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Updating clipboard may cause an application error

Real Folder – a folder that actually exists on a disk and can be used to keep arbitrary files or subfolders. See also: <u>virtual folder</u>.

Virtual Folder – a folder that does not actually exist on a disk, and cannot be used to keep arbitrary files. Examples of virtual folders are: My Computer, Dial-Up Networking, Control Panel. See also: <u>real folder</u>.

Context Menu -- the menu that appears on the screen after you have clicked a file or <u>real folder</u> with the right mouse button. StepUp'98 adds commands to this menu as specified in the <u>active context menu file</u>.

Taskbar Menu -- the menu that appears on the screen after you have clicked the Taskbar Menu icon ( ) in the taskbar or a <u>virtual folder</u>.   StepUp'98 adds commands to this menu as specified in the <u>active taskbar menu file</u>.

Active context menu file -- the <u>menu file</u> that contains commands to be added to the <u>Context Menu</u>.

Active taskbar menu file -- the <u>menu file</u> that contains commands to be added to the <u>Taskbar Menu</u>.

Active menu file -- the underline menu file that has been set up as the underline active context menu file or underline active taskbar menu file (or both).

Menu file --   a file that contains information about the organization and properties of the commands of the <u>StepUp menu</u>.

StepUp Menu   -- the commands added by StepUp'98 to the Context Menu and/or Taskbar Menu.

Menu Command -- a menu item that executes a command when you select it in the <u>StepUp Menu</u>.

Menu Node   -- a menu item that opens a submenu when you select it in the <u>StepUp Menu</u>.

Submenu -- a set of menu items grouped together. A submenu may contain <u>menu commands</u>, <u>menu nodes</u>, and separators.

File object   -- a file or a <u>real folder</u>.

Selected file object   -- a <u>file object</u> that is selected in an Explorer window. Selected objects are highlighted in the list of the files. There may be several file objects selected simultaneously.

Focused file object -- the <u>file object</u> indicated by a rectangle around its name in an Explorer window. No more than one object can have a focus at a time.

Primary selected file object   -- The <u>focused file object</u> if it is <u>selected</u>. If the focused file object is not selected, the first of the selected file objects.

Verb -- A command defined for a particular file type. To view the list of verbs defined for a particular file type, open an Explorer window, choose **View Options** from its menu, switch to the **File Types** page, select the file type in question, and click on the **Edit** button. The verbs will appear in the **Actions** list.

File Handler   -- a component of StepUp'98 which you can use to copy, move, rename, or stamp <u>file objects</u>.

Menu Designer   -- a component of StepUp'98 which you can use to modify and manipulate <u>menu files</u>.

Current Folder --   the folder which is used by File Handler to locate the source files if they are not specified with fully qualified paths.

StepUp'98 Overview

Thank you for choosing StepUp'98 for Windows 95 and Windows NT 4.0 !

StepUp'98 is a set of utilities designed to extend the Windows user interface.   When you install StepUp'98, additional commands are added to the menus and taskbar of Windows, making you able to work with Windows easier and faster.

The previous version of StepUp'98, StepUp'96, was featured in the May'97 issue of Windows Magazine, Superior Shareware section.   It was also selected as a Pick of the Week at the WinUser forum on CompuServe.   StepUp'96 was rated "four stars" (out of five) by Ziff-Devis Interactive.

Features of StepUp'98 include:

- StepUp Menu, accessible through the context menu or taskbar menu, containing a set of commands which you can use to process files or folders, open new browsing windows, run programs, access items on the Internet, etc.

- Folder Navigator, accessible through the Windows context menu or taskbar, allowing you to quickly open the folder you recently visited.

- Menu Designer, which you can use to add new commands to StepUp menu, modify its existing commands to make them better suit your needs, move menu items between submenus, etc.

- File Handler, offering you an alternative way to manage your files and folders.   It makes you able, for example, rename a large group of files by a mask in a single step; split a large file across multiple diskettes; change the time stamp of a group of files, make a list of files a'la the DIR command of MS-DOS, etc.

- Taskbar Icon Handler, Taskbar Icons, offering you quick access to the items on the Desktop when it's covered by many windows; the Fast Exit commands; quick control of the AutoRun CD-ROM feature, and more.

- StepUp Control Panel, StepUp Control Panel, which you can use to control various settings of StepUp'98 and Windows, such as the thickness of the window borders, the boot options for Windows 95 and dual-boot computers, history and uninstaller lists, etc.

- Context-sensitive Help provides a complete user's guide for StepUp'98.   Also included an automatic Setup utility, allowing you to painlessly install and uninstall StepUp'98.

- StepUp'98 may be used both on a single machine and on a network. Each user can configure and use StepUp'98 independently on the others.   Also included a policy template file for StepUp'98, which may be used by system administrators to restrict most of its features.

Try it - You won't believe how you were able to work without StepUp'98.

The way software should be! (tm)

Related topics:
StepUp'98 Help Contents
What's new in this version
System requirements
This is *Try Before You Buy* software
How to order a license for continued use of StepUp'98

What's new in this version

Version 4.04 (June 15, 1997)

- New File Handler command: List .

- Bug fixed: Windows NT error message after right-clicking on a folder or file: "The instruction at 0x77e7a30a referenced memory at 0x00000000."

Version 4.03 (June 5, 1997)

General:

- New name: StepUp'98 instead of StepUp'96.

- New utility: StepUp Control Panel.

- New File Handler commands: Split and Merge.

- New taskbar icon: MicroDesk.

- The AutoRun CD taskbar icon (formerly CDROM AutoRun) can now be used to control both data and audio discs.

- New feature: separate menu files can now be activated as the Context and Taskbar menus.

- New feature: StepUp Menu and Folder Navigator can now be used to cause the Internet Explorer to browse specific places on the Internet.

- Several new commands added to the StepUp.mnu file. If you had a previous version of StepUp'98 already installed on the computer before installing this version, this file is installed as "Copy of StepUp.mnu". Click here for more information.

- All separate help files combined into a single help file.

- Improved support for the "double byte" character sets.

Menu Designer:

- New commands: "Open Active Context/Taskbar menu".

- More buttons added to the toolbar.

- New options added: "Show full path in the title bar", "Reload MRU file at startup".

- The "modified" and "active file" indicators are added to the title bar.

Version 4.02a (December 12, 1996)

General:

- A bug in StepUp.adm, which deactivated StepUp Menu after using system policies, has been fixed.

Version 4.02 (November 22, 1996)

Menu Designer:

- Improved support for the keyboard accelerators (pressing F2 invokes 'Edit-Rename' now, etc.)

- New view option: "Show icons for menu items"

- Bug fixed: pressing the Escape key while dragging a menu item does not cancel the dragging operation.

Context Menu Handler:

- The context menu can now be accessed by right-clicking not only a file system object, but also a virtual folder (My Computer, etc.).

- The "Browse for file" button added to the "Executing..." dialog box.

- Bug fixed: accessing StepUp Menu via the context menu on some Windows NT 4.0 systems causes Explorer to restart.

- Bug fixed: incorrect handling of the environment variables not found in the environment.

- Bug fixed: edit boxes of the "Executing..." dialog box do not allow for horizontal scrolling.

General:

- Files CSLibWin.dll and ShellExt.dll have been combined into a single file StepUp.dll

- Documentation updated.

Version 4.01 (September 8, 1996)

The first release of StepUp'96 for Windows 95 and Windows NT 4.0.

System requirements

StepUp'98 is designed for operating systems Windows 95 and Windows NT (version   4.0 or higher). There are no special requirements or recommendations except the obvious one: the   better processor and more RAM your computer has the better StepUp'98 will perform.

Note Throughout StepUp'98 documentation, *Windows* is used to refer to Windows 95 and Windows NT 4.0.   In those few instances where the operation of StepUp'98 under these operating systems differ, an explicit operating system name is used.

StepUp'98 CANNOT be installed and used under the following operating systems:

- Windows 3.1/3.11, even if Win32s is installed
- Windows for Workgroups 3.11, even if Win32s is installed.
- Windows NT all versions prior to 4.0.

This is *Try Before You Buy* software

StepUp'98 is NOT free or public domain software. It is **Try Before You Buy** software. This means that you may use the program during **14 days** (not necessarily constituting a contiguous sequence) to **evaluate** it and determine whether StepUp'98 is suitable for your needs. At the end of this trial period, you must either register (**purchase** a license for continued use of the program) or discontinue using StepUp'98. For complete text of the evaluation use license please refer to file VENDINFO.DIZ, included in the StepUp'98 distribution package.

Related topics:

Evaluation vs Continued use
What do you get when you order a license for StepUp'98
How to order a license for continued use of StepUp'98
How to enter your Registration Code

Evaluation vs Continued Use

There is NO functional difference between the evaluation and licensed versions of this software (except for the *registration reminders*, displayed by the program after the evaluation period has ended). Actually, it's the same program: you may convert an evaluation copy to a registered one by entering your name and a registration code. Similarly, a registered copy of the program may be   unregistered by deleting the registration code or by just copying the program to another machine.

Evaluation copies of our products are 100% fully functional. We make them this way so you can have a real look at them to decide whether or not they fit your needs.   Please understand that if you fail to register, and continue to use StepUp'98   beyond   the   evaluation period without paying   for it, don't expect the program to maintain its original functionality: some features may become disabled. If you need more time to decide whether you want to keep the program, we'll give you an opportunity to extend the evaluation period. However,   we cannot afford to let you use the program without compensation. In addition, it is unfair to our customers who do register to use the program. We appreciate your understanding of this policy.

Related topics:

This is Try Before You Buy software
What do you get when you order a license for StepUp'98
How to order a license for continued use of StepUp'98

 What do you get when you order a license for StepUp'98

1. A unique Registration Code, allowing you to remove the registration reminders.

2. Disk with the latest version of StepUp'98 and information about other ChaoSoft products.

3. The privilege to upgrade to all future versions of StepUp'98 **FREE** of charge.

4. **FREE** 90-day customer support.

5. **FREE** CompuServe membership with a $15.00 usage credit. This is more than enough online time to have your technical support questions answered, and still have some fun!

Related topics:

 How to order a license for continued use of StepUp'98

The easiest way to order this software is with a credit card, through a link to a secure web page at: **http://www.chaosoft.com** or **http://www.pik.com**. The advantages of this method of ordering are as follows:

- as soon as the credit card transaction is complete, you are receiving back your personal registration code, allowing you to get rid of the registration reminder;

- you are provided with a link to immediately download the latest version of the software;

- you save on the shipping charges (since there is nothing left to be sent to you by snail mail).

Alternatively, choose the *About*... command for any component of StepUp'98 and click on *Order*.... Or run Notepad and open file *Order.txt* (located in the folder where StepUp'98 has been installed). Then follow the directions contained in the order form.

You may order StepUp'98 with a check or money order. Major credit cards accepted. You may also place your order via the CompuServe's SWREG service. Purchase orders from companies accepted.

Related topics:
> This is *Try Before You Buy* software
> What do you get when you order a license for StepUp'98

Obtaining updates to the software

You receive the latest version of this program after you <u>order</u> a license for its continued use.

You can also obtain an updated evaluation copy of StepUp'98 and use the same Registration Code to convert it into a registered version.   The evaluation copies of StepUp'98 are available from many sources, including FTP and WWW sites, online services (CompuServe, AOL, etc.), BBSes, and from disk or CD-ROM vendors.   Some of these sources are listed below:

Internet:
    http://www.chaosoft.com   (ChaoSoft's Home page)
    http://www.pik.com   (Pik A Program, Inc.)
    http://www.asp-shareware.org   (Association of Shareware Professionals)
    http://wugnet.com/compuserve/winuser.html (WinUser forum on CompuServe)
    http://www.hotfiles.com   (Ziff-Davis Interactive Software Library)
    ftp://ftp.pik.com
    ftp://ftp.asp-shareware.org
    ftp://ftp.simtel.net/pub/simtelnet

    (search for the keyword CHAOSOFT using any search engine on the Web for more links)

CompuServe:
    GO PIKAPROG, or WINSHARE, or WINUTIL, or WUGNET, or WINUSER
    search for the keyword CHAOSOFT

Getting customer support

Before requesting customer support, *PLEASE* check out the on-line Help for StepUp'98. In particular, be sure to look through the following sections:

Answers to Frequently Asked Questions
Known problems and limitations

If you cannot find the information you need in the documentation, then choose the support option that's right for you:

1) For **TECHNICAL** questions — about program features, bug reports, suggestions on improving the program, etc. — please contact the author of StepUp'98, Andrei Belogortseff, directly via e-mail at:

Internet: 74634.2173@compuserve.com
Compuserve: 74634,2173

In your message, please include information about versions of Windows and StepUp'98 you are using and a detailed description of the problem.   A reproducible sequence of steps leading to the problem would be of most help.   *Please do not send any files at this address unless you have been instructed to do so*.

2) For **NON-TECHNICAL** questions — about the status of your order, sales terms, pricing and discount information, etc. — please contact the authorized dealer at:

Pik A Program, Inc.
13 Saint Marks Place
New York, NY 10003
USA

Telephone   (212) 598-4939
Fax   (212) 228-5879
E-mail: sales@pik.com
CompuServe: GO   PIKAPROG

How to access StepUp'98 Help

You can access Help for StepUp'98 in several ways:

- By clicking on the **Start button** in the taskbar and choosing **Help** from the **StepUp** submenu of the **Programs** menu (this option is available only if you have chosen the *Add items to Start Menu* option while installing StepUp'98).

- By opening the **Help** shortcut from the **StepUp** folder on the Desktop (this option is available only if you have chosen the *Add folder to desktop* option while installing StepUp'98).

- By right-clicking one of the StepUp'98 icons in the taskbar and choosing **Help** in the control menu.

- By opening file StepUp.hlp, located in the folder in which you have installed StepUp'98.

How to install StepUp'98

Note: It is NOT sufficient to simply copy StepUp'98 files onto your hard disk to install it.   You MUST run Setup.exe to configure your system and enable all StepUp'98 components.

a) If you have obtained StepUp'98 as a compressed file, uncompress the file into a temporary folder on a hard disk, or on a floppy diskette.

b) Open folder containing the uncompressed set of   StepUp'98 files and double-click 'Setup'.

   Note: if a previous version of StepUp'98 already exists on the disk, Setup may prompt you to restart Windows before the new version may be installed over the existing one.

c) The Setup utility will suggest you the folder in which to install StepUp'98. You may accept the suggestion or choose other location for StepUp'98 files. You can also specify whether to add StepUp'98 items to Start Menu and whether to create a Desktop folder for StepUp'98 components.

d) The Setup utility will copy the files into the specified folder and configure Windows for using StepUp'98.

   Note If you are installing StepUp'98 over its existing installation, Setup does **not** change the currently active menu file(s), if any. If the folder in which you are installing StepUp'98 already contains file StepUp.mnu, the "fresh" copy of this file is installed under the name "Copy of StepUp.mnu". To activate the "fresh" copy of the menu file, use the <u>Activate</u> command of <u>Menu Designer</u> after the installation has been complete. Also, if you have added new menu commands to the "old" menu file or modified its existing commands, you may wish to use <u>Menu Designer</u> to move the customized menu items from the "old" menu file into the "fresh" one.

e) At the end of the installation procedure Setup prompts you to enter your name and Registration Code. If you have purchased a license for continued use of   StepUp'98 and received your Registration Code, you may <u>enter</u> it at that time, and the evaluation version of StepUp'98 will be converted into the registered one. Otherwise, you may skip entering the registration code and StepUp'98 will configure itself to operate in the evaluation mode.

f) After the installation is complete, you may delete files from the temporary folder, from   which you have run Setup.exe.

Related topics:
   <u>Using Setup utility</u>

▣ Using Setup utility

StepUp'98 comes with a convenient and flexible Setup utility,   which allows you to both install and uninstall StepUp'98.

Note It is NOT sufficient to simply copy StepUp'98 files onto your hard disk to install   it. You MUST run Setup.exe to configure your system and enable all StepUp'98 components.

To run Setup, open folder in which you have placed the StepUp'98 files and double-click on *Setup*. A dialog box will appear, containing a number of pages.

Tip To switch between the pages *without* performing any installation steps, click on the corresponding tab at the top of the dialog box or use the Ctrl+PgUp and Ctrl+PgDn keys.

The Setup dialog box contains the following pages:

Welcome
> This page is for information purposes only. Pressing the Enter key or clicking on the "Next" button while this page is active does *not* perform any installation steps and simply causes Setup to switch to the "Install" page.

Install
> Use this page to specify the installation options. Pressing the Enter key or clicking on the "Next" button while this page is active *performs* the installation steps specified and switches to the "Register" page.

Register
> Use this page to enter your Registration information. If you have obtained StepUp'98 for evaluation purposes and do not have your Registration Code yet, simply click OK or press Enter, and StepUp'98 will assume you are using it in the evaluation mode. If you have purchased a license for continued use of StepUp'98 and received your Registration Code, you may enter it at this time.

"Welcome" Page of Setup

This page is for information purposes only.   Pressing the Enter key or clicking on the "Next" button while this page is active *does not perform* any installation steps; it simply causes Setup to switch to the "Install" page.

"Install" Page of Setup

Use this page to specify the installation options for StepUp'98. This page has the following areas:

Existing installation
Version number and folder in which the existing installation of StepUp'98 is detected, if any.

File set being installed
Version number of StepUp'98 being installed and folder in which its files are located.

Installation steps to perform
Installation options. During its initialization, Setup suggests you the options based on the information about the existing installation of StepUp'98 and the file set being installed.

> ### *Copy files to the new location*
> If checked, causes Setup to install StepUp'98 files into the folder specified in the *"Destination folder"* field of the page. Choose this option if you are installing StepUp'98 for the first time or want to move the existing installation into another folder. If the files are already located in the destination folder, you may clear this checkbox.
>
> ### *Activate all components*
> If checked, causes Setup to update Windows configuration so that it will recognize and use the StepUp'98 components. Choose this option if you are installing StepUp'98 for the first time or want to move the existing installation into another folder.
>
> ### *Add items to Start Menu*
> If checked, causes Setup to add a group of menu items related to StepUp'98 to Windows' Start Menu, under the name "StepUp" . You may clear this box if you don't want such items to be added to the Start Menu. If you are moving the existing installation of StepUp'98 into another folder and the "StepUp" group already exists, check this box to force Setup to update the group according to the new location of the StepUp'98 files.
>
> ### *Add folder to Desktop*
> If checked, causes Setup to add a folder with shortcuts related to StepUp'98 to the Desktop, under the name "StepUp". You may clear this box if you don't want such a folder to be created. If you are moving the existing installation of StepUp'98 into another folder and the "StepUp" folder already exists, check this box to force Setup to update its shortcuts according to the new location of the StepUp'98 files.

Destination folder for StepUp'98
Folder in which StepUp'98 is to be installed. You may accept the folder suggested by Setup, or choose another one, by clicking on the *"Browse"* button or typing the full path to the folder directly into the edit box. If the *"Copy files to the new location"* checkbox is cleared, the contents of this field is ignored by Setup and the destination folder is assumed to be the folder from which you have run Setup.exe.

Note Pressing the Enter key or clicking the "Install" button while the "Install" page is active causes Setup to perform the installation steps specified. If you want to display a different page of the Setup dialog box without performing any installation steps, click on the corresponding tab at the top of the dialog box or use the Ctrl+PgUp and Ctrl+PgDn keys to switch between different pages.

"Register" Page of Setup

This page displays the current registration information for StepUp'98. You may use this page to <u>enter your Registration Code</u>, if you have <u>purchased a license</u> for continued use of StepUp'98. If you do so, the evaluation version of StepUp'98 will be converted into the registered one.

If you are installing StepUp'98 for evaluation, simply skip entering the registration information by pressing Enter or clicking OK or Close.

How to enter your Registration Code

You are prompted to enter your name and the Registration Code at the end of the installation procedure.

Alternatively, choose the *About...* command for any component of StepUp'98 (for example, by clicking with the alternative mouse button one of the taskbar icons provided by StepUp'98), and click the *Register* button in the dialog box.

If you have purchased a site license for more than 4 users, you can automate entering the registration information using the Policy Editor for Windows 95 or an analogous tool for Windows NT. Please refer to file StepUp.adm, containing the Policy Templates for StepUp'98.

Related topics:

How do I uninstall StepUp'98 ?

Note It is NOT sufficient to simply delete the files of StepUp'98 to completely uninstall it.   Please follow the procedure described below to uninstall StepUp'98 and clean up your system configuration:

1. Open Control Panel.

2. Double click the "Add/Remove programs" icon.

3. When the dialog box appears, make sure that the "Install/Uninstall' page is selected.

4. Select the "Chaosoft StepUp'98" line in the list of software that can be uninstalled.

5. Click the "Add/Remove" button.

The Uninstalling StepUp'98 dialog box will appear prompting you to confirm that you want to uninstall StepUp'98. You may choose to deactivate all components of StepUp'98, delete its application files, delete user files related to StepUp'98, and/or reset StepUp'98 settings.

We hope you will change your mind!

"Uninstalling StepUp'98" dialog box

This dialog box is displayed by Setup when you request Windows to <u>uninstall StepUp'98</u>. You can use it to specify the desired uninstalling options.

This dialog box has the following areas:

Deactivate all components
When checked, causes Windows to "forget" about StepUp'98 and not use such its components as StepUp Menu and Taskbar icons. Also, this option removes the *StepUp* submenu from Start Menu, and the *StepUp* folder from the desktop, if they have been created during the installation.

Delete application files
When checked, causes StepUp'98 to delete its executable and auxiliary files from the folder in which StepUp'98 has been installed. This option does NOT delete user files (such as menu files), that is the files which might be modified by you.

Delete user files
When checked, causes StepUp'98 to delete the user files from the folder in which StepUp'98 has been installed. User files are the files which might be modified by you. For example, if you have added new commands to StepUp Menu, their properties are kept in the menu files. If you plan to re-install StepUp'98 later on, you may wish to keep this information for future use. In such a case, clear this checkbox and all *.mnu files in the StepUp'98 folder will be kept undisturbed during the uninstalling. Note also, that if you do want such files to be deleted and check this option, only the folder in which StepUp'98 has been installed is searched for the *.mnu files. If you have created menu files in other folders, you will need to delete them on your own.

Reset user settings
When checked, causes StepUp'98 to reset user settings (i.e. clear history lists, reset positions of windows used by StepUp'98, re-initialize options for StepUp'98 components, etc.). If you plan to re-install StepUp'98 later on, you may wish to keep this information for future use. In such a case, clear this checkbox.

Note If you want to completely uninstall StepUp'98 and clear all Windows resources it uses, check all options offered.

Note If you want to temporarily disable StepUp'98, check only the first option, *Deactivate all components.* This will keep all StepUp'98 files on your disk but prevent Windows from using them. To re-activate StepUp'98 later on, run Setup.exe from the folder in which StepUp'98 has been installed and choose *Activate all components* in the *Install* page.

Note If you plan to re-install StepUp'98, check only the first two options, *Deactivate all components* and *Delete application files.* This will uninstall StepUp'98, but keep the user files (such as menu files) on your disk undisturbed, so that you will be able to use them again when you re-install StepUp'98.

Using StepUp Menu

After you have installed StepUp'98, StepUp Menu is immediately available for use. You can access the commands of StepUp Menu in several ways:

a) through the Windows context menu, by clicking a file or folder in an Explorer window with the alternative mouse button. StepUp Menu appears as a separate item among the other items of the context menu. The name of this item initially is set to "StepUp", however, you may change it using Menu Designer. Information about the file(s) and/or folder(s) you have selected before summoning the context menu can be passed to the commands of StepUp Menu, allowing you to process the selected file objects.

b) through the Taskbar Menu icon, added to the Windows taskbar automatically when you install StepUp'98. When accessing StepUp Menu in this way, no selected file object(s) are passed to its commands.

c) through the Start button on the taskbar, by clicking it with the alternative mouse button. When accessing StepUp Menu in this way, the *Start Menu* folder is assumed to be selected and is passed to StepUp Menu commands.

Note Windows does not add StepUp Menu to the context menu, if you select a non-windows program (such as a DOS executable). This behavior is by design of Windows.

You can modify StepUp Menu by using Menu Designer. The simplest way to run Menu Designer is by choosing the **Customize** command from StepUp Menu.

If StepUp'98 is used by more than one user (over a network, or logging on to the same computer) you may set up StepUp Menu in such a way that each user will have his or her own set of commands, independent on other users. Click here for more information on this issue.

StepUp'98 comes with a prepared set of commands which you can use as they are or modify them to better suit your needs:

Run
Runs the selected file, prompting for the execution parameters. You can also choose the folder in which to start the program, as well as set some other options.

Open (group of commands)

New text file
Runs Notepad to create an empty text file.
Open with Notepad
Opens the selected file with Notepad.
Open with Wordpad
Opens the selected file with WordPad.
Open Maximized
Opens the selected file in a maximized window.

File Handler (group of commands)

Copy
Opens the *Copy* dialog box of File Handler for the selected file objects.
Move

Opens the *Move* dialog box of File Handler for the selected file objects.

Rename

Opens the *Rename* dialog box of File Handler for the selected file objects.

Stamp

Opens the *Stamp* dialog box of File Handler for the selected file objects.

Split

Opens the *Split* dialog box of File Handler for the selected file objects.

Merge

Opens the *Merge* dialog box of File Handler for the selected file objects.

List

Opens the *List* dialog box of File Handler for the selected file objects.

By Mask

The same commands of File Handler as above, which, however, let you specify the source file objects with a mask (like *.*).

Options for File Handler

Opens the *File Handler Options* dialog box.

Internet (group of commands)

ChaoSoft's Home page

Runs Internet Explorer and directs it to browse http://www.chaosoft.com.

FTP Script

Runs FTP and executes commands from the selected file, which is assumed to contain FTP commands.

Explore Folder (group of commands)

New Window

Opens a new Browser window (such as "My Computer") or an Explorer window for the folder which contains the selected object.

StepUp

Opens the folder in which StepUp'98 has been installed.

Desktop

Opens the folder in which the desktop items are stored.

Explore Drive (group of commands)

A:\ (Floppy)

Opens the root folder for the floppy disk drive.

C:\ (Hard disk)

Opens the root folder for the hard disk.

Tip You may add more items here using Menu Designer to access additional drives your computer may have.

DOS Commands (group of commands)

DOS Prompt

Opens a DOS window.

DOS Help

Opens the DOS Command Reference.

DOS Editor

Opens the selected file with Edit.com.
Quick Basic
Runs Quick Basic.

Managers (group of commands)

File Manager
Runs File Manager.
Program Manager
Runs Program Manager.
Task Manager
Runs Task Manager (if you are using Windows NT, replace the name of the Task Manger executable with TaskMgr.exe) .

System Settings (group of commands)

Control Panel
Opens Control Panel.
Printers
Opens virtual folder 'Printers'.
System Editor
Runs System Editor.
Registry Editor
Runs Registry Editor.

Zip   (group of commands)

Note The commands in this group use the PKZIP.EXE and PKUNZIP.EXE utilities which are NOT a part of StepUp'98 and may not be present on your disk. Also, these utilities may not recognize long file names.

Zip folder
Compresses the selected folder preserving its directory structure.
UnZip file
Decompresses the selected file, which is assumed to be a ZIP archive.
View Zip
Displays the contents of the selected ZIP file.

Customize
Runs Menu Designer.

Context vs Taskbar menu

StepUp Menu can be used in two slightly different flavors depending on the context in which it is invoked:

- When you select one or more files or "real" folders in an Explorer window and then right-click to summon the context menu, the information about the currently selected file objects is passed to StepUp Menu and its commands may be used to process the select files and/or folders. We refer to this method of invoking StepUp Menu as **Context Menu**.

- When you access StepUp Menu via its icon in the Taskbar, or via the context menu of a "virtual" folder, that is without any "real" file objects selected, we refer to this incarnation of StepUp Menu as **Taskbar Menu**.

StepUp'98 can distinguish between these situations and can be configured so that different menu sets would be displayed in each of these cases, by activating different menu files. Originally StepUp Menu is configured so that a single menu file, StepUp.mnu, as activated for both the Context Menu and Taskbar Menu, and, therefore, StepUp Menu offers the same set of commands in these situations.   You may wish, however, prepare two different menu files, for example, the first file containing only the commands to process the selected file objects (such as "Open with Notepad") and the second one containing the commands independent on the selection (such as "System Settings"), and activate them appropriately.

'Executing ...' dialog box

This dialog box is displayed by StepUp Menu before executing a menu command for which the <u>Prompt for Confirmation</u> option is checked. You can use this dialog box to review and/or modify the execution parameters for the menu item before its execution begins, or to cancel the command. Note that any changes to the parameters you may make using this dialog box will apply only to the current instance of the command and will not affect the "permanent" properties of the menu command. If you want to make the "permanent" changes, you must run Menu Designer and modify properties of the menu item.

This dialog box has the following areas:

File
Primary <u>file object</u> to be executed, usually a complete path to the file object. The file object may be one of the following:

- Executable file (extensions EXE or COM). StepUp runs such file, supplying the text specified in the **Parms** area of the dialog box as the command line argument to the executable.

- Associated file (a file with extension for which a <u>verb</u> is defined), for which StepUp performs the action specified by the **Verb** area of the dialog box.

- Path to a folder, for which StepUp opens a window for browsing its contents.

- URL, specifying an Internet resourse, for which StepUp runs the default Web browser.

Parms
Text to be supplied as the command line argument. If the **File** area specifies not an executable file, the contents of this area is ignored.

Start in
Folder in which the execution of the command should start.

Window
Specifies how you want the window to be displayed when you choose the menu item (normal, minimized, or maximized).

Verb
The <u>verb</u> to be applied to the file object specified in the **File** area. If no verb is specified, the default verb is assumed. For the list of defined verbs, open folder "My Computer", choose "View - Options" from menu, and go to the property page "File types".

Tip If you drag a file or a folder from an Explorer window to any of the fields **File**, **Parms**, or **Start In**, the full path of the object being dragged is inserted in the field for you by StepUp.

Using Folder Navigator

After you have installed StepUp'98, Folder Navigator is immediately available for use. You can access Folder Navigator in several ways:

a) through the Windows context menu, by clicking a file or folder in an Explorer window with the alternative mouse button. Folder Navigator appears as a separate item among the other items of the context menu.

b) through the Taskbar Navigator icon, added to the Windows taskbar automatically when you install StepUp'98.

c) through the Start button on the taskbar, by clicking it with the alternative mouse button.

Folder Navigator is represented by a menu, consisting of two parts. The top part of the menu contains the history list of folders you have previously accessed with Folder Navigator. If you choose one of the items from the history list, the contents of the corresponding folder will be displayed in a window using the default options of Folder Navigator.

The bottom part of the Folder Navigator menu is represented by the command *Advanced*, allowing you to browse for a folder and/or modify options for Folder Navigator.

Note To access Folder Navigator through the context menu, you must select an object that is not a non-windows program (such as a DOS executable). Windows does not add Folder Navigator menu to the context menu if you select a non-windows program.

Folder Navigator dialog box

This dialog box is displayed by StepUp'98 when you choose the 'Advanced' command from the Folder Navigator menu. You can use this dialog box to browse for the folder to open, specify how you want the folder window to be opened, and/or to setup options for Folder Navigator.

The dialog box has the following areas:

Folder
> The full path to the folder you want to open or explore. A URL specifying a resource on the Internet may be used here as well.

> *Tip* If you only want to change Folder Navigator options (without opening any folder), clear this area before choosing OK button.

Action
> Specifies how the folder window should be opened:

> **Go to**
>> Goes to the folder specified in the **Folder** field of the dialog box. This action corresponds to the default verb defined for the folder: if you are accessing the Folder Navigator via the context menu in an Explorer window, the default verb is **Explore**. If you are accessing the Folder Navigator from a browser window (similar to "My Computer", without the folder tree), the default verb is **Open**. For the root folder of a CDROM drive the default verb is **AutoPlay**.

> **Open**
>> Opens a new browser window (similar to "My Computer", without the folder tree) for the folder.

> **Explorer**
>> Opens a new Explorer window (with a folder tree in the left pane) for the folder.

> **Set Default**
>> When checked, directs Folder Navigator to store the value of the field **Action** for future use. The new value will be used by Folder Navigator when you choose a folder from its history list in the Folder Navigator menu.

Options
> a group of parameters specifying how Folder Navigator should work:

> **Size of History List**
>> The maximum number of items which should be kept in the history list of the Folder Navigator menu.

> **Keep track of accessed folders**
>> When checked, causes Folder Navigator to update its history list of folders every time you access the Windows context menu. When cleared, the history list is updated only when you choose a folder from the history list, or when you use the 'Advanced' command of Folder Navigator to open a folder.

> **Clear History List**
>> When checked, causes Folder Navigator to clear its history list of folders when you choose OK in the dialog box.

 Menu Designer Help Contents

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Menu Designer Overview

Menu Designer is a component of StepUp'98 which you can use to modify <u>StepUp Menu</u> and manage <u>menu files</u>.

The organization of StepUp Menu and properties of its items are stored on your disk in a menu file (extension **.mnu**). There may be several menu files on your disk, containing different menus, but only one such a file can be active at a time.

When you choose the **Customize** command from StepUp Menu (or run Menu Designer without command line parameters), the last recently used menu file is opened. If it is the currently <u>active menu file</u>, you may modify its contents and therefore modify StepUp Menu. After you have saved changes to the menu file, the updated menu is immediately available for use. With Menu Designer you can also open and modify other menu files, not just the active one.

With Menu Designer you can add new commands to StepUp Menu, delete existing ones, change positions of the menu items, modify their properties. Menu Designer also supports drag-and-drop operations for menu items, as well as transferring data through the clipboard.

With Menu Designer you can create several menu files with different sets of commands and activate them as needed. Menu Designer allows you to move menu items between menu files, store separate items or whole submenus in different files, combine several menu files into a single menu file.

StepUp'98 comes with a ready to use menu file **StepUp.mnu**. It contains a number of useful <u>commands</u>, which you can use as starting points for constructing your own commands.

For <u>further information</u> please refer to the descriptions of the commands and dialog boxes of Menu Designer in this Help.

How to run Menu Designer

There are several ways:

- Choose **Customize** from <u>StepUp Menu</u>. This opens the most recently used menu file and runs Menu Designer to modify it. If you don't have this item in the StepUp menu, or cannot access it for some reason, use one of the other methods.

- Choose **Menu Designer** from either Start Menu or StepUp folder on your Desktop. These items may not be available if you have declined their creation while installing StepUp'98.

- Using Explorer, open folder in which you have installed StepUp'98, and double-click on **Designer.exe**.

- To modify an arbitrary menu file, double-click its name in the Explorer window.

How to determine the active menu file(s)

Run Menu Designer and choose **File | Activate** from its menu.   This command opens a dialog box showing the currently active menu file(s).

How to activate a different menu file

Run Menu Designer and choose **File | Activate** from its menu. When the dialog box opens, specify the menu file(s) to activate as the Context Menu and/or Taskbar Menu and press OK.

Note StepUp'98 maintains the information about the active menu files on the per-user basis. That is, if your computer is used by more than one user, every user may activate and use his or her private menu files. The changes to the private menu files will not affect menu files used by other users, unless two or more users activate the same menu file.

How to store a part of menu in a separate file

While editing a menu file, select the menu item you wish to store (which can be a <u>command</u> or a <u>node</u>) and choose the <u>File Export</u> command from the menu bar. Menu Designer displays the **Export** dialog box, similar to the **Save As** dialog box, so you can name the menu file in which to store the selected item. If you are exporting a menu node, all its child items are exported as well. You can insert the saved part of the menu into the same or some other menu file later on by using the <u>File Import</u> command of Menu Designer.

How to move a part of menu between menu files

While Menu Designer can only work with one menu file at a time, you can run several instances of Menu Designer and work with different menu files simultaneously. To move or copy a part of a menu file into another menu file, first open both of the menu files (by double-clicking their names in an Explorer window, for example). Select the menu item you wish to move or copy (which can be a command or a node) and choose either the Edit Cut (to move) or Edit Copy (to copy) command from the menu bar, to place the selected item on the clipboard. Now switch to another instance of Menu Designer (using the Taskbar, for instance) and select the menu item above which you wish the transferred part of the menu file to appear. Finally choose Edit Paste
to insert the menu item being transferred at the marked position.

How to add a command to StepUp Menu

Run Menu Designer and select an item above which you want to insert the new command. Then choose the Insert Command from the menu bar or from the Shortcut Menu. Menu Designer will create a new command item named **New Command**.

Change the name of the new item to reflect the purpose of the command you are creating. This name will appear in the StepUp menu. To make one of the characters of the name underlined in the StepUp Menu, put an ampersand (&) in front of it.

Now you have created a new command. Menu Designer initially assigns no properties to it, so if you were choosing such a command from the StepUp Menu, it would do nothing. To make the command to do some useful work, you need to specify its properties. To do this, make sure the menu item in question is still selected and choose Edit Properties in the menu bar (or just double-click the menu item). Menu Designer will show the Menu Item Properties dialog box, which you can use to specify the file to be run when you choose the command from the StepUp Menu, its parameters (if needed), the folder in which its execution begins, etc.

After you have set the desired properties of the command, choose the Save command to save the changes to the menu file. From this time on the newly created command appears among other items of the StepUp menu and you can use it to do the work for you.

Tip Instead of creating a fresh new command, you can also create a copy of an existing command and then modify its properties. Use the Edit Copy and Edit Paste commands for this purpose.

Menu Item Properties Dialog Box

Use this dialog box to change properties of an item of the StepUp Menu. It contains the following pages:

General
Advanced

Menu Item Properties: General

Use this property page to change *general* properties of an item of the StepUp Menu. It contains the following areas:

Name

Name of the menu item as it should appear in the StepUp Menu. Put an ampersand (**&**) before the letter you want to be underlined in the menu name.

File

Primary file object to be executed when you select this menu item from the StepUp menu, usually a complete path to the file object. You can use the environment variables and file macros in this area. File object may be one of the following:

- Executable file (extensions EXE or COM). When you choose the menu item, StepUp runs this file, supplying the text specified in the **Parameters** area of the dialog box as the command line argument.

- Associated file (a file with extension for which a verb is defined). When you choose the menu item, StepUp performs the verb specified in the **Action** area of the dialog box.

- Folder. When you choose the menu item, StepUp opens the folder for browsing its contents.

- URL. When you choose the menu item, StepUp runs your default Web browser (such as Internet Explorer) and connects to the specified Internet resource.

Parameters

Text to be supplied as the command line argument when you select this menu item from the StepUp menu. You can use the environment variables and file macros in this area. If the **File** area specifies not an executable file, the contents of this area is ignored.

Start in

Folder which StepUp should make current before executing the menu item. You can use the environment variables and file macros in this area.

Window

Specifies how you want the window to be displayed when you choose the menu item (normal, minimized, or maximized).

Action

The verb to be applied to the file object specified in the **File** area when you choose the menu item. If no verb is specified, the default verb is assumed. For the list of defined verbs, open folder "My Computer", choose "View - Options"   from menu, and go to the property page "File types".

Description

Text describing the menu item. If you access StepUp Menu through the contents menu for a file object(s) in a Browser or Explorer window, this text is displayed in the status bar of the window when you select the menu item. You can use the environment variables and file macros in this area. In addition, special character combinations are recognized by StepUp when displaying the description:

^f   the original text specified in the **File** area, *before* substitutions for the environment variables and file macros are performed.

^F   the resulting text specified in the **File** area, *after* substitutions for the environment variables and file macros are performed.

^p   the original text specified in the **Parameters** area, *before* substitutions for the environment variables and file macros are performed.

^P   the resulting text specified in the **Parameters** area, *after* substitutions for the environment variables and file macros are performed.

^s   the original text specified in the **Start in** area, *before* substitutions for the environment variables and file macros are performed.

^S   the resulting text specified in the **Start in** area, *after* substitutions for the environment variables and file macros are performed.

^a   the text specified in the **Action** area.

See also:

Menu Item Properties Dialog Box
Menu Item Properties: Advanced

Menu Item Properties: Advanced

Use this property page to change *advanced* properties of an item of the <u>StepUp Menu</u>. It contains the following areas:

Before executing the command
> Actions to perform after you choose the menu item but before the execution of the command begins. This group contains the following areas:

> **Prompt for confirmation**
>> When checked, StepUp displays the confirmation dialog box before executing the command. The dialog box contains the resulting values of the fields **File, Parameters, Start in, Window,** and **Verb,** which you can modify before continuing the command.

> **Copy selection to clipboard**
>> When checked, StepUp copies the currently selected file objects, if any, to the clipboard, before executing the command. You can use this option, for example, to pass arguments to applications via the clipboard.

>> **Note** To use this option effectively, the application you are running must be appropriately designed. An example of such an application is <u>File Handler</u>, which accepts information from the clipboard if the *source* argument in its command line is specified by the symbol **@**.

Disable menu item if selected:
> Conditions under which the menu item should be disabled. This group contains the following areas:

> **Nothing**
>> When checked, StepUp disables the menu item if *no file objects* had been selected before opening the StepUp menu. This condition is satisfied if StepUp Menu is opened as Taskbar Menu. It is not satisfied if StepUp Menu is opened as the context menu (by a right-click on a file object), since in this case there always is at least one object selected.

> **Multiple objects**
>> When checked, StepUp disables the menu item if *more than one file objects* had been selected before opening the StepUp menu. This condition is never satisfied if StepUp Menu is opened as Taskbar Menu.

> **Folder**
>> When checked, StepUp disables the menu item if a *folder* had been selected before opening the StepUp menu. This condition is never satisfied if StepUp Menu is opened as Taskbar Menu. If more than one file object is selected, only the the <u>primary</u> one is examined to satisfy this condition.

> **File**
>> When checked, StepUp disables the menu item if a *file* had been selected before opening the StepUp menu. This condition is never satisfied if StepUp Menu is opened as Taskbar Menu. If more than one file object is selected, only the <u>primary</u> one is examined to satisfy this condition.

Confirm if more objects selected than:
> When checked, StepUp asks you to confirm the execution of the command if the number of the selected file objects exceeds the specified number. Possible values are between 1 and 255.

See also:

<u>Menu Item Properties Dialog Box</u>
<u>Menu Item Properties: General</u>

Using environment variables

Environment variables control the behavior of some batch files and programs and control the way MS-DOS appears and works. The SET command is often used in the AUTOEXEC.BAT or CONFIG.SYS files to set environment variables. Examples of the environment variables are COMSPEC, specifying the DOS path to the MS-DOS command interpreter, and WINDIR, specifying the folder in which Windows has been installed. For more information on environment variables please refer to documentation on MS-DOS.

You can use environment variables in the fields **File, Parameters,** and **Start In** of the Menu Item Properties Dialog Box. References to environment-variable strings have the form: **%***variable***%**. For each such reference, the **%***variable***%** portion is replaced with the current value of that environment variable.

The replacement rules are the same as those used by the command interpreter. Case is ignored when looking up the environment-variable name. If the name is not found, the **%***variable***%** portion is left undisturbed. If both environment variables and file macros are used in the same line, the values of the environment variables are substituted first.

For example, if you specify the field **Start In** of a menu command as "%windir%" (without quotes), the execution of the command will begin in the folder in which Windows is installed (usually C:\Windows).

Using file macros

File macros are special character combinations which can be specified in the fields **File, Parameters,** and **Start In** of the <u>Menu Item Properties Dialog Box</u>. StepUp Menu Handler substitutes the file macros based on the context in which the StepUp Menu is invoked before executing its menu commands.

File macros can be divided in several groups on the basis of their priority. The following file macros have the highest priority, i.e. StepUp Menu Handler attempts to recognize and process them first of all:

%(StepUp)
   Substituted with the path to the folder in which StepUp'98 is installed. For example, if you have installed StepUp'98 in its default location, this macro is substituted with the following text: C:\Program Files\Chaosoft\StepUp

%(Windows)
   Substituted with the path to the folder in which Windows is installed, usually C:\Windows.

%(System)
   Substituted with the path to the folder containing Windows system files, usually C:\Windows\System.

%(Desktop)
   Substituted with the path to the folder used to physically store <u>file objects</u> on the desktop, usually C:\Windows\Desktop.

%(Programs)
   Substituted with the path to the folder containing your program groups, usually C:\Windows\Start Menu\Programs.

%(Neighborhood)
   Substituted with the path to the folder containing objects that appear in the network neighborhood, usually C:\Windows\NetHood.

%(Personal)
   Substituted with the path to the folder that serves as a common respository for documents.

%(Templates)
   Substituted with the path to the folder that serves as a common respository for document templates.

%(Recent)
   Substituted with the path to the folder that contains the your most recently used documents, usually C:\Windows\Recent.

%(Send To)
   Substituted with the path to the folder that contains Send To menu items, usually C:\Windows\Send To.

%(Start Menu)
   Substituted with the path to the folder that contains Start menu items, usually C:\Windows\Start Menu.

%(Start Up)
   Substituted with the path to the folder that corresponds to the Startup program group, usually C:\Windows\Start Menu\Programs\StartUp .

%%

Substituted with a single character **%**

%n   (where **n** can be a digit from **1** through **9**)
Substituted with the full DOS path (without quotes) of the **n**-th file object selected before choosing the menu command. If the number of the selected file objects is less than **n**, the whole combination **%n** is removed from the text. If the number of the selected file objects is more than one, **%1** is substituted with the path of the primary selected file object. For example, if you have selected 2 files, "My File.txt" and "Another File.txt" in the folder "C:\My Folder" before choosing a StepUp Menu command from the context menu, and file "My File.txt" is focused, then

> [%1] is replaced with [C:\My Folder\My File.txt]
> [%2] is replaced with [C:\My Folder\Another File.txt]
> [%3] through [%9] are replaced with []

%*c   (where **c** can be any character or omitted)
Substituted with the full DOS paths (enclosed in quotes) of all file objects selected before choosing the menu command. If specified, character **c** is used as a separator between the paths. If omitted, a space character is used as the separator. If no file objects have been selected, the whole combination **%*c** is removed from the text. For example, if you have selected 2 files, "My File.txt" and "Another File.txt" in the folder "C:\My Folder" before choosing a StepUp Menu command from the context menu, then

> [%*,] is replaced with ["C:\My Folder\My File.txt","C:\My Folder\Another File.txt"]

!*c   (where **c** can be any character or omitted)
Substituted with the names (enclosed in quotes) of all file objects selected before choosing the menu command. If specified, character **c** is used as a separator between the names. If omitted, a space character is used as the separator. If no file objects have been selected, the whole combination **!*c** is removed from the text. For example, if you have selected 2 files, "My File.txt" and "Another File.txt" in the folder "C:\My Folder" before choosing a StepUp Menu command from the context menu, then

> [!*,] is replaced with ["My File"," Another File"]

!*!c   (where **c** can be any character or omitted)
Substituted with the names and extensions (enclosed in quotes) of all file objects selected before choosing the menu command. If specified, character **c** is used as a separator between the names. If omitted, a space character is used as the separator. If no file objects have been selected, the whole combination **!*!c** is removed from the text. For example, if you have selected 2 files, "My File.txt" and "Another File.txt" in the folder "C:\My Folder" before choosing a StepUp Menu command from the context menu, then

> [!*!,] is replaced with ["My File.txt"," Another File.txt"]

!:
Substituted with the **drive** letter followed by a semicolon of the drive the primary selected file object is located on. If there is no primary selected file object, the whole combination **!:** is removed from the text. For example, if you have set focus to the file "My File.txt" located in folder "D:\My Folder" before choosing a StepUp Menu command from the context menu, then

> [!:] is replaced with [D:]

!
Substituted with the full **directory** name (including leading and trailing backslashes)   the primary selected file object is located in. If there is no primary selected file object, the whole combination **!** is removed from the text. The root directory is represented by a single backslash. For example, if you have set focus to the file "My File.txt" located in folder "D:\My Folder\My Subfolder" before choosing a

StepUp Menu command from the context menu, then

[!\] is replaced with [\My Folder\My Subfolder\]

!/
Substituted with the full path of the **folder** (without trailing backslash) the <u>primary selected file object</u> is located in. If there is no primary selected file object, the whole combination **!/** is removed from the text. For example, if you have set focus to the file "My File.txt" located in folder "D:\My Folder\My Subfolder" before choosing a StepUp Menu command from the context menu, then

[!/] is replaced with [D:\My Folder\My Subfolder]

!!
Substituted with a single character **!**

If none of the listed above file macros are recognized by StepUp Menu Handler in the text, an attempt to recognize and substitute the following combinations is made:

.!
Substituted with the **extension** (including the leading dot) of the <u>primary selected file object</u>. If there is no primary selected file object, or if the primary selected file object has no extension, the whole combination **.!** is removed from the text. For example, if you have set focus to the file "My File.txt" located in folder "D:\My Folder\My Subfolder" before choosing a StepUp Menu command from the context menu, then

[.!] is replaced with [.txt]

,!
Substituted with the **extension** (without the leading dot) of the <u>primary selected file object</u> is located on. If there is no primary selected file object, or if the primary selected file object has no extension, the whole combination **.!** is removed from the text. For example, if you have set focus to the file "My File.txt" located in folder "D:\My Folder\My Subfolder" before choosing a StepUp Menu command from the context menu, then

[,!] is replaced with [txt]

Finally, if none of the listed above file macros are recognized by StepUp Menu Handler in the text, an attempt to recognize and substitute the following combinations is made:

!
Substituted with the **name** (without extension) of the <u>primary selected file object</u> is located on. If there is no primary selected file object, the character **!** is removed from the text. For example, if you have set focus to the file "My File.txt" located in folder "D:\My Folder\My Subfolder" before choosing a StepUp Menu command from the context menu, then

[!] is replaced with [My File]

Note   File macros can be combined to produce desired results. For example, to specify the full DOS path of the focused file object, you can use any of the following combinations: **%1** or **!/!.!** or **!:!\!.!**

Note   When using file macros take into account their relative priority. For example, the character combination [**.!:**] is parsed as [**.(!:)**] and replaced with [**.C:**] (assuming C is the name of the disk the focused file object is located on), whereas the combination [**.!-**] is parsed as [(**.!)-**] (since **!-** is not a file macro) and replaced with [**.ext-**] , where **ext** is the extension of the focused file.

Note   When using a file macro to specify the complete path of a file object in the fields **File** and **Start In**

of the <u>Menu Item Properties Dialog Box</u>, do not enclose it in quotation marks. Using macros in the **Parameters** field, however, almost always requires enclosing them in quotation marks (to account for long file names containing spaces). For example, to specify the full path of the primary selected file object enclosed in quotes, use the following combination: **"!:!\!.!"** (including quotes).

How to make a command to run an application

First <u>run Menu Designer</u> and <u>create a new command</u> which you will later choose from StepUp Menu to run the application. In the **File** field of the <u>Menu Item Properties</u> dialog box specify the full path to the executable file of the application. You can also specify other properties of the command, if needed. For example, to make the application start with its main window maximized, choose such an option in the **Window** list.

After you have set the desired properties of the command, choose the <u>Save</u> command to save the changes to the menu file. From this time on the newly created command appears among other items of the StepUp menu and you can use it to launch the application.

Example:
    see command **New text file**, included in the original StepUp Menu.

How to make a command to process an associated file

First run Menu Designer and create a new command which you will later choose from StepUp Menu to process a file. In the **File** field of the Menu Item Properties dialog box specify one of the file macros corresponding to the full path of the focused file, for example, **%1**. The focused file object is indicated by a rectangle around its name in an Explorer window.

After you have set the desired properties of the command, choose the Save command to save the changes to the menu file. From this time on the newly created command appears among other items of the StepUp menu. To use this command, select the file you wish to process in an Explorer window and choose the command from the StepUp part of its context menu. StepUp Menu Handler will substitute the file macro **%1** with the actual path of the selected file object and launch its associated application to process the file.

Note Since such a command makes sense only if a file is selected, you may wish to turn on the **Disable menu item if selected: Folder** option on the Advanced page of the Menu Item Properties Dialog Box . Also, to prevent this command from being chosen if no files selected (as is in case of using the StepUp menu as the Taskbar Menu), you may wish to turn on the **Disable menu item if selected: Nothing** option as well.

Note Keep in mind that a number of different associations may exist for a particular file type. Such associations are called verbs. You can specify the verb to be executed when you choose the command in the StepUp Menu by entering its name in the **Verb** area of the Menu Item Properties Dialog Box for the menu item. If you leave the **Verb** area empty, Windows will attempt to execute the default verb defined for the file type.

Example:
see command **Open Maximized**, included in the original StepUp Menu.

How to make a command to process an arbitrary file

First run Menu Designer and create a new command which you will later choose from StepUp Menu to process a file. In the **File** field of the Menu Item Properties dialog box specify the full path to the application executable which you wish to be used in processing a file. In the **Parameters** area specify one of the file macros corresponding to the full path of the focused file, for example, **%1**. The focused file object is indicated by a rectangle around its name in an Explorer window.

After you have set the desired properties of the command, choose the Save command to save the changes to the menu file. From this time on the newly created command appears among other items of the StepUp menu. To use this command, select the file you wish to process in an Explorer window and choose the command from the StepUp part of its context menu. StepUp Menu Handler will substitute the file macro **%1** with the actual path of the selected file object and supply it as the parameter to the application you have specified in the **File** area. The application will open the selected file for processing, even if it is not associated with the type of the file.

Note Since such a command makes sense only if a file is selected, you may wish to turn on the **Disable menu item if selected: Folder** option on the Advanced page of the Menu Item Properties Dialog Box . Also, to prevent this command from being chosen if no files selected (as is in case of using the StepUp menu as the Taskbar Menu), you may wish to turn on the **Disable menu item if selected: Nothing** option as well.

Examples:
see commands **Open with Notepad** and **Open with Wordpad**, included in the original StepUp Menu.

How to make a command to open a specific folder

First run Menu Designer and create a new command which you will later choose from StepUp Menu to open the folder. In the **File** field of the Menu Item Properties dialog box specify the full path to the folder which you wish to be opened when you choose this command from the StepUp Menu. If you want the folder to be opened in a single-pane window (a window without the folder tree), specify *open* in the **Verb** field or leave this field empty. If you wish the folder to be opened in a double-pane window (a window showing both the folder tree and the contents of the folder), specify *explore* in the **Verb** field of the dialog box.

After you have set the desired properties of the command, choose the Save command to save the changes to the menu file. From this time on the newly created command appears among other items of the StepUp menu.

Note You can use file macros to specify locations of the special folders.

Examples:
  see groups of commands **Go to Folder** and **Go to Drive**, included in the original StepUp Menu.

How to make a command to open an Internet resource

First run Menu Designer and create a new command which you will later choose from StepUp Menu to open the resource. In the **File** field of the Menu Item Properties dialog box specify the URL of the resource. Also, make sure that the **Verb** field contains *open* or leave this field empty.

After you have set the desired properties of the command, choose the Save command to save the changes to the menu file. From this time on the newly created command appears among other items of the StepUp menu.

Examples:
 see the **Internet** group of commands, included in the original StepUp Menu.

File menu commands

The File menu offers the following commands:

New
    Creates a new menu file.
Open
    Opens an existing menu file.
Open Context Menu
    Opens the active context menu file.
Open Taskbar Menu
    Opens the active taskbar menu file.
Save
    Saves an opened menu file using the same file name.
Save As
    Saves an opened menu file to a specified file name.
Activate
    Opens the Activate Menu File dialog box.
Import
    Imports an existing menu file into the menu file being edited.
Export
    Exports the selected menu item or node to a specified file name.
Exit
    Exits Menu Designer.

 New command (<u>File menu</u>)

Use this command to create a new <u>menu file</u> in Menu Designer.

You can open an existing menu file with the <u>Open command</u>.

Shortcuts

   Toolbar:
Keys: CTRL+N

 Open command (File menu)

Use this command to open an existing menu file in a window.

You can create new menu files with the New command.

Shortcuts

    Toolbar:
Keys: CTRL+O

Open Context Menu command (File menu)

Use this command to open the active context menu file.

You can open an arbitrary menu file with the Open command.

Shortcuts

Toolbar:

 Open Taskbar Menu command (File menu)

Use this command to open the active taskbar menu file.

You can open an arbitrary menu file with the Open command.

Shortcuts

Toolbar:

Save command (File menu)

Use this command to save the menu file being edited to its current name and directory.   When you save a menu file for the first time, Menu Designer displays the **Save As** dialog box so you can name your menu file.   If you want to change the name and directory of an existing menu file before you save it, choose the Save As command.

Shortcuts

Toolbar:

Keys: CTRL+S

Save As command (<u>File menu</u>)

Use this command to save and name the <u>menu file</u> being edited.   Menu Designer displays the **Save As** dialog box so you can name your menu file.

To save a menu file with its existing name and directory, use the <u>Save command</u>.

 Activate command (<u>File menu</u>)

Use this command to <u>activate a menu file</u> as StepUp Menu.   Menu Designer displays the <u>Activate Menu File</u> dialog box so you can specify which menu file to activate.

Shortcuts

    Toolbar:
Keys: CTRL+A

Activate Menu File Dialog Box

Use this dialog box to control which menu files should be treated as active ones while displaying the StepUp Menu.   This dialog box has the following areas:

Context Menu
   The menu file containing the commands to be included in the Context StepUp menu.   If you clear the checkbox, the StepUp menu will not be accessible through the context menu.

Taskbar Menu
   The menu file containing the commands to be included in the Taskbar StepUp menu.   If you clear the checkbox, the StepUp menu will not be accessible through the taskbar.

Note: Initially StepUp'98 is configured so that a single menu file, StepUp.mnu, is used for both the Context and Taskbar menu files.

Import command (File menu)

Use this command to import a menu file into the menu file being edited. When you choose this command, Menu Designer displays the **Import** dialog box so can select the menu file to import. The menu file being imported is inserted before the currently selected menu item or node in the window. If the root menu node is selected, the **Open** command is performed instead.

Export command (File menu)

Use this command to export the currently selected menu item or node to a separate menu file. When you choose this command, Menu Designer displays the **Export** dialog box so can name the menu file. If you are exporting a menu node, all its child items are exported as well. If the root menu node is selected, the **Export** command saves a copy of the whole menu file being edited under a different name.

1, 2, 3, 4 command (<u>File menu</u>)

Use the numbers and filenames listed at the bottom of the File menu to open the last four menu files you closed.   Choose the number that corresponds with the <u>menu file</u> you want to open.

Exit command (<u>File menu</u>)

Use this command to end your Menu Designer session.   You can also use the Close command on the application Control menu.   Menu Designer prompts you to save menu files with unsaved changes.

Shortcuts
    Mouse: Double-click the application's Control menu button.
    Keys: ALT+F4

Edit menu commands

The Edit menu offers the following commands:

Undo
Reverse previous editing operation, if possible.
Cut
Deletes data from the menu file and moves it to the clipboard.
Copy
Copies data from the menu file to the clipboard.
Paste
Pastes data from the clipboard into the menu file.
Move Up
Move Down
Change the order of items within the same submenu.
Move Level Up
Move Level Down
Move the selected item between submenus of different levels in the menu hierarchy.
Delete
Deletes the selected menu item.
Rename
Rename the selected menu item or node.
Test
Runs the selected menu command.
Properties
Displays properties for the selected menu item.

Undo command (Edit menu)

Use this command to reverse the last editing action, if possible.

Shortcuts
    Keys: CTRL+Z or
                    ALT-BACKSPACE

Cut command (<u>Edit menu</u>)

Use this command to remove the currently selected data (a <u>menu command</u> or a <u>node</u>) from the menu file and put it on the clipboard.   This command is unavailable if there is no data currently selected.

Cutting data to the clipboard replaces the contents previously stored there.

Shortcuts

   Toolbar:
Keys: CTRL+X

 Copy command (Edit menu)

Use this command to copy selected data (a menu command or a node) onto the clipboard.   This command is unavailable if there is no data currently selected.

Copying data to the clipboard replaces the contents previously stored there.

Shortcuts

Toolbar:
Keys: CTRL+C

Paste command (<u>Edit menu</u>)

Use this command to insert a copy of the clipboard contents at the insertion point.   This command is unavailable if the clipboard is empty.

Shortcuts

Toolbar:
Keys: CTRL+V

Move Up command (Edit menu)

Use this command to move the selected menu item or node above the previous one within the same submenu.   This command is unavailable if the selected item is the first one in the submenu.

You can also drag and drop the item to the desired position.

Shortcuts
Keys: CTRL+UP

Move Down command (Edit menu)

Use this command to move the selected menu item or node after the next one within the same submenu. This command is unavailable if the selected item is the last one in the submenu.

You can also drag and drop the item to the desired position.

Shortcuts
Keys: CTRL+DOWN

Move Level Up command (Edit menu)

Use this command to move the selected menu item or node to the parent submenu, if any. This command is unavailable if the selected item is in the submenu of the highest level.

You can also drag and drop the item to the desired position.

Shortcuts
    Keys: CTRL+LEFT

Move Level Down command ([Edit menu](#))

Use this command to move the selected menu item to a node following the selected item. This command is unavailable if the item following the selected item is not a node.

You can also drag and drop the item to the desired position.

Shortcuts
    Keys: CTRL+RIGHT

Delete command (Edit menu)

Use this command to delete the selected menu item.

Shortcuts
    Keys: Del

Rename command (Edit menu)

Use this command to rename the selected menu item.

You can also click on the selected item (or press F2) to rename it.

 Test command (Edit menu)

Use this command to run the selected menu command.

Note This command executes the menu item as if it were chosen from Taskbar Menu, i.e. no selected file objects is supplied to it. To test the menu item in the Context Menu mode, save the menu file being edited, select a file object in an Explorer window and choose the menu item from the Context Menu.

Properties command (Edit menu)

Use this command to view and/or modify properties of the selected menu command. When you choose this command, Menu Designer displays the Menu Item Properties dialog box.

You can also double click on the selected item to modify its properties.

Shortcuts
Keys: ALT+ENTER

 View menu commands

The View menu offers the following commands:

<u>Toolbar</u>
    Shows or hides the toolbar.
<u>Status Bar</u>
    Shows or hides the status bar.
<u>Expand All</u>
    Expands all menu nodes.
<u>Options</u>
    Shows options for Menu Designer.

 Toolbar command (<u>View menu</u>)

Use this command to display and hide the Toolbar, which includes buttons for some of the most common commands in <u>Menu Designer</u>, such as File Open.   A check mark appears next to the menu item when the Toolbar is displayed.

See <u>Toolbar</u> for help on using the toolbar.

Toolbar

The toolbar is displayed across the top of the application window, below the menu bar.   The toolbar provides quick mouse access to many tools used in Menu Designer.

To hide or display the Toolbar, choose Toolbar from the View menu (ALT, V, T).

Click	To

Open a new menu file.

Open an existing menu file.   Menu Designer displays the Open dialog box, in which you can locate and open the desired file.

Save the menu file being edited with its current name.   If you have not named the menu file, Menu Designer displays the Save As dialog box.

Open the active Context Menu file.

Open the active Taskbar Menu file.

Open the Activate Menu File dialog box.

Remove selected data from the menu file and stores it on the clipboard.

Copy the selection to the clipboard.

Insert the contents of the clipboard at the insertion point.

 Status Bar command (View menu)

Use this command to display and hide the Status Bar, which describes the action to be executed by the selected menu item or depressed toolbar button, and keyboard latch state. A check mark appears next to the menu item when the Status Bar is displayed.

See Status Bar for help on using the status bar.

Status Bar

The status bar is displayed at the bottom of the <u>Menu Designer</u> window.   To display or hide the status bar, use the Status Bar command in the View menu.

The left area of the status bar describes actions of menu items as you use the arrow keys to navigate through menus.   This area similarly shows messages that describe the actions of toolbar buttons as you depress them, before releasing them.   If after viewing the description of the toolbar button command you wish not to execute the command, then release the mouse button while the pointer is off the toolbar button.

If a menu command is currently selected, the left area of the status bar shows its description.

The right areas of the status bar indicate which of the following keys are latched down:

Indicator	Description
CAP	The Caps Lock key is latched down.
NUM	The Num Lock key is latched down.
SCRL	The Scroll Lock key is latched down.

 Expand All command ([View menu](#))

Use this command to expand all nodes of the menu hierarchy.

Options command (View menu)

Use this command to view and/or modify options for Menu Designer. When you choose this command, Menu Designer displays the Options for Menu Designer dialog box.

Options for Menu Designer Dialog Box

Use this dialog box to change options for <u>Menu Designer</u>. It contains the following areas:

Show menu items in bold
   When checked, causes names of the menu commands and nodes in the menu hierarchy to be shown in **bold** typeface.

Show icons for menu items
   When checked, causes small icons to be displayed next to the names of the menu items.

Prompt to activate menu file on closing
   When checked, causes Menu Designer, when you close it, to prompt you to <u>activate the menu</u> file being edited, if the file is not currently active.

Activate previous instance, if found
   When checked, causes Menu Designer, when you start it without command line arguments, to search for another running instance of Menu Designer and switch to it, if found. This option is ignored if you start Menu Designer specifying the menu file to edit. In the latter case, a new instance of Menu Designer is always opened.

Show full path in the title bar
   When checked, causes the full path to the menu file being edited to be displayed in the title bar of Menu Designer.

Reload most recently used file at startup
   When checked, causes the most recently used file to be loaded next time you run Menu Designer.

 Insert menu commands

The Insert menu offers the following commands:

<u>Command</u>
    Inserts a new <u>menu command</u> above the currently selected menu item.
<u>Node</u>
    Inserts a new <u>menu node</u> above the currently selected menu item.
<u>Separator</u>
    Inserts a new menu separator above the currently selected menu item.

Command command (Insert menu)

Use this command to insert a new menu command above the currently selected menu item.

Shortcuts
    Keys: Ins

Node command (<u>Insert menu</u>)

Use this command to insert a new <u>menu node</u> above the currently selected menu item.

 Separator command (<u>Insert menu</u>)

Use this command to insert a new menu separator above the currently selected menu item.

Help menu commands

The Help menu offers the following commands, which provide you assistance with this application:

Help Topics
 Offers you an index to topics on which you can get help.
About Menu Designer
 Displays the version number of this application and the registration information.

Help Topics command (<u>Help menu</u>)

Use this command to display the opening screen of Help.   From the opening screen, you can jump to step-by-step instructions for using Menu Designer and various types of reference information.

Once you open Help, you can click the Contents button whenever you want to return to the opening screen.

About command (Help menu)

Use this command to display the copyright notice and version number of your copy of Menu Designer.

Context Help command

Use the Context Help command to obtain help on some portion of Menu Designer.   When you choose the Toolbar's Context Help button, the mouse pointer will change to an arrow and question mark.   Then click somewhere in the Menu Designer window, such as another Toolbar button.   The Help topic will be shown for the item you clicked.

Shortcut
Keys: SHIFT+F1

Shortcut menus

Menu Designer provides a number of shortcut menus for various components of its user interface. The shortcut menus provide quick access to many tools used in Menu Designer:

Shortcut menu for menu items
Shortcut menu for edit boxes

Shortcut menu for menu items

The Shortcut menu for menu items is displayed after you click with the alternative mouse button within the client area of the Menu Designer window. The Shortcut menu provides quick mouse access to many tools used in Menu Designer. It offers the following commands:

Insert
  Command
  Node
  Separator
    Duplicate commands of the <u>Insert menu</u>

Cut
Copy
Paste
Delete
Rename
Test
Properties
    Duplicate commands of the <u>Edit menu</u>

Shortcut menu for edit boxes

The shortcut menu for an edit box is displayed after you click with the alternative mouse button within the edit box area. It can also be summoned by pressing Shift+F10 or clicking on a small square at the right-bottom corner of the edit box. The shortcut menu offers one or more of the following commands:

Edit
Generic editing commands to be performed on the contents of the edit box.

Choices
the list of pre-set lines which, when chosen, replace the current text of the edit box. You can manipulate the contents of this list by choosing **Properties** from the shortcut menu for the edit box.

Add to Choices
adds the current text of the edit box to the **Choices** submenu

Recent
the history list of the lines used in the edit box. When you close the dialog box by pressing OK, the contents of the edit box is added to the top of this list. You can manipulate the contents of this list by choosing **Properties** from the shortcut menu for the edit box.

Browse for File
opens a dialog box which allows you to choose a file, which full path is to be inserted in the edit box.

Browse for Folder
opens a dialog box which allows you to choose a folder, which full path is to be inserted in the edit box.

Properties
opens the Properties for the Edit Box dialog box.

Shortcut menu for the lists

The shortcut menu for a list box is displayed after you click with the alternative mouse button within the list box area. It can also be summoned by pressing Shift+F10 or clicking on a small square at the right-bottom corner of the list box. The shortcut menu offers one or more of the following commands:

Insert New
   allows you to insert a line in an empty list box

Insert Before
Insert After
   allow you to insert a new line in a list box before or after the currently selected line

Modify
   allows you to modify the currently selected line in the list box

Remove
   deletes the currently selected line in the list box

Remove All
   empties the list box

Move Up
Move Down
   move the currently selected line in the list box up or down

Properties
   opens the Properties for the list of ... dialog box.

'Properties for Edit Box' Dialog Box

Use this dialog box to change properties of an edit box of Menu Designer. It contains one or more of the following pages:

Choices
   list of items which appear in the *Choices* submenu of the edit box <u>shortcut menu</u>.

Recent
   list of items which appear in the *Recent* submenu of the edit box shortcut menu.

‘Properties for the list’ Dialog Box

Use this dialog box to change properties of the corresponding list of items (*Recent* or *Choices*) associated with an edit box. It contains the following areas:

Max. number of lines
   the maximum number of lines the associated list of items may contain. If the **Auto arrange lines** option is checked for the *Choices* list, then when you add a line to the list by using the command **Add to Choices** from the shortcut menu for the edit box, and the list already contains the **Max. number of lines**, the last line of the list is automatically deleted and the new line is added at the top of the list.

Auto arrange lines
   when checked, this option causes the list to be automatically rearranged when you choose an item of that list from the shortcut menu for the edit box: the item you have chosen is moved to the top of the list. This option is always enabled for the *Recent* lists.

Confirm Remove
   when checked, causes Menu Designer to prompt you to confirm the removing of a line from the list.

Confirm Remove All
   when checked, causes Menu Designer to prompt you to confirm the removing of all lines from the list.

Title Bar

The title bar is located along the top of a window.   It contains the name of the application and menu file.

To move the window, drag the title bar.   Note: You can also move dialog boxes by dragging their title bars.

A title bar may contain the following elements:
- Application Control-menu button
- Maximize button
- Minimize button
- Name of the application
- Name of the menu file
- Restore button

Scroll bars

Displayed at the right and bottom edges of the menu file window.   The scroll boxes inside the scroll bars indicate your vertical and horizontal location in the menu file.   You can use the mouse to scroll to other parts of the menu file.

Size command (System menu)

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.

After the pointer changes to the four-headed arrow:
1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2. Press a DIRECTION key to move the border.
3. Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

Shortcut
Mouse: Drag the size bars at the corners or edges of the window.

Move command (Control menu)

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.

Note: This command is unavailable if you maximize the window.

Shortcut
Keys: CTRL+F7

Minimize command (application Control menu)

Use this command to reduce the Menu Designer window to an icon.

Shortcut
    Mouse: Click the minimize icon on the title bar.

Maximize command (System menu)

Use this command to enlarge the active window to fill the available space.

Shortcut
Mouse: Click the maximize icon on the title bar; or double-click the title bar.

Close command (Control menus)

Use this command to close the active window or dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.

Restore command (Control menu)

Use this command to return the active window to its size and position before you chose the Maximize or Minimize command.

No Help Available

No help is available for this area of the window.

No Help Available

No help is available for this message box.

File Handler Help Contents

Introducing File Handler
        Overview

Using File Handler
        How to run File Handler
        Command Line Parameters

Dialog Boxes of File Handler
        Copy
        Move
        Rename
        Stamp
        Split
        Merge
        List
        Options

File Handler Overview

File Handler is a component of StepUp'98 which provides you with an alternative way to manipulate your files, similar to that employed by File Manager. It allows you to copy, move, rename, split, merge, and change time stamps of files and folders. The operations can be performed on file objects selected in an Explorer window, or on a group of files specified by a mask containing wildcards. File Handler provides you also with more control on how the operations to be performed: you can prevent Windows from asking you to confirm the operation, to rename files on collision, to preserve the "undo" information, etc.

File Handler is designed not to replace the existing methods of file managing provided by Explorer, but to complement them. File Handler comes especially handy in situations when you need to perform operations on a large number of files. For example, let's suppose you have a folder containing a large number of files of different types: TXT, EXE, DOC, etc. Now, if you are to copy only TXT files into a different folder, you would need to manually browse the contents of the folder, selecting every single file of type TXT (making sure no one is skipped!), then copy them on the clipboard, open a window for the destination folder, and finally paste them (or drag and drop the files onto the destination folder). With File Handler, on the other hand, you can specify the files you want to copy with the mask *.TXT, browse for the destination folder from the same dialog box, and File Handler will copy all the TXT files in it for you. Of course, you can use File Handler to copy even a single file, although in such case you may find that the traditional methods provided by Explorer are faster.

File Handler saves your time by maintaining the history lists for most fields of its dialog boxes. You can use them, for example, if you often copy files from one folder into another with File Handler: you don't have to open the destination folder or browse for it every time you want to copy the files, simply choose the destination folder from the history list in the 'Copy' dialog box.

File Handler is controlled by its command line arguments. By specifying appropriate command line arguments passed to File Handler, you can customize its behavior to suit your needs. Several such commands are included in StepUp Menu, which allow you to manipulate files and folders by choosing commands from the context menu. If you run File Handler with empty command line, it prompts you for a command to perform.

Related topics:
  File Handler Help Contents

How to run File Handler

File Handler can be run by choosing a command from <u>StepUp Menu</u>. StepUp'98 comes with a menu file containing several preset commands which open File Handler when you choose them from StepUp Menu. These commands supply different command line parameters to File Handler, customizing it to perform specific file operations. You can view or modify these menu items using <u>Menu Designer</u>.

Alternatively, you can run File Handler by running file FHandler.exe from the folder in which you have installed StepUp'98. When you run it in this way, File Handler prompts you for the command to perform.

File Handler: Command Line Parameters

You can use the command line parameters for File Handler in <u>StepUp Menu</u> command items or shortcut links, to specify the file operation to perform, and the arguments for the operation.

The values specified in the command line are then passed to the appropriate dialog box of File Handler, so that you can modify them before performing the operation.

There may be no parameters passed to File Handler, in this case File Handler prompts you for the command to perform. If several parameters are specified, they should be separated with commas.

Syntax

FHandler [**/Cmd** [**, Arg1** [**, Arg2** [**, Arg3**]]]]

where

/Cmd
>   the command switch. Must be the first of the parameters in the command line. Possible values are:

>   **/<u>C</u>opy**
>>   displays the <u>Copy</u> dialog box, which can be used to copy files and/or folders to a different location.

>   **/<u>M</u>ove**
>>   displays the <u>Move</u> dialog box, which can be used to move files and/or folders to a different location.

>   **/Rename**
>>   displays the <u>Rename</u> dialog box, which can be used to rename files and/or folders.

>   **/Split**
>>   displays the <u>Split</u> dialog box, which can be used to split a file into a number of segments.

>   **/Merge**
>>   displays the <u>Merge</u> dialog box, which can be used to merge segments into a single file.

>   **/Stamp**
>>   displays the <u>Stamp</u> dialog box, which can be used to modify the time stamp of files and/or folders.

>   **/List**
>>   displays the <u>List</u> dialog box, which can be used to produce a textual list of file objects, similar to the MS-DOS command DIR.

>   **/Options**
>>   displays the <u>Options</u> dialog box, allowing you to change the options for File Handler.

>   **Note** You don't have to specify the full name of the command switch. The underlined characters in the names above show the acceptable short forms of the command switches. For example, /C is equivalent to /Copy. The names of the switches are NOT case sensitive: for example, /C, /c, /COPY, and /copy are all treated the same.

Arg1, Arg2, Arg3
>   the command arguments. Their interpretation depends on the command switch specified:

FHandler [**/Copy** [, **objects** [, **to-folder** [, **rename-to**]]]]
FHandler [**/Move** [, **objects** [, **to-folder** [, **rename-to**]]]]
FHandler [**/Rename** [, **objects** [, **to-folder** [, **rename-to**]]]]
FHandler [**/Stamp** [, **objects** [, **new-date** [, **new-time**]]]]
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FHandler [**/Merge** [, **objects** [, **to-folder** [, **rename-to**]]]]
FHandler [**/List** [, **objects**]]
FHandler [**/Options**]

where:

objects

Specifies the location and name of a <u>file object</u> or a set of file objects for which you want to perform the operation. Can be one of the following:

- A path to the source file or folder. May contain the wildcards specifying a set of file objects. If the path is fully qualified, it is passed to the "From Folder" field of the corresponding dialog box, and the filename is passed to the "Objects" field. If the path is not fully qualified, it is treated as a path relative to the <u>current folder</u>.

- A special character **@**, which directs File Handler to get the source file object(s) from the clipboard. You can pass the objects through the clipboard by selecting them in an Explorer window and copying them on the clipboard before running File Handler. Or, if you are accessing File Handler via a command of StepUp Menu, you can set the <u>Copy selection to clipboard</u> option for the command to make StepUp Menu copy the selected objects on the clipboard for your before invoking File Handler.

to-folder

Specifies the folder in which you want to copy or move the file object(s). It is passed to the "To Folder" field of the corresponding dialog box.

rename-to

Specifies the new name or mask to rename the file objects during the operation. It is passed to the "Rename To" field of the corresponding dialog box.

new-date

Specifies the new date to assign to the file object(s) during the <u>Stamp</u> operation. It is passed to the "New Date" field of the **Stamp** dialog box.

new-time

Specifies the new time to assign to the file object(s) during the **Stamp** operation. It is passed to the "New Time" field of the **Stamp** dialog box.

segment-size

Specifies the size of the segments to be used during the **Split** operation. It is passed to the "Segment Size" field of the **Split** dialog box.

Note Remember that after you have passed the command line arguments to File Handler, it displays a dialog box, so that you will have an opportunity to modify the actual parameters of the operation before its execution begins.

Note You may pass empty arguments in the command line, if you want File Handler to use the default values for them. However, since the meaning of a parameter depends on its position among other parameters, the delimiting commas must be specified even if the parameter itself is empty, unless it is the last parameter in the command line.

For example, to copy all *.TXT files into a folder simultaneously renaming them into *.BAK, you could use the following command line:

FHandler /copy,*.TXT,,*.BAK

The *first* parameter, **/copy**, specifies the command you wish to perform. The *second* parameters specifies the mask **.TXT**, defining the set of source files for the operation. The *third* parameter is empty, that is no destination folder is passed to File Handler in the command line (you will be able to choose that folder when the Copy dialog box is displayed, though). The *fourth* parameter specifies the mask **.BAK** to be passed to the "Rename To" field of the dialog box.

File Handler: Copy Dialog Box

The **Copy** dialog box is displayed by File Handler if you specify **/Copy** as its first <u>command line</u> argument. You can use this dialog box to copy file(s) or folder(s) to another folder, simultaneously renaming them, if needed.

The **Copy** dialog box contains the following areas:

From Folder
> The folder in which the source file objects are located. Ignored if the fully qualified paths are specified in the "Object" area.

Objects
> The file objects for which you want to perform the operation. If the objects were passed through the clipboard (using the special character **@** in the <u>command line</u>), the box contains the list of objects passed and you cannot modify the contents of this field. Otherwise you can edit this field and access its history list.

To Folder
> The target folder in which you want to copy the source file object(s).

Rename To
> New name or mask to rename the files during the operation. The mask can be specified in one of the following ways:

> ***.ext**
>> changes the extensions of the source files to **ext**, leaving their names unchanged

> **name.***
>> changes the names of the source files to **name**, leaving their extensions unchanged

> ***.***
>> leaves both the names and extensions of the source files unchanged (does not rename the files).

> If no mask is specified, the ***.*** mask is assumed (that is no renaming occurs during the operation).

No Confirmation
> Directs File Handler to automatically reply "Yes to All" to all requests for confirmation during the operation.

Silent
> Directs File Handler to hide the progress dialog box during the operation.

Allow Undo
> Directs File Handler to preserve, if possible, the information necessary to undo the operation.

Rename On Collision
> Directs File Handler to automatically rename the file being operated on (giving a name such as "Copy #1 of...") if a file of the target name already exists.

Move
> Directs File Handler to move the file objects during the operation, rather than copy them.

Tip If you drag a file or a folder from an Explorer window to any of the fields **From Folder**, **Objects, To**

Folder, or **Rename To**, the information about the object being dragged is inserted in the field for you by File Handler.

File Handler: Move Dialog Box

The **Move** dialog box is displayed by File Handler if you specify **/Move** as its first command line argument. You can use this dialog box to move file(s) or folder(s) to another folder, simultaneously renaming them, if needed.

The **Move** dialog box contains the following areas:

From Folder
The folder in which the source file objects are located. Ignored if the fully qualified paths are specified in the "Object" area.

Objects
The file objects for which you want to perform the operation. If the objects were passed through the clipboard (using the special character **@** in the command line), the box contains the list of objects passed and you cannot modify the contents of this field. Otherwise you can edit this field and access its history list.

To Folder
The target folder in which you want to move the source file object(s).

Rename To
New name or mask to rename the files during the operation. The mask can be specified in one of the following ways:

*.ext
changes the extensions of the source files to **ext**, leaving their names unchanged

name.*
changes the names of the source files to **name**, leaving their extensions unchanged

.
leaves both the names and extensions of the source files unchanged (does not rename the files).

If no mask is specified, the ***.*** mask is assumed (that is no renaming occurs during the operation).

No Confirmation
Directs File Handler to automatically reply "Yes to All" to all requests for confirmation during the operation.

Silent
Directs File Handler to hide the progress dialog box during the operation.

Allow Undo
Directs File Handler to preserve, if possible, the information necessary to undo the operation.

Rename On Collision
Directs File Handler to automatically rename the file being operated on (giving a name such as "Copy #1 of...") if a file of the target name already exists.

Copy
Directs File Handler to copy the file objects during the operation, rather than move them.

Tip If you drag a file or a folder from an Explorer window to any of the fields **From Folder**, **Objects, To**

Folder, or **Rename To**, the information about the object being dragged is inserted in the field for you by File Handler.

File Handler: Rename Dialog Box

The **Rename** dialog box is displayed by File Handler if you specify **/Rename** as its first <u>command line</u> argument. You can use this dialog box to rename file(s) or folder(s).

The **Rename** dialog box contains the following areas:

From Folder
   The folder in which the source file objects are located. Ignored if the fully qualified paths are specified in the "Objects" area.

Objects
   The file objects for which you want to perform the operation. If the objects were passed through the clipboard (using the special character **@** in the <u>command line</u>), the box contains the list of objects passed and you cannot modify the contents of this field. Otherwise you can edit this field and access its history list.

To Folder
   The contents of this field is ignored during the operation (unless you have selected the **Move** checkbox, see below).

Rename To
   New name or mask to rename the file(s) during the operation. The mask can be specified in one of the following ways:

   *.ext
      changes the extensions of the source files to **ext**, leaving their names unchanged

   name.*
      changes the names of the source files to **name**, leaving their extensions unchanged

   .
      leaves both the names and extensions of the source files unchanged (does not rename the files).

   If no mask is specified, the ***.*** mask is assumed (that is no renaming occurs during the operation).

No Confirmation
   Directs File Handler to automatically reply "Yes to All" to all requests for confirmation during the operation.

Silent
   Directs File Handler to hide the progress dialog box during the operation.

Allow Undo
   Directs File Handler to preserve, if possible, the information necessary to undo the operation.

Rename On Collision
   Directs File Handler to automatically rename the file being operated on (giving a name such as "Copy #1 of...") if a file of the target name already exists.

Move
   Directs File Handler to move the file objects during the operation into the folder specified in the "To Folder" field, rather than simply rename them.

Tip If you drag a file or a folder from an Explorer window to any of the fields **From Folder**, **Objects, To Folder**, or **Rename To**, the information about the object being dragged is inserted in the field for you by File Handler.

File Handler: Stamp Dialog Box

The **Stamp** dialog box is displayed by File Handler if you specify **/Stamp** as its first command line argument. You can use this dialog box to change time stamp of file(s) or folder(s).

The **Stamp** dialog box contains the following areas:

From Folder

The folder in which the source file objects are located. Ignored if the fully qualified paths are specified in the "Object" area.

Objects

The file objects for which you want to perform the operation. If the objects were passed through the clipboard (using the special character **@** in the command line), the box contains the list of objects passed and you cannot modify the contents of this field. Otherwise you can edit this field and access its history list.

New Date

The date to be assigned to the source file object(s). Must be specified using the format proposed. In the format, **M** stands for a month, **d** for a day, **yy** for the last two digits of the current year, and **yyyy** for a year represented by the full four digits. All components of the date must be specified with numbers, not words. If the new date is not specified, File Handler leaves the date(s) of the source file object(s) unchanged during the operation.

New Time

The time to be assigned to the source file object(s). Must be specified using the format proposed. In the format, **h** (or **hh**) stands for an hour, **m** (or **mm**) for a minute, **s** (or **ss**) for a second, and **t** (or **tt**) for a time marker (AM or PM). If the new time is not specified, File Handler leaves the time(s) of the source file object(s) unchanged during the operation.

Apply to the Attributes

The components of the time stamp to which the new date and/or time to be assigned. Note that not all file systems support all possible attributes. Not supported attributes are ignored during the operation.

Silent

Directs File Handler to hide the progress dialog box during the operation.

Note Contrary to Windows NT, Windows 95 does not currently allow to change time stamps of folders. Nevertheless, File Handler attempts to stamp folders, if you direct it to do so, and no error message is generated in such a case.

Base name - in the **Split/Merge** operations, the common part of the file names of the segments. The full file names of the segments is formed by appending three digit extensions, containing the ordinal numbers of the segments, to the base name.

For example, if a segment's name is *Letter To Mom.doc.001*, the base name is *Letter To Mom.doc* .

File Handler: Split Dialog Box

The **Split** dialog box is displayed by File Handler if you specify **/Split** as its first command line argument. You can use this dialog box to split a file into several segments.

The **Split** dialog box contains the following areas:

From Folder
> The folder in which the source file is located. This field is ignored if the fully qualified path is specified in the "Object(s)" area.

Object(s)
> The file which you want to split into segments. Only one file may be split at a time.

To Folder
> The target folder in which you want to create the segments of the source file.

Rename To
> New name or mask to be used as the base name for the segments created during the operation. The mask can be specified in one of the following ways:
>
> ***.ext**
> > changes the extension of the base name to **ext**, leaving its name the same as the name of the source file.
>
> **name.***
> > changes the name of the base name to **name**, leaving its extension the same as the extension of the source file.
>
> ***.***
> > makes the base name of the segments the same as the source file name.
>
> If no mask is specified, the ***.*** mask is assumed (that is no renaming occurs during the operation).

Segment size
> The size of the segments to be created during the operation. If you change this value, the **Number of segments** field is automatically recalculated based on the size of the source file.

Number of segment
> The number of the segments to be created during the operation, between 1 and 999.   If you change this value, the **Segment size** field is automatically recalculated based on the size of the source file. This field is enabled only if the source file was specified by selecting it in an Explorer window.

Delete source file(s) when done
> If checked, this option causes File Handler to delete the source file if the operation has been completed successfully.

Silent
> If checked, this option directs File Handler to hide the progress dialog box during the operation.

Note The segments created during the operation are named by appending the three-digit extension, containing the number of the segment starting from 001, to the base name.   For example, if the name of the source file is "Letter To Mom.doc", the segments are named as "Letter To Mom.doc.001", "Letter To Mom.doc.002", etc., assuming that the **Rename To** field is left blank. If, however, the mask "Letter.*" was

specified in the **Rename To** area, the segments are named as "Letter.doc.001", "Letter.doc.002", etc.

Note The segments are created in such a way that the original source file may be reproduced by direct concatenating the segments in the appropriate order, that is the segments do not contain any additional information other than the raw data from the original file.   This method may not be compatible with some other utilities, such as Norton Commander for Windows 95.

File Handler: Merge Dialog Box

The **Merge** dialog box is displayed by File Handler if you specify **/Merge** as its first command line argument. You can use this dialog box to merge several segments into a single file.

The **Merge** dialog box contains the following areas:

From Folder
The folder in which the source file segments are located. This field is ignored if the fully qualified path is specified in the "Object(s)" area.

Object(s)
The segment(s) to split. Only segments with the same base name (that is, the segments of the same file) may be merged at a time.

Note You may specify in this area any one segment, more than one segments (by selecting them in an Explorer window), or only the base name for the segments. File Handler will attempt to merge all segments with the same base name, starting with segment # 001.

To Folder
The target folder in which you want to create the destination file.

Rename To
New name or mask to be used as the name for the destination file. The mask can be specified in one of the following ways:

*.ext
changes the extension of the destination file to **ext**, leaving its name the same as the name of the base name of the segments.

name.*
changes the name of the destination file to **name**, leaving its extension the same as the extension of the base name of the segments.

.
makes the full name of the destination file the same as the base name of the segments.

If no mask is specified, the ***.*** mask is assumed (that is no renaming occurs during the operation).

Segment size
This area is not used during the Merge operation.

Number of segment
This area is not used during the Merge operation.

Delete source file(s) when done
If checked, this option causes File Handler to delete the source file if the operation has been completed successfully.

Silent
If checked, this option directs File Handler to hide the progress dialog box during the operation.

Note The destination file is produced by direct concatenation of the segments in the order specified by the numeric name extension of the segments, starting from 001. This method may not be compatible with

some other utilities, such as Norton Commander for Windows 95.

File Handler: List Dialog Box

The **List** dialog box is displayed by File Handler if you specify **/List** as its first <u>command line</u> argument. You can use this dialog box to make a textual list of files or folders, which can be saved in a file or put onto the Windows Clipboard. Having made the list, you may further print it out (by pasting the list in Notepad and using its Print command, for example), import the list into a database, etc.

The list of files produced by this command has a regular ASCII text format. It contains optional header, followed by a list of files (one line per file or folder). The **List** dialog box can be used to control the contents and format of the file listing. It contains the following areas:

From Folder

The folder in which the file objects you wish to make a list of are located. This field is ignored if the fully qualified path is specified in the "Object(s)" area.

Object(s)

The file objects to list. If the objects were passed through the clipboard (using the special character **@** in the <u>command line</u>), the box contains the list of objects passed and you cannot modify the contents of this field. Otherwise you can edit this field and access its history list.

Include information

The information you want to be included for each file object in the list:

Name

The name of a file object. The format of this field is specified with the *Format for Name* group of controls.

Type

The type of a file object, as it appears in Explorer. The format of this field is specified with the *Format for Type* group of controls.

Short (8.3) name

The MS-DOS alias for the long name of a file or a folder.

Size

The size of a file, in bytes.

Date & Time

The date and time when a file object has been last modified.

Attributes

The attributes of a file object. In the output list the attributes are represented with the following characters:

a - archive
r - read-only
h - hidden
s - system
c - compressed

Format for Name

This group lets you control the appearance of a file name in the list:

Max. length

The maximum number of characters of a file name.   If the actual name is longer than this number, it is truncated when producing the list.

Append extension
If checked, this option causes File Handler to append the extension of a file name, if any, to the name when producing the list.

Explorer style
If checked, this option causes File Handler to use the Explorer-like presentation for the originally capitalized file names. That is, the first letter of such a name remains capitalized, but the rest of the characters are converted to lower case.

Adjust case
If checked, this option causes File Handler to convert the names of folders to upper case, as well as convert the names of files to lower case.

Note If none of these options, *Explorer style* and *Adjust case*, is checked, the original file names (as they are stored on the disk) are used in the list.

Format for Type
This group lets you control the appearance of the file type in the list:

Max. length
The maximum number of characters of a file type.   If the actual type is longer than this number, it is truncated in the list.

Use extension
If checked, this option causes File Handler to write in the list the extension of a file name in place of its file type.

Sort By
Specifies the order in which file objects should be sorted in the list.

Include header
If checked, this option causes File Handler to write the summary information about the file objects being listed at the beginning of the list.

Use Tab as separator
If checked, this option causes File Handler to use the Tab character (ASCII code 9) as the separator between various fields of the list. This option is useful if you need to import the list into a database. If this option is not checked, the space characters are used to fill gaps between the fields in the list.

Write to file
If checked, this option causes File Handler to save the list of file objects into the file specified.   If the file already exists, File Handler prompts you to overwrite it or to append the new list to the existing records.

Copy to Clipboard
If checked, this option causes File Handler to put the list onto the Windows clipboard.

Tip If the source files are passed to this command via the clipboard (that is, when the **@** character is used in the command line), then only the currently selected files and/or folders are included in the list.   To select all files in an Explorer Window, press Ctrl+A before accessing the context menu.   *Note* If the set of selected files contains shortcuts, the target objects are included in the list, not the shortcuts themselves. To include the shortcut files in the list, use the **By Mask** form of the command, that is specify the mask *.*

instead of @ in the command line of File Handler.

File Handler: Options Dialog Box

The **Options** dialog box is displayed by File Handler if you specify **/Options** as its first command line argument. You can use this dialog box to change options for File Handler.

The **Options** dialog box contains the following areas:

Size of History Lists
    The maximum number of lines stored in the history lists for various fields of the dialog boxes of File Handler.

Clear History lists
    When checked, causes File Handler to clear history lists for all fields in its dialog boxes.

Taskbar Icon Handler Help Contents

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Taskbar Icon Handler Overview

Taskbar Icon Handler is a component of StepUp'98 which you can use to access some of the commands provided by StepUp'98 through the Windows Taskbar. The current version of Taskbar Icon Handler provides the following icons:

Taskbar Menu
Allows you to choose commands of the StepUp Menu without selecting any file objects.

Taskbar Navigator
Allows you to access Folder Navigator from the taskbar.

Fast Exit
Allows you to quickly log off, shut down, or restart your computer.

AutoRun CD
Allows you to turn on/off the CDROM Autorun feature of Windows.

MicroDesk
Allows you to quickly access items on the Desktop.

When you install StepUp'98, Taskbar Icon Handler is installed automatically in such a way that all icons provided by StepUp'98 are always added to the Windows Taskbar whenever you start Windows. To access the function assigned to an icon, all you need is click the icon in the Taskbar with the mouse. Taskbar Icon Handler will display a menu, specific to each icon. You may choose a command from the menu, or dismiss the menu without choosing any command by clicking with the mouse anywhere on the screen outside the menu area or by pressing the Escape key.

If you click the icon with the alternative mouse button, the Control Menu for the icon is displayed. You can use its commands to control the loading on Windows startup option for the icon, display StepUp'98 Help, view the copyright and registration information, or remove the icon from the taskbar.

Note There may be other icons present in your Taskbar, installed by Windows or other utilities. Taskbar Icon Handler does not control their behavior, it manages only icons provided by StepUp'98.

Related topics:
Taskbar Icon Handler Help Contents

 Taskbar Menu Icon

Taskbar Menu Icon allows you to access StepUp Menu commands directly from Taskbar. The name of the root node of the StepUp menu hierarchy is displayed as a tooltip for the Taskbar Menu Icon. If StepUp Menu Handler is not installed or no menu file is activated, StepUp Menu is not accessible via the Taskbar Menu Icon.

Note When you summon StepUp Menu via Taskbar Menu Icon, no file objects are assumed to be selected and therefore no file objects are passed to the StepUp Menu commands which use file macros. To work with such commands, you need to access StepUp Menu through the Windows Context Menu, by selecting file object(s) in question in the Explorer window and then clicking with the alternative mouse button.

Taskbar Navigator Icon

Taskbar Navigator Icon allows you to access Folder Navigator commands directly from Taskbar. When you click the icon, the Folder Navigator menu is displayed, which contains the history list of folders you were accessing and the *Advanced* command, allowing you to use the advanced features of Folder Navigator.

Fast Exit Icon

Fast Exit icon allows you to quickly log off, shut down, or restart your computer. When you click the Fast Exit icon in the taskbar, the Fast Exit Menu is displayed, offering the following commands:

Shut Down
   shuts down the computer to a point at which it is safe to turn off the power, and, if your system supports the power-off feature, turns the power off.

Restart
   shuts down the computer and then restarts it.

Logoff
   shuts down all running applications and processes and logs the user off.

The command you have chosen last time is shown in the menu in bold typeface. Its name is also displayed as a tooltip for the Fast Exit icon.

During the execution of the commands, the system looks for any unsaved documents or open MS-DOS sessions you might be working with, and prompts you to save the documents or end the MS-DOS sessions, accordingly, or to cancel the Fast Exit command.

AutoRun CD Icon

Let us remind: while working, Windows polls repeatedly to detect if a CD-ROM disc has been inserted in the drive. When this situation is detected, the volume of the disc is checked for an Autorun.inf file. If the volume contains an Autorun.inf file, programs listed on the *open=* line in the file are run. This feature is enabled by default.

AutoRun CD icon allows you to turn on/off the automatic running of the data CDs when you insert them in the CDROM drive. It may also be used to toggle the automatic playing of the audio CDs. The current state of these options is displayed as a tooltip of the AutoRun CD icon in the taskbar.

To toggle the automatic running of the data or audio CDs, click the AutoRun CD Icon and choose the appropriate command from the menu displayed.

If   you are running Windows 95, the switch to the opposite state of the autorun function occurs immediately.

If you are running Windows NT, the change of the state is delayed until you log on to the system next time. StepUp'98 prompts you to re-logon after you have used the Autorun data CD command.

Note Autorun CD icon does not detect the presence of a CD-ROM drive in your system. If your system has no CD-ROM drive installed and you don't want the Autorun CD icon to appear in the taskbar, follow these steps:

1. Click the Autorun CD icon in the taskbar with the alternative mouse button.

2. When the Control Menu for the icon is displayed, make sure the 'Load on start up' option is not checked.

3. Click the Autorun CD icon in the taskbar with the alternative mouse button again.

4. Choose Close in the Control Menu.

Note Autorun CD icon does not work if the *Auto Insert Notification* option for your CD-ROM driver is turned off. Click here to know how to control this option.

 MicroDesk Icon

MicroDesk icon allows you to quickly access items on your Desktop.   You may find this icon handy in situations when you need to access an item on the Desktop while several applications are running, covering all (or almost all) of the desktop space.

The standard way to deal with such a problem is to right-click on the taskbar and select the *Minimize All Windows* command from the menu.   After having accessed the desktop item in question, the *Undo Minimize All* command is used to restore all windows in their original positions.

With MicroDesk, you can access the Desktop much faster.   If you click the MicroDesk icon in the taskbar, a small window is displayed on the screen above all existing windows, showing all the Desktop items.   As you move the mouse over the items within the MicroDesk window, the names of the items appear as the *tooltips*.   If you click an item *once* with the *left* mouse button, the resulting action is the same as if you have double-clicked the item on the Desktop.   If you click an item with the *right* mouse button,   the shortcut menu for the item is displayed, from which you may choose commands specific to the item you have right-clicked.   Finally, you may dismiss the MicroDesk window without accessing any of the Desktop items by clicking anywhere on the screen outside the MicroDesk window or pressing the Alt-F4 key.

Note: The first time you are accessing MicroDesk after Windows has been restarted, it may take a bit longer to display the MicroDesk window.   After that, until Windows or StepUp Taskbar Handler is restarted, the MicroDesk window is displayed much faster, since it reuses the information about the icons of the Desktop items.   As a result of this optimization, the following problem may occur: if you have changed an icon of a desktop item, the old icon may still be displayed by MicroDesk. If this happens, right-click the title bar of the MicroDesk window while it is on the screen and select the *Refresh* command from the menu shown. This will force MicroDesk to update its icon cache.

How to run Taskbar Icon Handler

Taskbar Icon Handler is run automatically every time you start Windows. During the initialization process, Taskbar Icon Handler checks the 'Load on start up' option for each of the icons provided by StepUp'98 and activates only those for which this option is turned on.

Alternatively, you can run Taskbar Icon Handler by running file TrayIcon.exe from the folder in which you have installed StepUp'98. When you run it in this way, Taskbar Icon Handler ignores the 'Load on start up' options and adds all available icons to the taskbar.

How to hide an icon that you don't want to use

If you don't want the icon in question to be loaded on Windows startup, click the icon in the taskbar with the alternative mouse button and make sure the "Load on start up" option is not checked. This will keep the icon visible until you log off or restart Windows.

To hide the icon immediately, click the icon in the taskbar with the alternative mouse button and then click Close in its Control Menu.

You may also wish to make use of the StepUp Control Panel, that lets you specify which icons should be visible in the taskbar.

How to restore a previously hidden icon

Run TrayIcon.exe from the folder in which you have installed StepUp'98.This will add all icons provided by StepUp'98 to the taskbar. If you want some or all of the icons to be loaded automatically on Windows start up, click each icon in question with the alternative mouse button and make sure the   "Load on start up" option in its Control menu is checked.

You may also wish to make use of the StepUp Control Panel, that lets you specify which icons should be visible in the taskbar.

How to access StepUp Menu via a Taskbar Icon

Assuming the Taskbar Menu icon (   ) is present in the taskbar, click it with the mouse. When StepUp Menu is displayed, choose the command you wish to perform, or click anywhere on the screen to dismiss the menu without any command chosen.

If no menu is shown after you have clicked the Taskbar Menu icon, run Menu Designer and activate a menu file as the StepUp Menu.

How to quickly log off, shut down or restart computer

Assuming the Fast Exit icon ( ) is present in the taskbar, click it with the mouse. Then choose the command you wish to perform from its menu, or click anywhere on the screen to dismiss the menu without any command chosen.

How to toggle the Autorun CD feature

Assuming the AutoRun CD icon ( ) is present in the taskbar, click it with the mouse. Then choose the command from its menu, or click anywhere on the screen to dismiss the menu without any command chosen.

Using Control Menu of a Taskbar Icon

When you click a taskbar icon provided by StepUp'98 with the alternative mouse button, the Control Menu for the icon is displayed. It offers the following commands:

Load on start up
   When checked, causes Taskbar Icon Handler to add the icon to the taskbar during Windows startup.

Help
   Use this command to display StepUp'98 Help. From the opening screen, you can jump to step-by-step instructions for using StepUp'98 and various types of reference information. Once you open Help, you can click the Contents button whenever you want to return to the opening screen.

About...
   Use this command to display the copyright and registration information for StepUp'98.

Close
   Use this command to remove the icon from the taskbar. If will be added to the taskbar again next time you log on to or reboot your computer, unless the **Load on start up** option is not checked for the icon. If you close all icons provided by StepUp'98, the Taskbar Icon Handler removes itself from the memory. To load the icons again, run Taskbar Icon Handler.

Using StepUp Control Panel

StepUp Control Panel is a component of StepUp'98 which you can use to control various settings of StepUp'98 and Windows.   You can access StepUp Control Panel either through an icon in the Windows Control Panel or by using one of the shortcuts created during the installing of StepUp'98.

StepUp Control Panel dialog box contains the following pages:

About
>   Similar to any other About screen displayed by StepUp'98 components.   Provides copyright and registration information about StepUp'98.

StepUp'98
>   Settings specific to StepUp'98.

Windows
>   Settings of Windows, not found in the standard Control Panel.

Boot
>   Multi-system boot options and Windows 95 boot settings.

Clean Up
>   This page can be used to clear various history lists used by Windows, as well as the "Add/Remove Programs" list.

Note: The Taskbar icons provided by StepUp'98 are temporarily removed from the taskbar while you work with StepUp Control Panel.   The icons are restored in the taskbar as soon as you have closed StepUp Control panel. This behavior is by design.

StepUp'98 page (StepUp Control Panel)

Use this page to control settings specific to StepUp'98.   This page contains the following areas:

StepUp Menu files
Lets you specify the menu files to be used when displaying the Context and Taskbar menus.   This group of controls has the same effect as the File - Activate command of Menu Designer.

Activate Folder Navigator
Use these options to specify how you want to access Folder Navigator.

Taskbar Icons
Use these options to specify which Taskbar icons provided by StepUp'98 you want to appear in the taskbar.

Windows page (StepUp Control Panel)

Use this page to control Windows settings not accessible through the standard Control Panel. This page has the following areas:

Start Menu Add-ons
Lets you make the virtual folders listed here to be accessible through the Start Menu.

Window Metrics
Use these controls to change size of various elements of the windows user interface.

Miscellaneous
Lets you control various miscellaneous options of the windows user interface.
Note: If you change the *Menu show delay* value, you must logoff and then log back on in order for the new value to take effect.

Registered Owner
Organization
Use these fields to change the registration information that appears in the *About Windows* screen.

 Boot page (StepUp Control Panel)

Use this page to control the multi-system boot options and Windows 95 boot options.   This page has the following areas:

Default Operating System
> Lets you control the contents of the BOOT.INI file.
> **Note:**   These controls are enabled only if your computer is already configured to boot several operating systems (usually Windows NT and Windows 95).

> *Show OS list for ... sec*
>> Sets the amount of time the OS list remains on the screen before the default OS continues to boot.

> *New*
>> Press this button to add a new OS to the OS list.

> *Delete*
>> Press this button to delete the currently selected OS from the OS list.

> *Edit*
>> Press this button to modify the currently selected OS in the OS list.

> *Clone*
>> Press this button to create a copy of the currently selected OS in the OS list. Then you may use the *Edit* button to modify the new record.

Windows 95 Boot Options
> Lets you control the contents of the MSDOS.SYS file.
> **Note:**   These controls are enabled only if the MSDOS.SYS file is already present in the root folder of the boot drive.

> *Wait for function key for ... sec*
>> Sets the amount of time the "Starting Windows 95" message remains on the screen before Windows 95 continues to boot.   You may press the function key boot options (F4, F5, F6, and F8) during this time. If you clear this option, Windows 95 continues to boot without waiting for a function key.

> *Always show boot menu for ... sec*
>> Sets the amount of time the Startup menu remains on the screen before Windows 95 continues to boot.   If you clear this option, you must press the F8 function key to display the Startup menu.

> *Allow F4 to boot previous OS*
>> Allows the use of the F4 function key to boot the previous OS (MS-DOS, usually).

> *Boot previous OS by default*
>> If you select this option, the previous operating system will be set as the default OS.   To boot Windows 95, you will need to press F4 during the startup.

> *Start GUI automatically*
>> If you clear this option, you will need to enter the WIN command at the command prompt to start the Graphical User interface.

Load on top

    If you clear this option, Windows 95 will not load COMMAND.COM and DRVSPACE.BIN/DBLSPACE.BIN at the top of 640 K of memory.   Clear this option if you have compatibility problems with some old software.

Show Windows Logo

    If you clear this option, Windows 95 will not display its logo during startup.

CleanUp page (StepUp Control Panel)

Use this page to clear history lists used by Windows and the Add/Remove Software list.   This page has the following areas:

Clear history lists
>   Select the list(s) which you want to clear.
>   **Note:**   You may need to logoff and then log back on before the selected list(s) will be actually cleared.

Hide last user name in the logon prompt
>   Select this option to prevent Windows from displaying the previous user name in the logon prompt.
>   **Note:** This option is ignored if your computer is not configured to show the logon prompt at startup.

Add/Remove Programs List
>   This list shows the items of the standard Add/Remove Programs list in the Control Panel.   The difference is that you may not only uninstall the selected program, but also view the command lines of the list and delete its lines without performing any uninstalling actions.

>   *View*
>>   Press this button to view the command line corresponding to the item selected in the list.

>   *Add/Remove*
>>   Press this button to execute the command line corresponding to the item selected in the list. This has the same effect as using the standard Add/Remove Programs list through the Control Panel.

>   *Delete*
>>   Press this button to delete the item selected in the list, without performing any uninstalling action. This is useful if you have already removed the program from your computer, by deleting its files manually.

Can I order a subset of StepUp'98 for a lower price?

Sorry, the answer is No. StepUp'98 comes on the "all-or-nothing" basis. Even if you are using only a subset of StepUp'98 utilities, for example, Folder Navigator, and are not using anything else from StepUp'98, you are still required to purchase a license for the whole set of StepUp'98 utilities, for its full price.

Can I upgrade to StepUp'98 from FM StepUp?

Sorry, the answer is No. StepUp'98 is not an upgrade to FM StepUp, it is a separate product and it must be ordered separately. If you have registered FM StepUp, you may continue upgrading to its new releases as they become available, free of any upgrade charges.

Not all items appear in StepUp Menu

This may happen if you are using other shell extensions which add their own items to the context menu. As a matter of fact, Windows imposes a limit on the total number of menu items which may be added to the context menu. The limit is about 160 items. If other shell extensions add too many items to the context menu (an example of such an extension is Norton Navigator for Windows 95), StepUp Menu may not be able to add all its items to the context menu. To allow StepUp Menu to add all its items to the context menu you need to disable one or more of the other extensions.

Only A: and C: drives appear in the "Explore Drive" submenu

This behavior is by design. As a matter of fact, StepUp does not search for all drives present in the system when displaying the "Explore Drive" submenu. If you want other drives to appear in this submenu, use Menu Designer to add appropriate commands to it.

I've lost StepUp Menu

Don't worry, it's easy to fix: just <u>run Menu Designer</u> and <u>activate a menu file</u> you wish to be used as StepUp Menu. Or, use the <u>StepUp Control Panel</u> to activate the menu files.

How do I provide each user with a separate StepUp menu

If StepUp'98 is used by more than one user (over a network, or logging on to the same computer) you may set up <u>StepUp Menu</u> in such a way that each user will have his or her own set of commands, independent on other users.

By default, after you install StepUp'98, all users of the system share StepUp Menu commands contained in the file StepUp.mnu, installed into the same folder as the rest of the StepUp'98 files. If one of the users makes a change to the menu file, the change affects StepUp Menu used by all the other users of the system.

To provide each user with a private copy of StepUp Menu commands, make users have only READ-ONLY access to the StepUp.mnu file (by changing properties of the file or by making the whole folder in which you have installed StepUp'98 read-only). In this way, each user will be able to access the existing set of StepUp Menu commands without limitations. However, if s/he makes a change to the menu file, Menu Designer will not allow to save the changes in the read-only menu file. The user would have to save the modified menu file into a new file (preferably in his or her own private directory on the disk). Upon exiting Menu Designer, the user will be prompted to <u>activate</u> the modified menu file. If s/he agrees so, the private menu file is activated as StepUp Menu for this user. From this moment on, the user will be using its own copy of the menu file, and any changes to the file s/he may make will not affect StepUp Menu commands used by other users.

I've lost Folder Navigator

Don't worry, it's easy to fix: just click the Folder Navigator icon in the taskbar and then click on "Activate Folder Navigator". If you don't see the Folder Navigator icon in the taskbar, run TrayIcon.exe from the folder in which you have installed StepUp'98.This will add all icons provided by StepUp'98 to the taskbar. If you want the Folder Navigator icon to be loaded automatically on Windows start up, click it with the alternative mouse button and click the "Load on start up" option in its Control menu.

I've lost StepUp Icons in the taskbar

Don't worry, it's easy to fix: just run TrayIcon.exe from the folder in which you have installed StepUp'98.This will add all icons provided by StepUp'98 to the taskbar. If you want some or all of the icons to be loaded automatically on Windows start up, click each icon in question with the alternative mouse button and check the "Load on start up" option in its Control menu.

Autorun CD Icon does not seem to work

If you use the Autorun CD icon added to the Taskbar by StepUp'98 to turn the Autorun Data CD feature ON, but it does not have any effect, try the following steps:

1. In *Control Panel*, double-click *System*.

2. Click the *Device Manager* tab.

3. Double-click the *CD-ROM* branch, and then double-click the CD-ROM driver entry.

4. On the *Settings* tab, make sure the *Auto Insert Notification* option is checked.

5. Click OK or Close until you return to *Control Panel*. If you are prompted to restart your computer, click *Yes*.

Not all selected files are passed to StepUp Menu by Windows

Symptoms

    You are selecting several file objects in an Explorer window and the last of the objects you are selecting is a shortcut, so that the shortcut gets the focus after you have selected all the desired objects. Now you are right-clicking the focused shortcut to summon the Windows context menu, and choosing a command from the StepUp Menu which expects a number of file objects to be passed through the clipboard. However, only the file object which the focused shortcut points to is passed to the command.

Cause

    This behavior is by design of Windows user interface and is NOT a bug of StepUp'98

Resolution

    Before summoning the Windows context menu, set the focus to a file object which is not a shortcut.

'Go to [CDROM drive]' does not open the root folder

Symptoms

You are using Folder Navigator to go to the root folder of a CDROM drive containing a data disc, but Windows does not open a window to browse the contents of the CDROM drive.

Cause

The 'Go to' command of Folder Navigator is assigned to perform an action corresponding to the default verb for the selected folder. (To see the default verb for a particular folder, click the folder with the alternative mouse button to open its context menu: the default verb is indicated by the **bold** typeface in the context menu). The default verb assigned by Windows to a root folder of a CDROM drive is **AutoPlay**, not **Open** or **Explore**.

Resolution

To open a window for browsing the contents of the root folder on a CDROM drive, use the 'Advanced' command of the Folder Navigator menu and choose 'Open' or 'Explore' in the 'Action' area of the *Folder Navigator* dialog box

'Go to' works as 'Open' in common dialogs

Symptoms

You are accessing Folder Navigator through the context menu in the 'Open' or 'Save As' common dialog box. You are using the 'Go to' command of   Folder Navigator to change the current folder displayed in the dialog box, but Windows opens a new browser window (similar to 'My Computer') for the chosen folder instead, leaving the current folder in the dialog box unchanged.

Cause

Windows does not currently provide a way to change the current folder of the 'Open' and 'Save As' common dialog boxes externally.

Resolution

Use the built-in means provided by the common dialog boxes to go to a different folder.

Dragging items between menu files is not supported

Symptoms

The current version of Menu Designer does not support dragging menu items from one menu file to another. It does support dragging items within the same menu file.

Cause

This behavior is a limitation of the current version of StepUp'98.

Resolution

Use commands Copy, Cut, and Paste of Menu Designer to move menu items between different menu files.

The number of menu items is limited by Windows

Symptoms

Menu Designer does not prevent you from adding any number of items to a menu file, however, not all of them may appear in StepUp Menu.

Cause

Windows imposes a limit on the total number of items a context menu may contain, which is about 160.

Resolution

Limit the number of items in StepUp menu or access StepUp Menu through Taskbar Icon, installed by StepUp'98, which does not limit the total number of items in StepUp Menu.

Stepup Menu conflicts with Norton Navigator

Symptoms
> If you are accessing StepUp Menu through the Windows context menu and Norton Navigator is enabled, then not all items of StepUp Menu appear in the context menu if you are selecting a folder which has subfolders. This does not happen if you are selecting a folder which has no subfolders, a file, or accessing StepUp Menu through the Taskbar Menu icon.

Cause
> Windows imposes a limit on the total number of items the context menu may contain, which is about 160. Norton Navigator takes up almost all this space, not allowing StepUp Menu (and other shell extensions) to add all available items to the context menu.

Resolution
> Disable Norton Navigator and use Folder Navigator of StepUp'98 instead!

Progress title reads 'Moving' while renaming files

Symptoms
> If you are using File Handler to rename a group of files, the title of the progress window reads *Moving...*, not *Renaming*....

Cause
> This behavior is by design of File Handler: it renames files by *moving* them into the same folder and simultaneously renaming them.

Windows 95 does not allow to stamp folders

Symptoms

If you are trying to change the time stamp of a folder under Windows 95 (by using File Handler's command Stamp, for example), the time stamp of the folder remains unchanged.

Cause

This behavior is a limitation of Windows 95. Windows NT does allow you to change time stamps of folders.

Not all stamped files are updated automatically

Symptoms

    If you are modifying time stamps of a large number of files by using the Stamp command of   File
    Handler, only information about the first 10 or so files is updated automatically in the Explorer window.

Cause

    This behavior is a limitation of Windows.

Resolution

    While the window containing the stamped files is active, press F5 to refresh its contents.

Updating clipboard may cause an application error

Symptoms

If you are passing a large number of files to File Handler through the clipboard, and, while File Handler is gathering information about the source files the contents of the clipboard is changing, an application error may occur.

Cause

Windows does not always guard the clipboard contents from being modified while another application is using the clipboard.

Resolution

Do not modify the contents of the clipboard (i.e. don't perform commands Copy and Cut) until File Handler has finished gathering information from the clipboard.

List of items presented by the "Add/Remove Programs" page of the Control Panel.

Click this button to see the command line associated with the selected item in the "Add/Remove Programs" list.

Click this button to run the uninstalling or setting up program associated with the selected item in the "Add/Remove Programs" list.

Click this button to simply delete the selected item from the "Add/Remove Programs" list, without running the associated uninstalling program.

Check the boxes for the history lists which you want to be cleared.

Check this box if you don't want the last user name to be shown in the Windows logon prompt.