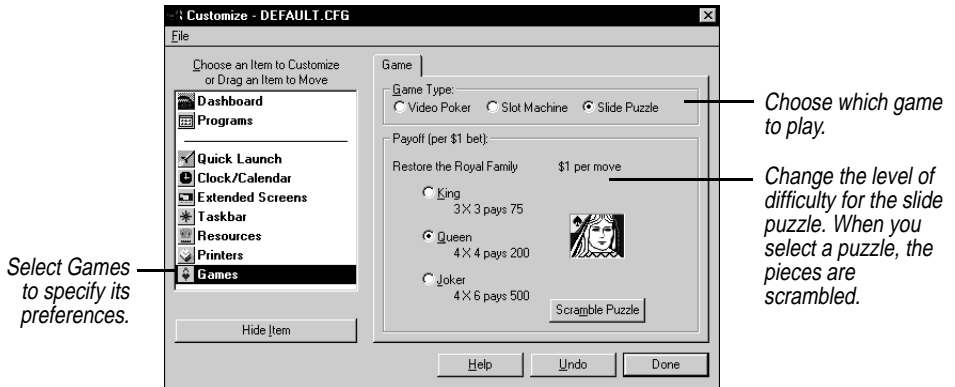
To see how you've been playing, double-click the Games panel. The Games Graph appears, charting your progress.



Games panel preferences

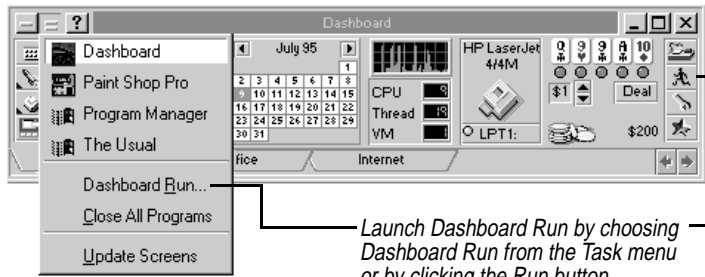
Use the Customize dialog box to specify your preferences for the Games panel. Display the Customize dialog box as described in “Dashboard preferences” on page 38.

You can choose which game to play and adjust your wager in poker and slots. The slide puzzle is a fixed wager depending on which puzzle you choose to solve.



Dashboard Run

Dashboard Run takes the place of both a DOS prompt and the Run command on the Windows Start menu. You can enter DOS commands—copy files, view directories, and manage programs—right from Dashboard.



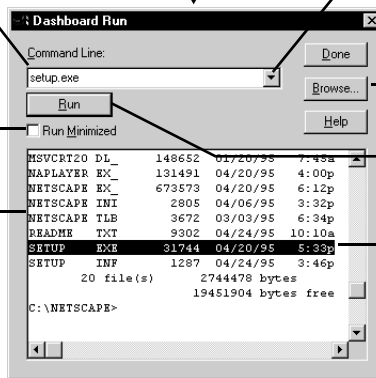
Launch Dashboard Run by choosing Dashboard Run from the Task menu or by clicking the Run button...

...The Dashboard Run dialog box appears.

Enter the command line for a Windows program, or enter a DOS command.

Check this box if you want the program minimized when it opens.

Your command and its results appear in the results window. You can also type commands at the DOS prompt in this window.



Click here to pick a command from a list of commands you have previously run.

Finds the program's location and file name.

Runs the command shown in the Command Line box.

Double-click a program to run it

To launch a program using Dashboard Run

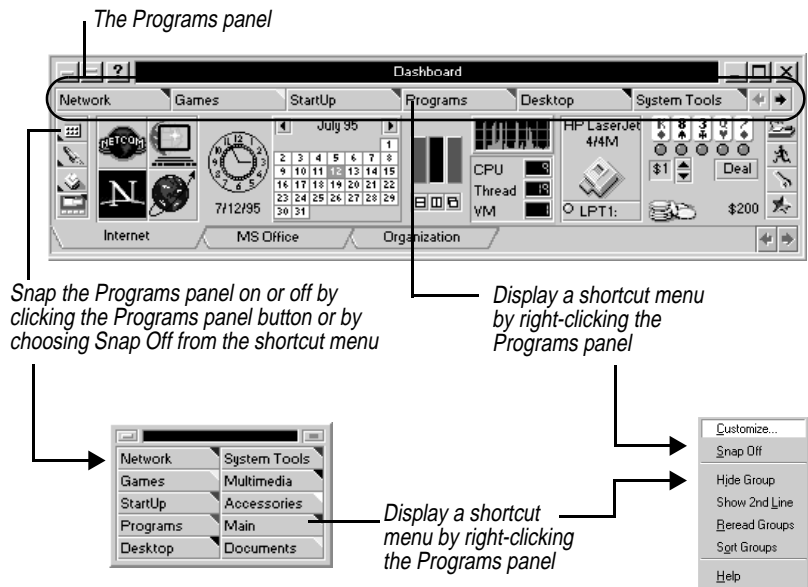
Do any of the following:

- ◆ Type commands in the Command Line box. You can change directories as needed. When you're in the right directory, you can type the program's file name and press *Enter*.
- ◆ Type commands at the prompt in the results window. When you're in the right directory, you can double-click the program's file name in the listing.
- ◆ When the results window is active (you type into the window, rather than into the Command Line box) press *Shift+F8* to highlight the bottom file name showing in a DIR listing. Use the arrow keys to move up or down the listing. Press *Enter* when you've selected the desired program.

Programs panel

The Programs panel displays each of your program groups as a tab. Launching a program is as simple as clicking once on its group, and clicking the program name.

If you were running an earlier version of Windows, the Programs panel helps your transition to Windows 95. Dashboard's Programs panel provides all the functionality of the Windows 3.1 program groups, and more.

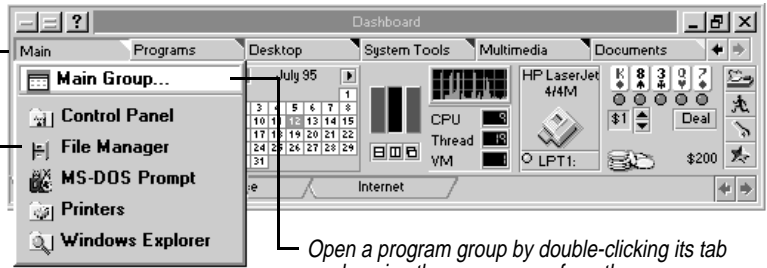


The initial group of Programs tabs consists of programs from your Windows 95 Programs menu, including all folders it contains.

Click a program group to display a menu of items in that group.

Launch a program by choosing the program name from the menu.

Click the program name, or select it using the arrow keys and then press Enter.



Open a program group by double-clicking its tab or choosing the group name from the menu.



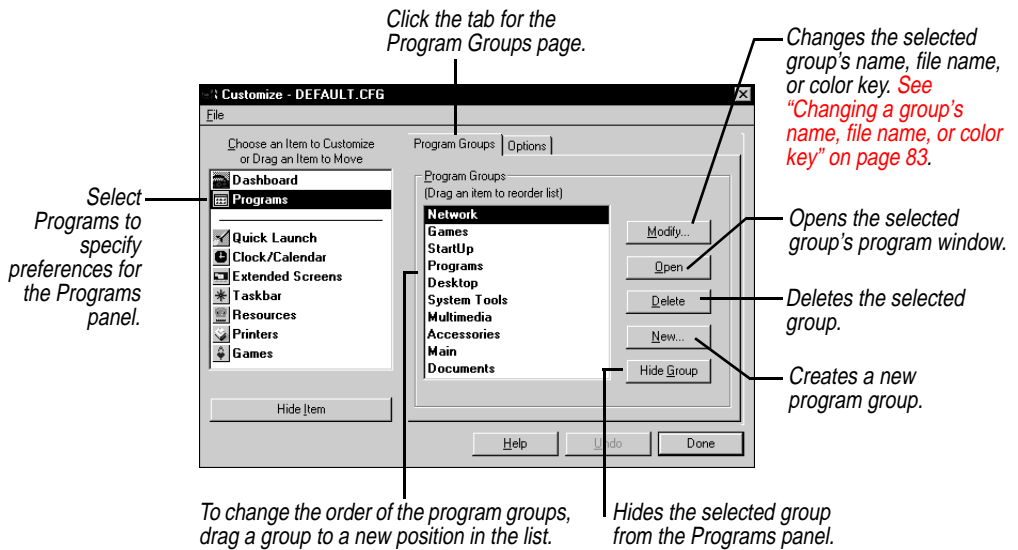
Programs panel preferences

Use the Customize dialog box to specify your preferences for the Programs panel. Display the Customize dialog box as described in **“Dashboard preferences”** on page 38.

The Customize dialog box for the Programs panel has two pages: Program Groups and Options.

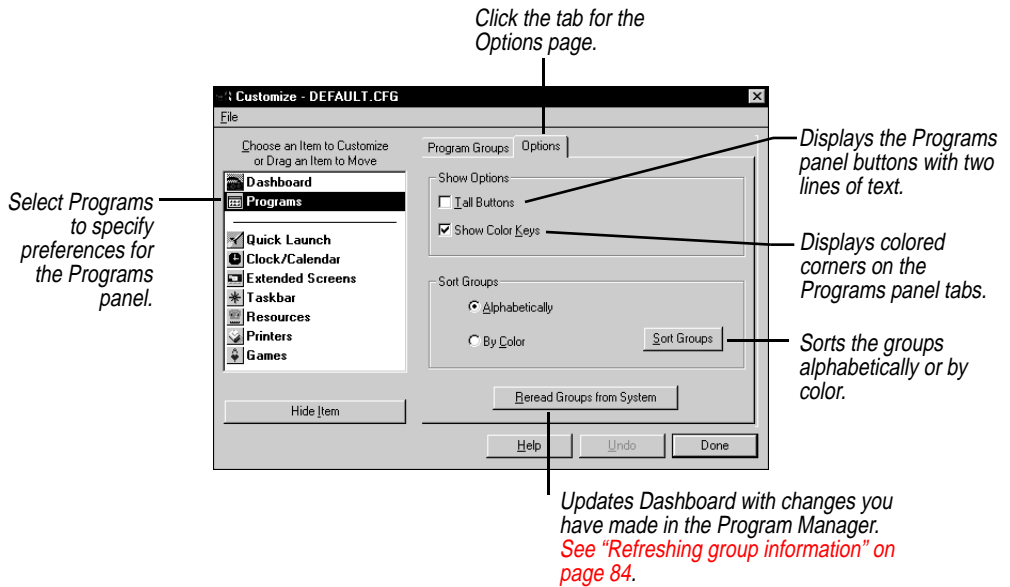
Program Groups page

You can add, delete, reorder, or hide groups, or change a group's color keys.



Options page

You can change the appearance of the tabs on the Programs panel and sort program groups.



Managing your program groups

Dashboard program groups organize your programs in tabs. Here are some of the things you can do with program groups:

- ◆ Display program groups as a row of tabs in the Programs panel.
- ◆ Create groups within a group.
- ◆ Change a group's description or file name.
- ◆ Change the order in which program groups appear in the menu by sorting them or dragging the group name to the position you want.
- ◆ Add a program to a group by dragging the program's icon from the Quick Launch panel to the group window. Or—in the opposite direction—instantly create a Quick Launch button by dragging a program icon from a group to the Quick Launch panel.

The following sections describe how to add a group, delete a group, create a group within a group, add an item to a group, move or copy programs between groups, modify a group, and refresh group information.

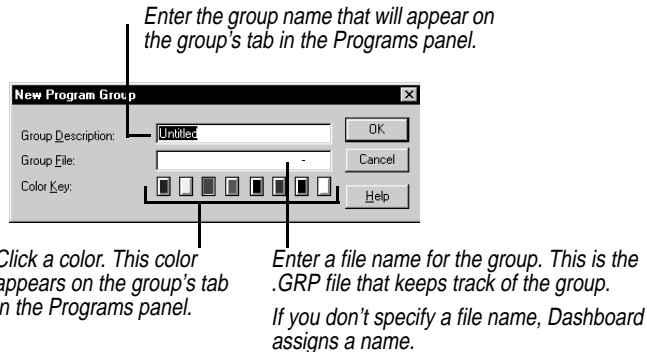
Adding a group

You can create a new program group right from Dashboard. The new group is automatically reflected in the Program Menu.

To create a program group



- 1 Right-click the Programs panel and choose Customize, or click the Customize button and select Programs panel as the item to customize. (See “Programs panel preferences” on page 78.)
- 2 Click New and enter the following information for the group:



Deleting a group

To delete a program group



- 1 Right-click the Programs panel and choose Customize, or click the Customize button and select Programs as the item to customize. (See “Programs panel preferences” on page 78.)
- 2 Select the group to delete.
- 3 Click Delete.

Dashboard asks you for confirmation, then deletes the group.

Adding an item to a group

You can add a program to a group if the group is open.

To add a program to a program group

- 1 Open a group by double-clicking its tab in the Programs panel. Or click the group tab, and then click the group name at the top of the list.
- 2 Choose New from the File menu, and choose Shortcut.

- 3 Enter the program's command line, or click Browse and find the program you want. Complete the steps for creating a shortcut. The new program item's icon appears in the group window.

You can also add a new item by dragging it from the Explorer, another program window, or the Quick Launch panel to the group.

If you are running the Program Manager as your Windows 95 shell, the new program item is automatically reflected in the Program Manager.

Creating a group within a group

You can reduce the number of items on the Programs panel or consolidate your program groups by creating groups within groups. A group within another group is called a *nested* group.

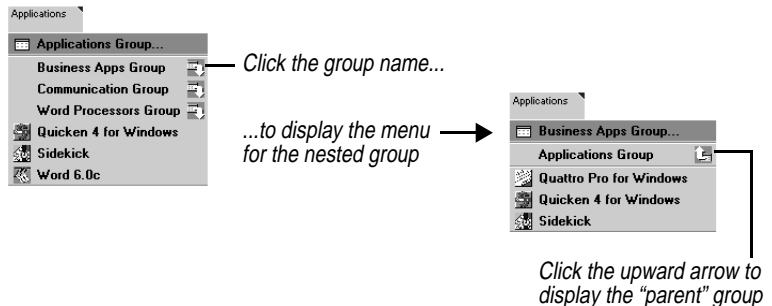
To create a nested group

- 1 Open a group by double-clicking its tab in the Programs panel.
- 2 Choose New from the File menu, and choose Folder.
- 3 Enter the group name you want. The new group's icon appears in the group window.

To open the new group

Double-click its icon. You can then add programs—or even other groups—to this nested group.

A nested group appears as an item in the menu for the group that contains it. A downward-facing arrow in the menu indicates the nested group, and an upward-facing arrow indicates the “parent” group.



These nested program groups will function even if you are running Program Manager as your Windows 95 shell. However, if you remove

Dashboard from your hard drive, you will receive an error message if you try to open a nested group, since Program Manager alone doesn't support nested groups.

Moving or copying programs between groups

To move a program from one group to another

- 1 Open both program windows.
- 2 Drag the program icon from one window to the other.

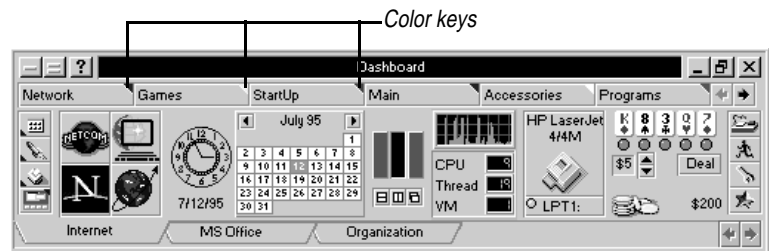
To copy a program from one group to another

- 1 Open both program windows.
- 2 Hold down the *Ctrl* key while dragging the icon from one window to the other.

Changing a group's name, file name, or color key

You can change a program group's description, file name, or color key. If you are running the Program Manager as your Windows 95 shell, the change is automatically reflected in the Program Manager.

Color keys are the colored corners on the Programs panel tabs.

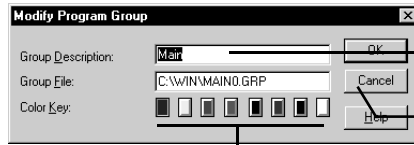


To change a program group



- 1 Right-click the Programs panel and choose *Customize*, or click the *Customize* button and select Programs panel as the item to customize. (See “Programs panel preferences” on page 78.)
- 2 Select the group to change.

- 3 Click Modify and enter the following information for the group:



To rename program group, enter the name here

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

To change the color of the corner tab for this group's Programs panel button, click a color

Refreshing group information

If you make changes in Windows 95 that do not appear in your Dashboard program groups, you can refresh the program group information by doing one of the following:

- ◆ Click Reread Groups From System in the Options page of the Customize dialog box. (See the figure on page 80.)
- ◆ Choose Reread Groups from the Programs panel's shortcut menu.
- ◆ Exit Dashboard and restart it.

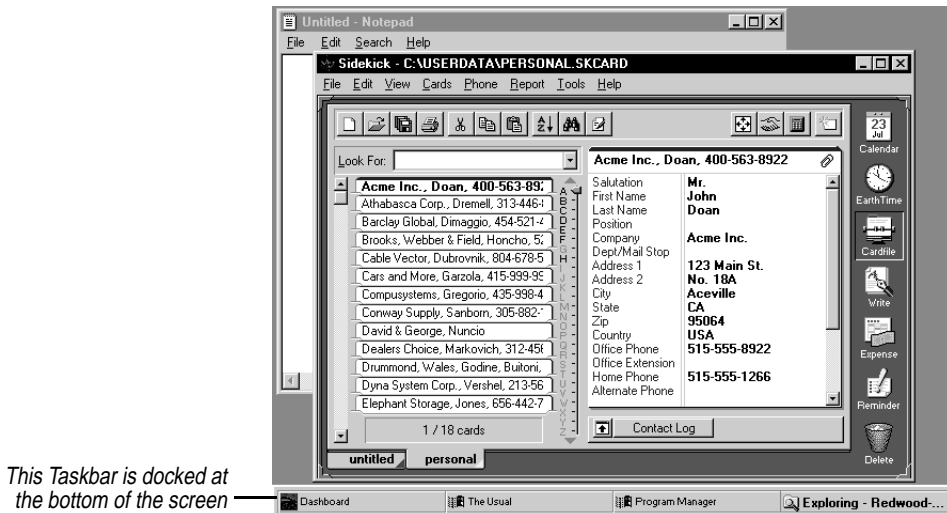
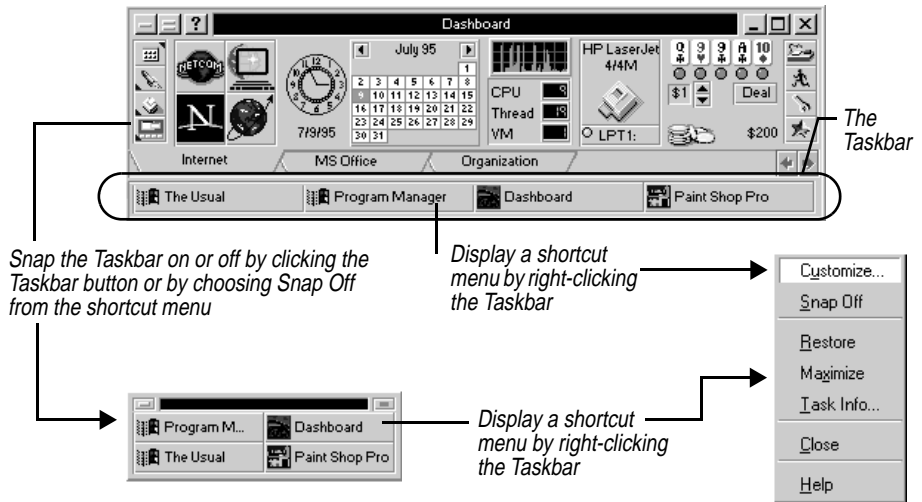
Taskbar

The Dashboard Taskbar provides some features not available with the Windows 95 taskbar.

- ◆ In addition to being able to dock the taskbar at any side of the screen, the Dashboard Taskbar can “float” anywhere within the window you choose to place it.
- ◆ You can right-click an icon in the Dashboard Taskbar and choose Task Info to see information about that application.
- ◆ You can have labeled or unlabeled icons on the Dashboard Taskbar.

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

the Dashboard, float as a snapped off palette, or dock to the left, right, top, or bottom of your screen.



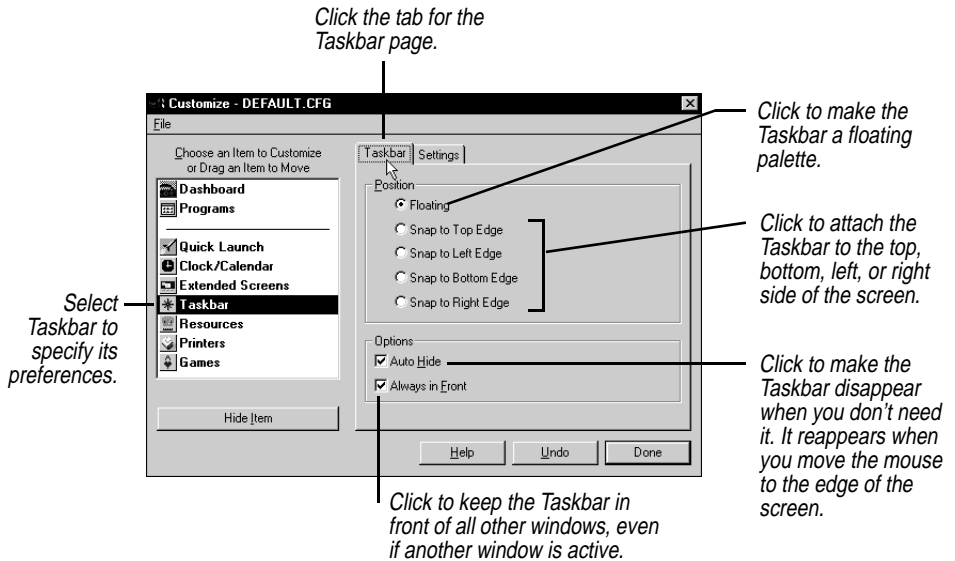
Taskbar preferences

Use the Customize dialog box to specify your preferences for the Taskbar. Display the Customize dialog box as described in **"Dashboard preferences" on page 38.**

The Customize dialog box for the Taskbar has two pages: Taskbar and Settings.

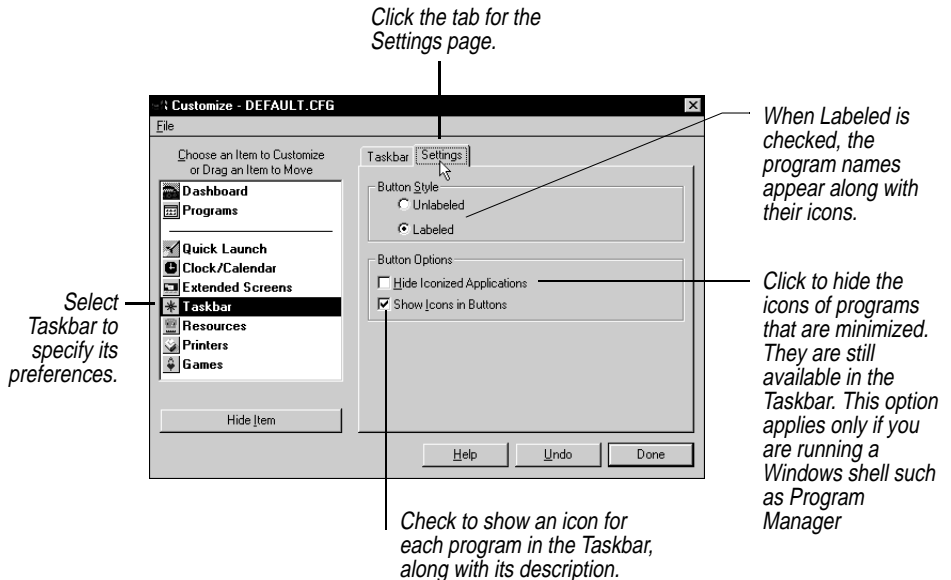
Taskbar page

You can specify the position of the Taskbar or dock it to the edge of your screen.



Settings page

You can specify the button style and whether to show icons.



Symbols

? icon 17

A

accessing applications 51, 68–69
activating shortcut menus 11
adding items to groups 81–82, 83
adding panels 42
adding program groups 79, 81
adding users ii
Alarm Settings dialog box 60
alarms
 Clock/Calendar 59–61
 assigning sounds 61
 setting preferences 59
 Clock/Calendar panel 57
 assigning sounds 60
 specifying messages 60
 low memory resources 53, 54
 turning off 59
Alarms command 59
Alarms page (Customize) 59
analog clocks 58
App Organizer 6, 44
 running 47
Appearance page (Customize) 40
Application Task Information
 dialog box 33
applications 6
 accessing 51, 68–69
 launching 29–32, 49
 setting alarms 60
 setting preferences 46
 shortcuts 30
 minimized 31, 32, 33, 76
 multiple 31, 32–33, 50
 removing from layouts 73
 returning information on 55
 switching 33, 68, 69
 viewing 33, 84
Applications page
 (Customize) 46

Applications Running option 55
Arrange Icons button 33
arranging windows 3
associating files with groups 84
associating files with Quick
 Launch buttons 49
automatically opening
 applications 49

B

backgrounds (Extended
 Screens) 67
bar gauge (resources) 53, 54
book icons 19
Browse button 32
bulletin boards 4
button bars *See* snap-on panels
buttons
 See also specific button
 described 11
 help with 17–18

C

Calendar page (Customize) 58
calendar *See* Clock/Calendar
 panel
Cascade button 33
cascading windows 3
changing
 layouts 70, 71, 72
 program fonts 40
 system dates and time 57, 58
choosing backgrounds 67
Clock page (Customize) 58
Clock/Calendar panel 56–61
 adding alarms 57, 59–61
 changing calendar dates 57
 modifying system dates and
 time 57, 58
 overview 14
 setting preferences 57–59
color options 41

 calendar 58
 program groups 79, 80, 81, 83
Command Line box 76
communication programs 58
compatibility with Windows 3.1 6
configuration files 35–36
 opening 36
configuration settings 34–36
 See also preferences
 saving 34, 35, 36
contacting Starfish 4
Contents page (Help) 18–19
controls *See* buttons; menus;
 panels
copying program groups 83
copying Quick Launch buttons 48
CPU meter 52
creating program groups 79, 81
customer assistance 4
Customize button 34
Customize command 34, 38
Customize dialog box 34, 38
 discarding changes 36
 saving settings 36
customizing Dashboard 24–29,
 38–43
 See also preferences

D

Dashboard
 adding additional users ii
 customizing 24–29, 38–43
 installing 4, 5, 6–7
 over previous versions 6
 new features 3
 overview 9–17
 repositioning 28–29
 resizing 27
 running 5, 40
 upgrading ii
Dashboard option 26
Dashboard page (Customize) 39
Dashboard Run 40, 75–76

- launching programs 32, 76
- overview 15
- dates *See* Clock/Calendar panel
- default printer, setting 62, 63
- defining hotkeys 40
- Delete button 73
- Delete Layout button 73
- deleting *See* removing
- Desktop group 6, 44
 - updating 47
- dialog boxes, help with 18
- digital clocks 58
- directories, working 46
- Disable ToolTips command 21
- disabling
 - alarms 59, 61
 - calendar 58
 - clock 58
 - startup layouts 71
- disk space, returning 55
- Display button (Help) 21
- displaying
 - calendar 58
 - clock 58
 - current applications 33, 84
 - Help topics 19–21
 - icons in panels 39
 - installed printers 63
 - shortcut menus 11
 - ToolTips 21
- Documents group 6, 44
 - updating 47
- DOS commands, entering 76
- DOS environment variables 56
- drag and drop 23–24
- Drive Usage option 55
- Drive Watch 52, 55
- drivers
 - mouse 5
 - sound 7
- Drives page (Customize) 54

E

- editing layouts 72
- Email/Internet group 44
- enabling ToolTips 42
- entering DOS commands 76
- Environment Variables option 56
- Explorer, accessing 50

- Extended Screens panel 65–74
 - accessing applications 68–69
 - arranging icons 33
 - changing fonts 40
 - choosing backgrounds 67
 - displaying icons 39
 - launching programs 30, 65
 - layouts 70–74
 - creating 71
 - deleting 73
 - loading 72
 - on startup 71
 - saving 70, 71
 - maximizing space 67
 - moving programs 65, 69–70
 - overview 14–15
 - setting preferences 66–69

F

- fax machines 61, 64
- files
 - associating with groups 84
 - configuration 35–36
 - loading 49
- Find, accessing 50
- Find button (Help) 20
- Find tab (Help) 20
- Flyover help *See* ToolTips
- fonts 40
- freeing memory 26
- fuel gauge (resources) 53, 54
- full-text searches (Help) 20–21

G

- Games Graph 74
- Games panel 74–75
 - overview 15
- groups (program) 7, 77
 - See also* Programs panel
- groups (Quick Launch panel) 46
 - creating 6, 48
 - sorting 47
- Groups page (Customize) 46, 48

H

- hard disk space 55
- hardware requirements 5
- help 4, 17–21

- on tools 21
- Help buttons 17, 18
- Help system 18–21
 - full-text searches 20–21
 - indexes 19
- Hide command 26
- Hide Item button 26
- hiding panels 25–26, 42
- hiding program groups 79
- horizontal views 27
- hotkeys 30
 - defining 40
 - Extended Screens panel 68
 - Quick Launch panel 50
- Hotkeys page (Customize) 40, 68

I

- icons 39
 - arranging 33
- Index button (Help) 19
- Index tab (Help) 19
- INSTALL.EXE 6
- installation 4, 5, 6–7
 - output devices 63
 - over previous versions 6
 - sound drivers 7
- Internet access 44

K

- keeping appointments 59
- keys, reassigning 40
 - See also* hotkeys

L

- labeling Quick Launch buttons 47
- landscape mode 64
- labeling applications 29–32, 49
 - multiple 31, 50
 - setting alarms 60
 - setting preferences 46
 - shortcuts 30
- Layout button 31, 65, 72
- Layout menu 31, 70
- layouts (Dashboard) 31
- layouts (Extended Screens) 70–74
 - creating 71
 - deleting 73
 - loading 72

- on startup 71
- saving 70, 71
- Layouts group 6, 44
- updating 47
- Load command 36
- Load Configuration File dialog
 - box 36
- Load Layout On Startup
 - option 71
- loading files 49
 - See also* opening

M

- Manage Layouts command 72, 73
- managing projects 70
- memory 5
 - freeing 26
 - tracking 52, 54
 - specific applications 55
- Memory and Resources option 54
- memory odometer 53, 54
- Memory page (Customize) 53
- menus 11, 78
 - See also* shortcut menus
- minimized applications 31, 32, 33, 76
- miniwindows 15, 69
- mouse 5
 - shortcuts, defining 40
 - terms, defined 5
- mouse pointer 24
- moving panels 24, 24–25
- moving program groups 83
- multiple applications 32–33
 - See also* Extended Screens
 - panel
 - launching 31, 50

N

- nesting program groups 82–83
- network drives 55
- new features 3

O

- office software packages 44
- online help 4, 17–21
 - tools 21
- online information services 4

- opening
 - applications 29, 76
 - automatically 49
 - configuration files 36
 - program groups 78, 82
 - shortcut menus 11
 - Task Manager 33
- Options page (Customize) 47, 64, 80
- orientation (print) 64
- output devices 54, 61
 - installing 63

P

- panels 10, 38
 - See also* specific panel
 - configuring 33–36
 - help with 17–18
 - hiding 25–26, 42
 - missing portions 29
 - overview 12–17
 - rearranging 24–25
 - resizing 27, 45
 - setting preferences 42
 - snap-on/off 27, 42
- Panels page (Customize) 43
- Panels tab 26
- paper orientation 64
- plotters 61
- poker 74
- portrait mode 64
- preferences 38–43
 - Clock/Calendar panel 57–59
 - Extended Screens panel 66–68
 - Games panel 75
 - Printers panel 62–64
 - Programs panel 78–80
 - Quick Launch panel 45–47
 - Resources panel 53–56
 - saving settings 36
 - Taskbar 85–86
 - Win Tools panel 51
- previous versions, installing
 - over 6
- Print Manager *See* Printers panel
- printer buttons 63, 64
- printers 61
 - reassigning default 62, 63
 - removing 63

- viewing installed 63
- Printers page (Customize) 63
- Printers panel 61–64
 - changing default printer 62, 63
 - hiding 42
 - overview 14
 - removing printers 63
 - resizing 27
 - setting preferences 62–64
 - specifying paper
 - orientation 64
- printing 24, 64
- program fonts 40
- program groups 7, 77
 - See also* Programs panel
- Program Groups page 79
- Program menu *See* Programs panel
- Programs panel 77–84
 - adding items to groups 81–82, 83
 - changing fonts 40
 - creating groups 79, 81
 - displaying icons 39
 - hiding 42
 - launching programs 30–31
 - nesting groups 82–83
 - opening program groups 78, 82
 - overview 16
 - refreshing group
 - information 84
 - removing groups 79, 81
 - renaming groups 79, 83–84
 - setting preferences 78–80
- programs *See* applications
- projects, managing 70

Q

- question mark icon 17
- Quick Launch buttons 30
 - associating files with 49
 - creating 6, 48–49
 - labeling 47
- Quick Launch panel 44–50
 - adding programs 45, 46, 48
 - deleting programs 46
 - groups 46
 - creating 6, 48

- sorting 47
- hiding 42
- overview 12
- resizing 27
- setting preferences 45–47
- specifying hotkeys 50

R

- rearranging panels 24–25
- reassigning keys 40
- recurring alarms 60
- refreshing group information 84
- registration 6
- reminders *See* alarms
- removing
 - applications from layouts 73
 - panels 25–26, 42, 43
 - program groups 79, 81
 - programs from layouts 71
 - Quick Launch programs 46
 - ToolTips 21
- renaming layouts 73
- renaming program groups 79, 83–84
- reordering program groups 79
- repositioning Dashboard 28–29
- Reread Groups button 84
- resizing
 - Dashboard 27, 29, 70
 - panels 27, 45
- Resource Gauge 52
- Resources dialog box 53, 54–56
- Resources panel 51–56
 - overview 13
 - returning disk space 55
 - setting preferences 53–56
 - tracking memory 52, 54
 - specific applications 55
 - viewing environment variables 56
- Re-Synchronize button 47
- Run button 32
- Run command 32
- Run dialog box *See* Dashboard
- Run
 - running App Organizer 47
 - running applications *See* launching applications
 - running Dashboard 5, 40

S

- Save Layout command 71, 72
- saving
 - configuration settings 34, 35, 36
 - layouts 70, 71
 - preferences 36
- Screens page (Customize) 66
- searching online help 19, 20–21
- selecting backgrounds 67
- sending faxes 64
- setting preferences 38–43
 - Clock/Calendar panel 57–59
 - Extended Screens panel 66–68
 - Games panel 75
 - Printers panel 62–64
 - Programs panel 78–80
 - Quick Launch panel 45–47
 - Resources panel 53–56
 - Taskbar 85–86
 - Win Tools panel 51
- Settings page (Customize) 86
- shortcut menus 11–12
 - Clock/Calendar panel 56
 - Extended Screens panel 65
 - Games panel 74
 - Printers panel 61
 - Programs panel 77
 - Quick Launch panel 44
 - Resources panel 52
 - Win Tools panel 50
- shortcuts
 - See also* hotkeys
 - launching applications 30
 - mouse, defining 40
- slide puzzle 74
- slot machine 74
- Snap Off command 28
- Snap Off page (Customize) 42
- Snap On command 28
- snap-off panels 27, 42
- snap-on panels 27, 42
- Snooze button 61
- snooze intervals 59
- software requirements 5
- sorting program groups 80
- sorting Quick Launch groups 47
- sound drivers 7

- sound files 7
- sounds, assigning to alarms 60, 61
- Starfish, contacting 4
- startup layouts 71
 - disabling 71
- sticky apps 68–69
- Sticky Apps page (Customize) 68
- support hotline 4
- switching applications 33, 68, 69
- system dates and time 56
 - changing 57, 58
- System Environment option 54
- system resources *See* Resources panel

T

- tabs (Programs panel) 77, 80
- Task Manager 33
- Task Manager button 33
- Taskbar 84–86
 - hiding 42
 - overview 16–17
 - setting preferences 85–86
- Taskbar page (Customize) 86
- technical support 4
- Tile button 33
- tiling windows 3
- time *See* Clock/Calendar panel
- tips *See* ToolTips
- title bar 39
 - changing fonts 40
- Toolbars *See* snap-on panels
- ToolTips 21
 - enabling 42
- tracking memory 52, 54
 - specific applications 55
- turning off alarms 59, 61

U

- unlabeling Quick Launch
 - buttons 47
- upgrading ii, 6
- users, adding ii
- Utilities group 44

V

- Vertical command 28
- vertical views 27, 28

- viewing
 - calendar 58
 - clock 58
 - current applications 33, 84
 - Help topics 19–21
 - icons in panels 39
 - installed printers 63
 - shortcut menus 11
 - ToolTips 21

W

- wallpaper (Extended Screens) 67
- Web browser 44
- Web site 4
- Win Tools panel 50–51
 - overview 13
 - setting preferences 51
- Windows 3.1 compatibility 6
- Windows applications *See* applications
- windows, arranging 3, 33
- working directories 46

Contents

Introduction 3

What's new in Dashboard 95?	3
Where to go for help	4
Fast fax information	4
The Starfish BBS	4
Free online information services	4
Free up and running support	4
Support hotline	4

Chapter 1

Installation 5

What's in the box	5
What you need to run Dashboard	5
What about a mouse?	5
Installing Dashboard	6
After installation	6
Dashboard sounds	7

Chapter 2

Driver's training: Getting started 9

What is Dashboard?	9
What's on the Dashboard?	9
Panels	10
Menus	11
Buttons	11
Driver's training	11
Overview of panels	12
Quick Launch panel	12
Win Tools panel	13
Resources panel	13
Clock/Calendar panel	14
Printers panel	14
Extended Screens panel	14
Games panel	15
Dashboard Run	15
Programs panel	16
Taskbar	16
Getting Help	17
The Help Contents	18

The Help Index	19
The Help full-text search	20
Using ToolTips	21

Chapter 3

Getting up to speed 23

Using drag and drop	23
Rearranging the Dashboard	24
Rearranging panels	24
Adding and removing panels	25
Resizing the Dashboard	27
Snapping off panels	27
Running Dashboard vertically	28
Launching programs	29
Using Quick Launch buttons to launch programs 30	
Using Extended Screens to launch programs .	30
Launching programs from the Programs panel	30
Using the Layout menu to launch programs .	31
Launching programs with the Run dialog box	32
Managing open programs	32
The Dashboard Task Manager	33
Configuring panels	33
Saving custom configurations	34
Using custom configurations	35
Saving and undoing changes to your configuration	36

Chapter 4

Cruising: The Dashboard panels 37

Dashboard preferences	38
Opening the Customize dialog box	38
Dashboard page	39
Hotkeys page	40
Defining hotkeys	40
Appearance page	40
Snap Off page	42
Panels page	42
Quick Launch panel	44
Quick Launch preferences	45

Applications page	46	Programs panel	77
Groups page	46	Programs panel preferences	78
Options page	47	Program Groups page	79
Creating Quick Launch groups	48	Options page	80
Creating Quick Launch buttons	48	Managing your program groups	80
Launching a program and loading a file	49	Adding a group	81
Specifying hotkeys	50	Deleting a group	81
Win Tools	50	Adding an item to a group	81
Win Tools preferences	51	Creating a group within a group	82
Resources panel	51	Moving or copying programs between groups	83
Reading the Resource Gauge	52	Changing a group's name, file name, or color	83
Resources preferences	53	key	83
Memory and Resources preferences	54	Refreshing group information	84
System Environment preferences	54	Taskbar	84
Drive Usage preferences	55	Taskbar preferences	85
Applications Running preferences	55	Taskbar page	86
Environment Variables preferences	56	Settings page	86
Clock/Calendar panel	56		
Clock/Calendar preferences	57		
Clock page	58		
Calendar page	58		
Alarms page	59		
Setting an alarm	59		
Launching programs with alarms	60		
How alarms are displayed	61		
Printers panel	61		
Printers panel preferences	62		
Printers page	63		
Options page	64		
Drag-and-drop printing	64		
Extended Screens panel	65		
Extended Screen preferences	66		
Screens page	66		
Hotkeys page	68		
Sticky Apps page	68		
Switching between Extended Screens	69		
Extended Screens are fully interactive	69		
Creating and using layouts	70		
Creating a layout	71		
Loading a layout on startup	71		
Layouts and the Windows StartUp group	71		
Editing program data in layouts	71		
Loading a layout	72		
Managing layouts	73		
Layouts and configurations	73		
Games panel	74		
Games panel preferences	75		
Dashboard Run	75		

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Use these buttons to view, search, or print the book. Choose [Help | Acrobat Reader Help](#) for more information.



Shows or hides subtopics when clicked (when bookmarks are showing).



Jumps to a topic when double-clicked (when bookmarks are showing).



Closes the thumbnail/bookmark area and displays only the page view.



Displays bookmark area and page view.



Displays thumbnails and page view.



Drags the page in any direction.



Magnifies or reduces the page view. Click the button, then click within the document, or drag out an area to enlarge.



Selects text so you can copy it to the Clipboard.



Displays the first page of the document.



Displays the previous page.



Displays the next page.



Displays the last page of the document.



Displays the previous page viewed.



Steps forward from previous pages viewed.



Sets the page view to 100%.



Displays the entire page within the window.



Displays the full width of the page within the window.



Searches for a word or partial word.



Prints a page or multiple pages from the online manual. Specify the page range in the dialog box that appears. The default, All, prints the entire manual.

Dashboard® 95 User's Guide Navigation

Red text designates hypertext links. All cross-references are hypertext linked. Clicking a hypertext link jumps you to the page referred to by the red text.