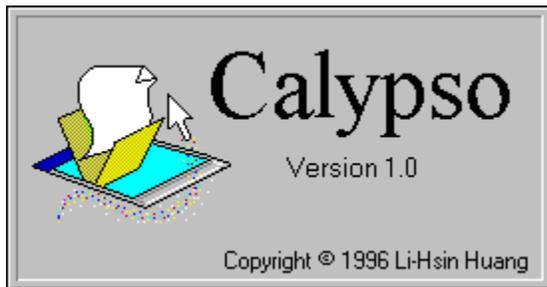


## Calypso Help Contents



Welcome to Calypso, a Windows 95-like file and program manager for Windows 3.1.

[Introduction](#)

[Installation](#)

[Using Calypso](#)

[Customising icons](#)

[Associating programs](#)

[Advanced settings](#)

[Known problems](#)

[Contacting the author](#)

Version 1.0 is Freeware. Lots of improvements are on the way, so keep an eye out for any updates.

Calypso is distributed *as is* with no warranty, express or implied, including but not limited to, fitness for a particular purpose. You may freely distribute copies of this program, provided that it remains in its complete form with all support, documentation, and configuration files.

## Introduction

Calypso is a file management system and facelift for Windows 3, giving it a modern iconic interface like Windows 95 and the Apple Macintosh. There's been enough hype from Microsoft and Apple to last a lifetime, so I won't bother explaining the concepts. Here's what Calypso does:

- \* displays each directory in an independent window
- \* displays Windows programs and documents with the correct icons
- \* runs programs and opens documents
- \* handles most operations in File Manager such as copying, moving, deleting etc..
- \* supports drag and drop between multiple windows
- \* allows dragging files to a bin, to move them to a storage directory
- \* creates shortcut icons for disk drives, folders and files that stay on the desktop
- \* shows cascading nested program menus (like the effect of the Start button on Win95)
- \* interacts with File Manager, should you be addicted to it
- \* lots of other things, too numerous to list

Calypso is a normal Windows program that will run on most systems that support Windows 3.1, and is best suited to computers that can't quite take the strain of running Windows 95 but are not totally obsolete either. Generally, any machine which runs Windows 3.1 acceptably should have no problem with Calypso.

You won't need to re-configure your computer, and Calypso won't modify any settings -- it provides an instant, attractive interface to replace or complement File Manager and Program Manager.

## Installation

### Minimum System Requirements

Windows 3.1 or Windows for Workgroups 3.11  
4 MB memory  
Colour graphics in 640x480  
1 MB free hard disk space

### Essential Files

You'll probably receive Calypso as a ZIP file, but whatever the form, here is what you'll need to get it running:

CALYPSO.EXE	The main program file
CALYPSO.INI	Stores various settings and options
CALYPSO.HLP	This help file that you're reading
CALYPSO.TXT	Last minute notes I frantically typed into Notepad
START.INI	Stores program menus
*.ICO	Some icon files I stole from Program Manager etc..

Copy or unzip these files into a single directory.

### Running

You can run Calypso like most other Windows programs, and there are various ways to do so:

1. Double click on CALYPSO.EXE in File Manager.
2. Drop it into Program Manager and run it from there.
3. Place it in Program Manager's start-up group to run when you load Windows.
4. Add Calypso to the [windows] section of WIN.INI (see Windows documentation for details).

### Uninstalling

Just delete the entire directory Calypso resides in (please make sure it is not running when you delete it!).

## Custom icons

You may not wish to use the associated program's icon -- for instance, if a graphics package handles different graphic file formats, you might want to show each type of file differently.

To use your own icons:

1. Extract the icon into a standard icon file (with an ICO extension).
2. Copy the file to Calypso's home directory.
3. Rename the icon with your chosen extension as its name.

For example, to show all BMP files with a particular icon, call that icon BMP.ICO. There are many utilities available to extract icons from programs and DLL files.

Calypso includes a few icons extracted from Program Manager as samples. You may freely change them to whatever icons you prefer. Any icon files present will be used to override the default icons, even if there is no associated program. For example, if there is a file called JPG.ICO in the Calypso directory, all JPEG files will use that icon even if you don't have a graphics program to open them with.

Note that any file named EXE.ICO has no effect because Calypso chooses program icons by searching the executable file.

## Associating Documents

Document files created by most programs are associated with the program when it is installed.

Calypso runs the associated program to open the file when you double click on a document icon or try to print it. Also, the document file is displayed using its program's icon (this can be changed -- see Custom Icons).

Files are usually automatically associated when you install a new program, but if you find that a particular file type is not, you can do so manually using File Manager:

1. Select a file with the required extension
2. Choose Associate from the File Menu.
3. Select a program name from the registered program list, then press OK.

You will need to re-start Calypso for new associations to have full effect.

## Advanced Settings

### Command line parameters

Some of these options might be included into the Options dialog in future.

`/NOSPLASH` suppresses the splash screen during loading  
`/FASTQUIT` quits without asking for confirmation  
`/OPEN folder` opens the specified folder after loading  
`/NOARROWS` displays shortcuts without the arrow symbol in the corner

### CALYPSO.INI

It is not recommended to modify settings in CALYPSO.INI, unless you know exactly what you're doing. If you plan to change anything, make sure you keep strictly to the format. Many of the settings only accept Boolean values (0 or 1), so don't confuse them with numerical ones.

### START.INI

The recommended method of changing menus is to use the controls on the Start dialog page. If you already have some sort of menu system you would like to translate for use with Calypso, you should backup the existing START.INI and then create a new START.INI file.

There must be at least one section called [Start]. The left hand side of each string specifies the caption. For submenus, it contains a trailing asterisk (\*) and the right hand side contains the "pathname" of the submenu e.g. an Accessories menu within the Windows menu would have a path of Windows\Accessories. For menu items, the right hand side contains the menu details, separated by semicolons.

### System Window

To add any programs to the system window, edit the [programs] section. Be sure to include the full path name. This feature is not particularly useful, but might fill up some empty space!

### Icon positions

Whenever you change screen resolutions and icons appear off the edge of the screen, they are re-positioned around the screen edges -- at least they should be. If you find that some of them might be missing, you can manually edit the placements. Simply change the settings such as XPos and YPos to a range within your screen's resolution.

### Bin

If, for some reason, you wish to examine the contents of your bin outside Calypso, the [Bin] section stores the mapping of temporary filenames. (The filenames must be changed so that two files of the same name can co-exist in the bin). The actual files are stored in the hidden directory Bin, which is in Calypso's home directory.

### Using Calypso as a shell

Calypso does not conform to the shell program guidelines set out by Microsoft. Specifically, it does not perform the role of a DDE server application for the WinOldApp task to communicate with. *However*, Microsoft has not said what effects a non DDE server shell would have!! Try at your own risk...

Edit SYSTEM.INI and in the [boot] section, change `shell=progman.exe` to point to the Calypso

program file, for instance, `shell=c:\calypso\calypso.exe`. Calypso detects whether it is running as the Windows shell. If it is, then closing it will shut down Windows as well. Command line switches don't seem to be accepted on the shell line -- you'll have to wait until these options are built in to the Options dialog.

### **Undocumented features**

There might be one or two minor settings not documented in this help file. If so, explanations should be in CALYPSO.TXT.

## Known problems

Since this is version 1.0, you can bet that there'll be some minor mishaps, and several undesirable "features".

1. The filled window resizing windows takes longer the more shortcuts you have. This is because shortcuts are implemented (for convenience) as empty forms placed on the desktop, rather than graphics on a transparent window (a common approach).
2. Some programs seem to prevent a maximized icon window from shrinking correctly -- the desktop background is not redrawn until another program is activated. I can't seem to find the culprits...
3. There seems to be too much flickering in the list boxes of the bin and search dialog, even with glyphs turned off. I'm following Borland's example code with little change, so perhaps I ought to step down a level and access the API.
4. Manually messing up the INI files may cause minor upsets. Advice: don't, for now.
5. Running Minesweeper from Calypso has strange effects on my machine. I'm not quite sure what's going on -- Minesweeper seems to get confused over it's window state until you restore it. Oh well...try it out and be puzzled too.
6. Resource leaks -- are there any? If you can find a sequence of operations in Calypso (without running other programs) and end up with *significantly* less resources or memory than you started with, I would very much like to know.
7. The occasional niggles with file management routines -- Calypso is unlikely to zap your files, but don't try to push this version to the limits! (not unless you're kind enough to help me test it out). Catering for a huge range of potential file/disk problems is not easy you know...
8. There may be sizing/scaling problems when using Calypso with large screen fonts, which seem to vary depending on your particular graphics card. You are advised to use small fonts for the best image, until these problems are fully fixed.
9. Slow window resizing. I apologise to those of you experiencing problems on slower machines. As soon as I can figure out how to make Windows do it's normal resizing tricks while keeping a system border icon, it will be included.
10. Network support -- theoretically, the file interfaces should be the same and cause no problems. In fact, Calypso should actually detect network drives, but I would not recommend using it across a network without permission from your administrators. I've used Calypso to manipulate files on a networked Unix file system, without problems.

There are lots of "bits" which I haven't really finished coding yet. If you do find serious problems, e.g. Calypso decides to format your hard disk (only joking!), then please tell me about them.

## Contacting the author

Mail of both electronic or paper based variety is most welcome, and I will value any opinions you may have. Praises, blessings, queries, suggestions, problems, and bug reports are all appreciated. If you need a reply, you'll usually get it within a few of days, sooner if by email.

Snail mail to:

Li-Hsin Huang  
59 Bromefield  
Stanmore  
Middlesex HA7 1AG  
England UK

Email: [1hh@doc.ic.ac.uk](mailto:1hh@doc.ic.ac.uk)



## Using Calypso

### User guide

[System window](#)

[Icon windows](#)

[Selecting items](#)

[Working with files and folders](#)

[Wastepaper bin](#)

[Creating and using shortcuts](#)

[Drag and drop techniques](#)

[Use with File Manager and other programs](#)

### Menus and dialogs reference

[Menu commands](#)

[File properties dialog](#)

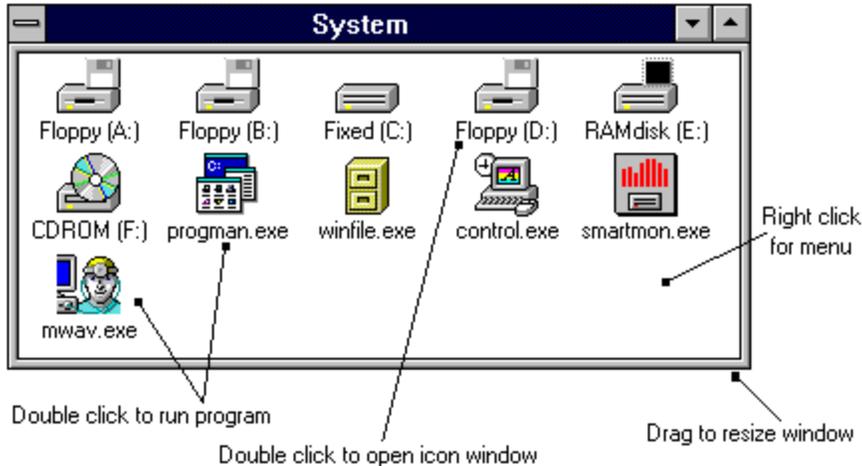
[Options dialog](#)

[Search dialog](#)

[Shortcut properties dialog](#)

## System Window

When Calypso first loads, there should be an icon of a computer (yes, it *is* the Control Panel icon without the decorations...). Double click on it to restore the system window, or right click on it to display the Start menu.



Each available drive is shown, together with some system programs. Double click to view the contents of the disk in an icon window, or run the particular program. For commonly used drives and programs, you should make a shortcut for easier access.

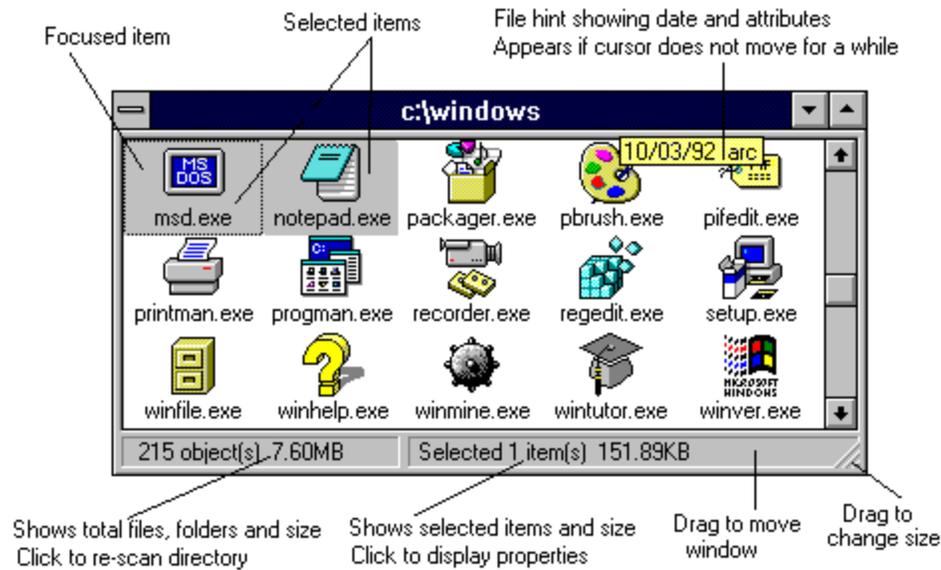
Right clicking on the icon area displays a popup menu, with the following items. Some of these commands are also available when the system window is minimized.

<b>P</b> roperties...	<b>A</b> lt+Enter
<b>C</b> reate <b>s</b> hortcut...	<b>S</b> hift+Ins
<b>A</b> rrange <b>i</b> cons	<b>S</b> hift+F5
<b>C</b> lear <b>d</b> esktop	<b>F</b> 6
<b>C</b> lose all	
<b>S</b> tart	▶
<b>S</b> earch...	<b>C</b> trl+S
<b>O</b> ptions...	<b>C</b> trl+O
<b>H</b> elp contents...	<b>C</b> trl+F1
<b>A</b> bout...	<b>C</b> trl+A

When you close the system window, Calypso will shut down, returning you to plain vanilla Windows.

## Icon Windows

Whenever you double click on a disk drive or folder, an icon window is opened. These display the contents of each directory/folder -- sub-directories are shown as folders and Windows programs and documents are given their proper icon.



### Icon area

Double click on :

- a folder, to display its contents
- a program, to run it
- a document file, to open it using its associated program.

When you click on an icon, it becomes *focused* (it has a dotted box around it). It is also *selected* if it has a grey background. You can select multiple files which can then be copied, moved, deleted etc.. You can use the cursor keys, Home, End, PageUp and PageDn keys to move around. If you press a number or letter key, the focus will move to the next file or folder beginning with that character.

### Popup menu

Click the right mouse button to show the popup menu. Some commands, such as Rename, only work on a single file -- if you have selected multiple files, the command is carried out on the focused file. Some commands are greyed out if you have not selected the correct file type.

<b>O</b> pen	Enter
Open <b>f</b> ile with..	Ctrl+Enter
<b>R</b> ename...	Ctrl+N
<b>D</b> uplicate...	Ctrl+D
<b>D</b> elete	Del
Undelete...	Ctrl+U
<b>P</b> roperties...	Alt+Enter
Create <b>s</b> hortcut	Shift+Ins
Create <b>F</b> older...	Ins
<b>R</b> un...	Ctrl+R
<b>P</b> rint...	Ctrl+P
<b>V</b> iew	▶
<b>W</b> indow	▶
Disk <b>p</b> roperties...	Ctrl+D

### Status bar

The label on the left shows the total number of objects in the window and their total size. The label on the right shows how many are selected and the total selected size. The total sizes only include file sizes -- to find out the size folder contents, select the folders of interest and choose Properties from the popup menu, or click the right hand label.

See also:

[Selecting items](#)

[Working with files and folders](#)

## Selecting Items

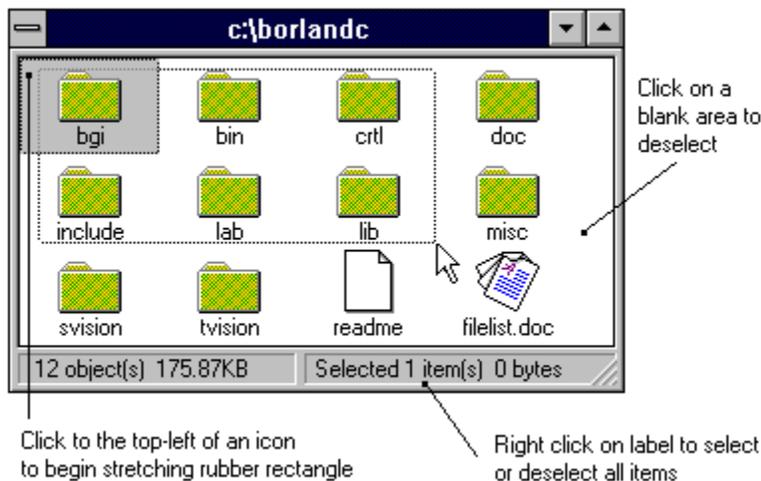
When you click on an icon, it becomes *focused* (it has a dotted box around it). It is also *selected* if it has a grey background. Operations that work on multiple files will be carried out on all selected files. Those that only use a single file will be carried out on the focused one.

Your selection is maintained even when you minimize, maximize or resize a window.

### Selecting a single item

Click on the icon with the left mouse button.

### Selecting multiple items



To select a range of files

1. Select the first file in the range.
2. Hold down SHIFT.
3. Select the last file in the range.

To toggle the selection of a single item, hold down CTRL when you left-click on it.

### Using the rubber rectangle

To start stretching the rectangle, press the left mouse button when the cursor is to the top left of an icon and drag.

### De-selecting multiple files

Either click on an unselected file, or click on a white area with no icon.

### Selecting and deselecting all files

Right click on the item label. If there are items currently highlighted, all items are deselected. Otherwise all items are selected.

## Working with files and folders

Here are the basic operations which you can carry out on files and folders:



Copying files and folders



Moving files and folders



Deleting files and folders



Undeleting



Renaming files and folders



Creating a folder



Viewing and changing attributes

### **See also:**

[Selecting items](#)

[Drag and drop techniques](#)

[Use with File Manager and other programs](#)

## **Copying files and folders**

1. Make sure the destination is visible, either as a window or an icon.
2. Select the items you wish to copy.
3. Drag the items to the destination.

When you copy a folder, its entire contents are copied as well, including all sub-folders.

## **Moving files and folders**

1. Make sure the destination directory is visible, either as a window or as an icon.
2. Select the items you wish to move.
3. Hold down the ALT key.
4. Drag the items to the destination.

When you move a folder, its entire contents are moved as well, including all sub-folders. You will be asked for confirmation before a read only, hidden or system file is moved.

## **Deleting files and folders**

1. Select the items you wish to delete.
2. Choose delete from the popup menu or press Delete.

**Warning:** when you delete a folder, its entire contents are deleted, including all sub-folders. Calypso will usually ask before deleting each folder -- it is possible to turn this off, but is not recommended.

## Undeleting

Calypso does not restore deleted files, but provides a hook to an undelete program. By default, this is the one provided with MS-DOS 6, which is C:\DOS\MWUNDEL.EXE, but you can change it to whatever you prefer (see [Misc dialog page](#)). Selecting Undelete from the popup menu will run this program from the current directory, hopefully allowing you to restore deleted files.

## **Renaming files and folders**

At present, you can only rename a single selected file or folder.

1. Select the item to rename.
2. Choose Rename from the popup menu or press Ctrl-R.
3. Type in a new filename and press Enter.

If you rename a file with a different extension, the icon will also change accordingly, so don't be surprised if the file disappears -- it has just moved to another part of the icon area.

## Viewing or changing attributes

1. Select the items.
2. Choose Properties from the popup menu, or press Alt-Enter.

You can inspect file and folder attributes using file hints -- make sure **Show File Hints** is turned on in the File View page of the Options dialog. Then, leave your mouse cursor briefly over the target file, and a popup window will show the file's date and any attributes which are turned on.

## **Creating Folders**

1. Open up an icon window of the parent folder, and make sure it is active.
2. Choose Create Folder from the popup menu, or press INS.
3. Then type in the name of the new folder.

## Wastepaper bin

The icon of a bin can be a target for dropping files (but not folders). When a file is dropped, it is moved to a hidden storage directory.

### Examining the trash

The bin's icon changes to show if there is something in it. To see the contents of the bin, double click on it. Select multiple files using SHIFT and CTRL. Drag the listbox header to adjust the width of each field.

### Restoring binned files

Select the items to restore, and drag to the destination window or icon. The files will be moved there, regardless of where they came from in the first place.

### Deleting items and emptying the bin

To delete some files, select them, then choose Delete from the popup menu (opened with the right mouse button). The Empty command in the menu will clear the bin.

See also:

[Drag and drop techniques](#)

[Use with File Manager and other programs](#)

## Shortcuts

A shortcut is an icon that stays on the desktop, providing a permanent link to a disk drive, folder or file. They are very useful for speeding up common tasks.

### Creating a shortcut

Shortcuts can be created from icon windows or the system window.

1. Select a file, folder or disk drive.
2. Choose the Create Shortcut command from the popup menu.
3. Drag the shortcut to the desired position.
4. Click once to open a menu, then select Properties to customize it.

### Activating a shortcut

Either double click on it to open the associated item, or drop files onto it. Dropping files onto a file shortcut will open the program or document, and use the dropped files as extra parameters.

### Deleting a shortcut

Choose Close from the shortcut's popup menu. All existing shortcuts are saved when you exit Calypso, and restored the next time it is run.

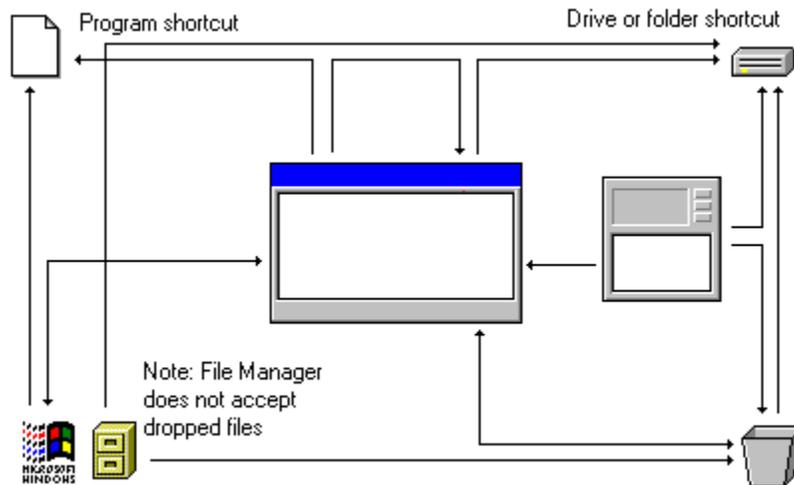
See also:

[Drag and drop techniques](#)

[Use with File Manager and other programs](#)

## Drag and Drop techniques

There are various ways of dragging items between different components of Calypso and external programs such as File Manager, shown below. Most drag and drop functions only support files.

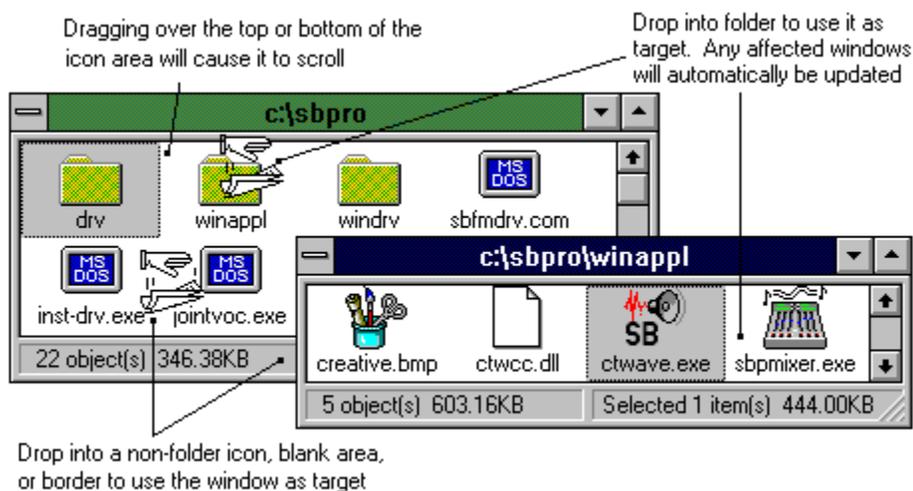


Interaction with File Manager is discussed in detail in [Use with File Manager](#).

### Dragging between two icon windows

This either initiates a copy or a move operation -- if you hold down ALT when you begin the drag, the files/folders will be moved, otherwise they are copied. Before you drop the files, you can distinguish between the operations by observing the cursor -- a copy cursor has a small "plus" symbol on it.

The target folder is determined by where on the window you drop the files. If you drop it into a folder in an icon area, the files are copied/moved to that folder, otherwise the target is the actual window. You can drop files into the same window, but only if you target a folder.



Note that any file operation performed within Calypso will automatically update all affected windows owned by Calypso. So if you drop files into a folder in an icon area, but that folder already has its own

window, then the window is updated to reflect the changes.

### **Dragging and dropping into the bin**

All files dropped in the bin are moved, regardless of whether you pressed ALT or not. All files dragged out of the bin are moved.

### **Dropping in shortcuts**

Drive and folder shortcuts act as if they were minimized icon windows -- any files dragged from icon windows or the bin are handled as if the shortcut was an icon window.

File shortcuts behave differently. For a start, they don't accept trash. When files are dropped, the program or document is opened as if double clicked, except that the names of the dropped files are concatenated and passed as parameters.

For example, dropping the three files README.TXT, COMMAND.COM and CONFIG.SYS onto a Zip shortcut will run `zip readme.txt command.com config.sys`. The exact placement of the file names on the command line can be determined using the Shortcut Properties dialog.

## Use with File Manager and other programs

### Copying or moving dropped files

When files are dropped into an icon window, folder shortcut or drive shortcut, they can be copied or moved. You can choose to use either action as default, or be prompted every time. The settings can be found in the Confirm page of the Options dialog.

### Binning files

As with normal use of Calypso, all files dropped in the bin are moved, and you will not be asked.

### Viewing or opening dropped files

File shortcuts allow dropped files to be opened, used or viewed. Dropped files are simply passed on the command line when the program is executed so the result depends entirely on which program is run.

For example, dropping files onto a text editor should open the files, while dropping them onto a search program might initiate a search.

### Dragging files into other programs

When you drag files from icon windows, the cursor will change shape when it moves into the title bar of another program which accepts files. Release the mouse button to drop the files -- all selected filenames are passed to the program but most programs will only use the first filename. The first filename might not be the focused item.

### Precautions

1. Except for File Manager, which notices a change in drive contents, most other programs won't realise if you move a file or bin it via drag and drop. You should be careful not to move files which are essential to the operation of the program.
2. Calypso does not keep a track of disk contents changed by other programs. If any files have changed, you should refresh the icon windows.



## Menu Commands

Click on a menu item for more information.

### System window

<b>P</b> roperties...	Alt+Enter
<b>C</b> reate <b>s</b> hortcut...	Shift+Ins
<b>A</b> rrange <b>i</b> cons	Shift+F5
<b>C</b> lear <b>d</b> esktop	F6
<b>C</b> lose all	
<b>S</b> tart	▶
<b>S</b> earch...	Ctrl+S
<b>O</b> ptions...	Ctrl+O
<b>H</b> elp contents...	Ctrl+F1
<b>A</b> bout...	Ctrl+A

### Icon windows

<b>O</b> pen	Enter
<b>O</b> pen <b>f</b> ile with..	Ctrl+Enter
<b>R</b> ename...	Ctrl+N
<b>D</b> uplicate...	Ctrl+D
<b>D</b> ele <del>t</del> e	Del
<b>U</b> ndelete...	Ctrl+U
<b>P</b> roperties...	Alt+Enter
<b>C</b> reate <b>s</b> hortcut	Shift+Ins
<b>C</b> reate <b>F</b> older...	Ins
<b>R</b> un...	Ctrl+R
<b>P</b> rint...	Ctrl+P
<b>V</b> iew	▶
<b>W</b> indow	▶
<b>D</b> isk <b>p</b> roperties...	Ctrl+D

## **Open**

Opens the selected file or folder.

A program file is opened by running that program.

A document is opened by running the associated program.

A folder is opened by showing its contents in a window.

**Open with...**

Asks you to type in program name. If you press OK, the selected file is opened with that program. If the program's home directory is not on the DOS path, you must include the full path name.

## **Properties**

Brings up the Properties Dialog box that allows you to view detailed information about the selected files/folders, and change their attributes. Selecting this from the menu has the same effect as clicking on the bottom left of the status bar.

**Rename**

Allows you to rename a single selected file or folder. You will be prompted for a new name, which must be unique within the current folder. When you rename a folder, any sub-folders which are open will be closed to preserve integrity.

## **Duplicate**

Lets you make a copy a single file in the same directory.

**Delete**

Deletes all the selected items from disk.

**Undelete**

Runs the specified undelete program.

Calypso does not undelete files itself, but runs a program of your choice. The default is the one supplied with MS-DOS 6, and you can change this in the Options Dialog.

**Create Folder**

Asks you to specify a new folder name, and then creates that folder/directory. The folder is created in the active window window, so you should not specify a path name.

**Create shortcut**

Adds a new shortcut of the selected file or folder to the desktop.

## Run

Allows you to specify execute a program by typing a command line. If you check the DOS command box, your command will be processed by COMMAND.COM rather than Windows so you can enter strings like `copy *.exe c:\temp`.

## **Print**

Printing is handled completely by Windows so you should make sure that Windows "knows" how to print your chosen file by associating it with a program, if it is not already.

**View**

Opens the View menu, which allows you to specify which files to show and how to sort them. The settings made from this menu only affects the current window. (see also [Options Dialog](#)).

**Window**

Opens the window menu.

**Disk properties**

Displays the disk space usage for the current drive.

## **Start**

This is the equivalent of the "Start" button in Windows 95 -- it gives you access to nested submenus, containing your programs and documents. When the System window is minimized, right clicking on the it's icon will activate the Start menu.

To change the menu items, choose the Start dialog page from the Options dialog.

**Search**

Displays the Search Dialog, where you can search for files.

## **Options**

Brings up the Options Dialog, which allows you configure and customize Calypso.

## Help

Shows the contents of this help file.

## **About**

Opens the About Box, which shows the version of Calypso you are running, plus the free system resources. In case you haven't noticed, if resources reach about 20%, Windows will become unstable.

## Window submenu

This is accessed from the popup menu -- right click on the icon area and choose Window. From here, you can open, update and close groups of windows.



**Parent Folder**

Brings up a new window showing the parent folder of the current one. If a window already represents that folder, it is brought to the foreground.

**Refresh window**

Updates the window by reading the directory information from disk. See [Refreshing Windows](#).

**Clear desktop**

Clears the Windows desktop by *hiding* all icons, shortcuts and windows belonging to Calypso, greatly reducing the clutter without needing to quit the program. You will be left with a single Calypso icon, which you double click on to restore the desktop to its previous messy state.

## **Arrange Icons**

This has similar effect as pressing the Arrange Icons button in the Task Manager. When you restore Calypso after clearing the desktop, some icons may obscure icons from other programs, and you will need to rearrange the icons to see them all.

This command preserves the placement of shortcuts, whereas if you use Task Manager, all shortcut icons are arranged as well (a minor bug).

**Cascade**

Arranges all open Calypso windows so that they are the same size and their title bars are all visible.

## **Close path**

Closes all windows which show folders that are parents to the current one, e.g. if you are looking at `c:\programs\word\docs`, this command will close `c:\`, `c:\programs` and `c:\programs\word` if they are being shown.

**Close lower**

This closes all windows showing folders which are lower in the hierarchy than the current one.

**Close others**

Closes all icon windows except the active one.

**Close all**

Causes all icon windows to close, leaving just the system window, bin and shortcuts.

## Refreshing windows

Choosing Refresh Window will cause the active icon window to re-scan information from disk. You will need to do this when you

1. swap floppy disks.
2. modify the disk contents using other programs.
3. encounter a serious disk error of some sort.
4. re-map network or logical drives.
5. run a DOS command (unless you have selected the "Refresh after DOS command" option).

As a side effect, icon windows will resize themselves if you have "Automatically size new windows" selected in the Misc page of the Options dialog. Also, if the window represents a disk or folder that no longer exists, the window will close when you try to refresh it.



## Properties Dialog

This dialog can show information on single selected files or folders, or a multiple selection.

### File properties

For a single file, the Properties Dialog will show the filename, location (parent folder), DOS date/time stamp and file size.

### Folder properties

For a single folder, you will see the folder's name, location, date/time stamp, content size (the total size of files in the folder, excluding any files in subfolders). A deep scan is obtained by searching the entire tree structure in the folder. Since a deep scan on a floppy disk or CD-ROM might take a while to execute, you need to click on the label to start it off.

### Multiple items properties

For multiple files/folders, you will be shown the total file and folder count, and the total selection size, which *does* include files in all sub-folders. Showing properties for multiple folders always involves a deep scan through each one, so be prepared to wait a while for slower devices.

### Attributes

For all selections, you can change the attributes by checking or unchecking the relevant check boxes. If a check box is greyed when showing multiple file properties, this means that two files differ in this attribute. If you set or clear the greyed box, the attribute is set or cleared for all files. If you leave it greyed, this particular attribute is left untouched.

When you make a file hidden or system, and you have previously chosen not to show hidden/system files, the file will be displayed in the icon window until you refresh the window.

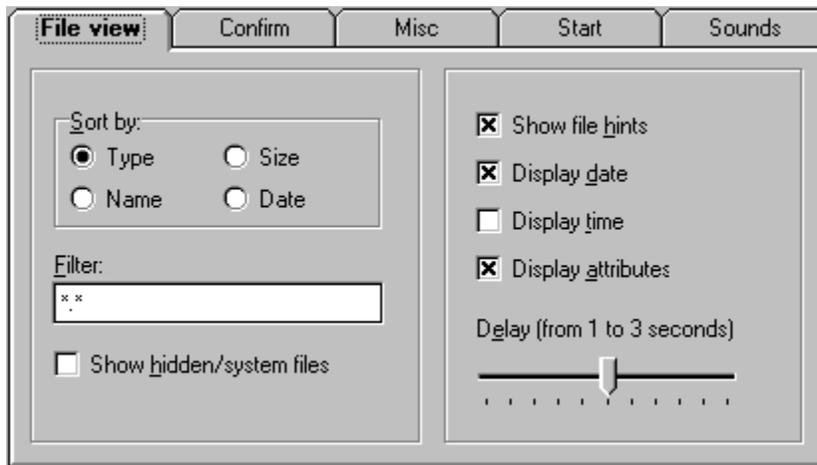
## Options Dialog

There are several pages to this dialog, providing access to most available settings. Click on a tab for more details.



## File View dialog page

Click on a control for more information.



## **Sort by**

Determines how to sort the files in icon windows. Folders are always shown at the top of the window so that they are immediately seen.

Type -- sorted by extension

Name -- sorted by full filename

Size -- smallest files shown first

Date -- most recently updated files shown last

## **Filter**

Lets you specify a DOS wildcard to decide which files to show (exactly like the DIR command). To show just folders, a filter of a single asterisk \* works quite well since most folders don't have extensions and most files do.

**Show hidden/system files**

Determines if hidden or system files are shown as icons. Hidden files are still deleted when you delete a folder, even though you cannot see them.

## **File Hints**

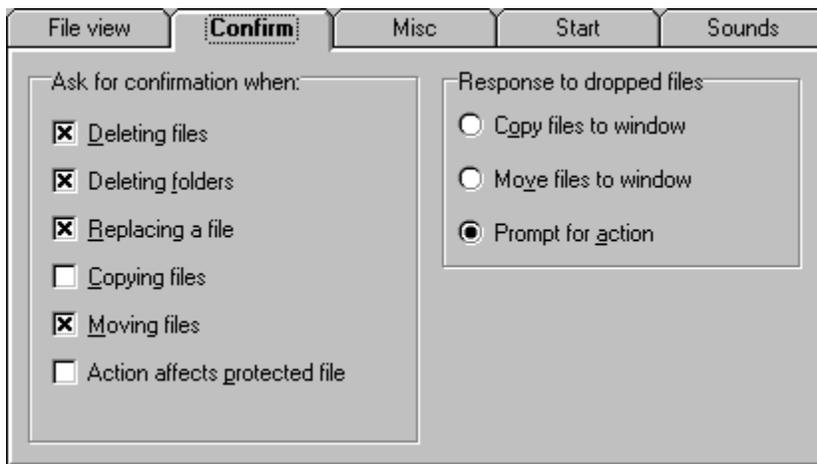
Turning on File Hints will show a file's date, time, and/or attributes when you leave the cursor over an icon for a couple of seconds.

**File Hint Delay**

Specifies how long you must keep the cursor still before file hints are displayed.

## Confirm dialog page

Click on a control for more information.



The image shows a screenshot of a file manager's settings dialog, specifically the 'Confirm' tab. The dialog has a title bar with five tabs: 'File view', 'Confirm', 'Misc', 'Start', and 'Sounds'. The 'Confirm' tab is active and contains two main sections: 'Ask for confirmation when:' and 'Response to dropped files'. The 'Ask for confirmation when:' section has six checkboxes, with four checked: 'Deleting files', 'Deleting folders', 'Replacing a file', and 'Moving files'. The 'Response to dropped files' section has three radio buttons, with 'Prompt for action' selected.

Section	Control	State
Ask for confirmation when:	<input checked="" type="checkbox"/> Deleting files	Checked
	<input checked="" type="checkbox"/> Deleting folders	Checked
	<input checked="" type="checkbox"/> Replacing a file	Checked
	<input type="checkbox"/> Copying files	Unchecked
	<input checked="" type="checkbox"/> Moving files	Checked
	<input type="checkbox"/> Action affects protected file	Unchecked
Response to dropped files	<input type="radio"/> Copy files to window	Unselected
	<input type="radio"/> Move files to window	Unselected
	<input checked="" type="radio"/> Prompt for action	Selected

## **General file operations**

Select these check boxes if you want Calypso to ask for confirmation before carrying out a file operation. It is recommended that you enable confirmation for deleting folders

**Action affects protected file**

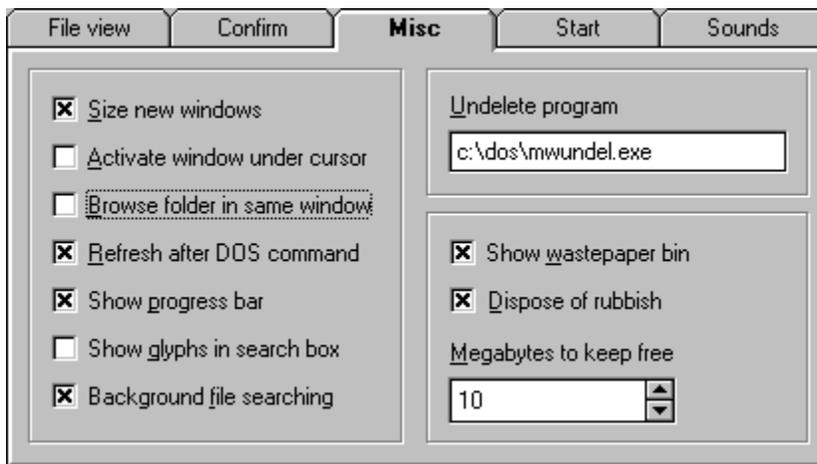
Select this box if you want Calypso to prompt before deleting or moving a hidden, system or read-only file. These files have obviously been given special attributes for a reason, so you should think twice about turning this option off -- in particular, system files should not be deleted or moved.

## **Response to dropped files**

Select the response you want when you drag and drop files from other programs into icon windows or folder/drive shortcuts. When you choose to be prompted, you will also have the option of cancelling the file drop.

## Misc dialog page

Click on a control for more information.



**Browse folder in same window**

Select this to makes Calypso change the contents of the active window when you open a folder, rather than creating a new window.

### **Automatically size new windows**

Select this to fit the window to display all the icons, and no more. If you have more than 30 icons in a folder, the window does not get any bigger, but a scroll bar is added instead.

**Activate window under cursor**

Select this to bring an icon window to the front when you move the cursor over a grey area of an icon window, such as the borders or the status bar.

**Show progress bar**

Select this to show the progress of file operations using a percentage bar. Turning this off will increase the speed of most file operations where a large number of files are involved.

### **Show glyphs in search box**

Select this box to display a file or folder icon beside each file in the Search Dialog. It makes it easier to distinguish files and folders but there seems to be a lot of flickering on slower machines.

**Refresh after DOS command**

Select this check box to refresh the active icon window after executing a DOS command from the Run Program dialog box.

## **Background file searching**

If you select this, you can continue working while file searching takes place, and stop the search by pressing the Stop button. The disadvantage is that it is slightly slower.

**Undelete program**

Enter the full path name of the program you would like to run when Undelete is selected in a popup menu.  
Double click to browse through available programs.

**Show wastepaper bin**

Select this check box to show the bin icon.

### **Dispose of rubbish**

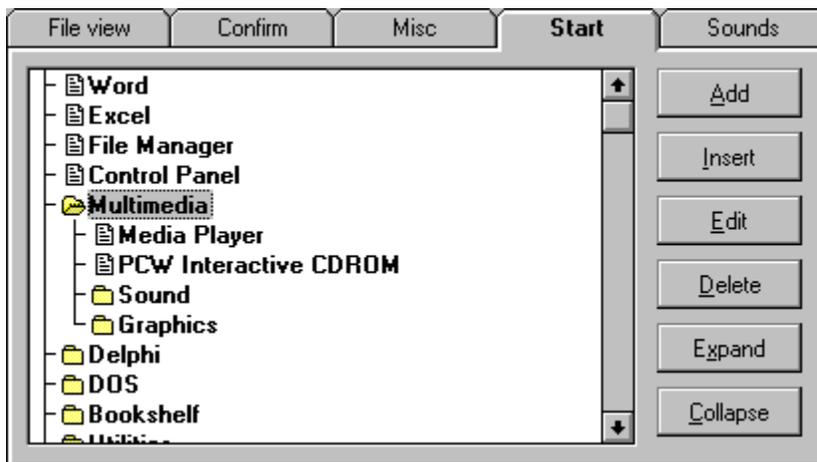
Select this to make Calypso delete the earliest files in the bin (the ones which were binned first) when quitting, whenever the disk space is less than the number in the **Megabytes to keep free** edit box.

**Megabytes to keep free**

Use in conjunction with Dispose of rubbish check box. Enter the amount of free disk space to be left on Calypso's home drive before Calypso starts deleting files from the bin.

## Start dialog page

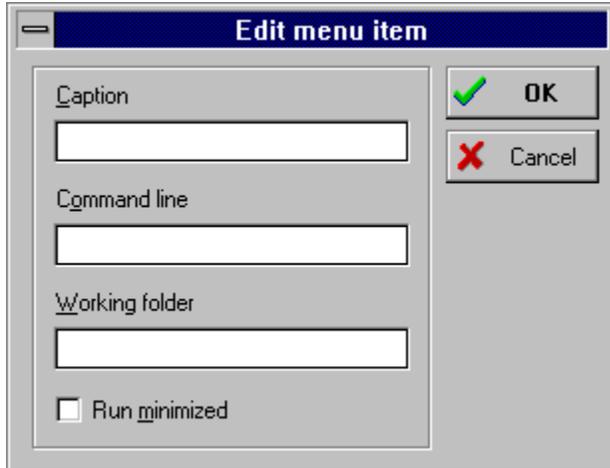
Click on a control for more information.



This page displays a menu tree for you to construct your Start menu.

### Creating a new menu item

1. Click on the part of the tree where you want to insert the item.  
The menu item editor appears.



2. Click on the Add button.
3. Enter its details in the edit boxes.
4. The new item is placed in front of the selected item.

### Creating a new submenu

Submenus start off as normal menu items with just a caption, until you insert items.

1. Create the menu item to become a submenu, and select it.
2. Click on the Insert button.

3. Enter details in the edit boxes.
4. The new item is placed inside, changing the old one into a submenu.

Alternatively, hold down ALT and drag an existing item over another item. The target item will become a submenu.

### **Modifying an item**

1. Select a submenu or menu item.
2. Click on the Edit button.
3. Change the settings. Only the Caption field applies to submenus.

### **Moving an item around**

Drag it using the left mouse button and release it over the new position. To move a menu item into a submenu, either expand the menu and move the item as usual, or hold down ALT before dragging and releasing it over the folder icon.

See the Program Manager help for more information about menu item properties.

**Tip:** Double clicking on the Command or Working Folder edit controls allows you to browse and select a file and directory respectively.

## **Open submenu**

Double click to collapse the menu. Drag items onto it (holding down ALT) to place them inside.

**Closed submenu**

Double click to expand the menu. Drag items onto it (holding down ALT) to place them inside.

## **Menu item**

Drag items into it (holding down ALT) to turn it into a submenu.

**Add button**

Creates a new menu item on the same level as the currently selected item.

**Insert button**

Creates a new menu item and places it inside the currently selected item. If the selected item is a submenu, the new item is added to the list. If the selected item as a normal menu item, it is turned into a submenu.

**Edit button**

Allows you to change the details of a submenu or menu item.

**Delete button**

Deletes the currently selected item, whether it is a menu item or submenu.

**Expand button**

Opens all submenus.

**Collapse button**

Closes all submenus, leaving the top-level menus and program items.

**Caption**

Type the text of the menu item as you would like it to appear. An ampersand (&) placed before a letter will cause the item to be activated when you press that letter while using the menu.

**Command line**

Enter the command to be run when the menu item is selected. This includes the file extension, path and any parameters, if necessary.

**Working folder**

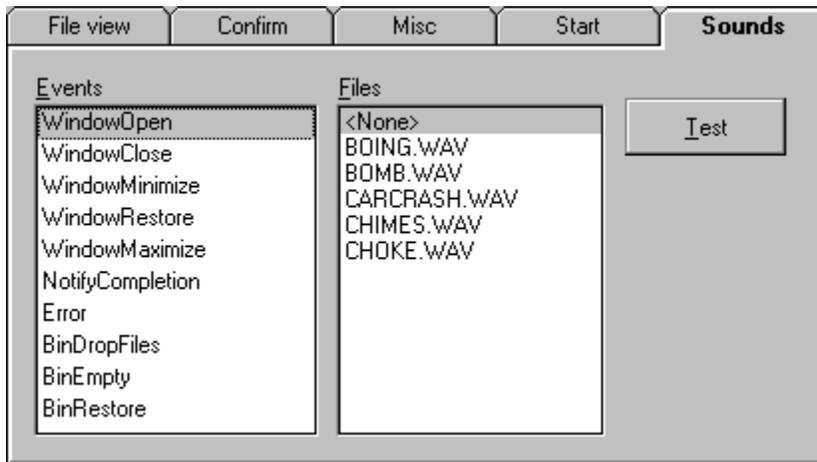
Enter the default directory

**Run minimized**

Select this if you want the program to be run as an icon.

## Sounds dialog page

Click on a control for more information.



To save disk space, Calypso does not come with any sound files. You can choose your own sounds by copying standard WAV files to Calypso's home directory and then selecting the Sounds page.

### To assign a sound

Click on an event in the left hand list box, and select the sound file in the right hand box.

The *NotifyCompletion* event occurs when Calypso completes a file operation or a search.

**Events list**

Shows all the events which can trigger a sound. This list is fixed and cannot be altered.

**Sounds list**

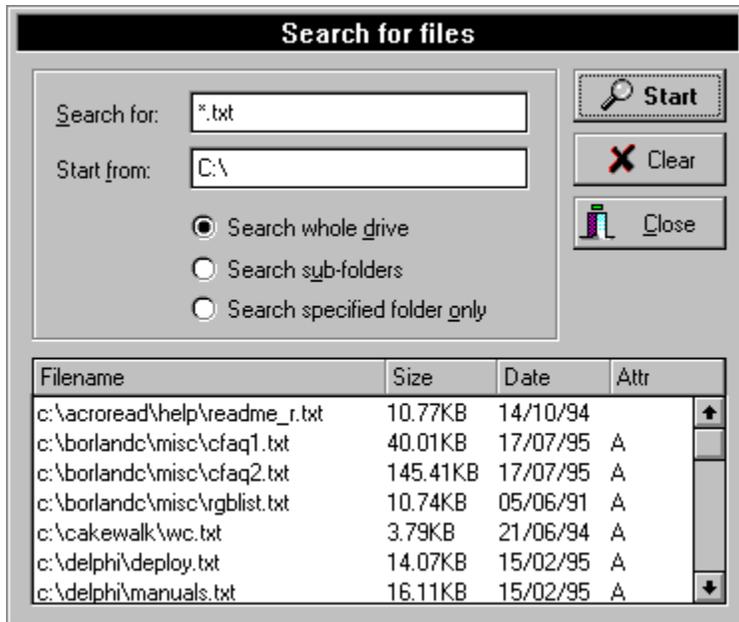
Shows all the WAV files in Calypso's home directory.

**Test button**

Plays the highlighted sound file.

## Search Dialog

From here, you can search the whole or part of a drive for a matching filename, and carry out operations on any files found.



### Searching for files

Enter the file mask and starting path, and choose the extent of the search. The starting path has no effect if you choose to search the whole drive.

Press the Search button, and files will appear in the list box as they are found.

### Selecting files

Click on a filename to select it. Use SHIFT to select a range of files and hold down CTRL to toggle the selection of a single file.

### Dragging found files

You can drag your selection to an icon window or shortcut. The result depends on the settings in the Confirm page of the Options dialog. You can only carry out operations on files, not folders, using the search dialog -- dropping folders have no effect.

### Deleting files

Press DEL to delete all selected files.

**Search for**

Enter the files to find. You can use any DOS wildcards.

**Start from**

Enter the folder to begin the search. If you leave this empty, the search begins from the current drive and directory. This setting is ignored if you choose to search the whole drive.

**Search specified folder**

Select this to limit the search to the folder shown in the Start From edit box.

**Search sub-folders**

Select this to limit the search to the starting folder and any sub-folders.

**Search whole drive**

Select this to search from the root directory of the specified drive, regardless of what folder name you entered.

**Start button**

Begins the search. If you have **Background file searching** turned on in the Misc page of the Options dialog, you can scroll and inspect the list box while the search is in progress or stop the search.

**Clear button**

Clears the list box of any filenames. The listbox is always cleared when you start a new search.

**Close button**

Hides the dialog box. Any found files will still be in the listbox the next time you open it.

## Header

Position the cursor over the divisions and drag to change the width of the fields.

**File listbox**

Use SHIFT and CTRL to select multiple files. The files can be dragged to icon windows, shortcuts or the bin.

## Shortcut Properties dialog

Use this to tailor a shortcut to your liking. The section labelled *File Shortcut Properties* is only available when you are editing a file shortcut. Click on a control for more details.



The image shows a screenshot of the "Shortcut properties" dialog box in Windows. The dialog has a title bar with the text "Shortcut properties". Inside, there are several input fields and checkboxes. The "File" field contains "c:\windows\notepad.exe". The "Caption" field contains "Notepad". The "Icon from:" field is empty. Below these is a section titled "File shortcut properties" which contains a "Parameters:" field with "%s", a "Working folder:" field which is empty, and two checkboxes: "Run minimized" (unchecked) and "Use document folder" (checked). At the bottom right, there are "OK" and "Cancel" buttons.

File	c:\windows\notepad.exe
Caption:	Notepad
Icon from:	
File shortcut properties	
Parameters:	%s
Working folder:	
<input type="checkbox"/> Run minimized	<input checked="" type="checkbox"/> Use document folder
OK Cancel	

**Target**

Tells you the type of the shortcut and the object it represents. Folder and Drive shortcuts are essentially the same apart from their default icons. You won't need to change the text here unless a file or folder has been moved.

**Caption**

Enter the text you would like to appear beneath the shortcut's icon.

**Icon from**

Lets you specify an icon file (with extension ICO) to use to display the shortcut. Double click on the edit box to browse through available icon files. If you leave this blank, a default icon is used.

## Parameters

Enter the command line parameters to be used to open the file shortcut. To pass dropped files as parameters, include "%s" in the parameter string at the point where you want to insert the file names, e.g.

```
/A %s /B /C
```

will make the parameters

```
/A filename1 filename2 filename3 /B /C
```

when three files are dropped.

**Working folder**

Enter the folder to use when the program starts up. If you leave this blank, the default directory is used.

**Run minimized**

Select this to run the program or document's program as an icon.

### **Use document folder**

Select this to override the working folder with the folder of the first document dropped onto the shortcut. For example, if the working folder is `c:\windows` and `c:\autoexec.bat` is dropped, the working folder temporarily becomes `c:\`.

Also, when this is selected, you can drop more files at once because dropped files are passed by filenames only, whereas normally the full pathname would be included. There is a limit on the length of the command line and some files may not fit on when you pass the full pathname.



