Digital Research

DR DOS® 6.0
Operating System for Personal Computers

ViewMAX™ User Guide

Digital Research ®

DR DOS® 6.0

ViewMAX™ User Guide

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Preface

ViewMAX™ is an icon-based *graphical user interface* (GUI)—a set of features that offer an alternative representation of the DR DOS® 6.0 operating system. An example of an interface is the wristwatch you are wearing. Its interface is either analog (hour hand and minute hand) or digital (a numerical readout). Both interfaces tell you what time it is, but they require different mental processes for reading the time and different mechanical actions for setting the time.

Similarly, you can perform all the basic file operations using the command line or ViewMAX; ViewMAX provides an easier way of accessing the most-used commands.

New features in ViewMAX

Various new elements have been added to ViewMAX. These include the following:

TaskMAX

The TaskMAX interface command lets you access TaskMAX, which is a utility included with DR DOS. With TaskMAX, you can switch between applications without exiting your current application. You can also use the TaskMAX preferences command to choose how to access TaskMAX.

Split-window mode

The Show tree command lets you display the contents of a disk drive in two side-by-side windows: the folders appear in a tree structure in the left window, and the contents of a selected drive or folder are displayed in the right window.

Find

The Find command lets you search your disk drives to locate one or more files. You can also use DOS wildcards to search for the file. After the file is located, you can display it in an active window.

Color schemes

The Color schemes command lets you select several colors and patterns for the ViewMAX desktop and for the scroll and title bars.

Undelete

The Undelete command lets you retrieve a file or a directory that you deleted during your current work session.

Help for dialogs

On-line Help alerts that describe the functions of each dialog are available.

How to use this guide

If you are familiar with graphics applications and mouse techniques, read Chapter 1, "Getting Started," and then skip to Chapter 6, "Applications," for descriptions of what ViewMAX can do for you.

If you are using a graphics application for the first time, be sure to complete the tutorial in Chapter 2, "Getting Acquainted."

What this guide contains

Chapter 1: Getting started

This chapter tells you how to start ViewMAX.

Chapter 2: Getting acquainted

This tutorial chapter introduces you to the keyboard and mouse techniques you will be using in ViewMAX, and it leads you through several of the operations you are likely to perform.

Chapter 3: Windows

ViewMAX divides your screen into *windows*. This chapter describes window components and operations. Windows allow you to view the contents of your disks and folders, display desk accessories, and so on.

Chapter 4: Folders

Folders contain files and other folders. This chapter describes how you organize your documents or applications in folders.

Chapter 5: Icons

The basic elements in ViewMAX—disks, folders, applications, and documents—are shown as *icons*, or small pictures. This chapter shows you how to manipulate the icons to perform a variety of tasks.

Chapter 6: Applications

This chapter discusses software programs, how they relate to ViewMAX, and how document types are associated with them. It also explains how to use TaskMAX with your programs, and it describes the ViewMAX clock and calculator *desk accessories*.

Chapter 7: Dialogs

ViewMAX displays *dialogs* to provide or ask for information in connection with an operation that you are performing. This chapter explains how to obtain on-line Help for dialogs. It also describes the different types of dialog and tells you how to use them.

Chapter 8: Menus and commands

This chapter explains how to use the ViewMAX menus and commands.

Chapter 9: Passwords

This chapter explains how to set passwords for folders, documents, and applications, and how to set global passwords.

Glossary

Use the glossary for a quick reminder of the meaning of any unfamiliar terms.

Assumptions and Conventions

Unless otherwise stated, the examples in this guide assume your computer has one diskette drive (drive A:) and a hard disk drive (drive C:). The word *disk* is used generically to describe both kinds of drive.

You can use the keyboard or the mouse to move around the ViewMAX screen and to display dialogs and menus. *Mouse* is used generically to refer to the pointing device attached to your computer. In this guide, the word *click* always refers to the use of a mouse.
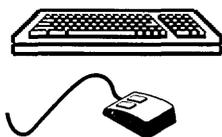
To make things clearer, the keyboard symbol appears next to instructions for the keyboard, and the mouse symbol appears in the margin next to instructions for the mouse when the techniques for each are quite separate.

ViewMAX uses the term *folders* to mean subdirectories.

Some ViewMAX commands, when they appear in menus, are followed by three dots. These dots indicate that a *dialog* appears when you choose the command. ViewMAX uses dialogs to communicate interactively with you: they provide or request information.

You will notice that some words that appear on screen have underlined letters, such as File and Options. Wherever you see underlined letters you can select the option they label by pressing the **Alt** key and the underlined letter at the same time. To choose the File menu, therefore, you press **Alt+F** simultaneously.

When you are required to press the plus (+) or minus (-) key, the plus or minus is shown enclosed in square brackets, but you do not type the square brackets. For example, **Alt+[+]** means that you press the **Alt** and + keys at the same time.

The ⌐ symbol represents the **Enter** key, which is sometimes called the **Return** key.

Contents

Getting Started

THIS chapter contains the basic information you need to start ViewMAX.

Starting ViewMAX

How you start ViewMAX depends on whether you have installed it on a hard disk or on diskettes. Instructions for starting from either type of installation follow. Refer to the *DR DOS User Guide* if you want more information on the installation procedure.

Starting from a hard disk

Assuming your hard disk is drive C:, type the following command at your operating system prompt:

C>VIEWMAX↵

(↵ represents the **Enter** or **Return** key)

When ViewMAX appears on your screen, you are ready to start work.

Starting from diskettes

Insert your VIEWMAX diskette in drive A:. Type this command when your operating system's prompt appears:

`[DR DOS] A:\>VIEWMAX⏎`

You see an hourglass icon on your screen, telling you your computer is busy completing your instructions.

In a few moments, ViewMAX appears.

Remove your VIEWMAX diskette from drive A: and set it aside.

Starting ViewMAX automatically (hard disk systems only)

During DR DOS installation, you are asked whether you would like ViewMAX to be loaded automatically when the computer is switched on (or rebooted). If you answer YES to this question, ViewMAX will appear every time you reset the computer or switch it on. This setting can be changed at any time using the SETUP utility of DR DOS.

Getting Acquainted

2
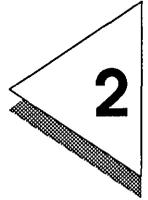
THIS chapter acquaints you with some basic operations of ViewMAX. It is written as a tutorial with accompanying illustrations. Be aware that your screen might look a little different from the illustrations because ViewMAX is tailored to your specific machine.

To complete the tutorial exercises, you will need a diskette. It should contain at least one but no more than 15 items (files); it should not contain any folders (subdirectories). The diskette you use does not have to meet these requirements but the instructions will be easier to understand if it does.

Starting ViewMAX

Start ViewMAX as described in Chapter 1, "Getting Started."

When ViewMAX first appears, it looks similar to the following illustration. The components you need to know about for the tutorial are shown in this illustration.

The top half of the screen is split into two windows: the left one displays the contents of the current drive in a tree structure; the right one shows the contents of the selected directory. Hereafter, we will refer to this as *split-window mode*.

The bottom window displays icons representing the disk drives on your computer.

top left window (active)

top right window (inactive)

menu bar	File Options View Help		ViewMAX
close box			

Drive C: C:*.*

10 folder(s).   4 folder(s) 297,595 bytes in 49 file(s).

title bar

information line

selection bar

[-]C:\
[-] DRDOS
   └── TMP
[-]─UENTURA
   └──DICT
[-]─TYPESET
   [-]─LEVEL2
      [-]─LEVEL3
         [-]─LE

selection frame

left scroll arrow

slider

scroll bar

right scroll arrow

New Folder DRDOS MOUSE TYPESET

VENTURA AUTOEXEC.BAK AUTOEXEC.BAT AUTOEXEC.OLD

COMMAND.COM CONFIG.BAK CONFIG.OLD CONFIG.SYS

DDIR.COM DPOUT.BAT DPSETUP.BAT DRAW.BAT

Disk Drives:

A: DISKETTE B: DISKETTE C: HARD DISK D: HARD DISK E: HARD DISK F: HARD DISK

disk drive icons

bottom window (inactive)

ViewMAX automatically detects whether a drive is present and displays an icon. In addition to physical drives, any substituted or network drives are also shown.

Keyboard and mouse techniques

To display menus and choose commands, use combinations of the **Alt** key and other letters (shown as **Alt+F**, for example), and the **Enter** key (⏎). To move around ViewMAX, use the cursor keys (←,→,↑, and ↓).
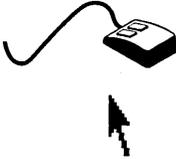
If you have a mouse, you can use it in ViewMAX; you will move a *pointer* around the screen as you move the mouse. To move the mouse without moving the pointer, lift it up before using it. (If you have not configured ViewMAX to use a mouse, the pointer will not appear.)

Note

If your mouse has more than one button, use only the left one.

Look at the opening display. The first item in the top left window has a black *selection bar* around it (as shown to the left). This bar, which appears only in the left window in split-window mode, indicates the disk drive or folder whose contents are displayed in the right window. Surrounding this bar is a gray *selection frame*. Use your cursor keys to move the selection frame from item to item (as shown to the left). The selection frame must appear around an item for you to highlight and select it.

Mouse techniques

Drag means to press and hold down the mouse button while you move the mouse. When you drag, you draw a *rubber rectangle* on screen that expands and contracts as you move the pointer. If you draw a rubber rectangle that touches or surrounds several items, the items are highlighted when you release the mouse button. Rubber rectangles are always drawn from upper left to lower right.

Shift-clicking is another way of selecting several items at once, and it is useful if you want to select items that are scattered throughout a window. To shift-click, click on the first item, and then hold down the **Shift** key while clicking on the rest of the items you want to select.

To *deselect* all of the selected items, click in an open area of the window, and to deselect individual items, shift-click on them.

Displaying menus

ViewMAX menus contain commands for ViewMAX operations.

File
Open/Run...
Show contents
Find...
Copy...
Delete...
Info/Rename...
Password...
Undelete
Format disk...
Exit to DR DOS
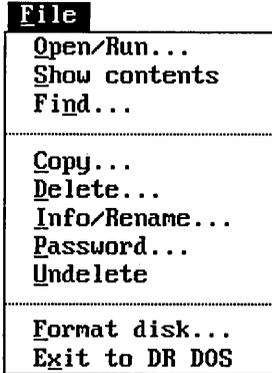
Look at the menu bar that appears at the top of your screen. Notice that each menu title has one letter underlined: File, Options, View, Help, and ViewMAX.

If you are using the keyboard, press **Alt+F**. If you are using the mouse, move the pointer up to the left corner of the ViewMAX screen and touch the word File.

The File menu drops down from the menu bar.

Each line in a menu is a command. Some commands are *dimmed* or *grayed out*. You cannot choose these dimmed commands because they are inappropriate for what you are doing at the time. For example, if no icons are selected when you display the File menu, the Delete command is dimmed because ViewMAX doesn't know what you want to delete.

If you are using the keyboard, you can use **Alt**+underlined letter to display the other menus, or, if a menu is already displayed, you can use the left and right cursor keys to pull down the adjacent menus. Press **Esc** to clear the menu from your screen.

If you are using the mouse, slide the pointer along the menu bar. When it touches the other menu titles, their respective menus drop down. If you prefer, menus will only drop down when you've clicked on the menu title. This operation is set in Preferences in the Options menu. See Chapter 8, "Menus and Commands," for more details. Move the pointer to a blank area of the ViewMAX screen and click. The last menu you displayed disappears.

Activating a window

Only one window can be active at any given time. A window must be active for you to scroll through the items in it and select them.

You can tell which window is active by looking for the selection frame that surrounds the first item in the window. Press the **Tab** key and note how the selection frame moves to the right window. If you press this key again, the selection frame will move to the bottom window.

If you are using the mouse, you can make a window active by clicking on it.

Note

To change the bottom window into split-window mode, activate the window, select one of the drive icons, either double click on the icon, or highlight it and press **Enter**, then choose the Show tree command from the View menu. To return either the top or the bottom half of the screen to the full window display, choose the Hide tree command from the Options menu. See Chapter 8, "Menus and Commands," for more information.

Tutorial

In this tutorial, we will introduce you to some of the basic ViewMAX operations. More detailed information is to be found in the relevant chapters later in this guide.

Before you begin, check for the following conditions:

❑ Your diskette is *not* write-protected.

❑ You have inserted your diskette into drive A: and closed the drive door.

❑ The top ViewMAX window is displaying the contents of the current disk drive in split-window mode; while the bottom window is displaying the available disk drives as icons.

The instructions for using the tutorial are presented in two ways:

❑ For keyboard users of ViewMAX.

❑ For mouse users.

Tutorial for keyboard users

Changing the top window

Change the top window to the full window display. Press **Alt+V** to display the View menu, and then press **H** (the keyboard shortcut for the Hide tree command).

The top window now displays the contents of the current disk drive. To change the display so that it shows only the disk drive icons, press **Alt+F4.**

Creating a new folder

Make the lower window active by pressing the **Tab** key. The selection frame will surround the icon representing drive A:.

Press **Enter** to open drive A:. All the files on your diskette appear as icons with their names underneath.

The selection frame is already surrounding the New Folder icon, so press **Enter** to open it. The following dialog appears:

```
┌─────────────────────────────────┐
│      New Folder                  │
│                                  │
│  ┌────────────────────────────┐  │
│  │ Name: [_____.___]    │  │
│  └────────────────────────────┘  │
│                                  │
│  [ ? ]  [Cancel]    [   OK   ]   │
└─────────────────────────────────┘
```
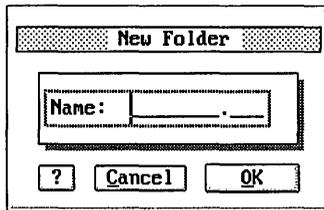
Notice that the Name: line has a text cursor on it (I). Type in the word TUTORIAL and notice how the cursor stays to the right of the letters you are typing. If you make a mistake press **Backspace** to delete the incorrect letters.

Press **Alt+O** to accept the OK button.

Look at the lower window again. In addition to a new New Folder icon, you will see an icon for the folder you just created: TUTORIAL.

Copying a file

You are going to copy a file into the new folder you just made, so you need to have that folder open.

Note

When you use the keyboard, the Copy command always copies from one non-tree window to the other non-tree window; you need one window displaying the file to copy and the other window displaying the destination for the copy. Press **Tab** to make the upper window active. The selection frame is already surrounding the disk drive you want (drive A:); press **Enter** to open that disk drive.

Open your new folder (TUTORIAL) so that your chosen file can be copied into it; move the selection frame over the TUTORIAL icon and press **Enter** to open it.
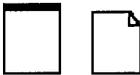
The upper window's title bar changes from A:*.* to read A:\TUTORIAL*.* and the window has only a New Folder icon in it. You have finished preparing your copy's destination.

Press **Tab** to make the lower window active, and use the cursor keys to move the selection frame around the icon you want to copy. Choose an icon like either of those illustrated on the left.

Press the **Spacebar** to select the icon, and then press **Alt+F** to display the File menu. Press **C** for the Copy command; the following dialog appears:

```
┌─────────────────────────────────────┐
│▒▒▒▒▒ Copy Folders / Files ▒▒▒▒▒▒     │
│  ┌──────────────────────────────┐    │
│  │  Folders to copy:    ____0   │    │
│  │   Files to copy:     ____1   │    │
│  └──────────────────────────────┘    │
│      ┌───┐ ┌────────┐ ┌────────┐     │
│      │ ? │ │ Cancel │ │   OK   │     │
│      └───┘ └────────┘ └────────┘     │
└─────────────────────────────────────┘
```
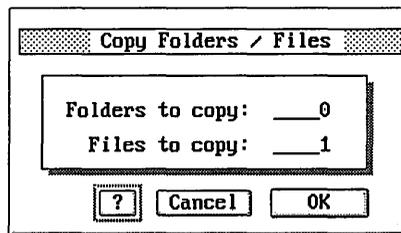
This dialog shows you that no folders and one item will be copied. Press **Alt+O** to select OK. Now look at the upper window—the file you chose appears beside the New Folder icon.

Renaming a file

To rename the file you just copied into the TUTORIAL folder, press **Tab** to make the upper window active. Use the cursor keys to move the selection frame over the file and press the **Spacebar** to select it. Press **Alt+F** to display the File menu, then press **I** for the Info/Rename command.

The following dialog appears:

```
╔══════════════════════════════════════════════╗
║ ▓▓▓▓▓▓▓ File Information ╱ Rename ▓▓▓▓▓▓▓ ║
║   ┌────────────────────────────────────────┐   ║
║   │        ┌────────────────────┐          │   ║
║   │        │Name:   MYFILE   .DOC│          │   ║
║   │        └────────────────────┘          │   ║
║   │ Size in bytes:            __57          │   ║
║   │ Last modified:   29-Jun-90  02:21 am    │   ║
║   │        ┌─ Attributes: ──────────┐       │   ║
║   │        │   ◉ Read/Write          │       │   ║
║   │        │   ○ Read-Only           │       │   ║
║   │        └────────────────────────┘       │   ║
║   └────────────────────────────────────────┘   ║
║           [ ? ]  [ Cancel ]  [   OK   ]         ║
╚══════════════════════════════════════════════╝
```
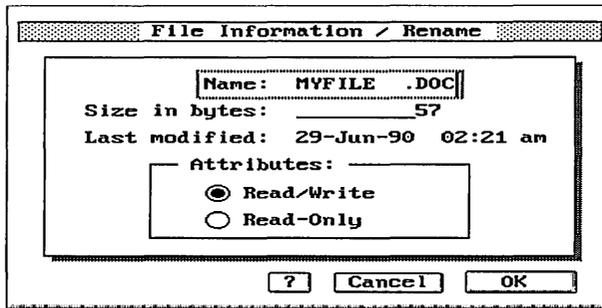
The name of the file you selected appears, together with its size and date and time it was last changed. The text cursor (I) appears at the end of the file name. Press the **Backspace** key to delete it one character at a time, or press **Ctrl+Backspace** to erase it completely, then type in EXAMPLE.XXX. Press **Alt+O** to select the OK button. The file you just renamed EXAMPLE.XXX appears in the upper window.

Deleting a file

With the selection frame over the file called EXAMPLE.XXX, press the **Spacebar** to select it. Press **Alt+F** for the File menu, then press **D** for the Delete command. The following dialog appears:

```
╔══════════════════════════════════╗
║ ▓▓▓▓ Delete Folders ╱ Files ▓▓▓▓ ║
║   ┌──────────────────────────┐   ║
║   │ Folders to delete:   ___0 │   ║
║   │  Files to delete:    ___1 │   ║
║   └──────────────────────────┘   ║
║      [ ? ] [ Cancel ] [  OK  ]   ║
╚══════════════════════════════════╝
```
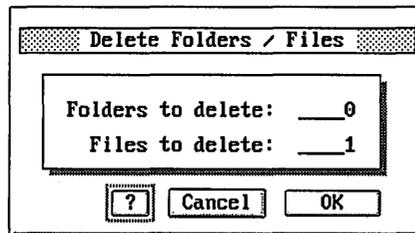
Press **Alt+O** to select OK, and the file is deleted.

Going back to the previous display

Press **Alt+F4** twice to display the disk drive icons in the upper window. Each time you press **Alt+F4**, the active window displays the previous folder that you opened. If there are no previous folders, the disk drive icons are displayed. Press **Tab** to make the lower window active and press **Alt+F4** until disk drives are displayed in that window, too.

Leaving ViewMAX

Press **Alt+F** to display the File menu, and then press **X** for the command Exit to DR DOS.

Tutorial for Mouse Users

Changing the top window

Change the top window to the full window display. Move the mouse pointer up to the menu bar so that it touches the word View. When the menu displays, *click* on the Hide tree command.

The top window now displays the contents of the current disk drive in a full window. To change the display so that it shows only the disk drive icons, click on the close box that is in the top left corner of the window (as shown to the left).

Creating a new folder

Double-click (press and release the left mouse button twice in quick succession) on the icon representing drive A: in the upper window. You will see a New Folder icon with the selection frame around it and all your files displayed as icons with their names underneath.

Double-click on the New Folder icon. The following dialog appears:

```
┌──────────────────────────────────┐
│  ░░░░░░░  New Folder  ░░░░░░░     │
│                                  │
│  ┌────────────────────────────┐  │
│  │ Name:  │_____.__│        │  │
│  └────────────────────────────┘  │
│                                  │
│  [ ? ]  [ Cancel ]  [   OK   ]   │
└──────────────────────────────────┘
```
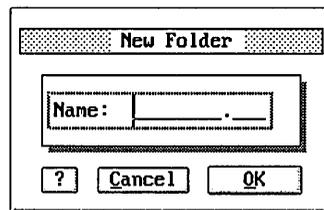
Notice that the Name: line has a text cursor on it (I). Type in the word LESSON and notice how the cursor stays to the right of the letters you are typing. If you make a mistake, press **Backspace** to delete the incorrect letters.

Click on the OK button. Your new folder, labeled LESSON, appears in the upper window next to a New Folder icon.

Copying a file

To copy a file into your new folder LESSON, choose a file to copy from the upper window. Move the mouse pointer to the center of the icon, click on it and hold down the mouse button. (If you double click by accident, don't worry, because you can select the Cancel button on any dialog that appears.) The mouse pointer changes to a hand. With the button still pressed down, move the mouse hand until it is on top of the LESSON folder, and then release the mouse button.

The following dialog appears:

```
╔══════════════════════════════════════╗
║░░░░░░░  Copy Folders / Files  ░░░░░░░ ║
║ ┌──────────────────────────────────┐ ║
║ │   Folders to copy:   ____0        │ ║
║ │   Files to copy:     ____1        │ ║
║ └──────────────────────────────────┘ ║
║      [ ? ]  [ Cancel ]  [   OK   ]   ║
╚══════════════════════════════════════╝
```
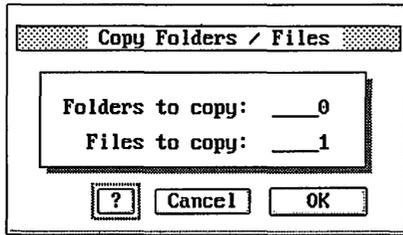
This shows that you are about to copy no folders and one item. Click on the OK button.

Now double-click on the LESSON icon to open it. Inside this folder is the file icon that you just copied.

Renaming a file

Click on the icon representing the file that you just copied. You are going to rename it. Move the mouse pointer up to the word File and touch it. When the menu displays, click on the Info/Rename command.

The following dialog appears:

```
╔══════════════════════════════════════════════╗
║░░░░░░░░░  File Information / Rename  ░░░░░░░░░ ║
║  ┌────────────────────────────────────────┐  ║
║  │        │Name:   MYFILE    .DOC│         │  ║
║  │ Size in bytes:        _____57          │  ║
║  │ Last modified:   29-Jun-90   02:21 am   │  ║
║  │   ┌─ Attributes: ─────────────────┐     │  ║
║  │   │   ● Read/Write                │     │  ║
║  │   │   ○ Read-Only                 │     │  ║
║  │   └───────────────────────────────┘     │  ║
║  └────────────────────────────────────────┘  ║
║          [ ? ]  [ Cancel ]  [   OK   ]        ║
╚══════════════════════════════════════════════╝
```
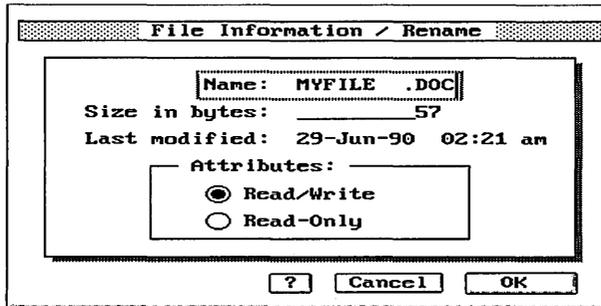
The name of the file you selected appears, together with its size, and the time and date it was last changed.

The text cursor (I) appears at the end of the file name. Press the **Backspace** key to delete it one character at a time, or press **Ctrl+Backspace** to delete it all at once. Type in TESTFILE.XXX. After you click on OK, TESTFILE.XXX appears in the active window.

Deleting a file

Click on the file TESTFILE.XXX to select it. Move the mouse pointer up to the File menu and then click on the Delete command. The following dialog appears:

```
┌──────────────────────────────────────┐
│ ▓▓▓▓ Delete Folders / Files ▓▓▓▓      │
│  ┌──────────────────────────────────┐ │
│  │  Folders to delete:    ____0     │ │
│  │    Files to delete:    ____1     │ │
│  └──────────────────────────────────┘ │
│      [ ? ] [ Cancel ]  [   OK   ]     │
└──────────────────────────────────────┘
```
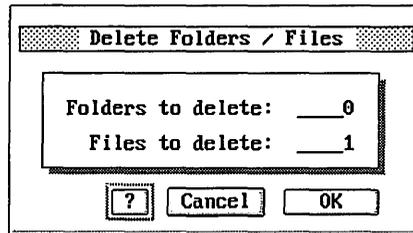
Click on OK.

The file TESTFILE.XXX is deleted.

Going back to the previous display

Click twice on the close box in the top left corner of the top window. Note that each time you click on the close box, the active window displays the previous folder that you opened. If there is no previous folder, the disk drives are displayed.

Leaving ViewMAX

Pull down the File menu and then click on the command Exit to DR DOS.

Summary of key combinations

This table summarizes the keys you will use to move around
the screen and select items in ViewMAX.

Note

The plus sign (+) means that you press both of the keys at
the same time.

Key(s)	Result
Backtab (|←) or **Shift+Tab**	Selects the previous window or previous dialog field
Tab (→|)	Selects the next window or the next dialog field
Down arrow (↓)	Moves to the object below the current object
Up arrow (↑)	Moves to the object above the current object
Left arrow (←)	Moves to the object to the left of the current object
Right arrow (→)	Moves to the object to the right of the current object
Pg Up/Pg Dn	Scrolls the current window display up or down by one whole window
Ctrl+Pg Up/ Ctrl+Pg Dn	Scrolls the current window display left and right by one whole window
Enter (⏎)	Opens the current icon, or closes and accepts the current dialog, or accepts the default button
Spacebar	Highlights the current icon or dialog button
F1 (function key 1)	Displays the Help menu; or, when a dialog appears, displays the Help card describing the dialog
F5	Refreshes the active window
F10	Displays the ViewMAX menu
Alt+F4	Displays previously opened folder (or click on ▪ in the top left corner of the screen)
Alt+F5	Resizes the active window; alternates between full- and half-screen size (or click on ◆ in the top right corner of the screen)

Esc	Closes a currently displayed menu or selects the Cancel option in a dialog
Alt+underlined letter	Displays a menu, or selects an item within a menu or dialog
Backspace	Deletes previous character in a dialog's text field
Ctrl+Backspace	Clears a text field in a dialog
[+]	In a tree display (left window in split-window mode), shows the subdirectories that are one level below the selected directory
[-]	In a tree display (left window in split-window mode), hides the subdirectories that are one level below the selected directory
Alt+[+]	In a tree display (left window in split-window mode), shows all subdirectories below the selected directory
Alt+[-]	In a tree display (left window in split-window mode), hides all subdirectories below the selected directory
Home	In a tree display (left window in split-window mode), moves to the first entry of the display
End	In a tree display (left window in split-window mode), moves to the last entry of the display

Check boxes

Some dialogs, such as Set Preferences, include *check boxes* for you to specify whether you require certain features. A check box is empty if the associated feature is disabled, and contains a cross when enabled. You can switch a check box on and off by clicking on it, or by selecting it and then pressing the **Spacebar**.

Windows

WHEN you first start ViewMAX, it displays two windows on the top part of the screen (split-window mode) and one window on the bottom. The windows allow you to look at the contents of disks and folders.

Although the windows often contain different icons and can look slightly different from each other, they are made up of almost the same components. The following illustration identifies the components you see when you start ViewMAX:

top left window (active)

up scroll arrow

slider

scroll bar

down scroll arrow

menu bar

close box

title bar

information line

selection bar

selection frame

left scroll arrow

slider

scroll bar

right scroll arrow

top right window (inactive)

disk drive icons

bottom window (inactive)

File   Options   View   Help   ViewMAX

Drive C: C:*.*

10 folder(s).   4 folder(s).   297,595 bytes in 49 file(s).

[-]C:\
  [-]DRDOS
    └── TMP
  [-]VENTURA
    └── DICT
  [-]TYPESET
    [-]LEVEL2
      [-]LEVEL3
        [-]LE

New Folder   DRDOS   MOUSE   TYPESET

VENTURA   AUTOEXEC.BAK   AUTOEXEC.BAT   AUTOEXEC.OLD

COMMAND.COM   CONFIG.BAK   CONFIG.OLD   CONFIG.SYS

DDIR.COM   DPOUT.BAT   DPSETUP.BAT   DRAW.BAT

Disk Drives:

A   B   C   D   E   F
DISKETTE   DISKETTE   HARD DISK   HARD DISK   HARD DISK   HARD DISK

Active window

The window you are working in is the *active window*. Its title bar is highlighted and the selection frame surrounds the first icon in the window.

Note

In split-window mode, the title bar is highlighted in both windows. But only the active window contains the selection frame.

Title bar

Information in the *title bar* tells you, at a glance, which disk drive and folders you have open, if any.

In split-window mode, the title bar for the left window shows the letter of the disk drive whose contents are displayed in a tree structure. The title bar for the right window shows the drive letter and the name of any folder whose contents are displayed in the window.

In the full window display, as shown in the bottom window in the example from the previous page, the title bar reads "Disk Drives:" to indicate that the icons in the window represent your disk drives—drive A: is a diskette drive and drive C: is a hard disk drive. You might have other drives with names such as B: and D:, and if your computer is part of a network, you will also see network drive icons with their letters underneath.

After you select a drive and a folder in the full window display, the title bar changes to show the name of the folder whose contents are displayed in the window.

If you have your practice diskette from the previous chapter in drive A:, open the disk icon in the bottom window by moving the selection frame around it and then pressing **Enter** (or by double-clicking on the icon). Note that the title bar now reads "A:*.*" because the window is showing the contents of the root directory of drive A:.

Information line

In split-window mode, the information line for the left window shows how many folders the current drive contains. In the right window, and in a full window, the information line summarizes:

❑ The number of folders displayed.

❑ The amount of disk space the files occupy.

❑ The number of files represented in the active window.

In full window mode, the information line also displays the way in which the files are sorted.

The following illustration shows the kind of display you will typically see:

```
23 folders.   132,480 bytes in 29 files sorted by date.
```

Close box

Press **Alt+F4** or click on the *close box* to go back to the previous folder you opened. If there is no previous folder, you see disk drive icons in a full window.

Note

In split-window mode, the right window does not have a close box. The close box in the left window controls both windows.

Resizing box

In the full window display, the size of your window can be either normal or complete. A complete window fills the screen. Press **Alt+F5** or click on the window *resizing box* to change from one size to the other.

It is useful to expand a window to the larger size if the disk or folder contains more icons than the window can show.

Note

In split-window mode, the left window does not have a resizing box. The resizing box in the right window controls both windows.

The following illustration identifies the components you see
when you activate the top right window:

top left window (inactive)
selection frame
title bar
information line
top right window (active)

File Options View Help ViewMAX

resizing box
up scroll arrow
scroll bar

slider

down scroll arrow

bottom window (inactive)
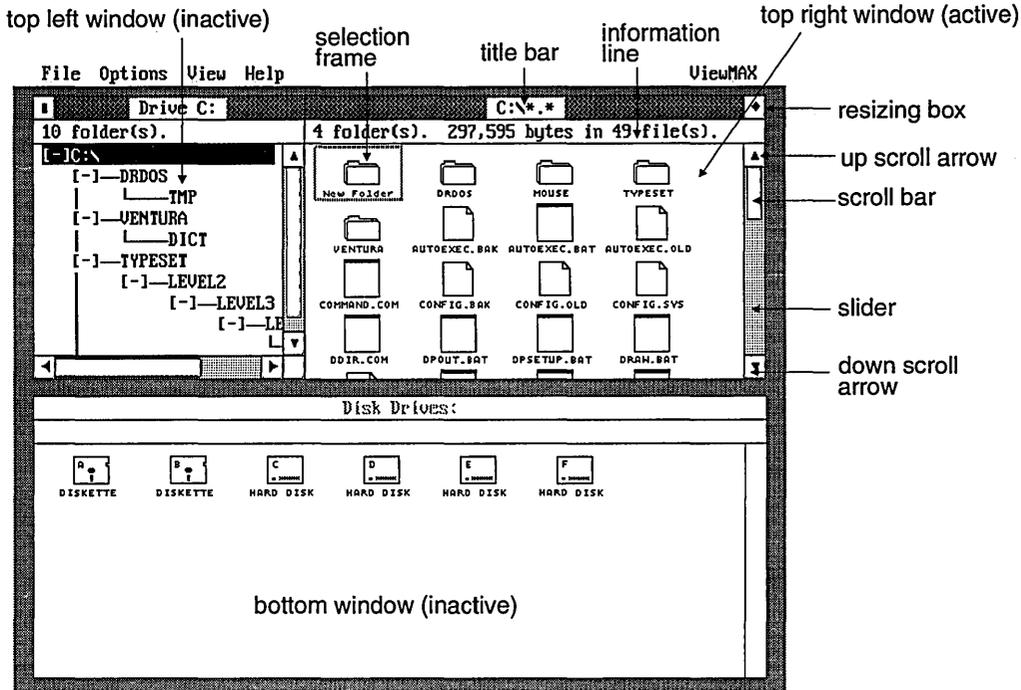
Note that when you activate the right window, the selection
frame moves the right window. The black selection bar remains
in the left window to indicate which disk drive or folder has its
contents displayed in the right window.

To change the top half of the screen so that the contents of the
current drive are displayed in one window, choose the Hide tree
command from the Options menu. (See Chapter 8, "Menus and
Commands," for more information.)

If you activate the bottom window and then select one of the
disk drives, you will see the contents of the drive displayed in
one window. The following example shows how this might
appear if drive D were selected.

File   Options   View   Help   ViewMAX

Drive C: C:*.*

10 folders   3 folders   132929 bytes in 47 files

```
[-]C:\
    [-]—DRDOS
    |      └——TMP
    |  [-]—VENTURA
    |      └——DICT
    [-]—TYPESET
        [-]—LEVEL2
            [-]—LEVEL3
                [-]—LE
                    L
```

top left window (inactive)

top right window (inactive)

New Folder   FOUNDRV   PSFONTS   SAFE1

UTIL   SAFE   MOUSE   DRDOS

VENTURA   TYPESET   AUTOEXEC.BAT   AUTOEXEC.BAK

B.BAT   X.BAT   M.BAT   VENTURA.BAT

close box

D:*.*

resizing box

selection frame

10 folders   2960 bytes   14 files sorted by name

up scroll arrow

title bar

New Folder   4680   AGUG   BLUE   DRAWINST   DRIVER   GEMAPPS

information line

HLPTOOLS   HLPTOOLS.SAV   INSTALL   MAG2   NORTON   OUTHELP   OUTPUT

slider

PTGUG   PTREF   SCANHELP   SCANX   HP   D.BAT   GEM.BAT

bottom window (active)

H.BAK   H.BAT   HP.BAK   HP.BAT   M.BAT   N.BAK   N.BAT

scroll bar
down scroll arrow

When the bottom window is active, you can also choose the Show tree command from the View menu to change to split-window mode, as shown in the following illustration:

File   Options   View   Help   ViewMAX

Drive C: C:*.*

10 folder(s).   4 folder(s).   297,595 bytes in 49 file(s).

```
[-]C:\
    [-]—DRDOS
    |      └——TMP
    |  [-]—VENTURA
    |      └——DICT
    [-]—TYPESET
        [-]—LEVEL2
            [-]—LEVEL3
                [-]—LE
                    L
```

top left window (inactive)

top right window (inactive)

New Folder   DRDOS   MOUSE   TYPESET

VENTURA   AUTOEXEC.BAK   AUTOEXEC.BAT   AUTOEXEC.OLD

COMMAND.COM   CONFIG.BAK   CONFIG.OLD   CONFIG.SYS

DDIR.COM   DPOUT.BAT   DPSETUP.BAT   DRAW.BAT

Drive D: D:*.*

17 folder(s).   13 folder(s).   2,547 bytes in 4 file(s).

```
[-]D:\
    [-]—DRAW
    |      └——IMG
    [-]—INSTALL
    |      └——IMG
    —XGEM
    —RELNOT
    [-]—PTSUPP
    |      └——GRAPHICS
    —SCANX
```

bottom left window (active)

New Folder   4680   DRAW   DRIVER

FLEXOSUG   HSG   INSTALL   MARV

NORTON   PTSUPP   RELNOT   SCANX

bottom right window (inactive)

VIEWMAX   XGEM   D.BAT   I.BAT

Scrolling and scroll components

Sometimes a window (even when expanded to full size) cannot display all the icons the disk or folder contains. When this happens, use the **PgUp** and **PgDn** keys to scroll through the window to see the other icons, or use the *scroll bar*, *slider*, and the *scroll arrows* if you are using a mouse.

The next illustration shows how the scroll bar represents the portion of the window that you can see:

slider   scroll bar

this represents the size of the whole disk/folder currently displayed
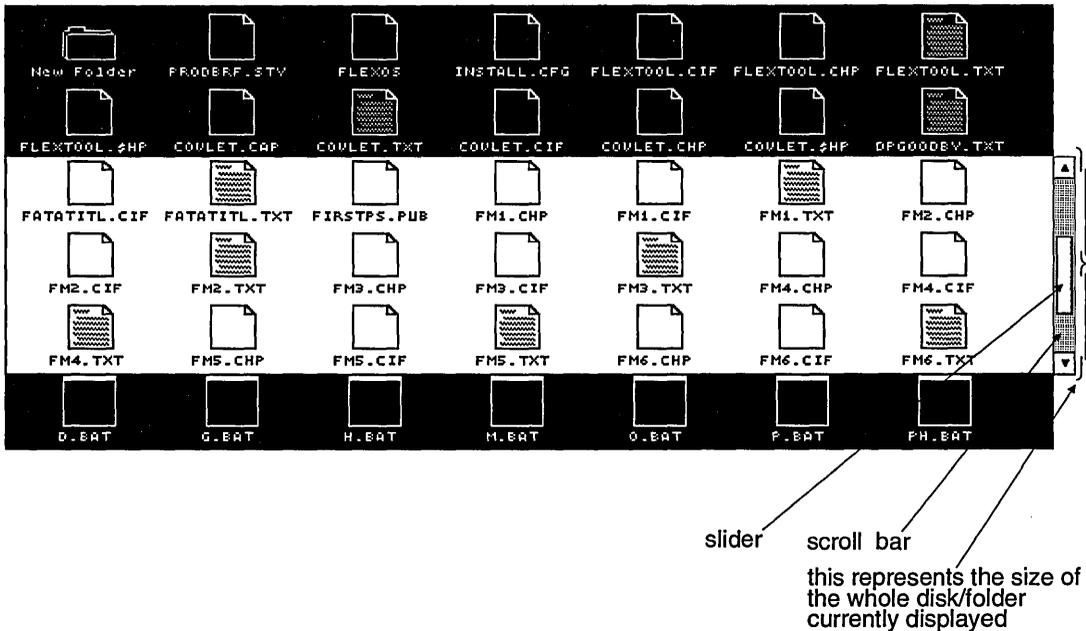
Scroll bar and slider

The scroll bar and slider help you move around within a window when it contains more icons than can be displayed at one time. The slider also shows you the approximate size of the window displayed, related to the overall size of the disk or folder, and your current location within it.

If the slider extends the full length of the scroll bar, the window is showing you all the icons in that particular disk or folder.

If the slider *does not* extend the full length of the scroll bar, the disk or folder contains more icons than are currently shown in the window. Use the up and down cursor keys ($\uparrow$ and $\downarrow$) or drag the slider up or down the scroll bar to see the other icons. To drag the slider, click and hold down the mouse button, and then

move the mouse. When you have moved the slider as far up or down as you want, release the mouse button.

If you press the **Pg Up** and **Pg Dn** keys, or click on the shaded portion of the scroll bar rather than dragging the slider, ViewMAX scrolls up or down by one full window. (Click above the slider to scroll up and below it to scroll down.)

The size of the slider in relation to the scroll bar tells you how much of the disk or folder is visible in the window. For example, if the slider extends half the length of the scroll bar, the window is showing you half the icons in the disk or folder.

The relative position of the slider inside the scroll bar indicates which part of the window's contents is displayed. For example, if the slider is at the bottom of the scroll bar, the bottom of the disk or folder is displayed.

Note

In split-window mode, there are two scroll bars, one along the right edge of the window and one along the bottom edge. Use **PgUp** and **PgDn** to scroll vertically, and use **Ctrl+PgUp** and **Ctrl+PgDn** to scroll horizontally.

Scroll arrows

The *up arrow* is at the top of the vertical scroll bar; the *down arrow* is at the bottom. Press the up and down cursor keys (↑ and ↓) or click on the up and down arrows to scroll one line of icons toward the top or bottom of the folder or disk.

In split-window mode, the left window has a horizontal scroll bar. The *left arrow* is at the left of the scroll bar; the *right arrow* is at the right of this scroll bar. Press the left and right cursor keys (← and →) or click on the left or right arrow to scroll toward the left or right of the display.

Summary of scrolling techniques

The following illustrates the window scroll components in the normal window display:

Use Pg Up and Pg Dn or click in the scroll bar to scroll one full window of icons in either direction

Use ↑ and ↓ or drag the slider up or down to scroll in that direction

Click on the scroll arrows to scroll one line of icons up or down
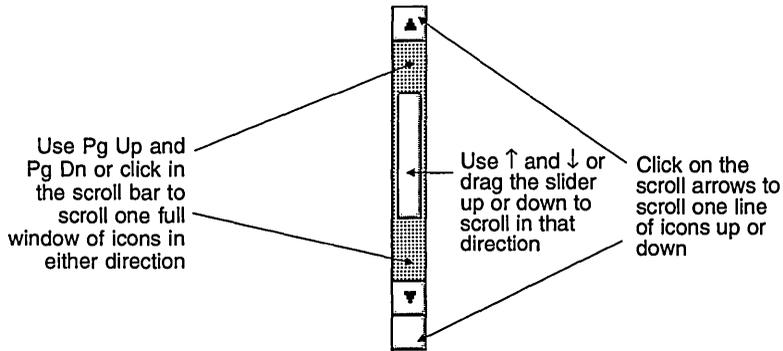
In split-window mode, there is also a horizontal scroll bar, as shown in the following illustration:

Use Ctrl+Pg Up and Ctrl+Pg Dn or click in the scroll bar to scroll one full window horizontally

Use ← and → or drag the slider left or right to scroll in that direction

Click on the scroll arrows to scroll one character left or right
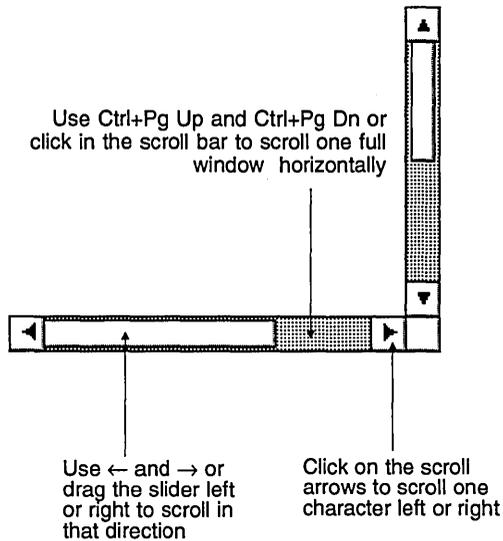
Other window operations

The following window operations are described in detail elsewhere in this guide:

Show/Hide tree

The Show tree command lets you display the contents of a drive in two windows: a tree display of the directories appears in the left window; the contents of a selected directory or drive appear in the right window. The Hide tree command returns to the full window display. These commands are described in Chapter 8, "Menus and Commands."

View contents as ...

In split-window mode, you can display the folders and files in the right-hand side of the window as icons or text, while the left-hand side remains as a tree. You can display the contents of a full window as text or icons. These options are described in Chapter 8, "Menus and Commands."

View contents in a different order

Use the commands on the View menu to arrange the window contents in various ways. You can view the contents arranged by file name or type, file size, or the date the file was created or last modified. You can also choose to display only a subset of the files. The View menu is described in Chapter 8, "Menus and Commands."

Save your windows

If you want your windows and their contents to appear a certain way each time you start ViewMAX, read about the Save preferences command under the Options Menu commands section in Chapter 8.

Folders

ViewMAX displays folders, which are the equivalent of directories. You use the folders in much the same way you use them in a file cabinet. That is, you organize your information into different folders so you can locate it quickly and easily when you need it.

When you first open a disk icon and the disk contains folders, you see the folders in the window. Until you open one of the folders, you are in the root directory of that disk. A disk does not have to contain folders, and it can contain files in the root directory.

Creating a new folder

Folders are represented in ViewMAX by an icon like the one shown to the left. You can open folders to display their contents, place files inside folders, remove them from folders, and much more.

The first item in every window is always a folder named "New Folder" (except when the window displays disk drives).

To create a new folder, select the New Folder icon by moving the selection frame around it and then pressing **Enter,** or by double-clicking on the icon. ViewMAX then displays the New Folder dialog so you can type the name of the folder you are creating.

As you type the folder name, it appears on the Name: line of the New Folder dialog. The folder name can be up to eight characters long—you can also add a three-character folder type. The optional folder type follows the period (.) in the folder name. Note that when you press the period key (.) the text cursor moves to the right of the period on the screen so that you can enter the three-character folder type.

After you type the folder name, select the OK button. The dialog closes and an icon for the new folder appears in the active window. Another New Folder icon replaces the one you just used, so you always have a new folder available.

Folders inside other folders

In the tutorial in Chapter 2, "Getting Acquainted," you learned how to create a new folder and copy a file into it. You can also create a folder inside another.

From the root directory of the drive you are working on, perform the following operations:

1. Open the drive to show the folders and files that are present.

2. Move the selection frame over the New Folder icon and press **Enter**, or double-click on that icon.

3. Type the name you want for the folder and select the OK button.

4. When you see the folder with its new name appear in the active window, open it by moving the selection frame over it and pressing **Enter** (or double-clicking on it).

5. Repeat steps 2 and 3 to create a second new folder inside the first.

Note

If you create too many nested folders (folder *a* inside folder *b* inside folder *c* inside folder *d,* and so on), ViewMAX displays a dialog to let you know that you cannot create any more. You probably will not encounter this dialog, however,

because you will normally not need to have more than a few
levels of nesting.

Copying folders

You cannot have two folders with the same name in the same
place (that is, in the same root directory or in the same parent
folder). If you do try to copy a folder to the same place,
ViewMAX asks you to enter a different name for the copy, and
the following dialog appears:

```
┌─────────────────────────────────────────────┐
│░░░░░░░░░░░░░░: Name Conflict :░░░░░░░░░░░░░░│
│  ┌──────────────────────────────────────┐   │
│  │  Current name:  CONFIG   .OLD        │   │
│  │  ┌─────────────────────────────────┐ │   │
│  │  │Copy's name:  CONFIG   .OLD│     │ │   │
│  │  └─────────────────────────────────┘ │   │
│  └──────────────────────────────────────┘   │
│  ┌───┐  ┌────────┐  ┌────────┐  ┌────────┐  │
│  │ ? │  │  Stop  │  │ Cancel │  │   OK   │  │
│  └───┘  └────────┘  └────────┘  └────────┘  │
└─────────────────────────────────────────────┘
```
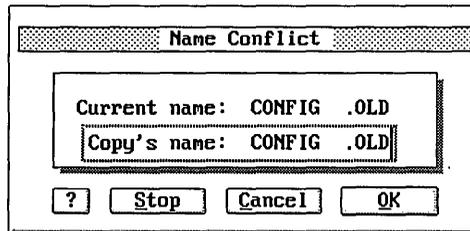
Type in a new name for the copy, then select the OK button to
accept it. Select the Cancel button to cancel copying the current
folder (if you have chosen several folders to copy at one time,
the remaining folders will still be copied). Select the Stop
button to halt the entire copy process.

When you copy one folder to another and the two have *different*
names, ViewMAX copies the first folder *and* its contents to the
destination.

When you copy one folder to another and the two have the *same*
name, ViewMAX copies *only* the contents of the first folder to
the second.

Placing files inside folders

Whenever you copy a file to a folder, you are actually placing a
copy of that file in the folder; the original file stays in its
original location.

Look back at the section "Copying a file" in the tutorial in
Chapter 2, "Getting Acquainted," to remind yourself how to put
files inside folders. Remember to look at the appropriate
section—there are instructions for mouse as well as keyboard
users.

Deleting files from folders

Follow these steps to delete a file from a folder:

1. Open the folder containing the file you want to delete by moving the selection frame around the file and then pressing **Enter**, or by double-clicking on the file.

2. Select the file you want to delete.

3. Choose the Delete command from the File menu.

4. Select the OK button to delete the file.

If you want to delete several files at once, you can select them by moving the selection frame over each in turn. Then press the **Spacebar,** and finally choose the Delete command. Or, if you are using the mouse, you can click on the first file, hold down the **Shift** key, and then click in turn on the other files (called *shift-clicking*). To remove them, choose the Delete command. Alternatively, you can draw a *rubber rectangle* around a group of files and then delete them. Refer back to the relevant tutorial section in Chapter 2, "Getting Acquainted," if you need to remind yourself how to use these techniques.

Deleting folders

Follow these steps to delete a folder:

1. Select the folder or folders you want to delete.

2. Choose the Delete command from the File menu.

3. Select the OK button to delete the folders.

Note

When you delete a folder, you also delete all the icons it contains, including other folders and their contents.

Renaming folders

Follow these steps to rename a folder:

1. Select the folder you want to rename.

2. Choose the Info/Rename command from the File menu.

3. When the Folder Information/Rename dialog appears, press the **Backspace** key to delete the old name one character at a time, or press **Ctrl+Backspace** to delete the whole name.

4. Type the name of the new folder.

5. Select the OK button to give the folder the new name.

Icons

ICONS are pictures of items you use with ViewMAX. A different style of icon represents each of the following types of items:

- ❑ Disk drives
- ❑ Folders
- ❑ Applications
- ❑ Documents

Disk drive and folder icons

DISKETTE

HARD DISK

NETWORK

Disk drive icons (like the ones shown to the left) are labeled with their corresponding drive identifier letters: A:, B:, C:, and so on.

Folder icons are labeled with the folder name you provide when you create the folder. Folders always appear as the first icons in a window (unless the window displays disk drives). The folder name appears in the window title bar when you open the folder. For more information about folders, see Chapter 4, "Folders."

Application and document icons

EDITOR.EXE

JON.DOC

Application and document icons are labeled with their name (up to eight characters), followed by a type identifier (up to three characters). The name and type are separated by a period (.).

The next figure shows a sample of the icon set that represents different types of applications and the documents they create. In each set, the icon on the left represents a type of application, and the one on the right represents the document it creates.

Accounting	Communications	Database	Draw

Desktop Publishing	Education	Games	Generic

Graph	Multi-function	Outline	Paint

Programmer's tool	Project	Spreadsheet	Word Processor
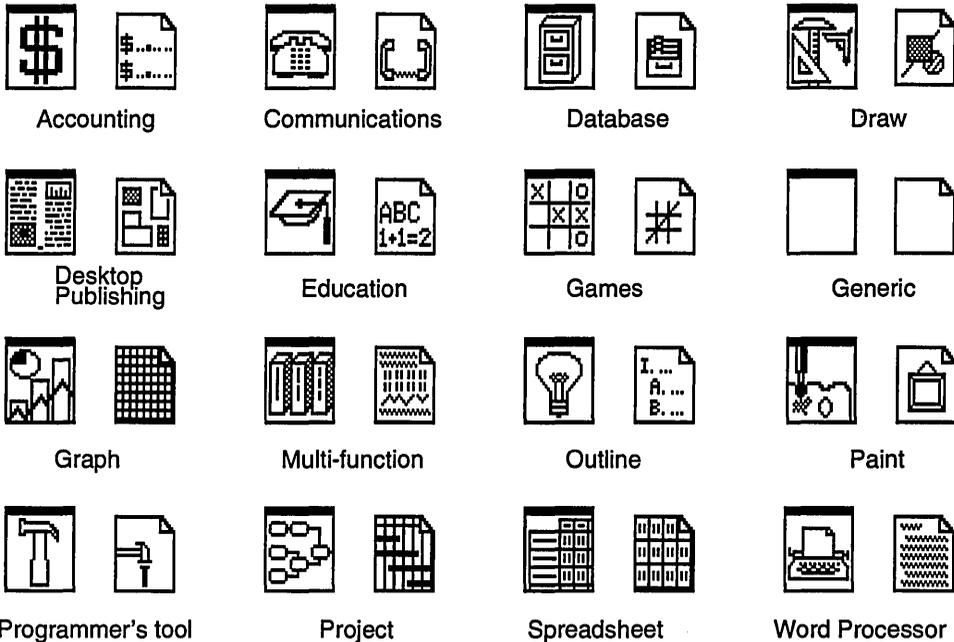
Note the icons labeled "Generic" in the preceding figure.
Unless you tell ViewMAX to use a different set of icons to
represent an application and its documents, the generic icons
are used. You can use the Configure application command
(described in Chapter 6, "Applications") to select a different set
of icons to represent an application and its documents.

Applications
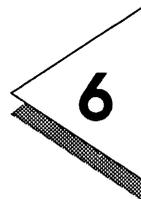
A PPLICATIONS are software programs you run on your computer to create and process information.

Application and document types

Both applications and documents have *names*. The name appears beneath the icon when it is displayed in a window. The name can contain up to eight characters.

Applications and documents can also have a *type*, which follows the name. The type can contain up to three characters. A period (.) separates the name and the type.

There are conventions for labeling applications and documents according to their type, so that you can easily identify them. Here are some examples:

EDITOR.EXE

The *name* of the icon is EDITOR and its *type* is EXE (indicating a DOS application). DOS applications also use types COM and BAT.

INCOME.GRF

The name of the icon is INCOME and its type is GRF; this is a graph-type document created with the graphing part of Digital Research® Presentation Team™.

Applications are of the following types:

❏ BAT (batch files).

❏ COM (command files—DOS applications).

❏ EXE (executable files—DOS applications).

❏ APP (Digital Research graphics applications).

Documents can be any type that you or the application program want them to be.

Starting applications

There are several ways to start applications in ViewMAX.

Normal startup

The most common ways to start an application are as follows:

❏ Select the application icon with the cursor keys and then press **Enter**; or, double-click on the application icon.

❏ Select the application icon and then choose the Open/Run command from the File menu.

If you use either of these methods to start a DOS application, the Open Application dialog might appear; it is explained later in this chapter.

Startup with a specific document

You can start an application and have it immediately load a particular document. To start an application this way, do either of the following:

❏ Open the document icon that you want to load, either by selecting it with the cursor keys and then pressing **Enter**, or by double-clicking on it.

❏ Select the document icon and then choose the Open/Run command from the File menu.

Note

Before you can start an application this way, it must meet the
following requirements:

❑ You must *configure* the application. This process is described
   later in this chapter.

❑ You must have specified the document type in the Configure
   Application dialog. If you have not configured the document,
   you will need to complete the Open a File dialog.

❑ If the application is a DOS application, it must be one that
   lets you name a document when you start it. You normally
   start such an application from the command line by entering
   the name of the application followed by the name of the
   document you want to edit.

❑ The application and the document must be in the same
   folder, or the application must be in a *search path*. Search
   paths are described later in this chapter.

Open Application dialog

Some DOS applications let you specify the name of a document
you want to use or let you enter parameters that control how
the application operates. If you configure the application as this
type (see Configuring applications below), the Open Application
dialog appears when you start the application from ViewMAX:

```
┌──────────────────────────────────────────────────────────┐
│░░░░░░░░░░░░░░░░░░░░░░░░░ Open Application ░░░░░░░░░░░░░░░░░│
│                                                            │
│  ┌──────────────────────────────────────────────────────┐ │
│  │    Name:  DEV      BAT                                │ │
│  │Parameters: │                                        │ │
│  └──────────────────────────────────────────────────────┘ │
│                                         [?] [Cancel] [ OK ]│
└──────────────────────────────────────────────────────────┘
```
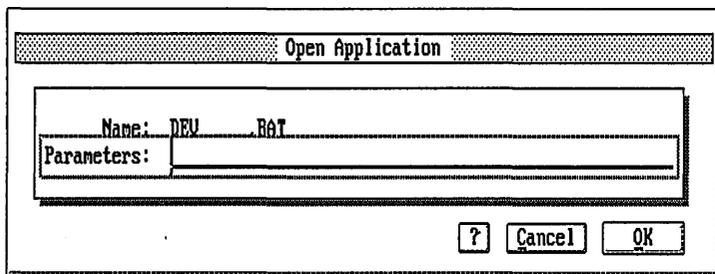
You can enter a document name or program control parameters
in the Parameters field. (Refer to the documentation for the
application to find out what you can enter.)

Configuring applications

When you configure an application, you are telling ViewMAX how you want the application to run. You can also choose a different icon to represent the application and its documents.

You configure an application by completing the Configure Application dialog, shown in the following illustration:
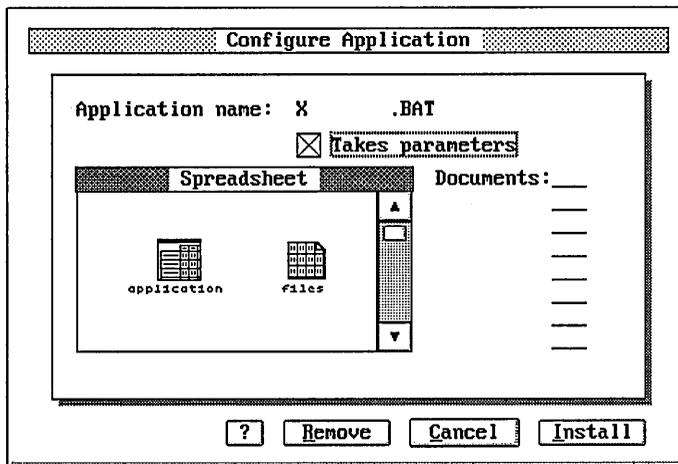
To configure an application, follow these steps:

1. Select the application. The application type must be of the type BAT, COM, EXE, or APP. If an application is already configured and you want to reconfigure it, you can either select one of its documents or the application itself.

2. Choose the Configure application command from the Options menu to display the Configure Application dialog.

3. In the Documents: fields, enter the document types you want to associate with the application. For example, you might want to associate document types DOC and TXT with documents you create with your word processing application. You can enter as many as eight types. Use the **Tab** key, **Shift+Tab** keys, cursor keys, or the mouse pointer to move between fields.

4. If the application automatically assigns a type to its documents, enter that type in the first field. Check the documentation for your application to see if it assigns a type to its documents.

5. If the application does not automatically assign a type, enter one or more of your own choosing. Be sure you assign this type to any documents you create with the application.

   If you associate the same document type with more than one application, ViewMAX recognizes *only the last one you configure*.

6. If you are configuring a DOS application that lets you enter other parameters in addition to the document name when you start the program, switch on the check box for the "Takes parameters" field. When you start a DOS application of this type, the Open Application dialog appears, as described earlier in this chapter.

7. In the Icon type window, look at the application and document icons ViewMAX currently uses to represent these items. If you *do not* want to use a different set of icons, skip ahead to step 9.

8. The window contains a scroll bar, a slider, and scroll arrows, just like a ViewMAX window. Scroll the window contents until the window displays the set of icons you want to use. If you are using the keyboard, move the selection frame over the down arrow symbol and press the **Spacebar** to scroll downwards, or move the selection frame over the up arrow symbol and press the **Spacebar** to scroll upwards. If you prefer, you can use the generic icons in the window.

9. When everything in the Configure Application dialog is set the way you want, select the Install button. If you want to leave the dialog without making any changes, select the Cancel button.

Saving the configuration for an application

When you configure an application, it remains configured only until you stop ViewMAX, unless you use the Save preferences command to save the configuration. Be sure to read the description of the Save preferences command in Chapter 8, "Menus and commands," before you use the command. This command also saves other settings that affect the operation of ViewMAX.

ViewMAX allows you to configure about fifty applications.

Removing the configuration for an application

When you remove the configuration for an application, you break the association between the application and any document types you specified in the Configure Application dialog. Once you remove the configuration, you cannot start the application by opening one of its documents. Furthermore, ViewMAX uses the generic set of icons to represent the application and its documents. However, you can still start the application by opening its icon.

Follow these steps to remove the configuration for an application:

1. Select the application icon.

2. Choose the Configure application command from the Options menu.

3. When the Configure Application dialog appears, select the Remove button.

Search paths

A *search path* tells ViewMAX where to look for an application when you open a document icon.

Unless you change it, ViewMAX goes through a standard search path to find your applications. The standard search path includes the following:

❑ The folder or the root directory where the document icon you opened is located (the "current" folder).

❑ The folder on the disk where DR DOS is located.

The search path is defined using the PATH command. Refer to the *DR DOS User Guide* for more details.

TaskMAX

TaskMAX is a utility included with DR DOS that lets you switch between applications without exiting your current application. (See the *DR DOS User Guide* for complete information on how to start and use TaskMAX.)

After you start TaskMAX, you display the TaskMAX menu by using the **Ctrl+Esc** command. In the TaskMAX menu, you create a list of active applications called the *task list*. You can then use TaskMAX to switch between these applications; you can also add or delete applications from the task list.

You *must* start TaskMAX before you enter ViewMAX.

Using ViewMAX to enter TaskMAX

When you first start ViewMAX, the display of the TaskMAX menu with the **Ctrl+Esc** command is the default. To use ViewMAX to enter TaskMAX, perform the following steps:

1. Choose the Task*M*AX preferences command from the Options menu. This displays the TaskMAX Preferences dialog.

2. Select the box beside the "ViewMAX controls TaskMAX?" option and then select *O*K. You can now enter TaskMAX by using the *T*askMAX interface command from the Options menu.

3. Choose the *T*askMAX interface command from the Options menu. This displays the TaskMAX Interface dialog, which shows the list of applications you started under TaskMAX.

4. Select a task, and then select the appropriate button to *R*un, or *D*elete it. To insert another task into the task list, select the *I*nsert button.

   Choose the *S*ave Preferences command if you want to use ViewMAX to access TaskMAX each time you start ViewMAX. See Chapter 8, "Menus and Commands," for more information about all these commands.

Note

You can only use the **Ctrl+Esc** command to display the TaskMAX menu from within ViewMAX if the "ViewMAX controls TaskMAX?" option in the TaskMAX Prefererences dialog is *not* selected.

Using the TaskMAX menu from within ViewMAX

When you first start ViewMAX, you can use the **Ctrl+Esc** command to display the TaskMAX menu.

If you decide to use the ViewMAX to enter TaskMAX, you must select the box beside the "ViewMAX controls TaskMAX?" option in the TaskMAX Preferences dialog. To restore the use of the **Ctrl+Esc** command to display the TaskMAX menu, you must deselect this option in the TaskMAX Preferences dialog.

See Chapter 8, "Menus and commands," for more information about the TaskMAX preferences command.

ViewMAX accessories

The ViewMAX accessories (the clock and the calculator) are a special type of application: you can use them at any time while the ViewMAX windows are displayed.

Using ViewMAX accessories

You start both the clock and the calculator the same way, by choosing their name from the ViewMAX menu. Do this either by moving the cursor keys to highlight the name and then pressing **Enter**, or by clicking on the name. Alternatively, you can press **A** or **C** to display the Calculator or Clock.

If you click in a window while the clock or calculator is on your screen, the title bar dims and the accessory goes behind the windows. If you click on the visible part of the accessory, it returns to the front of the windows and is active again. (While calculator is hidden, it continues to store the values you entered on it.) You can also use the **Tab** key to make each window in turn active, including any open accessories.

It is possible for a ViewMAX accessory to be entirely covered by a window. If this happens, choose the accessory again from the ViewMAX menu to return it to the front of the windows. Alternatively, you can expose hidden accessories by pressing the **Tab** key several times.

You can use the accessory title bar (while the accessory is active) to move it to a different location: click on the title bar and then drag it to wherever you want (no keyboard equivalent).

If you are using both ViewMAX accessories at the same time, only one can be active. When you click on any part of the accessory, or press the **Tab** key, the accessory becomes active.

Note

If you are just using the keyboard, you can display both
accessories at once, but only the last one you chose will be
active. Press the **Tab** key to display each window and each
accessory in turn.

To put an active accessory away, press **Alt+F4** or click on its
close box.
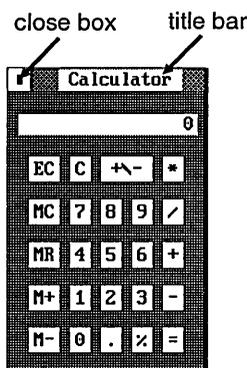
Calculator

The ViewMAX calculator resembles a standard calculator. Use
the following means to operate it:

❑ Enter numbers using your keyboard's standard number keys
or the numeric keypad.

❑ Click on any of the keys.

If your typing on the numeric keypad does not enter numbers,
press the **Num Lock** key.

You can use the keyboard keys for all remaining functions. For
example, you can either click on the **+** key or type the **+**
character. Similarly, you can either click on the **MR** key or type
the **M** and **R** characters.

The **+\-** key on the calculator changes the sign of the amount in
the value window to its complement. The keyboard equivalent
for this function is a backslash (****).

* represents the multiply key and forward slash (**/**) represents
the divide key.

Memory Keys

You can use the memory keys (**M+**, **M-**, **MR**, and **MC**) to add,
subtract, recall, and clear values from a memory location in
your calculator.

M+

This key adds the amount in the value window to memory. A
small "m" appears at the left side of the window to let you know
that you have stored a result.

M-

This key works like **M+** except that it subtracts the value from
memory.

close box   title bar

MR

This key recalls the present value from memory and displays it in the value window.

MC

This key clears the value from memory. It does *not* clear the value from the value window, so you can use it in further calculations.

EC and **C** Keys

EC

This key clears your last entry from the value window. You can continue your current calculations.

C

This key clears the value window and terminates your current calculations.

Clock

When you choose the clock accessory, ViewMAX displays the window shown below:

```
┌─────────────────┐
│ ■    Clock      │
├─────────────────┤
│ C   4 : 13  pm ʃ│
├─────────────────┤
│    4  APR  90   │
└─────────────────┘
```

To reset the time or date in the clock, you must change each value (hour, minute, day, month, and year) separately.

Setting the clock with the keyboard

The right and left cursor keys move through the hour, minute, am/pm, day, month, and year settings, plus an off position where no settings are highlighted.

If you want to reset the hour, for example, press the right arrow key to highlight it, then type the new time or use the up and down cursor keys to decrease or increase the time.

You can only change the am/pm and month settings using the up and down cursor keys; you cannot type the setting.

Your computer will beep if you try to set an invalid date or time; it will not let you set the date to 30th February, for example.

When you have finished setting the date, press **Alt+F4** to close the clock, unless you want to set the alarm.

To set the alarm, follow these steps:

1. Press the **Enter** key to change the clock from date to alarm mode. The C below the close box symbol changes to an A, and the time display is reset to 12.00 am.

2. Use the cursor keys to highlight the settings you want to change and then type the new settings.

3. Turn the alarm **on** by pressing the **Spacebar**. When the alarm is **off**, the musical note is dimmed.

4. When you have finished setting the alarm, press **Alt+F4** to close the clock. The alarm will go off whether you have the clock displayed or not, as long as you are in ViewMAX.

Note

The alarm is reset when you leave ViewMAX.

Setting the clock using the mouse ·

If you want to change any of the settings of the clock, follow these steps:

1. Click on the setting you want to change. It will become highlighted.

2. Edit the setting by typing the new value, or by pressing the up and down cursor keys. The up key will increase the current value by one and the down key will decrease the value by one.

3. You can only change the am/pm and month settings by using the up and down cursor keys; you cannot type these settings.

4. Click on the close box to close the clock, unless you want to set the alarm.

Follow these steps to set the alarm:

1. Click on the *mode indicator* below the close box. It changes from a C to an A to let you know the clock is now in alarm mode, and the time is reset to 12.00 am.

2. Set the time you want the alarm to sound by changing the hour and minute, as explained above.

3   Click on the musical note at the far right side of the clock to turn the alarm on. When the musical note is dimmed, the alarm is not set.

4   Click on the close box to put the clock away. The clock does not have to be displayed for the alarm to sound, but you must have the ViewMAX windows displayed at the time.

Note

The alarm is reset when you leave ViewMAX.

Dialogs
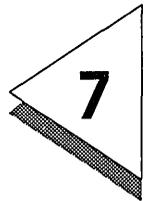
DIALOGS appear on your screen when ViewMAX needs to communicate with you. The dialog conveys information you need or asks you for information ViewMAX needs to complete your instructions. Dialogs are of two types:

❏ Information

❏ Data entry

If a command in a menu has three dots following it, a dialog will appear when you select that command.

Help for Dialogs

On-line Help is available for each dialog. To display the Help alert that describes a dialog, press **F1** when the dialog appears, or click on the question mark button (**?**) in the dialog. To exit a Help alert, press **Enter**, or **Alt+O**, or click on QK.

The following is an example of a Help alert.

```
?    Use this dialog to obtain information       [  OK  ]
     about a file. You can also set the file
     attributes.
```
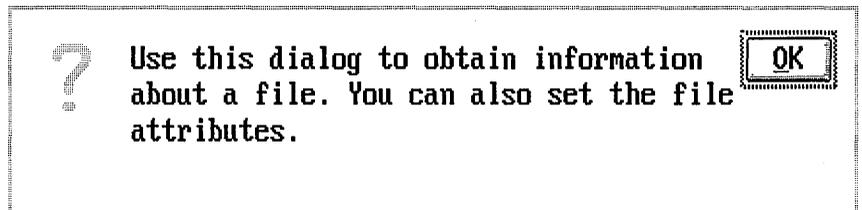
Exit buttons

Every dialog has at least one exit button. In its simplest form, an exit button provides a way to leave the dialog.

The dialog in the next illustration has one exit button labeled Cancel.
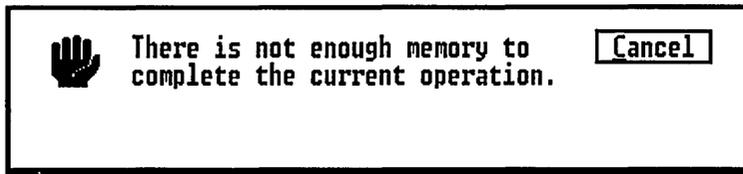
After you read the message, put the pointer on the exit button and click, or press **Alt+C**. The dialog disappears and you can resume your work.

Many dialogs contain more than one exit button. Each button provides a different option.

The next dialog illustrated has two exit buttons, Cancel and Retry.
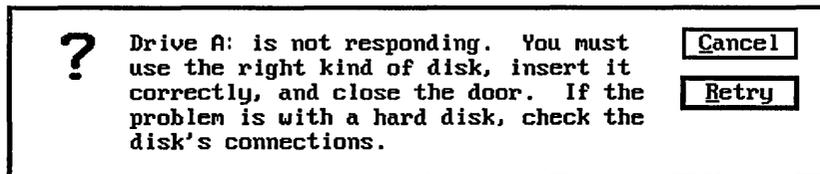
Note that the Retry button has a heavier border than the Cancel button. When an exit button has a thick border like this, pressing **Enter** is the same as clicking on that button, and it is called a *default button*. Alternatively, you can press **Alt+**underlined letter to select the appropriate button, so **Alt+C** in the example above will select Cancel, and **Alt+R** will select Retry.

Information dialogs

Information dialogs enable ViewMAX to obtain or provide information. An example of an information dialog is the one you see when you choose the Info/Rename command after selecting a folder icon.

Many information dialogs contain only one exit button. After you have read the message, click on the exit button or press **Enter** or **Alt+**underlined letter to remove the dialog and continue your work.

Some information dialogs warn you of a problem that has occurred or might occur if you continue what you are doing. Most dialogs of this type contain one of the following icons:

This icon indicates you should make note of the message inside the dialog and then continue with your work.

This icon is used in various alerts, including Help alerts, to indicate that you should read the text on the alert.

This icon usually indicates that you should stop what you are doing because an error has occurred.

Data entry dialogs

Data entry dialogs appear when ViewMAX needs information from you to complete an operation.

Most data entry dialogs contain areas where you type the required information. These areas are called *data entry fields*. The dialog might also ask you to enter the information by selecting various buttons. For example, if you select a document icon and then choose the Info/Rename command, you see the File Information / Rename dialog, as shown below.

```
┌───────────────────────────────────────────────┐
│░░░░░░░░ File Information / Rename ░░░░░░░░░░░░░│
│ ┌──────────────────────────────────────────┐ │
│ │        ┌─────────────────────┐           │ │
│ │        │Name:   AUTOEXEC.BAT│           │ │
│ │ Size in bytes:       _____438          │ │
│ │ Last modified:  22-May-91  08:29 am       │ │
│ │      ┌─ Attributes: ─────────┐            │ │
│ │      │  ◉ Read/Write         │            │ │
│ │      │  ○ Read-Only          │            │ │
│ │      └───────────────────────┘            │ │
│ └──────────────────────────────────────────┘ │
│            ┌───┐  ┌────────┐  ┌──────┐        │
│            │ ? │  │ Cancel │  │  OK  │        │
│            └───┘  └────────┘  └──────┘        │
└───────────────────────────────────────────────┘
```
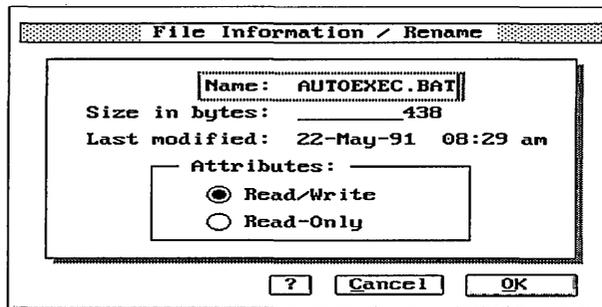
The File Information / Rename dialog is a combination information and data entry type; it contains some information you can change and some that you cannot change.

The Name: field is a data entry field, as indicated by the text cursor (a vertical bar) at the end of the field. The field contains the name of the icon you selected.

Press the **Backspace** key to move the text cursor back one space at a time and erase that character. Press the **Ctrl+Backspace** keys to erase all characters in the field. Press

the left and right cursor keys to move within a text field without deleting characters.

You can then type whatever characters you want in the field—they appear at the text cursor location. (The table at the end of this chapter explains how to move the text cursor and enter information in a data entry dialog.)

You can enter information only in the field where the text cursor is located, and only when the selection frame surrounds the field. To move the text cursor to a different field, place the pointer anywhere in the field and click, or press the **Tab,** the **Shift+Tab,** or the cursor keys. If the text cursor does not appear in a field or the selection frame skips a field, you cannot enter information there.

The next two fields in the dialog (Size in bytes: and Last modified:) are not data entry fields. You cannot change the information they contain.

Below the Attributes: message are two buttons labeled Read/Write and Read-Only. The Read/Write button sets the document so that it can be read from and written to the disk. The Read-Only button sets the document so that it can be read, but information cannot be written to it, nor can it be deleted.

The Read/Write and Read-Only radio buttons are similar to buttons on a car radio because you can select only one at a time. When you select one, the other becomes de-selected.

At the bottom of the dialog are the exit buttons. If you make a change in the dialog, click on the OK button (or press **Alt+O**) and ViewMAX saves your changes. If you do not make any changes, or if you make changes but do not want them saved, click on the Cancel button (or press **Alt+C**).

The following table lists the keys you can use to move the text cursor and selection frame, and to enter information in data entry dialogs.

Key	Effect
→	Moves the text cursor right one character at a time without deleting / moves one field to the right
←	Moves the text cursor left one character at a time without deleting / moves one field to the left
Tab	Places the selection frame in the next data entry field
Shift+Tab	Places the selection frame in the previous data entry field
↓	Moves the selection frame to the next row of dialog buttons
↑	Moves the selection frame to the previous row of dialog buttons
Del	Deletes the character to the right of the text cursor
Backspace	Deletes the character to the left of the text cursor
Ctrl+ Backspace	Deletes all the characters in the field
Esc	Cancels the dialog and closes it

Menus and Commands
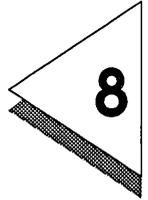
WHEN you type **Alt**+underlined letter (File, Options, View, Help,or ViewMAX), or place the pointer on one of the titles in the menu bar, a menu displays. These menus list the commands you can use to complete operations in ViewMAX.

This chapter describes the commands that appear in each ViewMAX menu. Pictures of the menus follow with brief descriptions of each command. Complete descriptions of each command appear later in the chapter.

All the commands can be chosen using either the keyboard or the mouse—typing a certain sequence of keys is the same as using the pointer to display a menu and then click on a particular command.

Display the File menu. Notice that the words Open/Run, Show contents, Find, Copy, Delete, Info/Rename, Password, Undelete, Format disk and Exit to DR DOS all have one underlined letter. To choose a command with the keyboard, press the underlined letter. For example, to obtain information about a file by using the Info/Rename command, follow these steps:

1	Press the **Tab** key to make right window active.
2	Place the selection frame over the file.
3	Press the **Spacebar** to select the file.
4	Press **Alt+F**, and then press **I**.

Eile menu
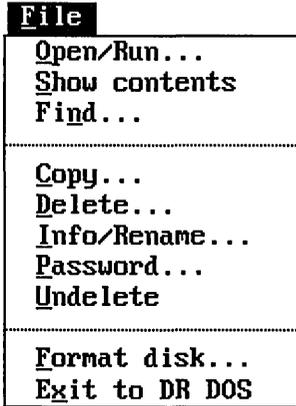
Opens the currently selected folder or file, or runs an application.

Displays the contents of the selected file as readable text or in hexadecimal form.

```
File
 Open/Run...
 Show contents
 Find...
 ..........................................
 Copy...
 Delete...
 Info/Rename...
 Password...
 Undelete
 ..........................................
 Format disk...
 Exit to DR DOS
```

Finds the specified file and then displays it as a highlighted icon in the active window.

Allows the selected folders or files to be copied to another window.

Deletes all currently selected items. You can use the Undelete command to recover them.

Shows you information about the currently selected item, and allows you to rename it.

Used to assign or remove a password that controls access to folders and documents (see Chapter 9, "Passwords").

Retrieves a deleted file or folder.

Formats your currently selected diskette.

Stops ViewMAX and returns you to the command line of the DR DOS operating system.

Options menu
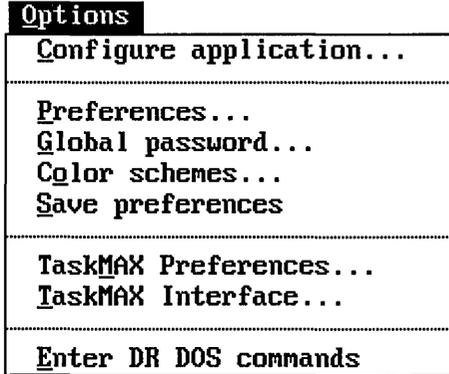
Lets you specify how you want an application to work with ViewMAX.

Lets you specify how you want some aspects of ViewMAX to work.

```
┌─────────────────────────────────┐
│ Options                         │
│ Configure application...        │
│ ................................│
│ Preferences...                  │
│ Global password...              │
│ Color schemes...                │
│ Save preferences                │
│ ................................│
│ TaskMAX Preferences...          │
│ TaskMAX Interface...            │
│ ................................│
│ Enter DR DOS commands           │
└─────────────────────────────────┘
```

Allows you to specify a password to be used wherever a folder or document is password-protected. For more details, see Chapter 9.

Lets you choose the color schemes in ViewMAX.

Saves your current preferences and window arrangement for ViewMAX.

Lets you specify how you want TaskMAX to operate in ViewMAX.

Lets you switch to other applications from ViewMAX.

Lets you enter commands at the operating system prompt without stopping ViewMAX. To return to ViewMAX, type the following at the operating system prompt:

EXIT↵

View menu

```
┌─────────────────────────┐
│ View                    │
├─────────────────────────┤
│  Close          Alt+F4  │
│  Resize         Alt+F5  │
│  Refresh        F5      │
├·························│
│  Show tree              │
│  Show as text           │
│► Show as icons          │
├·························│
│► Name order             │
│  Type order             │
│  Size order             │
│  Date order             │
├·························│
│  Wildcards...           │
└─────────────────────────┘
```

Closes the currently-displayed folder and replaces it with the previously-displayed folder or disk drive display.

Switches between displaying the current window at normal and at full-screen size.

Refreshes the active window to display its current contents.

Displays a window's folders as a tree structure in one window and the contents of a selected drive or folder in another window.

Displays the active window's folders and files as text, with additional information.

Displays the active window's contents as icons. See Chapter 5, "Icons," for more information.

These four commands govern how the contents of the window are sorted.

Allows you to display a subset of the files in a folder by giving ViewMAX a list of wildcard specifications.

Note

All the View menu commands refer to the active window. You can have each window set up in a completely different way; for example, the upper window can show icons sorted in name order, and the lower window can show just BAT files in date order displayed as text.

Help menu

Help
Menus...
Dialogs...
Windows...
Trees...

Displays a summary Help screen for menus.

Displays a summary Help screen for dialogs.

Displays a summary Help screen for windows.

Displays a summary Help screen for the left window in split-window mode.

ViewMAX menu

```
        ViewMAX
 Information...
 ~~~~~~~~~~~~~~~~~~~
 Calculator
 Clock
```
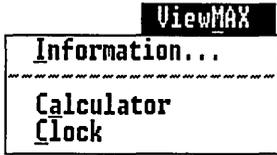
Displays the opening screen, which shows the version and date of the ViewMAX software.

Displays the calculator desk accessory on the screen.

Displays the clock desk accessory on the screen.

File menu commands

The File menu contains all the commands that act on individual folders, applications, and documents.

Open/Run command

The results of the Open/Run command depend on the item that is selected when you choose the command. The following table describes what happens in each case:

Item	Command action
Disk	Displays the disk's contents in the active window.
Folder	Displays the folder's contents in the active window.
Application	Starts the application on your computer if you have configured the application. If you have not, it prompts you for the name of a document to load or a parameter that the application takes, and then it starts the application.
Document	If you have configured the application that created this document, the application starts and opens the document you selected. If you have not configured the application, ViewMAX prompts you for a program name and then loads that program.

Show contents command

This command uses a full-screen window to display a text file as readable text or a binary file in hexadecimal form. Press **Ctrl+T** or select Text from the View menu to switch between the text and hexadecimal displays. The information line at the top of the display tells you how many lines and how many bytes the file contains.

Note that you cannot edit this display. To scroll through the text, use the **Pg Up** and **Pg Dn** keys, and to scroll left and right (if the display is wider than the window), use **Ctrl+Pg Up** and **Ctrl+Pg Dn**. If you are using the mouse, click on the appropriate scroll bar to display different areas of the window.

Click on the close box to clear the display, or press **Alt+F4**.

Find command

Use this command to locate a file. When you choose this command, the Find File dialog appears. The following example shows the appearance of this dialog when you try to find all files associated with the file name VIEWMAX:

```
┌─────────────────────────────────────────────────┐
│░░░░░░░░░░░░░░░░░░░░ Find File ░░░░░░░░░░░░░░░░░░░░│
│ ┌─────────────────────────────────────────────┐ │
│ │                                             │ │
│ │      File to find: VIEWMAX .*_              │ │
│ │   Drive to search: C:\                      │ │
│ │  ┌───────────────────────────────────────┐  │ │
│ │  │              Files Found              │  │ │
│ │  │C:\DRDOS\VIEWMAX                    ▲  │  │ │
│ │  │C:\DRDOS\VIEWMAX.EXE                   │  │ │
│ │  │C:\DRDOS\VIEWMAX.OVL                   │  │ │
│ │  │C:\DRDOS\VIEWMAX.RSC                   │  │ │
│ │  │C:\DRDOS\VIEWMAX.ACC                   │  │ │
│ │  │C:\DRDOS\VIEWMAX.INI               ▼  │  │ │
│ │  └───────────────────────────────────────┘  │ │
│ └─────────────────────────────────────────────┘ │
│        ┌───┐ ┌────────┐ ┌───────┐ ┌──────┐      │
│        │ ? │ │ Cancel │ │ Go To │ │ Find │      │
│        └───┘ └────────┘ └───────┘ └──────┘      │
└─────────────────────────────────────────────────┘
```
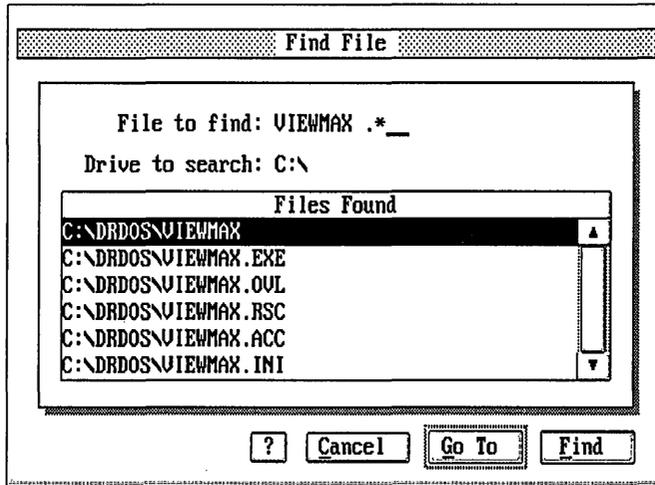
File to find:
Type the file name in the text field. Use DOS wildcards to search for all files associated with a certain name or extension. After you type the file name, select Find to start the file search.

To edit the file name, press **Backspace** to erase one character at a time, or press **Ctrl+Backspace** to erase the whole name.

Drive to search:
This field shows the current disk drive for the active window. To change the drive, select the field and then type a new drive letter.

Files Found:
This box lists the file(s) located by your file search request. When you select a file, the Go To button is highlighted. To display additional files, scroll the list box.

Find, Go To, or Cancel:
Select Find to start the search for the the selected file(s). The file(s) appear in the Files Found box. Select Go To to exit the dialog and display the selected file as a highlighted icon in the active window. Select Cancel to exit the dialog.

Copy command

Use this command to copy one or several folders or files to another window. Refer to the tutorial in Chapter 2, "Getting Acquainted," and to the section on copying folders in Chapter 4, "Folders," for more details.

Delete command

This command deletes all the currently selected items. After you have deleted them, you can retrieve them immediately by choosing the Undelete command.

If you try to delete a file or folder that is protected by a password, a Password Protected dialog appears. See Chapter 9, "Passwords," for more information on the use of passwords.

If you try to delete a file that has Read-Only status, an alert appears. To delete the file, you must exit and then use the Info/Rename command to change the file to Read/Write status.

Info/Rename command

When you choose this command, you see one of three dialogs, depending on what type of item is currently selected.

The example below shows the dialog for a file.

```
╔══════════ File Information / Rename ══════════╗
║  ┌──────────────────────────────────────┐     ║
║  │              ┌───────────────────┐    │     ║
║  │              │Name:   AUTOEXEC.BAT│   │     ║
║  │              └───────────────────┘    │     ║
║  │  Size in bytes:          438          │     ║
║  │  Last modified:  22-May-91  08:29 am  │     ║
║  │       ┌─ Attributes: ──────────┐      │     ║
║  │       │    ◉ Read/Write         │      │     ║
║  │       │    ○ Read-Only          │      │     ║
║  │       └────────────────────────┘      │     ║
║  └──────────────────────────────────────┘     ║
║              [ ? ]  [ Cancel ]  [  OK  ]       ║
╚════════════════════════════════════════════════╝
```
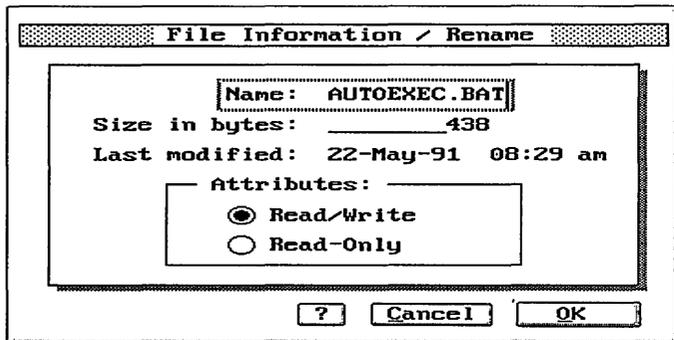
Name:
The name of the file can be edited: press **Backspace** to erase one character at a time, or press **Ctrl+Backspace** to erase the whole name, and then type the new name.

Size in bytes: and **Last modified:**
The size in bytes and last modified date cannot be edited; they are updated automatically when the file is altered.

Attributes:
To change the attributes setting, use the cursor keys to move
the selection frame over the setting you want and then press
Spacebar to select it. If you are using the mouse, click on the
setting you want.

OK or Cancel
Select OK to confirm your changes. Select Cancel to abandon
any changes you have made in this dialog.

If you choose the Info/Rename command with a folder selected,
you see the Folder Information / Rename dialog:

```
┌─────────────────────────────────────────────────┐
│  ░░░░░░░░  Folder Information ╱ Rename  ░░░░░░░░  │
│                                                   │
│  ┌─────────────────────────────────────────┐     │
│  │ Folder name:   MOUSE___.___ │            │     │
│  └─────────────────────────────────────────┘     │
│           Created:  27-Jul-90  06:56 am           │
│       Number of folders:          ____0           │
│         Number of files:          ____0           │
│            Bytes used:  _____0                 │
│                                                   │
│         ┌───┐ ┌────────┐  ┌──────────┐           │
│         │ ? │ │ Cancel │  │    OK    │           │
│         └───┘ └────────┘  └──────────┘           │
└─────────────────────────────────────────────────┘
```
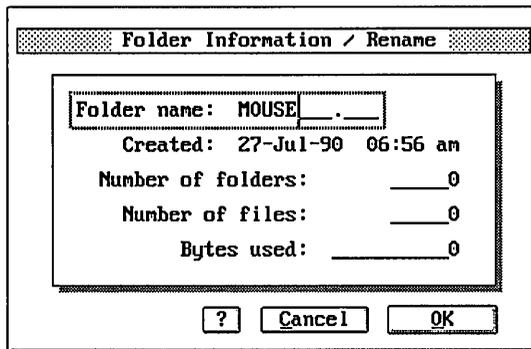
Folder name:
The name of the selected folder. You can delete the old name
and type a new one if you want to rename the folder. Note that
this is the only data area you can modify in the dialog box.

Created:
The time, day, month and year the folder was created.

Number of folders:
The number of folders, if any, inside the selected folder.

Number of files:
The number of files inside the selected folder (a *file* is a
document or an application).

Bytes used:
The size in bytes of the contents of the selected folder.

If you choose this command with a disk drive selected, the Disk Information dialog appears, which cannot be edited:

```
┌─────────────────────────────────────────────┐
│ ▓▓▓▓▓▓ Disk Information ▓▓▓▓▓▓               │
│ ┌─────────────────────────────────────────┐ │
│ │                                         │ │
│ │  Drive identifier:  C:                  │ │
│ │         Disk label: _____           │ │
│ │ Number of folders:        ___18         │ │
│ │   Number of files:        ___394        │ │
│ │        Bytes used: __9,894,033          │ │
│ │  Bytes available: _22,951,936           │ │
│ │                                         │ │
│ └─────────────────────────────────────────┘ │
│                        ┌───┐ ┌──────────┐   │
│                        │ ? │ │    OK    │   │
│                        └───┘ └──────────┘   │
└─────────────────────────────────────────────┘
```
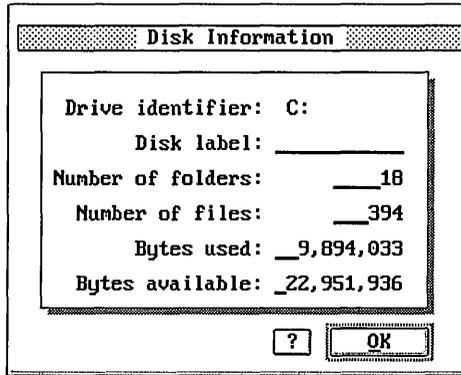
Drive identifier:
This is the letter representing the current drive.

Disk label:
This is the name (if any) of the current disk.

Number of folders:
The total number of folders on the selected disk.

Number of files:
The total number of documents and applications on the current disk.

Bytes used:
The total number of bytes used on the selected disk.

Bytes available:
The total number of unused bytes on the selected disk.

Password command

This command enables you to assign and remove passwords for folders, documents, and applications. See Chapter 9, "Passwords," for a fuller explanation of passwords.

Undelete command

Use this command to retrieve a file or folder that you have deleted. When you choose this command, the DR DOS Undelete screen appears. The Undelete screen shows a list of files and directories you have deleted during this work session. Select the file or directory to be restored, press **Alt+F**, and then press **U** and **O.** (See the *DR DOS 6.0 User Guide* for more information on the Undelete function.)

Format diskette command

To format a diskette, follow these steps:

1. Insert the diskette in one of your diskette drives.

2. Select the ViewMAX icon representing the drive that contains the diskette you want to format.

3. Choose the Format diskette command from the File menu.

Note

ViewMAX protects your hard disk from being formatted, so you can only format diskettes with the Format command.

Exit to DR DOS command

Use this command to exit ViewMAX and return to the DR DOS operating system prompt.

Options menu commands

The Options menu contains commands that are not specific to files and folders, but that govern the operating characteristics of ViewMAX.

Configure application command

This command allows you to configure an application and assign document types to it. Refer to Chapter 6, "Applications," to find out more about how to use this command.

Preferences command

When you choose this command, ViewMAX displays the Set Preferences dialog:

```
┌─────────────────────────────────────────────────────┐
│░░░░░░░░░░░░░░░░░░░░ Set Preferences ░░░░░░░░░░░░░░░░░░│
│ ┌─ Safety ─────────────────────────────────────────┐ │
│ │  ☒ Confirm deletes      ☒ Confirm overwrites     │ │
│ │  ☒ Confirm copies       ☐ Save configuration on exit │
│ └──────────────────────────────────────────────────┘ │
│ ┌─ System ─────────────────────────────────────────┐ │
│ │  ☒ Sound effects        ☐ Click to drop down menus │
│ │  ┌─ Double Click Speed: ─────────────────────────┐ │
│ │  │ ● Slow   ○ 2      ○ 3      ○ 4      ○ Fast     │ │
│ │  └───────────────────────────────────────────────┘ │
│ └──────────────────────────────────────────────────┘ │
│                              [ ? ]  [ Cancel ]  [ OK ] │
└─────────────────────────────────────────────────────┘
```
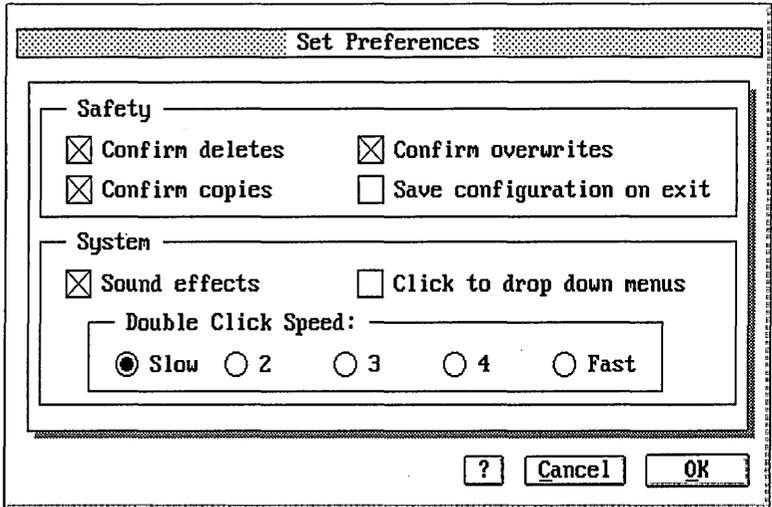
Click on the preferences you want, as explained below:

Confirm deletes?

On tells ViewMAX to always display the Delete Folders / Files dialog when you do a delete operation. **Off** tells ViewMAX to bypass the dialog and begin the delete operation immediately *without* waiting for your confirmation.

Confirm copies?

On tells ViewMAX to display the Copy Folders / Files dialog whenever you do a copy operation. **Off** tells ViewMAX to bypass the dialog and begin the operation immediately *without* waiting for your confirmation.

Confirm overwrites?

On tells ViewMAX to display the Name Conflict During Copy dialog whenever the copy operation you are about to perform will cause an existing file or folder to be overwritten. This setting warns you that the information in a previous version of a file or folder might be lost if you continue with the copy operation. If the check box is **Off**, the dialog is not displayed and the copy operation is performed *without* your confirmation.

Save configuration on exit?

On means that the current arrangement of items and windows will be saved when you leave ViewMAX and that they will appear the next time you start ViewMAX. **Off** means that the items and windows will revert to their last saved arrangement when you start ViewMAX.

Double-click speed:

Sets a relative speed for how quickly you must double-click the mouse button. This does not affect the keyboard operation.

To drop down menus: (mouse only)

Switch the check box **On** if you want the ViewMAX menus to drop down from the menu bar only when you place the pointer on a menu name *and* click the mouse button. Switch the check box **Off** if you want the menus to drop down when the pointer touches the menu names. This is the standard or *default* setting.

Sound effects:

On causes ViewMAX to sound a beep if you try to display a menu while a dialog is on the screen. **Off** suppresses the beep.

OK or Cancel:

After setting the preferences the way you want, select OK to return to ViewMAX. Your preferences take effect immediately. If you do not make any changes or do not want to save those you have made, select the Cancel button.

If you want to make your preferences a permanent part of ViewMAX (that is, so they take effect every time you start ViewMAX), use the Save preferences command.

Global password command

Use this command to specify a password for ViewMAX to use every time it encounters an item that is password-protected. For more details on how to use this command, see Chapter 9, "Passwords." The global password must be reset each time the computer is reset.

Color schemes command

Use this command to change the ViewMAX color scheme. When you choose this command, the Color Schemes dialog appears:

```
┌──────────────────────────────────────────┐
│░░░░░░░░░░░░░ Color Schemes ░░░░░░░░░░░░░░░│
│                                          │
│   ┌─ ▐░░░ Available Color Schemes ░░░▌─┐  │
│   │ Monochrome                      ▲ │  │
│   │ Color                           ░ │  │
│   │ LCD/Plasma                      ░ │  │
│   │ Bright                          ░ │  │
│   │ Pastel                          ░ │  │
│   │ Pasture                         ▼ │  │
│   └──────────────────────────────────┘  │
│                                          │
│        ┌───┐ ┌──────────┐ ┌──────────┐   │
│        │ ? │ │  Cancel  │ │    OK    │   │
│        └───┘ └──────────┘ └──────────┘   │
└──────────────────────────────────────────┘
```
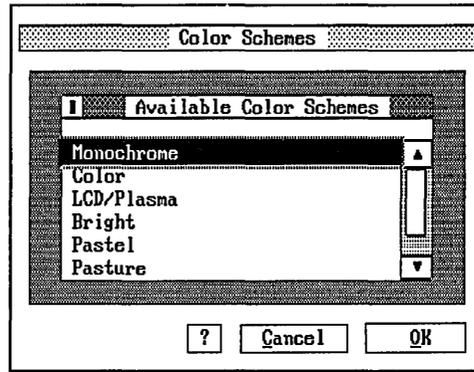
Available Color Sets:
In this box you select color schemes that apply to the desktop and to the scroll and title bars. When you select a name, the Color Schemes dialog shows the color and pattern corresponding to this name. Scroll the list to reveal more colors.

OK or Cancel:
Select OK to exit after you make your selection. Select Cancel to exit without making changes.

Save preferences command

This command lets you set ViewMAX so that it will always start as you currently have it configured. You can use the command at any time and it sets the following ViewMAX characteristics:

❑ The current size of the ViewMAX windows.

❑ The disk or folder currently opened in each ViewMAX window. For example, if one of the windows is displaying the contents of disk drive A: when you choose Save preferences, ViewMAX will display the contents of that drive every time you start, assuming there is a diskette in the drive.

❑ The way you currently have your applications configured (see "Configuring Applications" in Chapter 6 for details).

❑ The current arrangement and display of items in ViewMAX.

❑ The current preference settings (see the description of the Preferences and the TaskMAX preferences commands).

TaskMAX preferences command

Use this command to set the way that TaskMAX operates in ViewMAX. When you choose this command, the TaskMAX Preferences dialog appears. (For more information about TaskMAX, consult the TaskMAX section in Chapter 6, "Applications," and the *DR DOS 6.0 User Guide*.)

```
┌──────────────────────────────────────────────────────┐
│░░░░░░░░░░░░░░░░░░ TaskMAX Preferences ░░░░░░░░░░░░░░░░░│
│  ┌──────────────────────────────────────────────────┐ │
│  │                                                  │ │
│  │         ┌─┐ ┌──────────────────────────┐         │ │
│  │         │ │ │  ViewMAX controls TaskMAX?│        │ │
│  │         └─┘ └──────────────────────────┘         │ │
│  │                                                  │ │
│  │   Maximum Allowed LIM Memory Use                 │ │
│  │        0K                          3072K         │ │
│  │   ┌────────┬───────────────────────────────────┐ │ │
│  │   │ 2000K ◄│░░░░░░░░░░░░░░░░░░░░█░░░░░░░░░░░░░ ► │ │ │
│  │   └────────┴───────────────────────────────────┘ │ │
│  └──────────────────────────────────────────────────┘ │
│                        ┌───┐ ┌────────┐ ┌────────┐    │
│                        │ ? │ │ Cancel │ │   OK   │    │
│                        └───┘ └────────┘ └────────┘    │
└──────────────────────────────────────────────────────┘
```
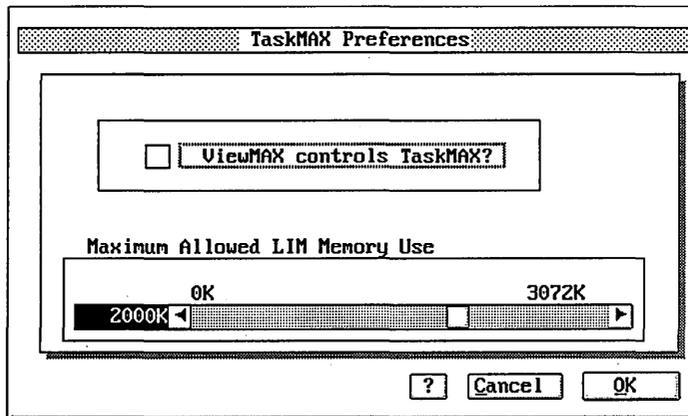
ViewMAX controls TaskMAX?:
If you want to use ViewMAX to access TaskMAX, select the box. This lets you enter TaskMAX by using the TaskMAX interface command in ViewMAX.

If you want to display the TaskMAX menu by using the **Ctrl+Esc** command, leave the box unselected. When this box is not selected, the TaskMAX interface command is unavailable.

Maximum Allowed LIM Memory Use:
This slider bar lets you set the amount of memory used for applications running under TaskMAX. You must allocate enough memory so that each application in the task list can run under TaskMAX. (See the *DR DOS User Guide* for information on memory use.)

The number above the far right of the slider bar shows the maximum memory available for your system. The black box on the far left displays the amount of memory that TaskMAX will allow a task to use. To change the setting, drag the slider, or move the selection frame over the black value box and then use any of the following keys: left arrow, right arrow, **PgUp, PgDn**.

TaskMAX interface command

Use this command to display the TaskMAX Interface dialog, which you use to access TaskMAX. This command is only available if you have already started TaskMAX and selected the box for the "ViewMAX controls TaskMAX?" option in the TaskMAX Preferences dialog. (For more information about TaskMAX, consult the TaskMAX section in Chapter 6, "Applications," and the *DR DOS 6.0 User Guide*.)

Note

When you are in ViewMAX, you can only display the TaskMAX menu if the box for the "ViewMAX Controls TaskMAX?" option in the TaskMAX Preferences dialog is *not* selected.

For example, if you add the DR DOS command line, the DR DOS Editor, a word processing program, and a scanning program to the task list, you might see the following in the TaskMAX Interface dialog:

```
┌─────────────────────────────────────────┐
│ ░░░░░░░░ TaskMAX Interface ░░░░░░░░      │
│                                          │
│   ┌─ Swap Space Available ─┐             │
│   │ 0%              1K     │             │
│   └────────────────────────┘             │
│         ┌─ Active Tasks ─┐               │
│         │ 1 COMMAND    ▲  │              │
│         │ 2 EDITOR        │              │
│         │ 3 WP            │              │
│         │ 4 SCANX         │              │
│         │              ▼  │              │
│         └────────────────┘               │
│     [ Run  ]  [Delete]  [Insert]         │
│                                          │
│                      [ ? ] [Cancel]      │
└─────────────────────────────────────────┘
```
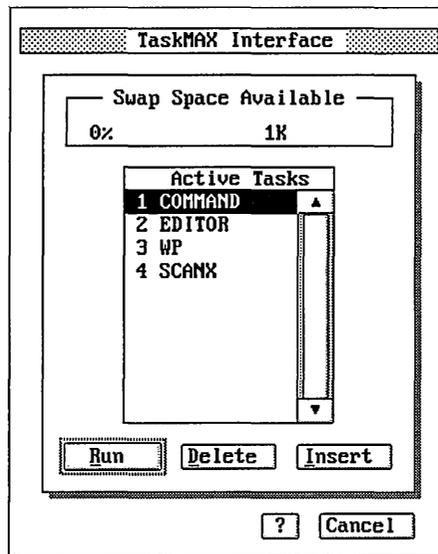
Note

ViewMAX is not listed in the Active Tasks box because it is the active task.

Swap Space:
This box shows how much memory is available to start new tasks. The percentage and the number of kilobytes shown in this box are based on the sum of three elements that TaskMAX uses for running tasks:

❑ The memory you allotted TaskMAX.

❑ The space available in a swap file used by TaskMAX.

❑ The amount of free hard disk space available on your system.

If the percentage shown in the box is near 0%, you must delete an application from the task list before you try to run another task.

Active Tasks:
This box lists the applications you have installed under TaskMAX. To switch to another application, select the name, and then select the Run button (or double-click on the name). To add an application to the task list, select the Insert button.

Run, Delete, Insert, or Cancel:
Select Run to switch to the application that you selected in the Active Tasks box. Select Delete to remove the selected application from the list. (After you delete an application, you can only make it active again in TaskMAX by selecting Insert and then starting the application.) Select Insert to display the operating system prompt so that you can start a new task. After you start the task, press **Ctrl+Esc** to return to ViewMAX. Select Cancel to exit without making any changes.

Note

When TaskMAX is active in ViewMAX, any application that you run from the ViewMAX desktop will be started as a new task in TaskMAX. This means that you can switch from the application to ViewMAX by choosing the **Ctrl+Esc** command.

Enter DR DOS commands command

Use this command to go to the DR DOS command line temporarily. You can then enter any of the DR DOS commands. To return to ViewMAX after you finish, type the following:

EXIT⏎

View menu commands

The View menu commands control how ViewMAX displays information in the active window.

Close command

Use this command to display the contents of the folder that is one level higher in the directory structure. (To do this, you can also press **Alt+F4**, or click on the close box.) For example, if the active window contains the icons from a folder called EXPENSES that is one level below a folder called FINANCE, when you choose the Close command an icon representing the FINANCE folder appears. If you were to choose the command again, you would see an icon representing your FINANCE folder.

Resize command

This command switches between a display of the currently active window at normal and at full-screen size. You might find it helpful to use the larger display if you have a full window of icons and you want to see as many icons as possible without scrolling. The alternatives to using this command are to click on the resizing box or to press **Alt+F5**.

Refresh command

This command refreshes the active window to give you the latest display of its contents. If one of your windows is displaying the contents of a diskette, and you then remove that diskette and replace it with another, you can update the display by using the Refresh command or by pressing **F5**.

Show/Hide tree command

Use the Show tree command to display the contents of an active window in two side-by-side windows (split-window mode). The left window displays folders in a tree structure; the right window displays the contents of any selected folder or root directory of a drive. If more than one item is selected in an active window, this command is inactive.

After you choose the Show tree command, the Hide tree command appears in the View menu. Choose this command to return to the normal, full window display.

To display the contents of a folder in the right window, place the selection frame on a folder in the left window and then press **Enter** (or double-click on the folder).

For example, if C: is the current drive when you select the \DRDOS directory and then press **Enter,** you will see something similar to the following:

```
■▓▓▓▓ Drive C: ▓▓▓               ▓▓▓▓▓ C:\*.* ▓▓▓▓▓▓▓      ◆
10 folder(s).                   4 folder(s).  297,595 bytes in 49 file(s).
[-]C:\                    ▲        📁        📁        📁        📁        ▲
   [-]—DRDOS                    New Folder   DRDOS     MOUSE    TYPESET
       └——TMP
   [-]—VENTURA                     📁        📄        📄        📄
   │   └——DICT                   VENTURA  AUTOEXEC.BAK AUTOEXEC.BAT AUTOEXEC.OLD
   [-]—TYPESET
       [-]—LEVEL2                  📄        📄        📄        📄
          [-]—LEVEL3            COMMAND.COM CONFIG.BAK CONFIG.OLD  CONFIG.SYS
              [-]—LE▓
              L    ▼              📄        📄        📄        📄
◄▌             ▓▓ ►              DDIR.COM   DPOUT.BAT DPSETUP.BAT  DRAW.BAT   ▼
```
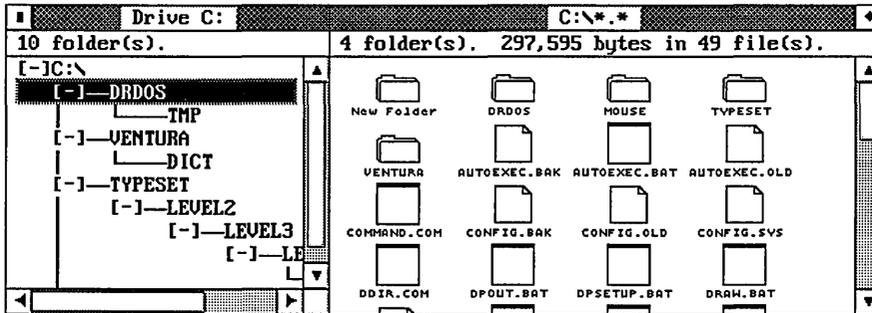
Any directory in a tree that contains subdirectories has either a plus **[+]** or a minus **[-]** beside it. The **[+]** indicates that the subdirectories are not shown; the **[-]** indicates that the subdirectories are displayed. Thus, in the example shown above, all the subdirectories are displayed.

To hide the subdirectories of the \TYPESET directory in the example shown above, you would move the selection frame over the directory name and then press **Alt+[-]**(the minus key on your keyboard), or double-click on the **[-]** that is to the left of the directory name. You would see the following:

```
■▓▓▓▓ Drive C: ▓▓▓               ▓▓▓▓▓ C:\*.* ▓▓▓▓▓▓▓      ◆
10 folder(s).                   4 folder(s).  297,595 bytes in 49 file(s).
[-]C:\                    ▲        📁        📁        📁        📁        ▲
   [-]—DRDOS                    New Folder   DRDOS     MOUSE    TYPESET
       └——TMP
   [-]—VENTURA                     📁        📄        📄        📄
   │   └——DICT                   VENTURA  AUTOEXEC.BAK AUTOEXEC.BAT AUTOEXEC.OLD
   [+]—TYPESET
       └——MOUSE                    📄        📄        📄        📄
                                COMMAND.COM CONFIG.BAK CONFIG.OLD  CONFIG.SYS
                          ▼
                                  📄        📄        📄        📄
◄▌                       ►        DDIR.COM   DPOUT.BAT DPSETUP.BAT  DRAW.BAT   ▼
```
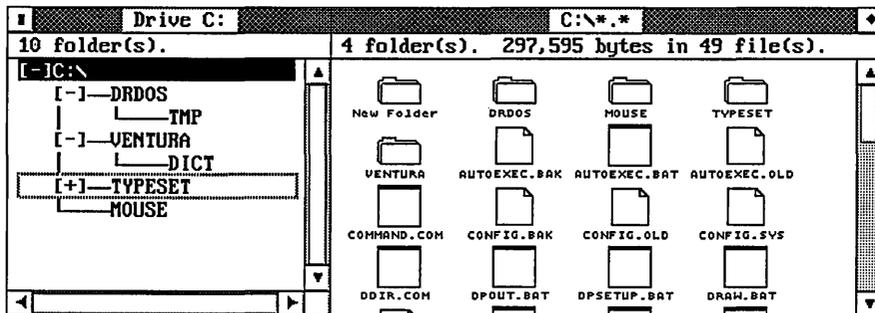
To display the subdirectories below the \TYPESET directory, you would press **Alt+[+]** (the plus sign on your keyboard), or double-click on the **[+].**

To display or hide subdirectories in the tree structure, use the following keys on your keyboard, or click on the screen with your mouse:

❑ To display the subdirectories that are one level below the selected directory, press **[+]** or click on the **[+]**.

❑ To display all subdirectories below the selected directory, press **Alt+[+]** or double-click on the **[+]**.

❑ To hide the subdirectories that are one level below the selected directory, press **[-]** or click on the **[-]**.

❑ To hide all subdirectories below the selected directory, press **Alt+[-]** or double-click on the **[-]**.

For directories that contain many subdirectories, you might have to use the horizontal scroll bar to display all the subdirectories. Press **Ctrl+Pg Up** to move the horizontal scroll bar to the right; press **Ctrl+Pg Dn** to move the horizontal scroll bar to the left. You can also use the left and right arrow keys to move the scroll bar.

Press the **Tab** key (or **Shift+Tab**) to switch between the windows. Use the up and down cursor keys to move the selection frame and the **Spacebar** to select folders. Press **Enter** to open a selected folder and display its contents in the right window. Use the normal keyboard techniques to manipulate the folders. If you open a folder, you will see a display of icons or text, depending on what you had previously selected.

Use **Pg Up** and **Pg Dn** to scroll up and down the display, or click on the scroll arrows and drag the slider if you are using a mouse. Press **Home** to go to the beginning of the display; press **End** to go to the end of the display.

Show as text command

To display the contents of a window as text, select the Show as text command. This display gives you additional information about each file, as shown in the following full window display for drive C:
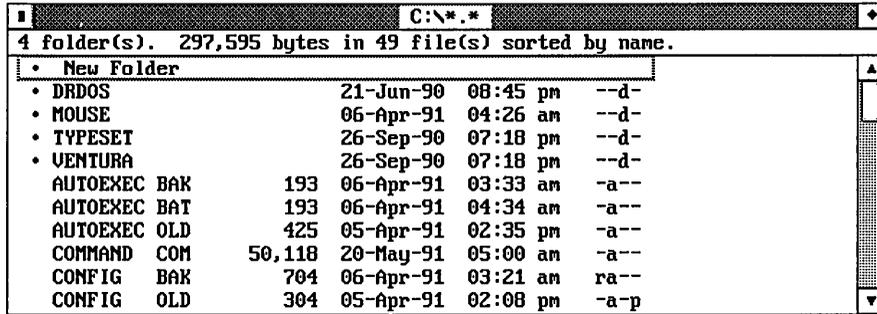
```
■                          C:\*.*                            ◆
4 folder(s).  297,595 bytes in 49 file(s) sorted by name.
  •  New Folder                                              ▲
  • DRDOS                 21-Jun-90  08:45 pm    --d-
  • MOUSE                 06-Apr-91  04:26 am    --d-
  • TYPESET               26-Sep-90  07:18 pm    --d-
  • VENTURA               26-Sep-90  07:18 pm    --d-
    AUTOEXEC BAK     193  06-Apr-91  03:33 am    -a--
    AUTOEXEC BAT     193  06-Apr-91  04:34 am    -a--
    AUTOEXEC OLD     425  05-Apr-91  02:35 pm    -a--
    COMMAND  COM  50,118  20-May-91  05:00 am    -a--
    CONFIG   BAK     704  06-Apr-91  03:21 am    ra--
    CONFIG   OLD     304  05-Apr-91  02:08 pm    -a-p    ▼
```

Folders appear first, but the file sizes in bytes are shown in a column to the right of their name. The next column shows the date and time that each of the files was last modified. The final column uses several abbreviations to describe the files; these are known as *file attributes:*

a stands for *archive* and means that the file has been altered since it was last saved; therefore, you might want to make a backup copy of it.

d signifies a *directory.*

p means that a file is *password-protected.*

r means that a file is *read-only*; you cannot change or delete it.

Refer to the *DR DOS 6.0 User Guide* for a complete description of file attributes.

Note

In split-window mode, the right window does not display file attributes.

Show as icons command

This command displays the contents of a window as icons with the names listed beneath them. For details of what the different icons mean, see Chapter 5, "Icons."

Name order command

This command arranges the icons alphabetically. Folders are kept together and appear first, and New Folder will always appear as the first icon.

Type order command

This command arranges the icons in the right window alphabetically by types, so that, for example, all .APP files appear first, followed by all .BAK files.

Size order command

This command arranges the files by their size in bytes. The largest files are listed first. Folders are grouped together and appear first but are not arranged by size.

Date order command

This command arranges the files according to the date they were created or last modified. Files with the most recent dates appear at the beginning of the list. Folders appear first but are not arranged by date.

Wildcards command

This command enables you to display a subset of the files available by using the wildcards ? and *. When you choose this command, the Display by Wildcard dialog appears:

```
┌─────────────────────────────────────────────────┐
│░░░░░░░░░░░░░░░ Display by Wildcard ░░░░░░░░░░░░░░░│
│ ┌─ Wildcards: ──────────────────────────────────┐│
│ │ ┌────┬──────────────────────────────────────┐ ││
│ │ │ *.*│                                      │ ││
│ │ └────┴──────────────────────────────────────┘ ││
│ └───────────────────────────────────────────────┘│
│                          ┌───┐ ┌────────┐ ┌──────┐│
│                          │ ? │ │ Cancel │ │  OK  ││
│                          └───┘ └────────┘ └──────┘│
└─────────────────────────────────────────────────┘
```
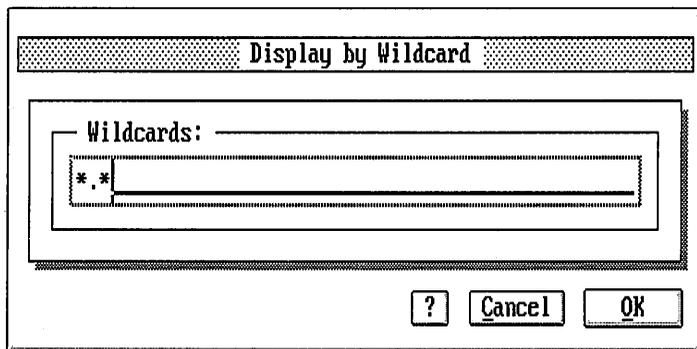
The question mark wildcard (?) stands for any character in the exact position it occupies in a file name.

The asterisk wildcard (*) stands for a variable number of characters: between none and eight characters for the file name, and between none and three characters for the file type.

If you want to display only files with the extension BAT in your active window, tell ViewMAX to show you files matching *.BAT.

If you want to see the set of files beginning with CHAP, ask for files matching CHAP*.*.

If you want to see the set of files with a three-character name, ask for files matching ???.*, and so on.

Use the **Backspace** key to delete the existing text in the wildcards dialog, then type in your choice and select OK.

Refer to the *DR DOS 6.0 User Guide* for a fuller explanation of how to use wildcards.

Help menu commands

Menus

This dialog provides information about manipulating the ViewMAX menus.

```
┌─────────────────────────────────────────────────────────────┐
│░░░░░░░░░░░░░░░░░░░░░░░░ Help on Menus ░░░░░░░░░░░░░░░░░░░░░░░░│
│ ┌─────────────────────────────────────────────────────────┐ │
│ │                                                         │ │
│ │  The following keys let you perform actions with menus: │ │
│ │                                                         │ │
│ │  Alt+<letter>           pull a menu down                │ │
│ │                           (letter underlined in menu name) │ │
│ │  Alt+<letter>+<letter>  choose a command from a menu    │ │
│ │                           (letter underlined in menu command) │ │
│ │  ↑ or ↓                 highlight a menu command        │ │
│ │  ← or →                 switch to an adjacent menu      │ │
│ │  Enter                  choose a highlighted menu command │ │
│ │  Esc                    remove a menu from the screen   │ │
│ │  F1                     display the Help menu           │ │
│ │  F10                    display the ViewMAX menu        │ │
│ │                                                         │ │
│ └─────────────────────────────────────────────────────────┘ │
│                                      ┌───┐ ┌──────────┐     │
│                                      │ ? │ │    OK    │     │
│                                      └───┘ └──────────┘     │
└─────────────────────────────────────────────────────────────┘
```

Dialogs

This dialog provides information about how to utilize the features of dialogs.

```
┌──────────────────────────────────────────────────────────┐
│░░░░░░░░░░░░░░░░░░░░░░░░░░ Help on Dialogs ░░░░░░░░░░░░░░░░░│
│ ┌──────────────────────────────────────────────────────┐ │
│ │                                                      │ │
│ │ The following keys let you perform actions in dialogs:│ │
│ │                                                      │ │
│ │ Enter              accept the current settings and exit│ │
│ │                      the dialog                       │ │
│ │ Esc                exit the dialog without making changes│ │
│ │ ↑ or Shift+Tab     move to the previous item          │ │
│ │ ↓                  move to the next item              │ │
│ │ ← or →             move to the previous or the next item│ │
│ │ Backspace          delete previous character in a text field│ │
│ │ Ctrl+Backspace     clear a text field                 │ │
│ │                                                      │ │
│ └──────────────────────────────────────────────────────┘ │
│                                          [ ? ] [   OK   ] │
└──────────────────────────────────────────────────────────┘
```
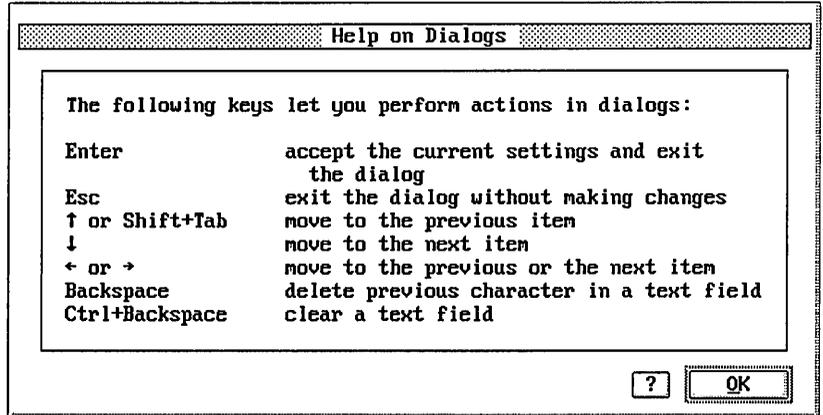
Windows

This dialog provides information about manipulating the ViewMAX windows.

```
┌──────────────────────────────────────────────────────────┐
│░░░░░░░░░░░░░░░░░░░░░░░░░░ Help on Windows ░░░░░░░░░░░░░░░░░│
│ ┌──────────────────────────────────────────────────────┐ │
│ │                                                      │ │
│ │ The following keys let you perform actions in a window:│ │
│ │                                                      │ │
│ │ Space Bar          Select a folder or file            │ │
│ │ Esc                de-select a folder or file         │ │
│ │ Enter              open a folder or file              │ │
│ │ ↑ ↓ → or ←         move the selection frame           │ │
│ │ PgUp or PgDn       scroll up or down                  │ │
│ │ Tab                switch to another window           │ │
│ │ F5                 refresh the contents of a window   │ │
│ │ Alt+F4             display the previous open folder   │ │
│ │ Alt+F5             minimize or maximize the window    │ │
│ │                                                      │ │
│ └──────────────────────────────────────────────────────┘ │
│                                          [ ? ] [   OK   ] │
└──────────────────────────────────────────────────────────┘
```
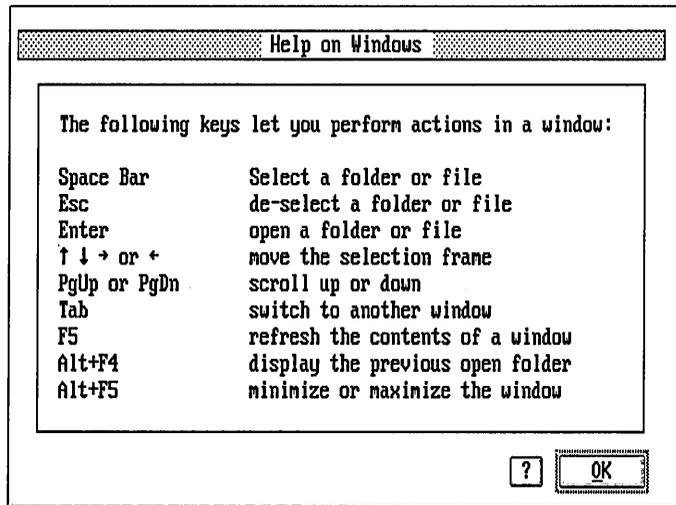
Trees

This dialog provides information about how to manipulate the
directory tree structure displayed in the left window in
split-window mode.

```
┌──────────────────── Help on Trees ────────────────────┐
│                                                        │
│  ┌──────────────────────────────────────────────────┐ │
│  │ The following keys let you perform actions on trees:│
│  │                                                    │ │
│  │ +                        show all subdirectories one level│
│  │                            below the main directory│ │
│  │ Alt+<+>                  show all subdirectories below the│
│  │                            main directory          │ │
│  │ -                        hide all subdirectories one level│
│  │                            below the main directory│ │
│  │ Alt+<->                  hide all subdirectories below the│
│  │                            main directory          │ │
│  │ PgUp or PgDn             scroll up or down         │ │
│  │ Ctrl+PgUp or Ctrl+PgDn   scroll left or right      │ │
│  │ Home or End              scroll to the beginning or end│
│  └──────────────────────────────────────────────────┘ │
│                                        ┌───┐ ┌────────┐│
│                                        │ ? │ │   OK   ││
│                                        └───┘ └────────┘│
└────────────────────────────────────────────────────────┘
```

ViewMAX menu commands

Information command

This command displays the date and the release of the
ViewMAX software.

Calculator

This command displays the ViewMAX calculator. Press **Alt+F4,**
or click on its close box to close it.

Clock

This command displays the ViewMAX clock. Press **Alt+F4,** or
click on its close box, to close it.

Passwords
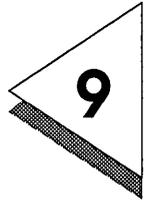
A *password* is equivalent to having a lock on a door: it is a way of controlling who can enter. In ViewMAX terms, a password can stop other people from looking at your folders and files, and stop them from copying or deleting your data.

ViewMAX lets you create your own passwords and assign them to different files or folders, and you can remove or change them as you want.

This chapter describes how to set, change, and remove passwords, and it explains the different levels of password protection. It also shows how to set up a global password.

Setting passwords

Assume that you want to set a password for a document on drive A:. Select the file to which you want to assign a password, and then display the File menu. After you choose the Password command from the menu, you will see the Assign / Remove File Password dialog, as shown in the following example:
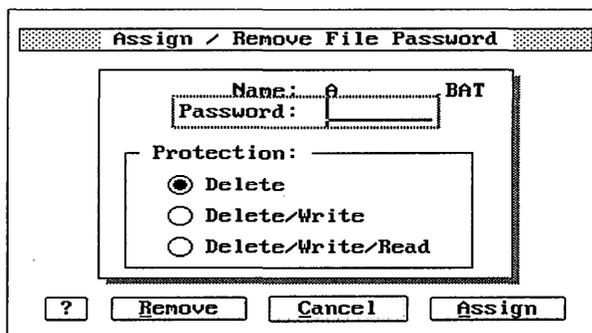
The name of the file you chose appears at the top of the dialog. At the text cursor (the vertical bar by the word "password"),

type in the password you want. The characters you type can be in upper or lower case: ViewMAX will understand the password Fred entered as FRED, fred, FrEd, and so on.

Next, select the level of protection you want. There are three levels of password protection:

❑ *Delete* is the lowest level: no one can delete the item you have protected, unless the correct password is given.

❑ *Delete/Write* is the intermediate level of protection: unless the password is given, the protected item cannot be deleted or edited in any way.

❑ *Delete/Write/Read* is the highest level of protection: no one can even look at the item unless the correct password is given. This means that no one can edit, copy, or delete the item either.

Next, click on the Assign button (or press **Alt+A**). If you change your mind about setting the password at this point, or mistype it, choose Cancel instead and start again.

When you choose the Password command for a folder, the Assign / Remove Folder Password dialog appears, as shown in the following example:

```
┌─────────────────────────────────────────────┐
│    Assign / Remove Folder Password           │
│   ┌──────────────────────────────────┐       │
│   │      Folder:   UTIL____.___      │       │
│   │   Password: ┌──────────────┐     │       │
│   │             └──────────────┘     │       │
│   └──────────────────────────────────┘       │
│  ┌───┐ ┌──────────┐ ┌──────────┐ ┌─────────┐ │
│  │ ? │ │  Remove  │ │  Cancel  │ │ Assign  │ │
│  └───┘ └──────────┘ └──────────┘ └─────────┘ │
└─────────────────────────────────────────────┘
```
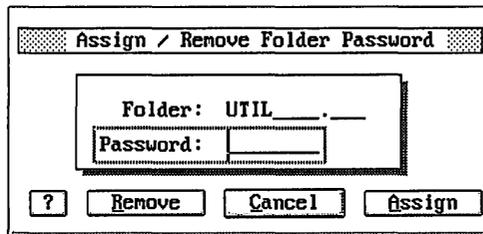
If you are protecting a folder with a password, ViewMAX sets the protection level to delete/write/read.

When you try to perform an operation on a file that is protected by a password, the Password Protected File dialog appears, as shown in the following example:

```
┌─────────────────────────────────────────────┐
│      Password Protected File                 │
│   ┌ NOMOUSE.BAT ┐───────────────────┐        │
│   │                                 │        │
│   │   Password: ┌──────────────┐    │        │
│   │             └──────────────┘    │        │
│   └─────────────────────────────────┘        │
│      ┌───┐ ┌──────────┐ ┌──────────┐         │
│      │ ? │ │  Cancel  │ │    OK    │         │
│      └───┘ └──────────┘ └──────────┘         │
└─────────────────────────────────────────────┘
```
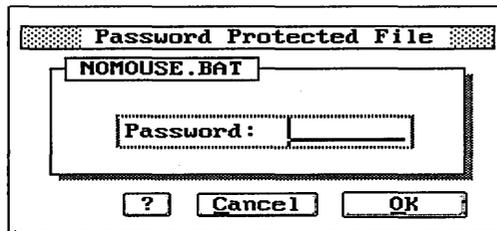
To complete the operation on the file, you must type the password and then select OK.

When you try to perform an operation on a folder that is protected by a password, the Password Protected Folder dialog appears, as shown in the following example:

```
┌─────────────────────────────────────┐
│ ▒▒ Password Protected Folder ▒▒      │
│ ┌─ CMG ─────────────────────────┐    │
│ │                               │    │
│ │  ┌──────────┬────────────┐    │    │
│ │  │Password: │            │    │    │
│ │  └──────────┴────────────┘    │    │
│ └───────────────────────────────┘    │
│                                       │
│        [ ? ] [ Cancel ] [  OK  ]     │
└─────────────────────────────────────┘
```
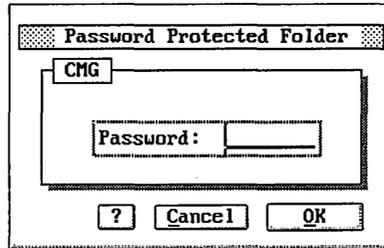
To complete the operation on the folder, you must type the password and then select OK.

Removing a password

You might decide that you want to remove the password protection that you have given your files. To do this, follow these steps:

1. Select the item you want to remove the password from and then choose the Password command.

2. Type the current password at the text cursor and then click on the Remove button. You will no longer need to enter the password when you select that item.

Changing a password

If you have set a password for an item and then find that you want to change it, follow these steps:

1. Select the item you want to change and then choose the Password command.

2. Type the new password at the text cursor and then choose the Assign button.

3. When the Password Protected dialog appears, type in the *old* password and select the OK button—the new password is now valid.

Setting a global password

Because it is easier to remember just one password, you might want to use the same password for various folders and documents. To save you from having to type the same thing every time, you can use the Set Global password command from the Options menu. After you choose this command, the following dialog appears:

```
┌──────────────────────────────────────┐
│ ▓ Assign / Remove Global Password  ▓  │
│  ┌──────────────────────────────────┐ │
│  │      Password:   │         │      │ │
│  └──────────────────────────────────┘ │
│  ┌──┐ ┌────────┐ ┌────────┐ ┌────────┐│
│  │ ? │ │ Remove │ │ Cancel │ │ Assign ││
│  └──┘ └────────┘ └────────┘ └────────┘│
└──────────────────────────────────────┘
```
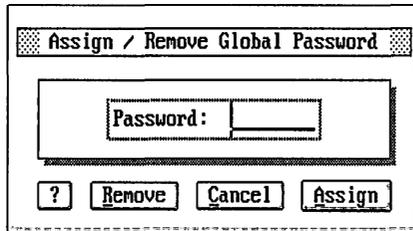
This command will automatically supply the password you give it every time ViewMAX requires a password. (If you assign a different password to a few of your files, you will still need to type it for them, but the majority will be handled automatically.)

To set a global password, follow these steps:

| 1 | Select the Global password command from the Options menu.

| 2 | When the Assign/Remove Global Password dialog appears, type the password at the text cursor and select the Assign button. The global password is now set.

Removing a global password

When you leave ViewMAX, the global password that you set remains active. To remove this password, choose the Global password command again and then select the Remove button.

Changing a global password

To change the global password, choose the Global password command, type the new password, and then select Assign—it is changed automatically.

Note

You need to reset the global password every time your computer is reset.

Glossary

active window

This is the window in which you can perform operations. Only one window can be active at a time. You can tell which window is currently active because there is a selection frame around the first item in the window. You make a window active either by clicking in it with the mouse, or by pressing the **Tab** key.

application

An application is a program, such as a word processor, that you use on your computer. You can use applications from within ViewMAX by opening the icon that represents the application.

button

A button is a graphical representation of an option on the screen. Typically it is a word or a few words surrounded by a rectangle. You can select a button in several ways:

❑ by clicking on it with the mouse

❑ by moving the selection frame over it with the cursor keys and then pressing **Spacebar**

❑ by pressing **Alt**+underlined letter

The buttons you will see most often are the OK and Cancel buttons.

click

A mouse technique: to click is to press and then immediately release the mouse button.

default button

The button with a thicker black rectangle around it in a dialog. It is the one you can select by pressing **Enter**. In ViewMAX, the OK button is most often the default button.

dialog box

A small screen that appears over the ViewMAX windows. It provides or requests information.

document

A term that describes various kinds of data files.

double-click

To press and release the mouse button twice, quickly. Its keyboard equivalent is pressing the **Enter** key.

dragging

The action of clicking and then holding down the mouse button while moving the mouse pointer across the screen.

folder

This is the equivalent of a DR DOS directory or subdirectory. A folder can contain documents and other folders.

icon

An icon is a small symbolic picture. ViewMAX icons represent disk drives, folders, and files. Refer to Chapter 5, "Icons," for more information.

list box

A box in a dialog that shows you a list of choices. You can scroll through the choices in the box. To select an item from the list, double-click on it, or place the selection frame on it and then press **Enter**.

menu

The display of choices from which you select your commands. In ViewMAX, you display the menus from the menu bar (see **menu bar**).

menu bar

A list of menu titles along the top of the screen. The menu bar contains the titles File, Options, View, Help, and ViewMAX.

radio button

A radio button is different from a normal button in that when it is selected, it causes an adjacent button to become deselected. Its name comes from the sort of push-button controls that are found on radios.

root directory

The root directory is the main directory on any disk. All first-level subdirectories are part of the root directory. Both subdirectories and files can be kept in the root directory.

rubber rectangle

When you drag the mouse pointer around several items, the rectangle that appears is called the rubber rectangle. You start dragging from the top left corner of the first item you want to include, and then continue to the bottom right corner of the last item. Once you have drawn a rubber rectangle around several items, you can perform the same commands on all of them at once. This is useful if you have several items that you want to copy or delete.

scroll bar

The scroll bar appears at the right edge of a window in normal window display; in split-window mode, scroll bars appear along the bottom edge and the right edge. The scroll bar contains scroll arrows and a slider, and the slider indicates what proportion of the window is currently visible. Use the scroll arrows to move the slider up and down, or to move left and right, to reveal a different portion of the window.

scrolling

This describes moving up and down, or left and right, through a list of options by using the scroll bar. You scroll through the contents of a window when there are too many items to see. For vertical scrolling, the keyboard equivalents to use are the **PgUp** and **PgDn** keys; for horizontal scrolling, use **Ctrl+PgUp** and **Ctrl+PgDn**.

shift-clicking

You shift-click when you press the **Shift** key and click with the mouse at the same time. You use this technique to select several items at once when they are not all grouped.

split-window mode

The mode that results when you choose the Show tree command: the left window displays a tree structure for the current drive, while the right window displays the contents of any selected directory.

window

Your ViewMAX screen is divided into windows: when you start ViewMAX, the top part of the screen is split into two windows, and the bottom part contains one window. Each window shows you the contents of a disk or a folder. The windows are independent of one another, and you can switch between them by using the **Tab** key, or by clicking in the window you want to use.

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