

About EzDesk

EzDesk™ is a desktop utility for Microsoft® Windows® 95 and NT 4.0 that includes the following features:

- Manage the desktop icons layout,
- Cleanup the desktop icons layout,
- Hide or minimize all desktop windows,
- Manage the folder icons layout,
- Submenu the Run history list,
- Clear various recently used lists,
- Define 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, and,
- Provide an add-on feature for users' specific support.

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.

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

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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. The build number can be obtained using the Alt+B sequence in the About dialog.

EzDesk 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
U.S.A.

Please check:

- ☐ **US\$15 if you use EzDesk regularly (cash, check, or money order)**
- ☐ 3 ½ " disk (Shipping and handling, please add:
US\$2.00 U.S.A., US\$3.00 International), or
- ☐ Email to _____

☐ *Same information as on the check, or*

Name: _____ Date: _____

Company: _____ Title: _____

Address: _____

City, State, Zip, Country: _____

Phone: _____

Electronic Mail address: _____

What version of EzDesk are you currently using? _____

How did you hear about EzDesk? _____

Comments: _____

Thank you for registering EzDesk.

To register via CompuServe:
EzDesk SWREG# is 8395

How to install

Follow the steps below to install EzDesk:

- 1 Copy all the files from the archive into a temporary directory.
.
- 2 Start *EzSetup*, or
Right-click on the setup INformation file.
(*The EZDESK.INF file looks like a text file with a little gear*).
Choose the INSTALL command.
- 3 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,
- Copies EZDESK.CNT into the WINDOWS\HELP directory,
- Copies all the Ez*.DLL add-ons into the WINDOWS directory,
- Places a shortcut in the StartUp menu, and
- Registers an uninstall item in the Control Panel Add/Remove Software.

International users should use the EzSetup utility so the shortcut to EzDesk can be correctly created in your StartUp menu.

How to uninstall

1. Go to the Control Panel.
2. Double-click the "Add/Remove Programs" icon.
3. Double-click "EzWare EzDesk (remove only)" to uninstall it.
4. Click the Add/Remove button.
5. Repeat steps 1 to 4 for "EzDesk Display Properties Tab (remove only)" 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 <u>activated</u> using other methods.
-NHK	Suppresses all <u>EzDesk hot keys</u> .
-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:

- Context-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:

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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

In the Settings dialog, the OK button is grayed out for non-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 startup splash dialog and the sound events generated by EzDesk can be controlled in this tab. The Sound button can be used to assign EzDesk sound events in the control panel sound setting dialog

The confirmation settings tab dialog

In the Confirmation settings, various aspects of EzDesk can be configured to prevent the confirmation messages from appearing.

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+H	Undo hide all windows on the desktops.
Ctrl+Alt+M	Minimize all windows on the desktop.
Shift+Ctrl+Alt+M	Undo minimize all windows on the desktops.
Ctrl+Alt+S	Shut down Windows. The unregistered version will always confirm.
Ctrl+Alt+F	Restore all open folders layout
Shift+Ctrl+Alt+F	Ssave all open folders layout
Ctrl+Space	Put focus on the desktop
Ctrl+Alt+R	Restore the desktop layout
Ctrl+Alt+T	Tidy up the active window

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](#)
- [How to cleanup 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* menu item.
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. The sound event can be changed in the Control Panel Sound > EzDesk > Snapshot. *Current Resolution* is specified as *widthxheight* (e.g. 640x480)

How to restore the desktop icons layout

1. Activate EzDesk.
2. Select the *Restore Desktop Layout* menu item.
3. Select the *Current Resolution* or *Select* to indicate a specific one., or
Use Ctrl+Alt+R to restore the default layout.

Note

If there are no changes in the desktop icons layout, this operation has no effect. The sound event can be changed in the Control Panel Sound > EzDesk > Restore.

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.
4. If the Set default layout option is checked, then the specified layout will be used in the restore desktop icon layout hot key, Ctrl+Alt+R.

Note

If Default is checked, then the layout will be the default layout for the current resolution when EzDesk starts up. This is useful when multiple configurations are being used.

How to clean up the desktop icons layout

Use this command to move the icons to the predefined desktop grid. This command will resolve overlapping desktop icons.

1. Activate EzDesk.
2. Select the *Cleanup Desktop* menu item.

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

How to tidy up the active window

Tidy up the active window will tile the window to the size of the working area. The working area is the full screen minus the taskbar. If the taskbar is hidden, the working area is the full screen. This function is not a maximize but rather a tile. With a maximize, the window cannot be moved. With a tile, the window can still be moved.

1. Set active the window to be tidy up
2. Activate EzDesk.
2. Select the *Desktop Windows > Tidy up* menu item

Default hot key: Ctrl+Alt+T

Note

16-bit application that don't automatically detect the portion of the screen covered by the non-hidden taskbar can benefit from a tidy up. This function is only available in the registered version.

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. Open all the folders you want to save the settings for and position, size, arrange the icons, either show or hide the tool bar or status bar.
3. Select the *Folder Layout* > *Save* menu item.
4. Click to save.

Default hot key: Shift+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. Open all the folders you want to restore the settings.
3. Select the *Folder Layout > Restore* menu item.
4. Click to restore.

Default hot key: Ctrl+Alt+F

Note

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

How to work with add-ons

1. Activate EzDesk.
2. Select the *Add-on* menu item.
3. Select the *Customize...* submenu item to work with add-ons

Note

Each add-on will have its own settings dialog. The Settings and/or About buttons will be grayed out if the add-on does not provide them. Each EzDesk add-on has a unique ID and will not install twice. Please see the individual add-on for help.

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 underlined number prefixed the entry.

Note

If the run history list is empty, this menu item will be grayed out. Only 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 clear 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 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 exit EzDesk.

Note

To dismiss the EzDesk popup 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 and orderly.

Default hot key: Ctrl+Alt+S

Note

The unregistered version always displays a confirmation for this operation.

The default 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.

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 tiny utility that zips up the registry on a daily basis. If you are interested, email [me](#).

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

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

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 an optional description for the name. Description can have up to 64 characters.

Check to set the layout default for the current resolution.

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. Uncheck is the same as the -NSC command line switch.

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.

Control the startup splash screen. Uncheck is the same as the -NSS command line switch.

The box shows the installed add-ons. The loading order is the same as the order in the list box.

Show the settings dialog of the selected add-on. This button will be grayed out if the selected add-on does not have the Settings dialog.

Show the version of the selected add-on. This button will be grayed out if the selected add-on does not have the About dialog.

Install a new add-on.

Remove the selected add-on.

Move the order of the selected add-on up one. The list box order specifies the order of loading at startup time.

Move the order of the selected add-on down one. The list box order specifies the order of loading at startup time.

The active document menu list. Multiple entries can be selected using the shift and control keys.

Select all of the entries in the list.

Select none of the entries in the list.

Start the sound event control panel

