

## About EzDesk

EzDesk™ is a desktop utility for Microsoft® Windows® 95 that includes the following features:

- Manage the desktop and folder icons layout,
- Hide or minimize all desktop windows,
- Size a selected desktop window to perfectly fit the desktop working area\*,
- Submenu the Run history list,
- Clear various recently used lists,
- Provide a set of hot keys to perform various functions, such as shut down Windows, hide or minimize all desktop windows, and folder icons layout save or restore, and
- Specify whether to save or restore the desktop icons layout automatically without ask for confirmation during startup, dynamic resolution switch, or shutdown.\*

By default, EzDesk installs itself as an icon in the taskbar notification area (*where the clock is in the taskbar*).

EzDeskTab is an extension of EzDesk as a Display Properties Tab. This is an optional component of EzDesk.

\* Features are only available for the registered version of EzDesk.

To view the help file, double-click the "EZDESK.HLP" file in your Help folder.

[Activate EzDesk now!](#)

### Note

If you feel EzDesk is not useful, please remove "EzDesk" from your machine.

On the other hand, if you like and use EzDesk regularly, please consider registering it.

Site license is also available. Please contact the author for more information.

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## How to contact the author

The author can be contacted as follows:

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### **Note**

To report problem about EzDesk, please include the version of EzDesk and where you obtained it. The version number can be found in the About EzDesk menu item.

## Registration

### Order Form (use the Print button to print out this form)

Send To:

**Melissa Nguyen**  
**8-A Village Loop, Suite #160**  
**Pomona, CA 91766**

Please check the applicable field(s):

US\$15 if you use EzDesk regularly

Send 3 1/2" disk  
(S/H: Please add US\$1.50 for domestic, US\$2.50 international)

Email to \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Registered name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Eve: \_\_\_\_\_

Electronic Mail address: \_\_\_\_\_

What version of EzDesk are you currently using? \_\_\_\_\_

How did you hear about EzDesk? \_\_\_\_\_

Comments: *(I.e., features you would like to see in EzDesk)*

***Thank you for registering EzDesk.***

## Revision history

| Date     | Rev. | Description   |
|----------|------|---|
| 09/16/95 | 1.0  | Initial release   |
| 09/24/95 | 1.1  | Incorrect INF file and error handling   |
| 09/27/95 | 1.2  | More error checking   |
| 10/03/95 | 1.3  | Bugs fixed and more checking<br>Show temporary location during confirmation   |
| 10/05/95 | 1.4  | Check for empty temporary directory<br>Released to only registered user   |
| 10/12/95 | 1.5  | Fix memory leak (accounts for once-in-a-while USER crashed!)<br>Fix mouse-bounced activation via taskbar icon<br>Added quick access to Run... history (last 10)<br>Added clear Run... history (does not have effect right away!)<br>Added -NTB (no task bar notification icon) command line switch<br>The new EzDesk interface as a Display Properties tab<br>10/14/95 1.6 Inadvertently release EZDESK16.ZIP to AOL  |
| 10/15/95 | 1.5a | Fix EZDESK.INF to install EzDesk in StartUp group   |
| 10/20/95 | 1.6a | The actual EzDesk 1.6<br>Fix clear run history<br>Fix contention problem when multiple instances of EzDesk are specified in StartUp.<br>Add hot key facility, default CTRL+ALT+Z<br>Added folder layout save/restore<br>Add clear recent file list<br>Add -NHK (no hot key) command line switch   |
| 10/05/95 | 1.7  | Add minimize all windows and undo (Ctrl+Alt+M, Shift+Ctrl+Alt+M)<br>Add -NSS (no splash screen) command line switch, registered only<br>Add hide all windows and undo (Ctrl+Alt+H, Shift+Ctrl+Alt+H)<br>Add Alt+Ctrl+S hot key for shutdown<br>Add command line switches -save and -restore, registered only<br>Enhance the clear documents menu<br>Add clear find files or folder MRU list<br>Fix continuous popping up of EzDesk<br>Remove QuickRes from the package, which can be obtained: <a href="http://www.microsoft.com">http://www.microsoft.com</a><br>Improve the Settings dialog |

## How to install

Follow the steps below to install EzDesk:

1. Copy the files in the archive into a temporary directory.
2. Right-click on the setup INformation file.  
(The *EZDESK.INF* file looks like a text file with a little gear)
3. Choose the INSTALL command.
4. To install the optional EzDesk Display Properties Tab, repeat steps 1 to 3 for *EZDSKTAB.INF*.

### Note

After installing the EzDesk, all files in the temporary directory can be removed.

The install script performs the following actions:

- Copies *EZDESK.EXE* into the *WINDOWS* directory
- Copies *EZDSKTAB.DLL* into the *WINDOWS\SYSTEM* directory
- Copies *EZDESK.INF* into the *WINDOWS\INF* directory
- Copies *EZDSKTAB.INF* into the *WINDOWS\INF* directory
- Copies *EZDESK.HLP* into the *WINDOWS\HELP* directory,
- Places a shortcut in the StartUp menu, and
- Registers an uninstall item in the Control Panel Add/Remove Software.

## How to uninstall

1. Go to the Control Panel
2. Double-click the "Add/Remove Programs" icon
3. Double-click "EzDesk" to uninstall it
4. Click the Add/Remove button
5. Repeat steps 1 to 4 for "EzDesk Display Properties Tab" if installed.

### Note

If there is problem with the uninstallation, simply remove the files that were copied to your machine as noted in the [installation](#). All references to EzDesk in the registry can be safely removed using REGEDIT.

## Command line switches

EzDesk can be configured with the following command line switches:

- NTB Prevents EzDesk from installing itself into the taskbar notification icon area. EzDesk can be activated using other methods.
- NHK Suppresses all EzDesk hot keys.
- NSS Suppresses EzDesk splash screen. This is available only with the registered version.
- SAVE Save the desktop icons layout and exit. This is available only with the registered version.
- RESTORE Restore the desktop icons layout and exit. This is available only with the registered version.

### Note

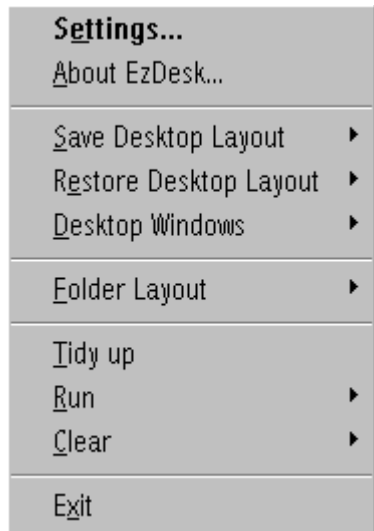
These switches can be specified in the properties of EzDesk in the StartUp group.

## How to activate EzDesk

EzDesk can be activated by one of the following methods:

- Left-clicking on the EzDesk icon in the taskbar notification area. This is the default mode unless the -NTB command line switch were used.
- Using the EzDesk activation hot key. The default hot key is Ctrl+Alt+Z unless the -NHK command line switch were used
- Starting EzDesk while EzDesk is already active.

When EzDesk is activated, the following menu will popup at the cursor:



Use the mouse or the underlined letter to select the desired command.  
The default hot key: Ctrl+Alt+Z



## How to setup options

Select the Settings menu item to specify how EzDesk should handle most of its operations. There tabs available in this dialog are:

- [General settings](#)
- [Confirmation settings](#)
- [Hot key customization](#)

This dialog has context sensitive help for each item in the tabs. Click the dialog help question mark icon (appear in the right side of the title bar) and point the arrow at the item for help.

**Note**

The Settings dialog is available only with the registered version.

## **The general settings tab dialog**

In the General settings, the save and restore of the desktop icons layout can be set to be done automatically or with confirmation during startup and shutdown, or be disabled completely. For example, EzDesk can be configured to automatically restore the desktop icons layout if changed at startup without asking for confirmation. The saving of the desktop icons layout if changed on the other hand, can be configured with confirmation. The removal of the Documents menu items not accessed in a specified number of days during startup can also be configured in the tab.

## **The confirmation settings tab dialog**

In the Confirmation settings, various aspects of EzDesk can be configured to prevent the confirmation messages from appearing. If the sound confirmation is checked, EzDesk will use the system sound settings to confirm an operation.

## The hot keys settings tab dialog

In the Hot Keys settings, the hot keys used by EzDesk can be individually enabled or disabled. Currently active hot keys are shown here with the \* suffix. For a key not to be active, it either is disabled or the hot key has already been registered by some other applications. To change a key assignment:

1. Select a hot key from the Commands list
2. Go to the Press New Shortcut Key and enter the new assignment. A hot key must be preceded by Ctrl+Alt or Shift+Ctrl+Alt.
3. Repeat 1 to 2 for more.
4. Press OK for the change to take effect.

### Note

Use the Hot Keys setting tab the second time to find out if the new assignment is ok. The -NHK command line switch can be used to disable all the hot keys.

## How to use the EzDesk hot keys

The following default hot keys are available while EzDesk is active:

|                      |  |
|----------------------|--|
| Ctrl+Alt+Z           | Activate EzDesk.   |
| Ctrl+Alt+H           | Hide all windows on the desktop.                                 |
| Shift+Ctrl+Alt<br>+H | Undo hide all windows on the desktops.                           |
| Ctrl+Alt+M           | Minimize all windows on the desktop.                             |
| Shift+Ctrl+Alt<br>+M | Undo minimize all windows on the desktops.                       |
| Ctrl+Alt+S           | Shut down Windows. The unregistered version will always confirm. |

### Note

If any of the above key combinations have already been assigned, that particular hot key is not available. To disable all the hot keys, use the -NHK command line switch. To change or disable individual hot keys, use the Hot Keys tab in the Settings dialog.

## Working with the desktop icons layout

A meticulously arranged desktop icons layout can be scrambled due to an errant application or an accidental desktop arranged by name, type, size, or date. Switching the screen resolution also requires the manual rearrangement of the desktop icons layout. EzDesk can restore a desktop icons layout to a previously saved layout.

- [How to save the desktop icons layout](#)
- [How to restore the desktop icons layout](#)
- [How to select or specify the name of the desktop icons layout](#)

### **Note**

Normally, EzDesk saves or restores the desktop icons layout using the screen resolution setting. With the registered version, a name can be assigned to your desktop icons layout during the save or select one during restore operation.

## How to save the desktop icons layout

1. Activate EzDesk
2. Select the Save desktop layout
3. Select the Current resolution or Specify to indicate a specific one..

### **Note**

The camera's snapshot clicking sound indicates that the desktop icons layout has been changed. To hear the sound, your system must be equipped with a sound card and a speaker.

## How to restore the desktop icons layout

1. Activate EzDesk
2. Select the Restore desktop layout
3. Select the Current resolution or Select to indicate a specific one.

### **Note**

If there are no changes in the desktop icons layout, this operation has no effect.



## How to specify or select the name of the desktop icons layout

1. Select the *Save Specify* or *Restore Select* menu item
2. Enter the name in the *Name box*
3. Click *ok* to continue.

## Working with all desktop windows

The following operations can be used to manage all the active windows on the desktop:

- [How to hide all desktop windows](#)
- [How to undo hide all desktop windows](#)
- [How to minimize all desktop windows](#)
- [How to undo minimize all desktop windows](#)

## How to hide all desktop windows

1. Activate EzDesk
2. Select the *Desktop windows Hide all* menu item
3. Click to hide.

Default hot key: Ctrl+Alt+H

### **Note**

The difference between hiding and minimizing is how windows with popup are handled. In hiding, all windows, including the ones with popup, are hidden. In the case of minimizing, only windows without popup are minimized. The Minimize All Windows offers by the taskbar is grayed out when there is any popup on the desktop.

Use this function to temporarily look at or select an icon on your desktop.

## How to undo hide all desktop windows

1. Activate EzDesk
2. Select the *Desktop windows Undo hide all* menu item
3. Click to unhide.

Default hot key: Shift+Ctrl+Alt+H

### **Note**

The Desktop windows *Hide all* menu item is also changed after all windows are hidden. **Remember** to undo the hide to get back all the desktop windows. The windows will NOT appear in the taskbar.

## How to minimize all desktop windows

1. Activate EzDesk
2. Select the *Desktop windows Minimize all* menu item
3. Click to unhide.

Default hot key: Ctrl+Alt+M

## How to undo minimize all desktop windows

1. Activate EzDesk
2. Select the *Desktop windows Undo minimize all* menu item
3. Click to unhide.

Default hot key: Shift+Ctrl+Alt+M

## Working with an open folder icons layout

The Folder Layout option can be used to take a snapshot of the position, size, view, icons layout, and toolbar and status bar of any folder while in large and small icon view. The snapshot can later be restored. You can experiment with the Dial-up Networking folder in *Start Programs Accessories*. This folder has notoriously been known to always rearrange the icons when open.

- [How to save an open folder icons layout](#)
- [How to restore an open folder icons layout](#)

### **Note**

The saving and restoring of the folder settings only carry out on-demand.

## How to save an open folder icons layout

1. Activate EzDesk
2. Select the *Folder layout save* menu item.
3. Point the hand cursor to the folder you want to save the icons layout.
4. Click to save and to take a snapshot of the folder icons layout.

Default hot key: Ctrl+Alt+F

### **Note**

Only folder in large or small icons view can be saved. The current icons view will also be saved.

## How to restore an open folder icons layout

1. Activate EzDesk
2. Select the *Folder layout restore* menu item.
3. Point the hand cursor to the folder you want to restore the icons layout.
4. Click to restore the folder.

Default hot key: Shift+Ctrl+Alt+F

### **Note**

The folder icons layout must be saved prior to using this function.



## How to perfectly size a desktop window to the workarea

1. Activate EzDesk
2. Select the *Tidy up* menu item.
3. Point the hand cursor to the window you want to size.
4. Click to tidy up the window.

## How to access the run history via submenu

1. Activate EzDesk
2. Select the *Run* menu item.
3. Select the entry that you want to run or use the hot key next to the entry.

### **Note**

If the run history list is empty, this menu item will be grayed out. The last 10 entries in the Run history list are displayed.

## How to clear the document menu

The Documents menu can be clear completely, selectively, or only the ones that are not accessed in a specified number of days.

1. Activate EzDesk
2. Select the *Clear Document Menu* menu item.
3. Select All, Specified..., or Not Accessed in x Days
4. Click to reset the taskbar document menu list.

### **Note**

If you select the *Documents Menu* in the taskbar immediately after you use this function, everything appears to still be there. If you select it again, the list will be empty.

The selective and not-accessed clears are only available in the registered version

## How to clear the find files or folders history list

1. Activate EzDesk
2. Select the *Clear Find Files or Folders* menu item.
3. Click to reset the search history list

### **Note**

The menu item is grayed out if the find files or folders history list is empty.

## How to clear the temporary directory

1. Activate EzDesk
2. Select the *Clear Temporary Directory* menu item.
3. Click empty the temporary directory

### **Note**

Please be certain that the TEMP environment variable points to a really temporary directory before using this function.

If the temporary directory is empty, this menu item will be grayed out.

## How to clear the run history list

1. Activate EzDesk
2. Select the *Clear Run History* menu item.
3. Click to clear the run history list

### **Note**

If the run history list is empty, this menu item will be grayed out. The clearing of the Run history only takes effect after exit Windows.

## How to clear the recently used files list

This command can be used to clear the recently used files list of any Windows 95 applications that use the registry to save the recently used files. Only those applications' list will show up in the menu.

1. Activate EzDesk
2. Select the *Clear Recent File List* menu item.
3. Select the application to reset the recently used files list.

### **Note**

The option *All* is only available with the registered version.

## How to exit EzDesk

1. Activate EzDesk
2. Select the *Exit* menu item.
3. Click to terminate EzDesk.

### **Note**

To hide the EzDesk menu, use the ESC key or click anywhere outside of the EzDesk menu area.

## How to shut down Windows

EzDesk provides a hot key combination to shut down your Windows quickly.

Default hot key: Ctrl+Alt+S

**Note**

The unregistered version always displays a confirmation for this operation.



By default, your help folder should be at C:\WINDOWS\HELP.

You can get to the StartUp group by Opening the Taskbar (left click the Start button.)

The working area is the portion of the screen not obscured by the tray.

This feature is only available with the registered version.

EzDesk can be activated by clicking the taskbar notification icon, the activation hot key (Ctrl+Alt+Z,) or start EzDesk again.

Did you know that you can simply drag a selected block of text and drop it on the desktop? This becomes **scrap** on your desktop. The **scrap** can be dragged into any application. Also, the **scrap** can be renamed.

You should make it a habit to backup your registry information regularly. Once corrupted, you cannot get back into your Windows. There is one backup copy, but it is a major disaster when the backup is the same as the active one. Use the Emergency Recovery Utility (ERU) or Configuration Backup (CFGBACK) utilities from Microsoft to do your backup. Better yet, if you have Microsoft Plus!, use the System Agent (SAGE) to schedule the backing either on a daily or weekly basis. I have a console utility that backs up the registry information as text file and zip them using the date as name in one zip file. If you are interested, email [me](mailto:me).

- [Start CfgBack now](#)
- [Start ERU now](#)

Select whether to disable the restore of the desktop icons layout , automatically carry it out, or confirm before carry it out at this time.



Select whether to disable the saving of the desktop icons layout , automatically carry it out, or confirm before carry it out at this time.

This the current setting of your temporary directory. Make sure nothing important is saved here when using this feature.

Uncheck to prevent the operation confirmation messages from appearing.

Enter the name of the desktop icons layout that you want to use. Name can have up to 32 characters and contain only characters from ASCII 32 to 127 excluding the characters \, \*, and ?.

This is the screen resolution that the name will be associated with.

Enter a description if you like for the name. Description can have up to 64 characters.

This is the list of saved desktop icons layout for the screen resolution.

This is the list of commands with hot keys. The prefix + denotes the hot key is enabled and -, disabled, respectively. The suffix \* denotes the key is currently active.



Use this button to either enable or disable the currently selected hot key in the Commands list

This is the current hot key assignment for the currently selected hot key in the Commands list.

Enter the new hot key assignment for the currently selected hot key in the Commands list.

Use this button to reset all the hot keys to their default settings.

Use this field to specify the number of days an entry not being accessed.

Check if you want audible confirmation of an operation.

Select whether to disable the removal of entries in the Documents Menu using the accessed date, automatically carry it out, or confirm before carry it out during startup.

Uncheck to prevent the folder layout save and restore confirmation messages from appearing.



Uncheck to prevent the desktop layout save and restore confirmation messages from appearing.

