Rooms™ *for Windows*
from XSoft

User Guide

Rooms for Windows.

XEROX

Rooms for Windows from XSoft

User Guide

Rooms™ for Windows from XSoft, Release 1.0.

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1. Welcome to Rooms for Windows

Rooms™ for Windows from XSoft is an add-on program that operates in the Microsoft® Windows™ environment. It complements Windows by providing multiple virtual desktops, called *rooms*. These rooms allow you to group your work activities by client, project, task, or any way you want.

Rooms for Windows lets you experience the full power of the Windows environment through multiple desktops. It's almost like running multiple sessions of Windows at one time. Instead of having just one desktop, you can have two or more – each in a separate room.

Full Screen
Room for DOS
Application

Rooms containing
Windows applications

Overview display
shows all rooms
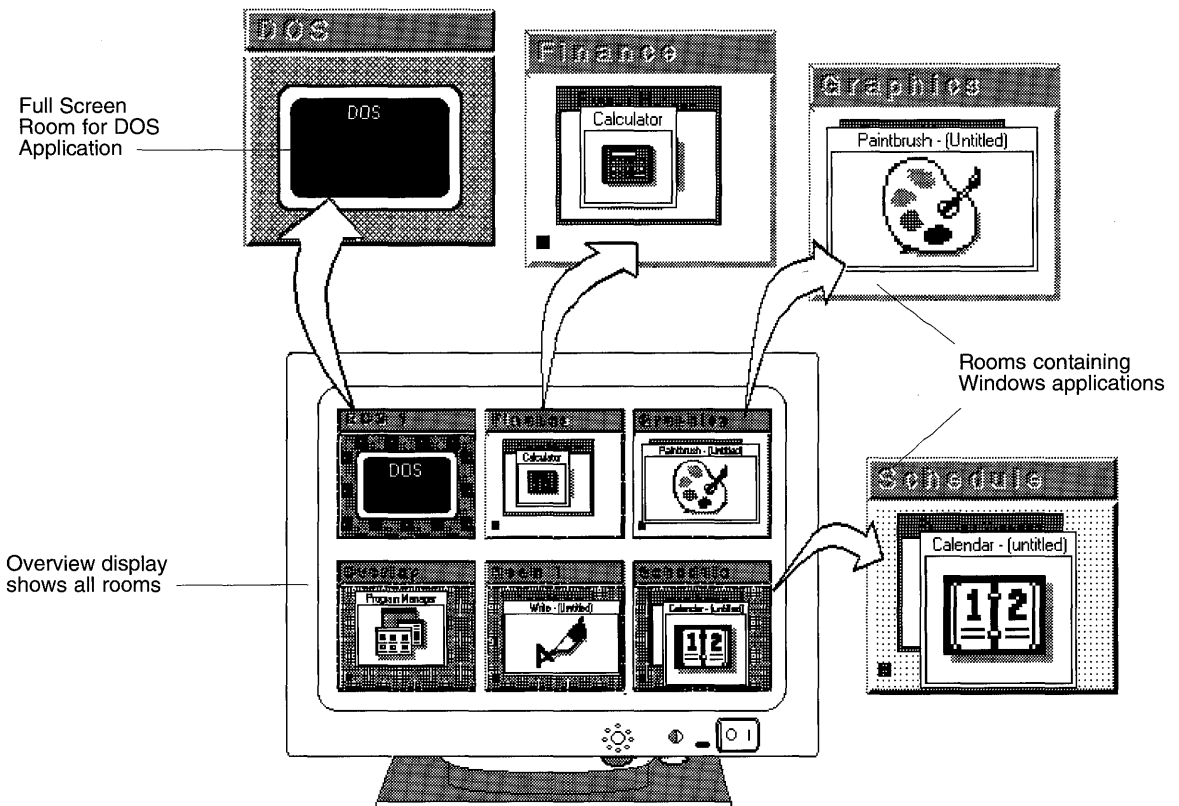
Figure 1. The Overview shows all your rooms at a glance. Each room is a desktop containing applications and files.

Some of the advantages of using Rooms for Windows are:

- Rooms for Windows lets you dedicate rooms to different aspects of your work, making it easy to find applications and unclutter your screen. You can have a room for each task, client, or project you support.

- Rooms for Windows opens applications automatically and loads the files you designate, which improves your productivity. Each time you enter a room, all applications, files, and objects are just as you left them when you were there last.

- Rooms for Windows lets you place data file icons (called *document buttons*) on the desktop to visually organize your work. Buttons save memory space by running applications only when you need them.

- Rooms for Windows saves rooms in groups called *suites*. You can have any number of rooms in a suite. If more than one person uses your PC, each person can use a different suite.

- Rooms for Windows lets you dedicate an entire full-screen desktop to applications that do not normally run under Windows.

Taking a closer look at rooms

Each virtual desktop in Rooms for Windows is called a *room*, and a group of rooms is called a *suite*. You can view all the rooms in a suite in the *Overview display* as illustrated on the previous page. From the Overview display, you can easily find, copy, and move applications between rooms, create or delete rooms, and go to rooms. You can also load new suites and get extensive on-line help.

To open and use applications in a room, you must go to the room first by using a menu command or the mouse. When you go to a room, the room occupies the entire screen (like a regular Windows desktop) as illustrated on the next page. Once inside a room, you can start applications in the normal way from the Program Manager or from icons called *buttons*.
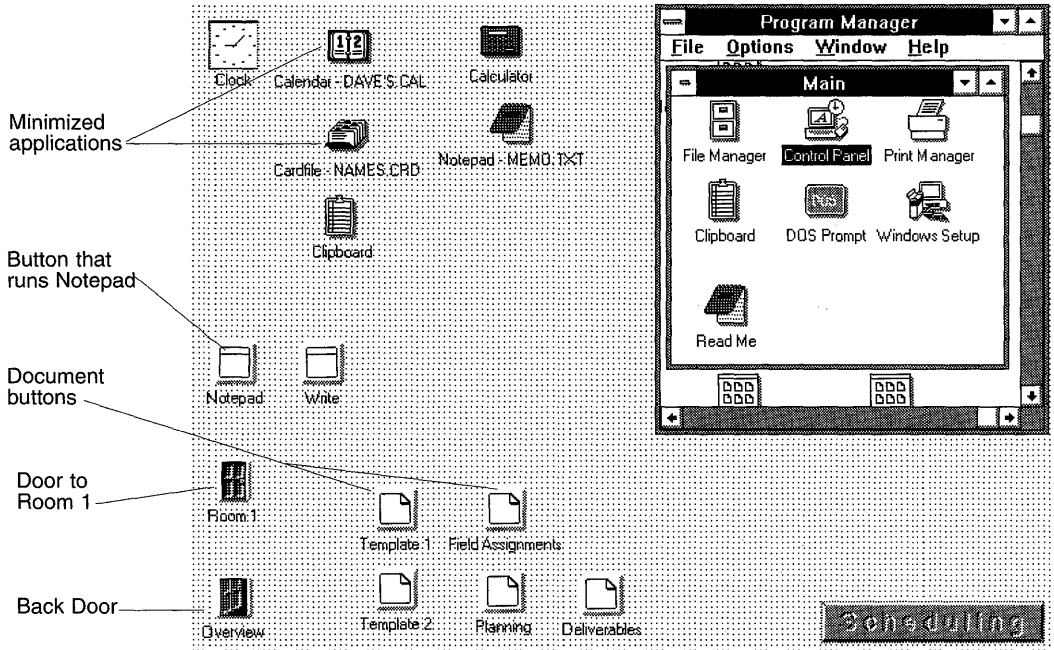
Figure 2. Rooms are virtual desktops that contain applications, doors and buttons.

In addition to the usual Windows objects, a room contains one or more icons unique to Rooms for Windows. Every room contains an icon called a *Back Door*. The Back Door takes you back to the room (or Overview display) from which you just came. It also contains a menu of important commands, including Help.

Rooms may also contain icons called doors and buttons. *Doors* take you to other rooms. *Buttons* execute DOS commands or open data files and their applications. These icons also contain a menu, similar to a window control menu.

2. What you need to know to use Rooms for Windows

This guide assumes that you are already familiar with Microsoft Windows commands and operations such as selecting menu commands, working with applications, and operating in the Program Manager. If not, this information is covered in the *Microsoft Windows User Guide*.

You'll also find it helpful to be familiar with DOS commands, and directory, pathname and filename conventions. For this information, refer to the *DOS User Guide* that came with your computer.

Starting to use Rooms for Windows

The information in this guide will step you through installing and starting to use Rooms for Windows. In addition, the program itself contains extensive on-line help.

- **Section 3** – Provides requirements for hardware and software, along with other important considerations.
- **Section 4** – Provides installation instructions.
- **Section 5** – Provides a guided, hands-on tour through some of the basic features of Rooms for Windows.
- **Section 6** – Provides an overview of the process for setting up your own rooms.
- **Sections 7 through 12** – Contain procedures for using Rooms for Windows.
- **Section 13** – Provides helpful hints and tips.

3. Hardware and software requirements

To install and run Rooms for Windows, you need:

* Microsoft Windows version 3.0 or later
* PC using a 80286 or higher microprocessor
* 2Mb RAM
* Disk drive: 5 1/4" (1.2 MB) or 3 1/2" (720 K)
* EGA, VGA, 8514/A, or compatible video graphics adapter and monitor
* A mouse is recommended.

Important restrictions: please read

This section describes restrictions for using Rooms for Windows.

Memory management
Rooms for Windows is an application that runs in Windows. It is not a TSR (terminate but stay resident) program. It runs in a small portion of RAM and does not require any special or additional memory management device drivers beyond the memory managers already installed for DOS and Windows.

Real Mode
While Rooms for Windows can run in Windows Real Mode, the resource limitations of Windows Real Mode make the use of Rooms for Windows of little value. You should only run Rooms for Windows in Standard Mode or 386 Enhanced Mode.

Number of open applications
The limitations on the number of applications you can have open at one time is the same as in Windows. If you are running Microsoft Windows version 3.0, you should be able to open up to 15 applications. If you are running Windows 3.1, you should be able to open up to 30 applications. The exact number that you can have open at one time depends on the applications. Rooms for Windows will give you a warning if it determines you are running low on memory or Windows resources.

Shells
The use of Program Manager, rather than other shells for Windows, is highly recommended.

4. Installing Rooms for Windows

If you have not installed Microsoft Windows version 3.0 or later on your PC, you must do so before installing Rooms for Windows.

Note: Even if you usually use a different "shell" to run applications, such as the File Manager for Windows, you are advised to use the Program Manager to install Rooms for Windows.

To install Rooms for Windows:

1. Start a Windows session.

2. Open the Program Manager if it's not already open.

3. Insert the Rooms for Windows program disk in the disk drive you are using for the installation (usually drive A:).

4. Choose **Run** from the Program Manager File menu.

5. Enter: **A:SETUP.EXE** (If you are using a disk drive other than A:, substitute the drive letter for A.)

6. Choose **OK**.

   The Setup dialog box appears.

7. Enter a new pathname if you want to install Rooms for Windows in a directory that is different from the default directory.

8. Choose **OK**.

   The install program automatically creates a program group and application icon for Rooms for Windows. A dialog box appears telling you that the program group is created and that installation is complete.

9. Choose **OK**.

10. If you want to start Rooms directly from DOS, edit your AUTOEXEC.BAT to include the Rooms directory in your PATH statement. (See Section 7 for more information.)

    For example: PATH = C:\DOS;C:\WINDOWS;C:\ROOMS;

5. A quick tour of Rooms for Windows

This quick tour guides you through the basics of moving through the Rooms for Windows environment, creating rooms, and placing applications in rooms.

If you are a new Windows user, you'll find the tour very helpful. If you want to begin using Rooms for Windows immediately, skip to section 6, "Working with Rooms for Windows."

To start the Rooms for Windows program from Windows:

1. Open the Program Manager.

2. Double-click the Rooms for Windows program group icon, or select the Rooms for Windows program group.

3. Double-click the Rooms icon.

   For a short time you will see windows opening and objects moving about on your screen as each application is opened and set up.

The first time you begin a Rooms for Windows session, a group of rooms known as the *default suite* appears on the screen. This view of all the rooms in a suite is called the Overview display. Each room represents a separate Windows desktop, even though only one instance of Windows is running.

Each room's title bar shows the room's name
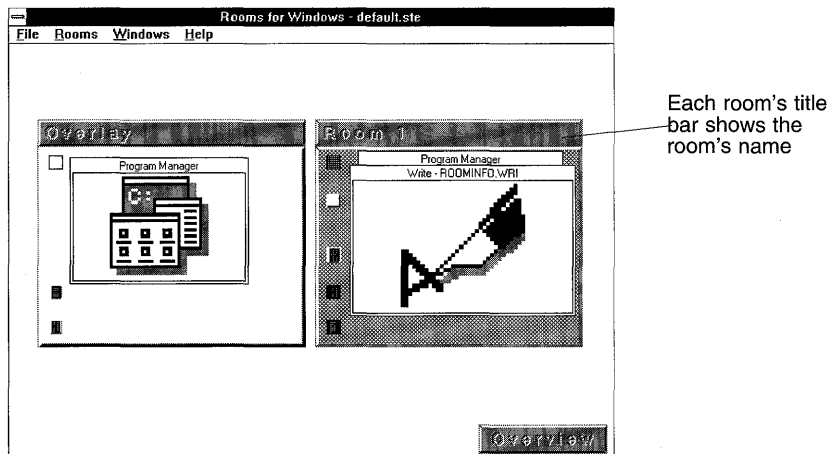
Figure 3. Every room in a suite appears as a small desktop in the Overview display.

The default suite consists of two rooms: Room 1 and the Overlay room. Room 1 contains the Windows Program Manager, an open application that displays release information, and several buttons and doors. The *Overlay room* is a special room, because its contents automatically appear in all other rooms.

The Windows Control menu box appears in the top left corner of the Overview display. Only the **Close** command is available. When you choose it, you end your Rooms for Windows session and return to the Windows desktop.

Each room can contain the Program Manager and the following objects:

- **Application windows** – Both restored and minimized windows and their applications are supported.
- **Program buttons** – These are icons that can start applications and run DOS commands.
- **Document buttons** – These are icons that open files and the application programs used to create and edit the files.
- **Doors** – These are icons that you can use to move between rooms or to the Overview display.
- **Back Door** – This is a special door that always leads to the room from which you came or to the Overview. It also displays a menu of useful commands you can use in a room.

Viewing objects from the Overview

In the Overview display, you can expand the objects in the rooms for a better look. This is useful for locating your work or applications, but you'll need to move to the room where the object is located before you can use the object.

Try expanding some objects in the Overlay room:

1. Point to the Program Manager window in the room labeled "Overlay," and then double-click the left mouse button.

   The Program Manager expands to full size.
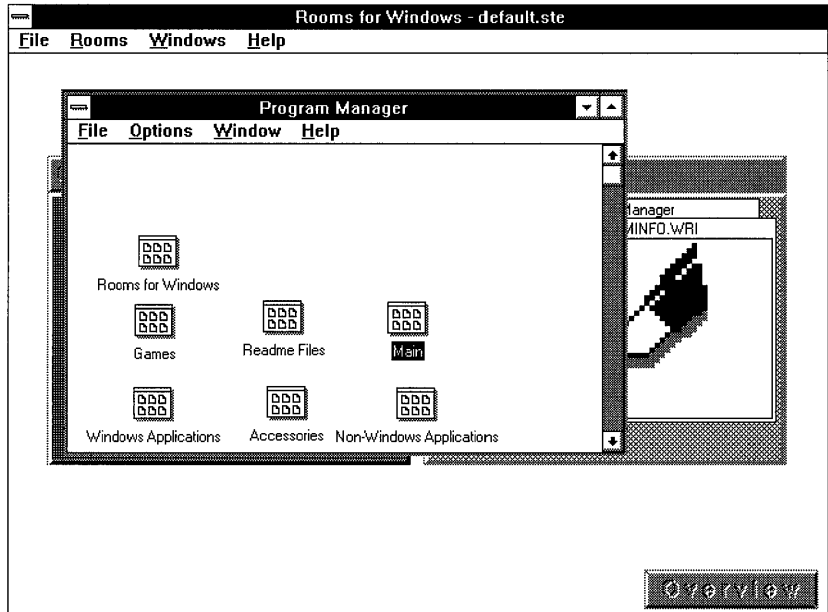
Figure 4. Double-clicking on the Program Manager expands it to full size.

2. Click the left mouse button (or press any keyboard key).

The Program Manager window reduces to its former size.

3. For practice, expand the small icon in the top left corner of the Overlay room, then reduce it.

The Clock expands and then reduces.

In addition to the Clock and Program Manager applications, the Overlay room contains two doors. The objects in the Overlay room are automatically included in Room 1. Room 1 also has an additional open application (the Write application), another door, and a button.

When objects are included from another room, the borders of included objects are shown in green in the Overview display.

The border color of the original applications that you open, doors and buttons that you create in a room, and copies of these objects are shown in gray. When you select an object, its border color changes to red.

Moving into rooms

To use the objects in a room, you must move into the room. For example, if you want to use a word processing application, you need to move into the room containing the application.

To move to a room from the Overview display, you can use the Go To command in the Rooms menu, or double-click on the room's title bar.

Try moving to a room:

1. Point to Room 1's title bar and double-click the left mouse button. (Clicking once only selects the room.)

   You go to Room 1, which looks similar to the following illustration.
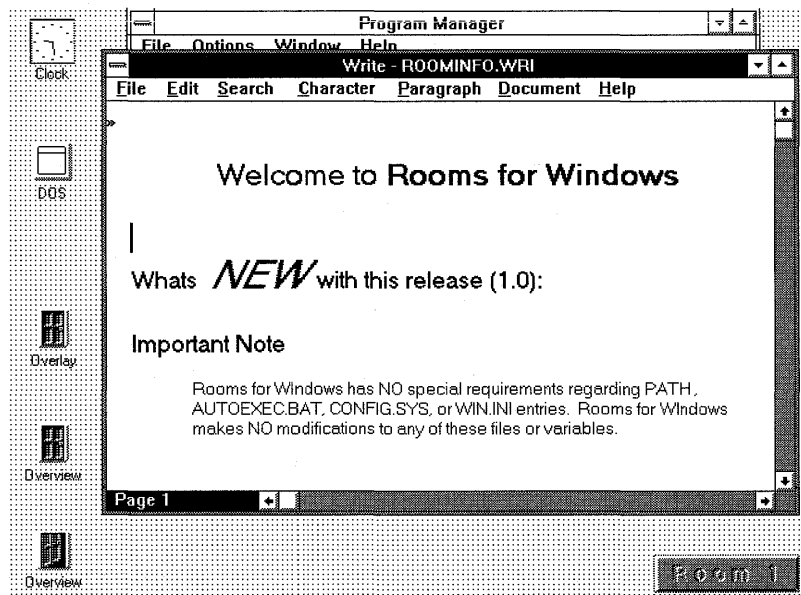
Figure 5. Room 1 contains the open ROOMINFO.WRI document. The room name is shown in the lower right corner of the screen.

Room 1 contains several doors. Doors take you to another room or to the Overview display. Each door is labeled with the name of its destination.

To go through a door, you can double-click the door or select the **Restore** command from the door menu. The door menu displays when you point to the door and click the left mouse button.

To move between rooms:

1. Point to the door labeled "Overlay" and double-click the left mouse button.

    You go to the Overlay room.

2. Point to the open door labeled "Room 1" and double-click the left mouse button.

    You go back to Room 1.

BackDoor

Notice that the open door in this room is labeled "Overlay." The open door is a special type of door, called a Back Door, which appears in every room. It's always labeled with the name of the room from which you came or the Overview.

Double-clicking on the Back Door always returns you to your previous location (whether it was a room or the Overview display).

The Back Door has a menu that provides many of the functions on the Overview menus, plus several additional functions useful only in a room.

Move	
S<u>w</u>itch To...	Ctrl+Esc
<u>O</u>verview	
<u>F</u>ind	
<u>W</u>indows	▶
<u>G</u>oto	▶
<u>C</u>reate/Delete	▶
<u>H</u>elp	▶

Overview
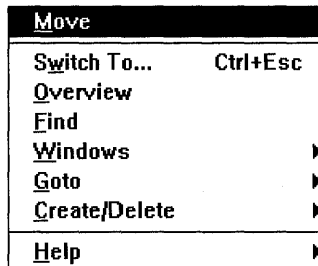
Figure 6. The Back Door menu contains useful commands.

For example, you can find applications, copy windows to another room, go to another room, and display Help. You can also use the Back Door menu to create new rooms, doors and buttons.

Creating a room

You use the Insert key to create a room from the Overview display. While in a room, you use the Back Door menu to create a new room. When you create a room with the Back Door menu, you go to the room immediately.

To create a room using the Back Door menu:

1. Point to the Back Door and click the left mouse button once.

   The Back Door menu appears.

2. Choose **Go To** to display the Go To submenu.

3. Choose **Room**.

   The Choose Room to Go To dialog box appears, with <new room> already highlighted.

4. Choose **OK**.

   The Create Rooms to Go To dialog box appears.

5. In the Room Name box, type: **Room 2**

6. Choose **OK**.

   A new room labeled "Room 2" opens. Room 2 includes all the contents of the Overlay room: the Program Manager, the Clock, and a door. It also includes a Back Door to Room 1.

7. Return to the Overview display by double-clicking the Overview door or selecting Overview from the Back Door menu.

   The Overview display now shows three rooms.
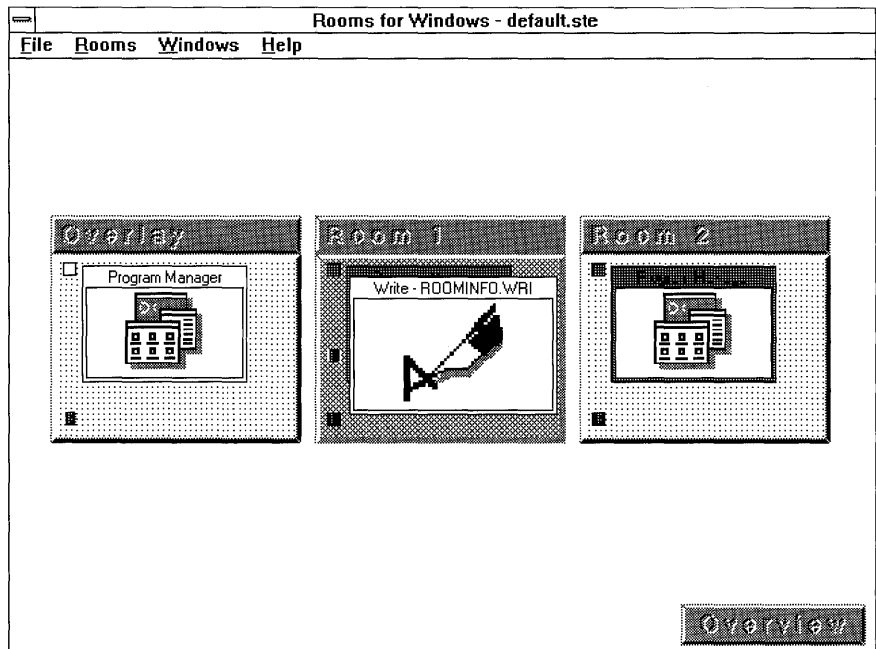
Figure 7. The Overview display showing three rooms.

Including applications in rooms

When you place applications in a room, it's important to understand the difference between copying, including, and starting an application.

Applications in the Overlay room are automatically included in all rooms.

First, look at how included applications work:

1. Point to the Clock icon in the top left corner of the Overlay room, then press and hold down the left mouse button. (Keep the mouse button held down.)

2. Drag the pointer down to move an outline of the Clock. Then release the mouse button.

   The Clock moves down in all three rooms. (You can use the point, drag, and release technique to move any object within a room or to another room.)

3. Point to the Clock in Room 2 and move it up a bit.

The Clock moves up in all three rooms.

Since the Clock is included, all occurrences of the Clock represent only one running application (i.e., one *instance* of the program running in memory). Moving, sizing, or altering the Clock in any room affects all occurrences of the Clock. Use the include feature when you want an application to remain in the same condition from room to room.

Objects such as windows, buttons, and doors do not have to be in the Overlay room to be included. You can include the contents of any room in any other room by using the **Include** command in the Rooms menu.

To include all of the objects in Room 1 in a new room:

1. Create a new room by choosing **New** in the Rooms menu at the top of the Overview display.

2. Type: **Room 3** and choose **OK.**

The new room is created and the Overview display shows four rooms.

3. Click once in the title bar of Room 3 to select it as the destination of the Include operation.

4. Choose **Include** from the Rooms menu.

The Choose Room to Include From dialog box appears.

5. Select **Room 1**, and then choose **OK.**

The objects in Room 1 are included in Room 3.

Copying applications to rooms

If you copy an application from one room to another, the copy can be moved, sized, or altered independently of the source. To demonstrate that copied applications can be moved and sized separately, you will copy the Write application in Room 1 to Room 2.

To copy an application:

1. Click on the Write application window in Room 1.

The Write application window changes color to indicate it's selected.

2. Press **C** on the keyboard to make a copy of the Write application.

3. Move the pointer to Room 2 and click the left mouse button to place the copy.

   The Write application is copied to Room 2.

4. Point to the Write application in Room 2, then press and hold down the left mouse button. (Keep the mouse button held down.)

5. Drag the pointer around to move the application within the room, then release the mouse button.

   The Write application moves in Room 2, but is not affected in Room 1.

You can use the point, drag, and release technique to move any object within a room or to another room.

Opening a separate instance of an application

Copied and included applications share the same data file. If you want to use the same application to work on different data files at the same time, you need to open another instance of the application.

To open a new instance of the Write application in Room 2:

1. Double-click in the title bar of Room 2 to go to Room 2.

2. Click the Program Manager to bring it to the front of all other windows.

3. Find the Write application icon (in the Windows Accessories group) and double-click the icon to start the application.

   The Write application is started. The application window contains an empty, untitled file that you can use to type a new document, or you can load a different file.

4. Double-click the Overview door to go to the Overview display.

5. Double-click the Write application in each of the rooms to expand it for viewing.

   The files are the same in the copied and included applications, but different in the newly opened application.

It's important to remember that open applications take space in memory. Windows has limitations on the number of applications that can be open, so you'll want to keep this in mind when you set up your rooms. See "Number of open applications" in Section 3 and your Windows documentation for more information.

To help you manage applications, Rooms for Windows provides buttons that allow you to create icons that reference applications in rooms without having the application open. Also you can *carry* applications with you automatically as you move from one room to another. These operations are covered in section 12.

Summmmarizing

To summarize what you've learned:

- **Include** an application when you want it to remain in the same location and condition from room to room.
- **Copy** an application when you want to be able to move, size or change its state independently from room to room.
- **Start** an application running again (a new instance) when you want to use the application for two different data files at the same time.

Open applications take space in memory and Rooms for Windows adheres to standard Windows memory management. You can use buttons and include applications to help reduce the number of open applications.

Some applications do not allow you to run multiple instances of the application under Windows. When you try to open one of these applications for the second time, a message appears announcing this Windows restriction.

Ending the quick tour

During this tour, you have modified the default suite by adding two new rooms. You could save the changes to the default suite, save the suite using a different name, or discard the changes. To end the tour, you will discard the changes and return to the original content of the default suite.

To discard the changes you have made and return to the original default suite:

1. Return to the Overview display.

2. Choose **Load Suite** in the File menu.

    The Load Suite dialog box appears.

3. Enter DEFAULT.STE for the suitename.

4. Click **Load**.

    The Save Suite dialog box appears.

5. Click **No** to abandon any changes you've made to the current suite and load the original default suite.

This completes the Quick Tour. Before you begin working with Rooms for Windows, you will find it helpful to review additional features described in Help. Refer to the Section 8, "Using Help" for more information.

If you want to exit Rooms for Windows, refer to the exiting options in Section 7. If you want to begin organizing your own applications in rooms, continue on the next page with Section 6.

6. Working with Rooms for Windows

This section will to help you organize your rooms in a way that matches your workflow and makes you more productive. It points you to sections in the guide where you can find the detailed information you need.

Deciding how to organize your rooms

The first thing you need to do is decide how you want to organize your rooms.

Rooms for Windows excels at allowing you to organize and easily modify the way you work. Following are some examples of how you might want to organize your rooms:

- **Task-oriented organization** – An accountant might create a room for a data base application, create another room to keep electronic forms with a forms program, and create a third room to contain a spreadsheet application.

- **Client-oriented organization** – A marketing representative might be in charge of ten major accounts and a few minor accounts. The representative could create a separate room for each major account and a single room for all the minor accounts.

  Files for each account could be made into document icons and placed in the account's room. Applications used for all accounts could be placed in the Overlay room making them available in all rooms.

- **Project-oriented organization** – Engineers often work on several new projects at the same time and perform maintenance or fixes on projects that have been released for production.

  The data files for each project could be maintained as document buttons in separate rooms while applications such as programming tools, might be located in separate rooms.

Setting up your Rooms

Following is an overview of the process for setting up your first suite of rooms.

- **Creating the rooms you need** – After deciding how to organize your work, you can create as many rooms as you need. When you start Rooms for Windows the first time, the default suite containing an Overlay room and Room 1 appears. Use this suite to start creating your own rooms.

  See Section 9, "Creating and editing rooms and suites" for more information.

- **Creating doors** – After creating rooms you can add doors to individual rooms. These doors allow you to move directly from one room to another. If you want the same door available in all rooms, create the door in the Overlay room.

  See Section 11, "Creating and editing objects."

- **Creating Buttons** – While in any room, you can create document and program buttons that can open files and start applications on demand. To avoid having open applications in each room, you can use buttons which open applications and files only when you select them.

  See Section 11, "Creating and editing objects."

- **Opening applications** – Go to each room and start applications that you want open all the time. If you want to include the same application in all rooms, place it in the Overlay room.

  See Section 11, "Creating and editing objects."

- **Creating full-screen rooms** – If you have full screen DOS applications you want to run, you can create buttons that start them or you can place the application in a full screen DOS room that you open from the Overview display.

  See Section 13, "Accessing DOS from Rooms for Windows."

- **Saving your suite** – You can save your suite as the default suite so that it will be loaded each time you enter Rooms for Windows. If you will be using more than one suite of rooms, you'll want to save suites using different names.

  See "Creating and saving suites" in Section 9, "Creating and editing rooms and suites."

- **Loading your suite** – If you saved your suite as the default suite, it will be automatically loaded when you start Rooms for Windows. To load other suites at start up time, use one of the alternative methods of starting Rooms for Windows.

  See Section 7, "Starting and quitting options" or see the information on "Loading a previously saved suite" in Section 9, "Creating and editing rooms and suites."

7. Starting and quitting options

You can start Rooms for Windows from the Program Manager or from DOS as described below.

Starting Rooms for Windows from Windows:

To start Rooms for Windows from Windows:

1. Open the Program Manager window and double-click the Rooms program group icon.

2. Double-click the Rooms icon.

The screen shows the Rooms Overview display.

Starting Rooms for Windows from DOS

You can also start Rooms for Windows from the DOS prompt.

1. To start Rooms for Windows from the DOS prompt, type:

   WIN ROOMS *suitename "roomname"*

   suitename and *roomname* are optional. *roomname* is case sensitive and must be in double quotes. If you do not enter the suite name, the default suite is opened.

Rooms for Windows suite names have the file extension .STE. You don't need to add the extension when you enter the suite name. The default suite is named DEFAULT.STE.

The following are examples of how to start Rooms for Windows form the DOS prompt.

WIN ROOMS – Opens the Rooms default suite to the Overview

WIN ROOMS WORDPROC – Opens Rooms to the Overview in the suite named WORDPROC.STE

WIN ROOMS WORDPROC "GRAMMAR" – Opens Rooms to the GRAMMAR room in the suite named WORDPROC.STE.

Exiting Rooms for Windows

You end the Rooms for Windows session from the Overview display. Ending the session will take you back to Windows.

To quit Rooms for Windows and return to Windows:

1. Close any open DOS applications. If you are going to save a new or changed suite, see "Creating and saving suites" and "Managing suites of rooms" in Section 9, "Creating and editing rooms and suites."

2. Choose **Exit Rooms** from the File menu (or press Alt+ F4).

    The Save Suite dialog box appears.

3. Choose **Yes** to save the suite, or choose **No** if you don't want to save the changes you have made to your suite.

4. If you chose to save the suite, one or more Startup information dialog boxes may appear. Enter the appropriate startup information in each of the dialog boxes. For detailed information see "Supplying startup information" on the following page.

Exiting Windows

You can also end your Rooms for Windows session by leaving Windows.

To quit Rooms for Windows and return to DOS:

1. Close any open DOS applications.

2. Choose **Exit Windows** from the File menu.

    The Save Suite dialog box appears.

3. Choose **Yes** to save the suite, or choose **No** if you don't want to save the changes you have made to your suite. If you are going to save a new or changed suite, see "Creating and saving suites" and "Managing suites of rooms" in Section 9, "Creating and editing rooms and suites."

4. If you chose to save the suite, one or more Startup information dialog boxes may appear. Enter the appropriate startup information in each of the dialog boxes, as described in the following information.

Supplying startup information

Separate Startup information dialog boxes appear for each application you started for the first time in the current session. The dialog box lets you verify the application's startup command and optionally select a data file to open with the application. The dialog box also re-appears when you change an application's window name (usually this indicates the data file has changed.)

Although Rooms for Windows enters the Startup command automatically for Windows applications, commands for DOS applications must be entered manually. Some Windows applications substitute different extensions or add other data to the command. Therefore, always verify that the startup command line is correct, and edit where necessary. If you don't think the command is correct, you can use the Browse feature to search for the correct command.
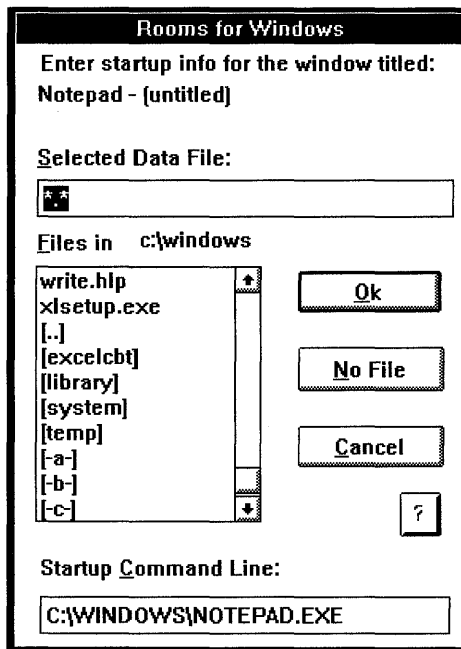
```
┌──────────────────────────────────────────────┐
│              Rooms for Windows                 │
├──────────────────────────────────────────────┤
│ Enter startup info for the window titled:      │
│ Notepad - (untitled)                           │
│                                                │
│ Selected Data File:                            │
│ ┌────────────────────────────────────────────┐│
│ │ ░░                                          ││
│ └────────────────────────────────────────────┘│
│ Files in   c:\windows                          │
│ ┌──────────────────┐┌──────┐  ┌────────────┐  │
│ │write.hlp       ▲ ││      │  │    Ok      │  │
│ │xlsetup.exe       ││      │  └────────────┘  │
│ │[..]              ││      │                  │
│ │[excelcbt]        ││      │  ┌────────────┐  │
│ │[library]         ││      │  │  No File   │  │
│ │[system]          ││      │  └────────────┘  │
│ │[temp]            ││      │                  │
│ │[-a-]             ││      │  ┌────────────┐  │
│ │[-b-]             ││      │  │  Cancel    │  │
│ │[-c-]           ▼ ││      │  └────────────┘  │
│ └──────────────────┘└──────┘      ┌───┐        │
│                                   │ ? │        │
│                                   └───┘        │
│ Startup Command Line:                          │
│ ┌────────────────────────────────────────────┐│
│ │ C:\WINDOWS\NOTEPAD.EXE                      ││
│ └────────────────────────────────────────────┘│
└──────────────────────────────────────────────┘
```

Figure 8. The Startup dialog box allows you to associate a data file with an application.

Rooms for Windows lets you associate a data file with an open application so that when you start the application in the next session, the data file is automatically opened.

If you use many different files with a Windows application, you may want to use the **No File** option to start the application without a data file.

If you don't want to have a particular data file opened automatically when you start the next session, simply click the **No File** button.

When you select **No File** in the Startup information dialog box, the Startup dialog box will not appear again for the application. This is useful for applications that often change window titles, such as clocks and memory meters, or when you work with a variety of files.

To associate a data file with an application for the next session:

1. Select the file from the scrolling list. (If the data file you want is not located with the application, references to different disks and directories appear at the bottom of the list.)

    The file name appears in the Selected Data File box.

2. Verify that the command line entry in the Startup information dialog box is correct. If not, edit the command.

3. Click **OK**.

When you enter startup information for a DOS application, it keeps the application available in a full screen room.

To keep DOS applications available in full screen rooms:

1. If you want to associate a data file with the application, select a data file from the scrolling list.

2. Verify that the command line in the Startup information dialog box is correct. If not, edit the command.

3. Click **OK** or click **No File** if a data file is not required.

8. Using Help

Rooms for Windows has comprehensive, context-sensitive help information. You can access help by:

* Pressing the F1 function key
* Choosing a command in the Help menu
* Choosing a command in the Back Door Help sub menu
* Clicking the yellow question mark in a dialog box.

If you're viewing a help screen, you can press F1 to display the Using Help screen. It provides information on how to use help.

Using the Help menu

Click on Help in the menu bar in the Overlay display to display the Help menu for Rooms for Windows. An abbreviated version of the menu is also available in the Back Door menu in each room.

```
Help
 Index...          F1
 Glossary...
 How To...
 Using Help...
 About...
```
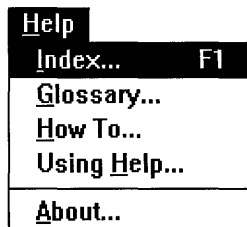
Figure 9. The Help menu is organized like Windows Help and accessed directly from the menu bar.

The following is a description of the commands in the Help menu:

* **Index** – Lets you choose from a list of general help topics.
* **Glossary** – Displays definitions of terms used.
* **How To** – Presents a menu of specific task topics.
* **Using Help** – Explains the organization of Rooms Help.
* **About** – Displays a dialog box containing version information for Rooms for Windows.

The Help screen

When you select a command from the Help menu, a help screen appears in the standard Windows help shell. The window displays the normal Windows Help menus, control buttons, and text screen that can contain cross-references and terms.

Figure 10. Along with hypertext cross references, the Help control buttons and menus help you navigate through Rooms help.

Menu bar The menu bar contains the standard Windows help menus.

- **File menu** – Contains commands that allow you to print the current topic, open another help file, or close the current file.
- **Edit menu** – Contains commands that allow you to annotate Rooms help. You can write notes that are saved with the help file.
- **Bookmark menu** – Contains commands that allow you to create and return to bookmarks that you place within help.
- **Help menu** – Goes to the Windows help screen.

Control buttons The control buttons provide the standard Windows navigation commands.

- **Index button** – Click the Index button to return to the Rooms for Windows Help main index.
- **Back button** – Click the Back button once to return to the last help screen. Continue clicking the button to see other screens you have viewed in this help session, in reverse order.
- **Browse buttons** – Click the Browse Forward and Browse Backward buttons to view the next or previous screen within the current section of related help screens.
- **Search button** – Click the Search button to display a dialog box with a list of keywords that relate to specific topics within help. Double-click on a keyword to display the list of related screens, then select the screen you want to view.

Screen text   The text within the screen can contain a control word that allows you to jump to other screens or display related terms and graphics.

- **Cross references** – Within the help text, certain words appear in green (on color monitors) and are underlined. Words with a solid underline are cross references. When you click one of these words, you jump to another help screen that explains the word.

- **Terms/graphics** – Words with dotted underlining display glossary term definitions and graphic illustrations such as dialog boxes. When you position the mouse pointer over these words and hold down the left mouse button, help information appears as shown in the following illustration.
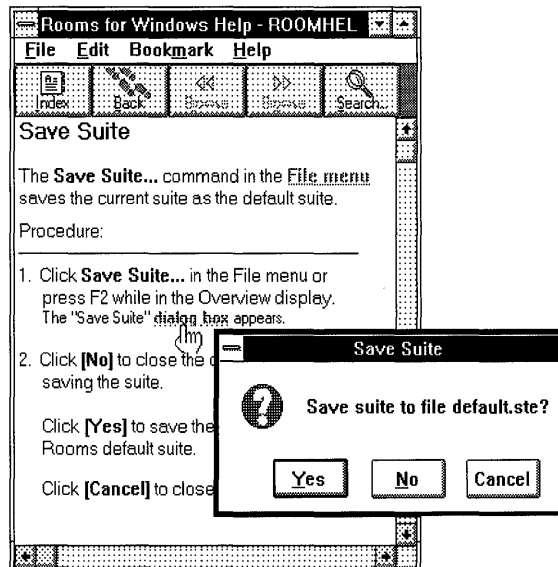
Figure 11. When you press the left mouse button, the referenced information appears. When you relaease the mouse button, it disappears.

Context-sensitive help

Rooms for Windows also has *context-sensitive help,* which displays help for the current area of the application.

Press the F1 key to display help for:

- **Menu commands** – Click a menu in the Overview, or an object in a room to display a menu. Then use the keyboard arrow keys to highlight the command and press F1.
- **Message boxes** – Press F1 when the message box is displayed.
- **Dialog boxes** – Press F1 with a dialog box displayed, or click the yellow question mark button.
- **Icons** – Select the minimized icon and then press F1.
- **Doors** – Select the door and then press F1.
- **Buttons** – Select the button and then press F1.

If you press F1 while in a help screen, you go to the "Using Help" screen for Rooms for Windows.

9. Creating and editing rooms and suites

This section provides information about:

* Creating, renaming, and deleting rooms
* Creating and loading suites
* Changing room backgrounds.

You can add, delete, and rename rooms in any suite, although you cannot delete the Overlay room. Rooms for Windows automatically resizes and repositions the current rooms on the Overview display as you create, add or delete rooms.

In the Overview display, the rooms appear in alphanumeric order, left to right, top to bottom. You can add as many rooms to your suite as you need. Rooms can be named with any combination of up to 24 alphabetic, numeric, or special characters.

Creating rooms

You can create rooms four ways:

* Use the **New** command in the Rooms menu while in the Overview display
* Press Ins (Insert key) on the keyboard while in the Overview display
* Choose **Create/Delete Room** in the Back Door menu while in a room
* Use the Go To dialog box that appears when you double-click the right mouse button in an unoccupied space while in a room.

To create a room using the Rooms menu in the Overview display:

1. Choose **New** from the Rooms menu.

2. Type a name for the new room.

   The Create A Room dialog box appears.

3. Choose **OK**.

   The new room is created and appears in the Overview display.

To create a room using the Insert key on the Overview display:

1. Press the Insert key.

    The Create A Room dialog box appears.

2. Type a name for the new room.

3. Choose **OK**.

    The new room is created and appears in the Overview display.

To create a room using the Back Door menu while in a room:

1. Click on the Back Door.

2. Choose **Create/Delete** from the Back Door menu.

3. Choose **Create Room** from the Create/Delete submenu.

    The Create A Room dialog box appears.

4. Type a name for the new room.

5. Choose **OK**.

    The room is created, but you remain in your current room. You won't see the new room until you move back to the Overview display or go to the new room.

To create a room using the mouse while in a room:

1. Double-click the right mouse button in an unoccupied space to display the Choose Room To Go To dialog box.

2. Choose **OK** (new room is already chosen).

3. Type a name for the new room.

    The Create A Room dialog box appears.

4. Choose **OK**.

    You automatically move to the new room.

Changing room background colors and patterns

Rooms for Windows randomly selects colors for room backgrounds. If you use a color monitor and would like to select your own room colors, use the Control Panel in the Windows Program Manager to select custom colors for your rooms. Patterns and bitmap backgrounds can be specified using the Desktop in the Control Panel. This information is saved with the suite file and restored the next time you load the suite.

Renaming rooms

You can rename any of the rooms, except the Overlay room.

To rename rooms, begin in the Overview display:

1. Click once on the title bar of the room you want to rename.

2. Choose **Rename** from the Rooms menu (or press Ctrl+ R).

   The Rename dialog box appears.

3. Type the new name of the room.

4. Choose **OK.**

   The room appears with its new name; the position of the room may change if necessary to show it in alphabetical order.

Deleting rooms

You can delete any room except the Overlay room.

To delete a room while in the Overview display:

1. Click once on the title bar of the room you want to delete.

2. Choose **Delete** from the Rooms menu (or press Del).

   The Delete Room dialog box appears to verify that you want to close the open windows in the room.

3. Choose **OK**.

    The room is deleted and the rooms in the Overview are rearranged to fill the gap.

To delete a room from within another room:

1. Click on the Back Door.

    The Back Door menu appears.

2. Choose **Create/Delete** from the Back Door menu.

3. Choose **Delete Room** from the Create/Delete submenu.

4. Choose a room from the Choose Room To Delete dialog box.

    The Delete Room dialog box appears.

5. Choose **OK**.

    The other room is deleted.

Managing suites of rooms

Rooms for Windows stores one suite as its default suite using the filename DEFAULT.STE. Unless you specify a suite in the Windows startup command, the default suite of rooms automatically appears when you start a Rooms for Windows session. The File menu in the Overview display contains commands for managing suites.
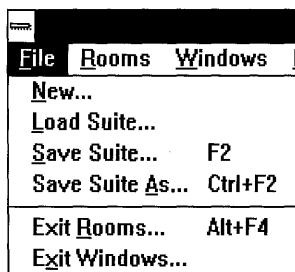
Figure 12. The suite management commands in the File menu allow you to create, save, and load suites.

The following is a description of the commands in the File menu:

- **New** – Lets you create a new suite starting with the default suite.
- **Load Suite** – Displays a list of suite (.STE) files that you can load.
- **Save Suite** – Saves the suite to the current name.
- **Save Suite As** – Lets you save the current suite under a different suite name.
- **Exit Rooms** – Quits Rooms for Windows and goes to Windows. (See "Exiting Rooms for Windows" in Section 7.)
- **Exit Windows** – Quits Rooms and Windows. (See "Exiting Windows" in Section 7.)

Suite naming conventions

Names for suite files generally follow the DOS rules for file names. However, you cannot use the following characters in suite names:

- Single quote (')
- Double quote (")
- Open parentheses (()
- Close parentheses ())
- Space.

Creating and saving suites

As the need arises, you can create new suites of rooms. If you start with the default suite, each new suite you create initially contains only Room 1 and the Overlay room.

To create a new suite:

1. Start Rooms for Windows

   The default suite appears.

2. Choose **New** from the File menu.

   A new suite appears consisting of the Overlay room and Room 1 appears. (This new suite is not the default suite.)

3. Edit the suite, creating new rooms and objects as you wish.

4. Choose **Save Suite As** from the File menu.

   The Enter File Name to Save Suite dialog box appears.

   Rooms for Windows

   Enter file name to save suite to:

   C:\ROOMS\default.ste

   [**Save**] [**Cancel**] [?]
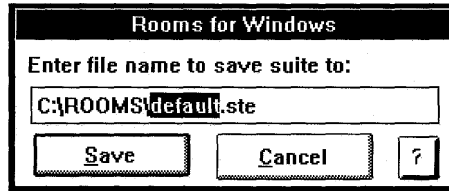
   Figure 13. The Enter File Name To Save Suite dialog box appears.

5. Enter a new suite name in the box.

6. Click **Save**.

   The suite is saved under a new name. A Startup dialog box will appear for each application that you started for the first time in suite.

7. For each application Startup dialog box that appears, verify that the startup Command line is correct for the application. (For details, see Supplying start information in Section 7.) Then do one of the following:

   • Click **No File** if you do not want a data file to be loaded with the application each time you use the suite.
   • Select a file from the list and click **OK** to have a file loaded in the application each time you load the suite.

To save a suite using its current name:

1. Choose **Save Suite** from the File menu (or exit Rooms for Windows).

   A Save Suite dialog box showing the current suite name appears.

   Save Suite

   ? **Save suite to file default.ste?**

   [**Yes**] [**No**] [**Cancel**]
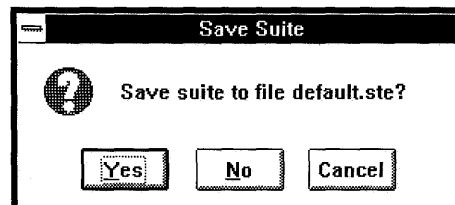
   Figure 14. The Save Suite dialog box appears.

2. Click the **Yes** button.

3. For each application Startup dialog box that appears, verify that the startup Command line is correct for the application. (For details, see *Supplying start information* in Section 7.) Then do one of the following:

- Click **No File** if you do not want a data file to be loaded with the application each time you use the suite.
- Select a file from the list and click **OK** to have a file loaded in the application each time you load the suite.

Loading a previously saved suite

You can load a new suite from within Rooms for Windows as described below. You can also specify a specific suite to be loaded when you start Rooms for Windows from DOS as explained in Section 7, "Starting and quitting options."

Note: If you load a suite that automatically opens an application and that application prompts you for a response, Rooms waits 60 seconds before continuing to load the suite.

To load a different suite while in Rooms for Windows:

1. Click **Load Suite** in the File menu.

The Load Suite dialog box appears.

2. Enter the name and path of the suite you want to load. Suites have a .STE file extension.

3. Click **Load**.

The Save Suite dialog box appears.

4. Click **Yes** to save any changes to the current suite before loading another suite or, click **No** to abandon any changes you've made to the current suite and load the specified suite.

10. Navigating through rooms

This chapter contains information about:

* Moving to a room from the Overview display
* Moving to a room from another room
* Finding and moving to applications placed throughout the suite.

Going to a room from the Overview display

From the Overview display, you can move to a room by double-clicking the room's title bar or using the Rooms menu.

Figure 15. Double-click the title bar.

To move to a room using the title bar:

1. Double-click the title bar of the room to which you want to go.

   You go to the room selected.

To enter a room using the Rooms menu:

1. Choose **Go To** from the Rooms menu (or press Ctrl+R).

   If a room is not selected, the Choose Room To Go To dialog box appears. If a room is selected, you go to the room.

2. If the Choose Room To Go To dialog box appears, select a room from it and choose **OK**.

   You go to the selected room.

Moving to a room from another room

Starting from inside a room, you can move to another room using:

* The Back Door
* The Back Door menu
* Doors
* The mouse pointer
* The Choose Room To Go To dialog box.

Moving to a room using the Back Door

BackDoor

The Back Door is a direct passage back to your previous location. When you enter a new room, the Back Door appears as an opened door icon labeled with the name of the room you just left. When you enter a room from the Overview display, the Back Door takes you back to the Overview display.

To return to your previous location:

1. Double-click on the Back Door.

Moving to a room using the Back Door menu

You can move to another room using the Back Door menu.

Move

S<u>w</u>itch To...	Ctrl+Esc
<u>O</u>verview	
<u>F</u>ind	
<u>W</u>indows	▶
<u>G</u>oto	▶
<u>C</u>reate/Delete	▶
He<u>l</u>p	▶

Overview
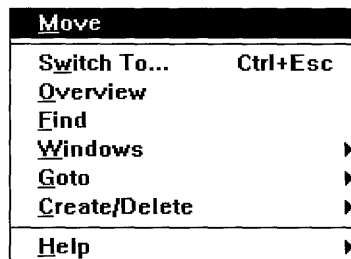
Figure 16. The Back Door menu appears when you click on the Back Door.

To go to a room using the Back Door menu:

1. Click on the Back Door.

   The Back Door menu appears.

2. Choose **Go To** from the Back Door menu.

3. Choose **Room** from the Go To submenu.

4. Choose a room from the Choose Room To Go To dialog box.

5. Choose **OK**.

Using doors

Doors are direct passages to rooms in the suite. When you create a door, the closed door icon labeled with the name of the destination room appears in your current room. When you double-click the door icon or select **Restore** in the door menu, you move to the destination room.

Door

To create a door from within a room:

1. Click on the Back Door.

   The Back Door menu appears.

2. Choose **Create/Delete** from the Back Door menu.

3. Choose **Create Door** from the Create/Delete submenu.

4. Choose the room that you want the door to access.

5. Choose **OK**.

   A door icon labeled with the name of the destination room appears in the room.

To go to a room using a door icon:

1. Double-click on the door.

   You go to the room whose name is shown under the door.

To go to a room using the door menu:

1. Click on the door.

    The door menu appears.

2. Choose **Restore**.

    You move into the room whose name is shown under the door.

Using the mouse icon

When you move the pointer to any unoccupied space near the top or sides of a room, the pointer changes into a mouse icon. You can use the mouse icon to move to the Overview display or to an adjacent room.

To move to the Overview display using the mouse icon:

1. Move the pointer to an unoccupied space along the top edge of the room.

    The pointer changes into the mouse icon.

2. Click the left mouse button.

    You move to the Overview display.

To move to an adjacent room using the mouse icon:

1. Move the pointer to an unoccupied space along the left or right side of the room.

    The pointer changes into the mouse icon.

2. Click the left mouse button.

    If the mouse icon is on the left side of the room, you move to the room shown on the left of the current room in the Overview display. If it is on the right you move to the next room on the right.

Moving to a room using the dialog box.

You can also use the Choose Room To Go To dialog box to go to another room or the Overview display while in a room.

To move to another room using the Choose Room To Go To dialog box:

1. Double-click the right mouse button on unoccupied space in a room.

2. Choose a destination room from the displayed list.

3. Choose **OK**.

Finding applications

The **Find** command is a very useful tool when you are running many applications in different rooms. The command lets you quickly locate an application and move to it. On the Overview display, you can also mark an application, which will highlight in red all of the places it appears.

From within a room, you can find and show an application to place a copy of it in that room. When you show an application that is currently in your room, it becomes the active window and moves to the front of the screen. This is especially useful when the application window is buried under a stack of other windows.

To find and mark an application from the Overview display:

1. Choose **Find** in the Windows menu (or press the F key).

   The Select Window to Find dialog box appears.

```
┌─────────────────────────────────────────┐
│        Rooms for Windows                 │
│        Select Window to Find             │
│  ┌───────────────────────────────────┐  │
│  │ Calculator                        │  │
│  │ Clock                             │  │
│  │ Notepad - (untitled)             │  │
│  │ Paintbrush - (Untitled)          │  │
│  │ Program Manager                   │  │
│  │ Write - ROOMINFO.WRI             │  │
│  │                                   │  │
│  └───────────────────────────────────┘  │
│                                          │
│  ┌──────┐ ┌───────┐ ┌────────┐ ┌───┐   │
│  │ Mark │ │ Go To │ │ Cancel │ │ ? │   │
│  └──────┘ └───────┘ └────────┘ └───┘   │
└─────────────────────────────────────────┘
```
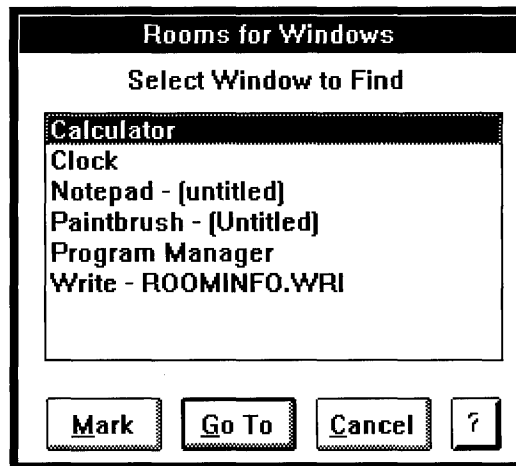
Figure 17. The Select Window to Find dialog box.

2. Choose an application from the list.

3. Choose **Mark**.

   All occurrences of the application are highlighted in red.

4. Click the left mouse button to deselect the highlighted applications.

To find and go to an application from the Overview display:

1. Choose **Find** from the Windows menu (or press the F key).

   The Select Window to Find dialog box appears.

2. Choose an application from the list.

3. Choose **Go To**.

   You move to the room containing the chosen application. If the application exists in more than one room, a dialog box displaying a list of the rooms appears.

4. If a list of rooms containing the application appears, choose a room name from the list, and then choose **OK**.

To find and show an application from within a room:

1. Click on the Back Door.

   The Back Door menu appears.

2. Choose **Find**.

   The Select Window to Find dialog box appears.

3. Choose an application from the list.

4. Choose **Show**.

   If the application is in the room with you, it becomes the active window and moves to the front of the screen. If the application is located in another room, a new copy of the application appears in the current room.

To find and go to an application from within a room:

1. Click on the Back Door.

   The Back Door menu appears.

2. Choose **Find**.

   The Select Window to Find dialog box appears.

3. Choose an application from the list.

4. Choose **Go To**.

   You move to the room containing the chosen application. If the application exists in more than one room, a dialog box displaying a list of the rooms appears.

5. If a list of rooms containing the application appears, choose a room name from the list, and then choose **OK**.

11. Creating and editing objects

From inside a room, you can create the following objects:

* Application windows
* Buttons
* Doors.

Creating application windows in rooms

To create application windows inside a room, you can use the Windows Program Manager. Place the Program Manager in the room where you want to place the application or put it in the Overlay room, to have it automatically appear in all rooms.

After you start an application, its window appears in the room. Click the minimize button if you want the window to become an icon in the room.
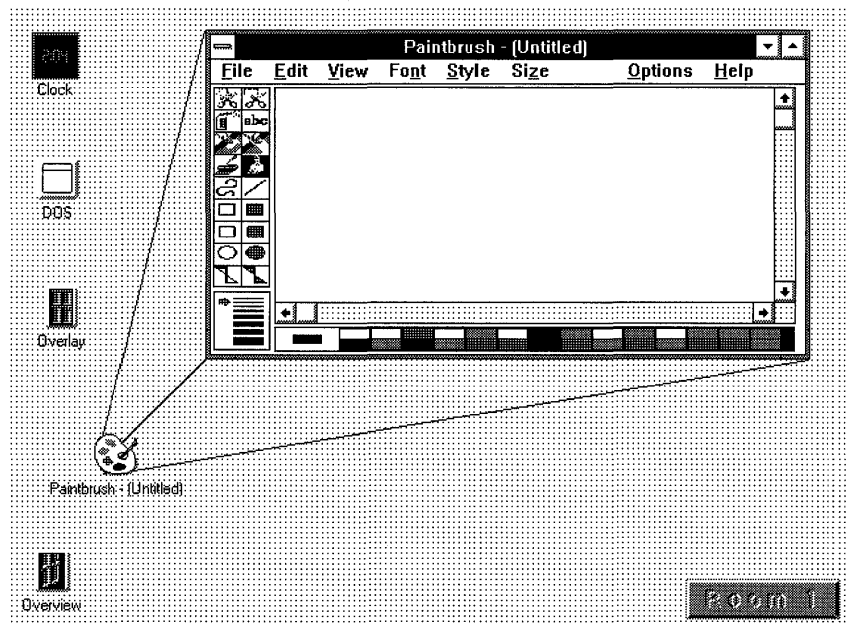
Figure 18. Click the minimize button in the full size window to reduce the window to an icon. Above, PaintBrush is reduced to an icon.

To create applications inside rooms:

1. Enter a room.

2. Start the application from the Program Manager.

When you move back to the Overview display, the small window for your application appears in the room. If you minimized the window to an icon, the icon is visible in the room. You can now copy, move, or include this application in other rooms.

Creating buttons

Buttons are icons that start applications and open data files. They are a powerful feature that let you maximize the number of places where you can use applications, while minimizing the potential of running too many applications for your available memory and Windows resources.

When you put application windows and icons in rooms, the applications are running. Each running application reduces the memory and Windows resources available.

Buttons, by contrast, do not take as much space in memory as a running application does. They are icons that start applications only when you choose the button, so they don't use significant system resources until you click on them. Buttons also let you avoid using the Program Manager to start the applications.

There are three types of buttons:

- **Program buttons** – Starts an application running.
- **Document buttons** – Starts an application and opens the data files associated with it.
- **Generic buttons** – Appear when the command you entered for the button is not recognized as a data file or program by Windows.

Program   Document   Generic

Figure 19. One of these buttons is created when you use the Create/Delete Button command in the Back Door menu.

The file that specifies which commands are recognized for document and program buttons is the Windows WIN.INI file. The commands are recognized based on their file name extensions which appear in the [Windows] section and the [Extensions] section of this file. If the command you enter is not recognized, a generic button will appear.

You can modify the WIN.INI file so that it recognizes other extensions for both programs and data files. Your Microsoft Windows documentation has information on modifying the WIN.INI file.

Creating program buttons

Program

Program buttons appear as yellow buttons on the desktop in the room where you create them.

You can create Program buttons to start Windows applications or run DOS programs which have the file extensions: EXE, COM, BAT, and PIF, or any other extension which you have added to the WIN.INI file.

To create a program button:

1. Enter a room.

2. Click the Back Door to display the Back Door menu.

3. Choose **Create/Delete**.

4. Choose **Create Button** from the Create/Delete submenu.

    A generic button and the Button Editor dialog box appear.

```
 Move
 Switch To...        Ctrl+Esc
 Overview
 Find
 Windows          ▶
 Go To            ▶
 Create/Delete            Create Room
                          Create Door
 Help                     Create Button
                          Delete Room
```

```
              Rooms for Windows
                 Button Editor
 Name:
 <replace with a name>
 Command:
 <REPLACE WITH A DOS COMMAND>

   Ok        Cancel       Browse      ?
```
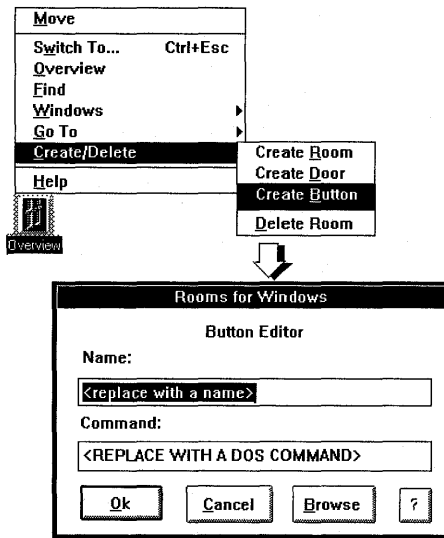
Figure 20. The Button Editor dialog box appears when you select Create Button.

5. Click the **Browse** button.

A dialog box with a browse list appears.

```
              Rooms for Windows
 Filename:
 *.*

 Files in  c:\
 a.ste
 autoexec.bak            Ok
 autoexec.bat
 autoexec.syd
 autouser.bak            Cancel
 autouser.bat
 bruclog.pcx             ↑
```

```
                   Rooms for Windows
                      Button Editor
 Name:
 <replace with a name>
 Command:
 <REPLACE WITH A DOS COMMAND>

   Ok        Cancel       Browse      ↑
```
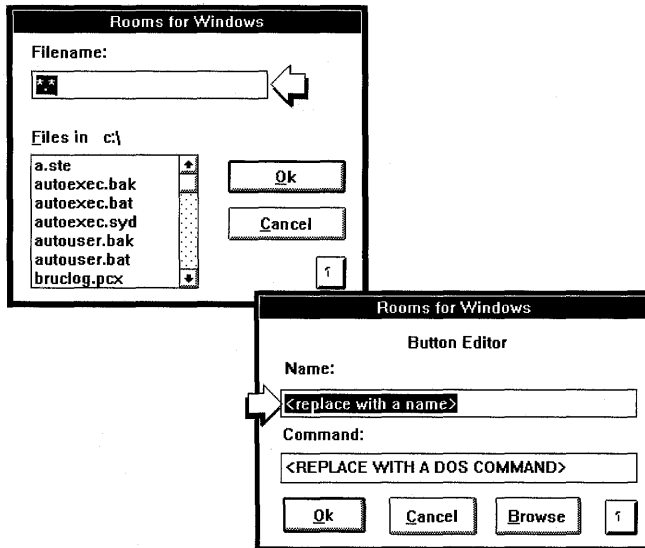
Figure 21. A dialog box with a list of files appears so you can select a program to be entered in the Button Editor dialog box.

6. Select a program file from the list.

On the Button Editor dialog box, the program filename appears in the Name box. This name will appear under the button. The complete startup command for the program file appears in the Command box.

7. Choose **OK**.

8. Verify that the startup Command is correct in the Button Editor dialog box. If necessary, edit the name or command path and name of the program.

9. Choose **OK**.

The green generic button turns into a program button. If the generic button does not change into a program button, it is because the file extension is not in the WIN.INI file.

You can use the generic button as a program button or you can change the information in the WIN.INI file to include the file extension in the Programs = line in the [Windows] section of the WIN.INI file.

Creating document buttons

Document

A document button is an icon that represents a data file and its associated application program. When you double-click the document button, it will start the application and open the file for you.

Document buttons allow you to access applications when you need them, so you don't have to leave them running all the time. Each document button starts a completely separate instance of an application and opens the data file specified in the button's command line. If you have applications which allow only one open instance, you need to close the application, if it is running elsewhere, before using a button that calls the application.

Document buttons allow you to organize data files in rooms so that you can work most efficiently.
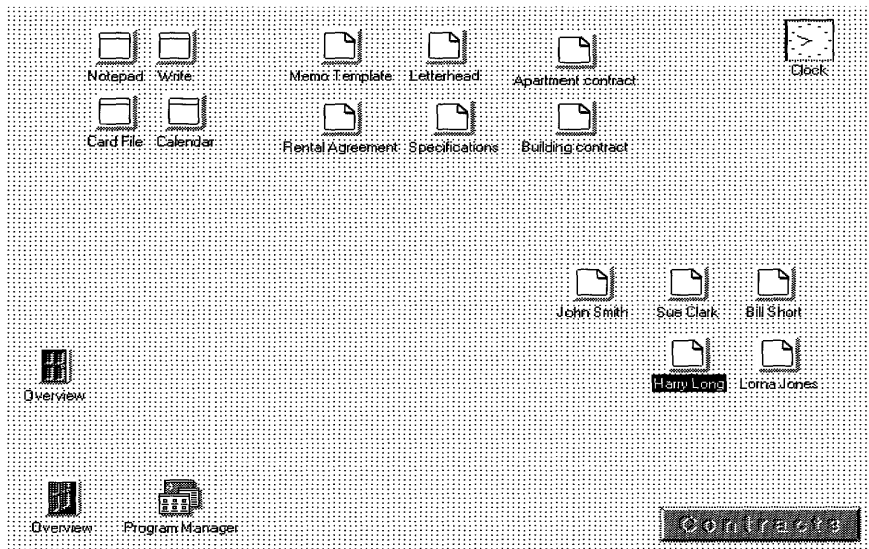
Figure 22. Buttons can be created to access a variety of data files and their applications.

When you create a button, Rooms for Windows will compare the extension of the file you select with the information in the WIN.INI file.

The [Extensions] section of the WIN.INI file matches the filename extensions with their corresponding applications. So, for example, when you select a document with a file extension of .TXT Rooms for Windows looks in the WIN.INI file to determine what application is used with a .TXT file and then includes a command to start the application in the Button Editor dialog box. If the command is not correct for the application you want to use, you can change it in the dialog box.

To create a document button:

1. Enter a room.

2. Click the Back Door to display the Back Door menu.

3. Choose **Create/Delete**.

4. Choose **Create Button** from the Create/Delete submenu.

   A green generic button and the Button Editor dialog box appear.

5. Click the **Browse** button.

   A dialog box with a browse list appears.

6. Select a file with a document extension, such as .TXT or .WP from the list and choose **OK**.

   On the Button Editor dialog box, the name of the file appears in the Name box. The complete startup command for the application and data filed appears in the Command box, along with the directory and disk references.

7. Verify that the startup Command contains the correct infromation for the application that you want started with your data file. Edit the command if needed to include the correct application and file.

8. Choose **OK**.

   The green generic button turns into a document button. If the generic button does not change into a document button, it is because the data file's extension is not in the WIN.INI file.

   You can use the generic button as a document button or you can change the information in the WIN.INI file to include the file extension in the Documents = line in the [Windows] section of the file.

   To associate the data file's file extension with an application, you need to make an entry for the file extension in the WIN.INI [Extensions] section.

Using buttons

After a button has been created:

1. Double-click on the button to start the application and/or open the file.

Editing buttons

You can edit existing buttons to change their names or startup command.

To edit existing buttons, begin in a room:

1. Click once on a button.

2. Choose **Inspect Button Definition** from the displayed menu.

```
┌─────────────────────────────────────────────────────┐
│                  Rooms for Windows                   │
├─────────────────────────────────────────────────────┤
│                     Button Editor                    │
│   Name:                                              │
│   ┌───────────────────────────────────────────────┐ │
│   │ Memo Template                                 │ │
│   └───────────────────────────────────────────────┘ │
│   Command:                                           │
│   ┌───────────────────────────────────────────────┐ │
│   │ NOTEPAD.EXE C:\MEMO.TXT                        │ │
│   └───────────────────────────────────────────────┘ │
│                                                      │
│   ┌─────────┐  ┌─────────┐  ┌─────────┐  ┌──────┐   │
│   │   Ok    │  │ Cancel  │  │ Browse  │  │  ?   │   │
│   └─────────┘  └─────────┘  └─────────┘  └──────┘   │
└─────────────────────────────────────────────────────┘
```
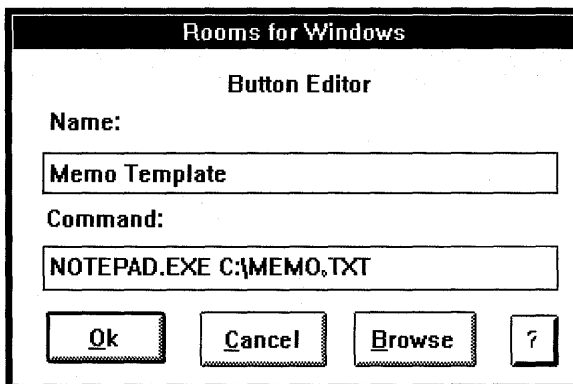
Figure 23. The Button Editor dialog box appears

3. Edit the Name and Command boxes.

4. Choose **OK**.

Deleting buttons

You can delete buttons from the Overview display or from the button's menu.

To delete a button while in the Overview display:

1. Select the button.

   The selected button is highlighted in red.

2. Choose **Delete** from the Windows menu (or press the Del key).

   The button is deleted from the room in the Overview display.

To delete a button while in a room:

1. Click once on the button.

2. Choose **Close**.

   The button is deleted from the room.

Creating doors

You can create a door that is a direct passage to another room. You create doors using the **Create/Delete Door** command in the Back Door menu.

If there is a particular room that you return to frequently, create doors for it in each appropriate room or include a door in the Overlay room. At any point in your work you can double-click the door and instantly move to the room.

To create a door while in a room:

1. Click on the Back Door.

   The Back Door menu appears.

Move	
S**w**itch To...	Ctrl+Esc
Overview	
Find	
Windows	▶
Go To	▶
Create/Delete	
Help	▶

   Overview
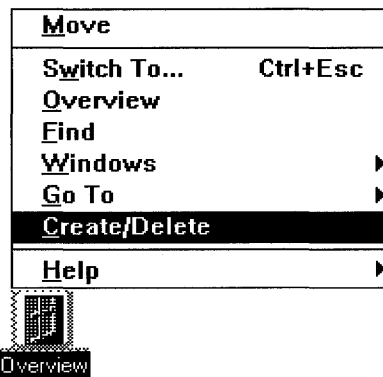
   Figure 24. The Back Door menu appears when you click the Back Door.

2. Choose **Create/Delete** from the Back Door menu.

   The Create/Delete submenu appears.

```
┌─────────────────────┐
│  Create Room        │
├─────────────────────┤
│  Create Door        │
├─────────────────────┤
│  Create Button      │
├─────────────────────┤
│  Delete Room        │
└─────────────────────┘
```

Figure 25. The Create/Delete submenu appears.

3. Choose **Create Door** from the Create/Delete submenu.

The Choose Room dialog box appears

```
┌──────────────────────────────┐
│     Rooms for Windows        │
│       Choose Room            │
│                              │
│  ┌────────────────────────┐  │
│  │ <new room>             │  │
│  │ Overlay                │  │
│  │ Overview               │  │
│  │ Room 1                 │  │
│  │                        │  │
│  │                        │  │
│  └────────────────────────┘  │
│  ┌──────┐ ┌────────┐ ┌───┐   │
│  │  Ok  │ │ Cancel │ │ ? │   │
│  └──────┘ └────────┘ └───┘   │
└──────────────────────────────┘
```
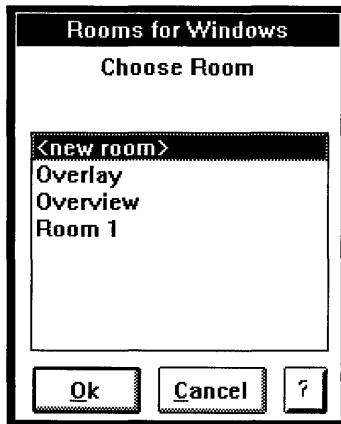
Figure 26. The Choose Room dialog box appears.

4. Choose the room to which the door will lead.

5. Choose **OK**.

A door appears, labeled with the name of the room it accesses.

Renaming doors

If you decide that you would like to have a door lead to a different room, you can rename the door to change the room it accesses.

To rename a door while in a room:

1. Click on the door.

2. Choose **Rename** from the displayed menu.

   The Choose Room dialog box appears.

3. Choose the new room to which the door will lead.

4. Choose **OK**.

   The the new room name appears under the door.

Deleting doors

You can delete doors while in the Overview display or by using the menu for the door.

To delete a door while in the Overview display:

1. Select the door.

   The selected door is highlighted in red.

2. Select **Delete** from the Windows menu (or press the Del key) .

   The door is deleted from the room.

To delete a door while in a room:

1. Click on the door.

   The door's menu appears.

2. Choose **Close** in the door's menu.

   The door is deleted from the room.

12. Working with objects in rooms

After you have created objects (such as buttons and doors) inside one or more rooms, you can manipulate the objects in a variety of ways. You can:

- Copy them to other rooms
- Move them inside a room or to other rooms
- Carry them with you as you enter new rooms
- Duplicate the contents of one or more rooms to another room using the **Include** command
- Distribute objects to every room by placing them in the Overlay room.

Copied versus included objects

Objects have different attributes depending on whether they were created or opened, copied or included. A copied object is independent regarding its position, size, and state. Both the original object and its copies can be moved individually in their respective rooms and can be positioned and sized independently of each other.

Included objects are not independent. By contrast, they are identical in size, state, and position within all rooms. As seen on the Overview display, if an application appears as a minimized icon in the top left corner of the Overlay room, identical icons appear in the top left corner of all the rooms of the suite. Any change you make to one of these included objects affects all occurrences of that object in other rooms.

All occurrences of copied or included applications will contain the same data file.

You can recognize the different types of objects by their color:

- **Gray objects** – Original and copied objects are colored gray.
- **Green objects** – Included objects are colored green.

Any object you select turns red.

Copying objects

In the Overview display, you can copy objects from one room to the next. Copying an object allows you to access the same object in another room. When you copy an application, you do not start the application again. You only make that application available in another room.

For example, suppose you are creating a memo with a word processing application. In the memo, you need to analyze and comment on data stored in a spreadsheet application located in another room. If you copy the word processing application to the spreadsheet room, your memo is conveniently available to edit.

Refer to "Finding applications" in Section 10 for information about locating applications.

To copy an object, begin in the Overview display:

1. Select an object.

2. Choose **Copy** from the Windows menu, (or press the **C** key).

3. Position the outline of the copied object in the room where you want the copy, and then click the left mouse button.

Moving objects

Moving an object relocates the object. From the Overview display, you can move objects within rooms and from room to room. You can move objects around the Overview display using both menu commands and the mouse.

Inside a room, you can move objects using the standard Windows desktop techniques.

To move an object on the Overview display using the mouse:

1. Point to an object, then press and hold down the left mouse button.

   The object is highlighted and an outline of the object appears at the mouse pointer.

2. Drag the object to a new location in the room or to another room.

   The outline follows the pointer as you move the mouse.

3. Release the left mouse button to place the object in the new location.

To move an object on the Overview display using the Windows menu:

1. Select an object.

2. Choose **Move** from the Windows menu (or press the M key).

   The object is highlighted and an outline of the object appears at the mouse pointer.

3. Point to the new location, and click the left mouse button.

   The object is placed in the new location.

Carrying objects

As you move from room to room, you might want to take an object with you. Rooms for Windows lets you copy or move objects using the Go To command from the Back Door menu so you don't have to go back to the Overview to move or copy the object.

For example, if you're working on a spreadsheet window in one room, and you want to use the spreadsheet's data in documents that you'll create in a separate word processing room, you can carry the spreadsheet application with you as you go to the new room.

When you carry an object with you, it is either moved or copied. When an object is moved, you carry the single instance of the object with you. When an object is copied, the object is copied to the new room, but you also leave a copy behind.

To carry an object as you move to a new room:

1. Click on the Back Door.

2. Choose **Go To** from the Back Door menu.

3. Choose **Room [Copy Objects]** to copy objects, or **Room [Move Objects]** to move the objects with you.

   The Go To dialog box appears

4. Choose a destination room.

5. Choose **OK**.

A Select Window dialog box appears and the pointer changes to a mouse with a check.

6. Select each object you want to copy or move using the check pointer.

The name of the object appears in the dialog box.

7. Choose **OK**.

You go to the room you selected, carrying the selected object(s) along with you.

Including and excluding rooms

The **Includ**e command lets you include all objects from one room to another room. These objects are added to the existing contents of a room. You can include the objects from more than one room into a single room.

Included objects are shared objects, similar to those in the Overlay room, and appear in green in the Overview display. Changes that you make to an included object apply to all the occurrences of that object.

Included objects remain in a room until they are deleted or excluded. You can undo an inclusion with the **Exclude** command.

When you want to see which rooms have been included in another room, follow the **Exclude** procedure to see a list and then select **Cancel**.

To include a room, begin in the Overview display:

1. Click on the title bar of the room to receive the included objects.

The title bar darkens to show that it is selected.

2. Choose **Include** from the Rooms menu.

A dialog box appears, showing a list of all rooms.

3. Choose the room whose objects you want to include in the selected room from the displayed list.

4. Choose **OK**.

The objects are included , so they are now in both rooms.

To exclude a room begin in the Overview display:

1. Select a room where the objects from another room are included.

2. Choose **Exclude** from the Rooms menu.

   The Choose Room To Exclude dialog box appears.

3. Choose the room whose objects you wish to exclude from the selected room.

4. Choose **OK**.

   The included objects are removed from the selected room.

Using the Overlay Room to place objects in rooms

The Overlay room automatically includes its contents in every other room. If you have an application, such as the clock, that you would like available in all rooms, put it in the Overlay room. It will be available wherever you need it. When you delete an object from the Overlay room it is deleted from all the rooms.
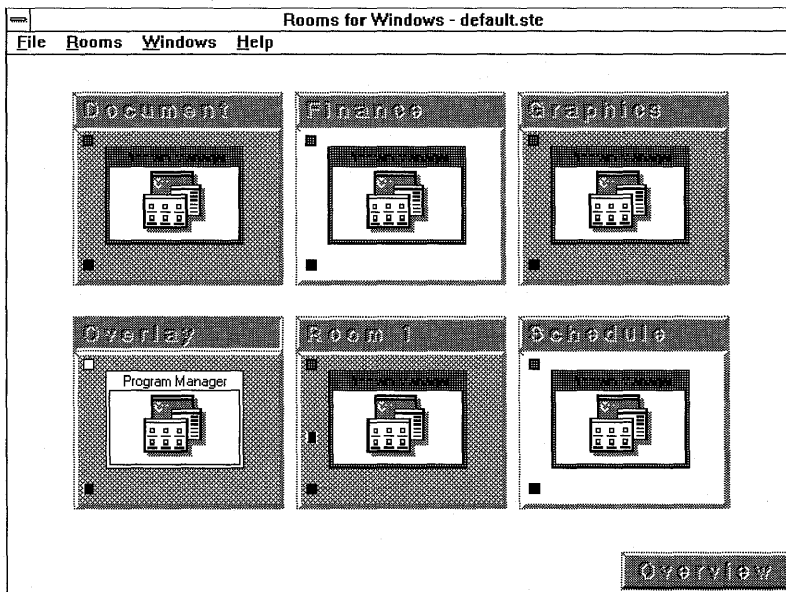
Figure 27. If you place the Program Manager in the Overlay room, it will be available to start programs from any room.

13. Accessing DOS from Rooms for Windows

Rooms for Windows gives you two additional ways to access DOS programs: buttons and full screen DOS Rooms.

Using Buttons with DOS

One use for buttons is automatically starting DOS applications or executing DOS commands. Buttons are handy accelerators for any process you run frequently. For example, you can create a button containing the DOS command to copy files to a disk as a regular backup routine.

Creating a full screen DOS room

Full screen DOS rooms are special rooms dedicated to individual DOS applications. Using full screen rooms smoothly integrates DOS applications with your suite and can help keep you from inadvertently starting multiple processes.

When you create a full screen room, it appears in the Overview display as a room with a large black area. When you click the title bar, instead of entering the room, you move to a full screen DOS application.
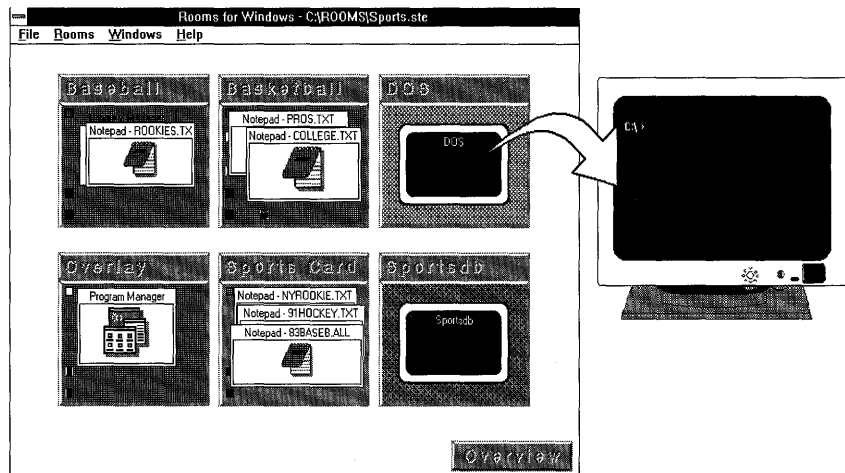
Figure 28. Click the full screen room to open a full screen DOS application.

Operating in 386 enhanced mode, Microsoft Windows lets you run some DOS applications inside windows as well as in the full screen display. You can specify this display option in a Windows dialog box.

However, Rooms for Windows can only make full screen rooms from DOS applications that are in the full screen display mode. If you try to make a full screen room from a DOS application that is set up to run in a window, it makes the room, but it won't function as a full screen room. To make a full screen room from a DOS application that is set up to run in a window, you must first change its display mode to full screen.

Caution: When you have a full screen DOS application in a full screen room, do not use the Alt+ Enter command to make it run in a window. If you do, your full screen room will not work properly. In addition, some DOS applications, such as games, may not behave well in Microsoft Windows.

To create a full screen DOS room:

1. Start a full screen mode DOS application running.

2. Press Alt+Esc to suspend the application and leave a DOS icon on the desktop.

   A DOS icon appears.

3. Click the DOS icon.

4. Choose **Create Full Screen Room** from the DOS icon's menu.

   The DOS icon disappears, and when you move back to the Overview display, a new full screen DOS room appears in your suite.

To change a DOS application set up to run in a window to a DOS full screen application:

1. Find the minimized icon for the DOS application on the desktop.

2. Click the application icon.

3. Choose **Settings...** from the menu.

4. Click the **Full Screen** button.

   The DOS application can now be run in a full screen room.

Terminating DOS Applications before exiting Rooms

As with Microsoft Windows, you cannot end a Rooms for Windows session until you have individually terminated all running DOS applications. Depending on the specific application, you might have to perform different steps to terminate them.

The preferred method is to leave the DOS application in the manner that is normal for the application. This might be done by:

- Selecting Quit from the application file menu
- Typing Exit at the DOS prompt
- Using other methods specific to the application.

When you return to Rooms for Windows, the application is terminated, and the full screen room appears as a regular room with objects included by the Overlay room.

Using Alt+Esc does not terminate DOS applications. Use the following procedure to terminate the DOS application if you cannot terminate it in its normal way.

To terminate DOS applications with the Settings command:

1. Click the DOS icon.

   The icon' menu appears.

2. Choose **Settings**.

   The Settings dialog box appears.

3. Choose **Terminate**.

   A warning dialog box appears.

4. Choose **OK**.

   The DOS icon disappears.

To save a suite containing DOS applications:

1. Choose **Save Suite** from the File menu.

2. Answer any Startup information dialog boxes that appear.

3. Stop any running DOS applications.

4. Choose **Exit Rooms** from the File menu (or press Alt+F4).

   The Save Suite dialog box appears.

5. Click **No**.

   Having already saved your suite with your DOS applications run-ning, answering "No" keeps your suite file from being overwritten as the session ends. The next time you load the suite, the DOS applica-tions will be running.

14. Tricks and tips for Rooms for Windows

This section describes some of the tips and tricks you can use to get the most out of Rooms for Windows. These ideas were provided by the development staff and testers who have been working with Rooms for Windows during its development stages.

Starting Rooms for Windows

Starting Rooms for Windows automatically – If you want to start Rooms for Windows automatically whenever Windows is started, you can make the following entry in your WIN.INI file:

LOAD = *pathname* **ROOMS**

Caution – If you use this technique, do not use the "RUN=" or "LOAD=" lines to start additional applications after Rooms for Windows. Use the Rooms suite mechanism to start applications.

Responding to dialog boxes and messages – When a suite is loading, if an application needs to query the user through a dialog box or message box, Rooms for Windows will wait 60 seconds for you to respond to the request. If there is no response, Rooms for Windows will continue loading the suite.

Low on memory

Close unneeded applications – Open applications that you are not using still use memory and Windows resources. If you get into a low memory condition, close these unneeded applications to free up memory and Windows resources for the applications you are using.

Suites

Create a core suite – Create and save a suite that contains the core applications for most suites that you anticipate creating. Add to or modify this suite to create a larger suite, and then save the suite under another name.

Sharing your PC – If you share your PC with other users, you may find it more convenient to have separate suites for each user.

Displaying a Startup dialog box – A window that has been marked as "No File" will not prompt again for startup information. To force an application to request startup information, when you save the suite, close the application and restart it.

Naming rooms

Use numbers to arrange room order – In the Overview display, Rooms are arranged in alphanumeric order. Enter identifying numbers or letters at the beginning of room names to make it easy to define a specific room order.

Long room names truncated in the Overview display – The rooms shown in the Overview display get smaller as you add new rooms, so long room names will be truncated. If you put an identifying number at the start of the room name, such as *1 Project, 2 Project*, and so on, you will always be able to identify the rooms even as their names are truncated.

Including and excluding rooms

Checking which rooms have been included – When you want to check which rooms have been included in a room, select Exclude in the Rooms menu to display a list of Rooms included in the current room.

The Program Manager

Use the Program Manager – The use of Program Manager as your Window's shell is highly recommended.

Keep the Windows Program Manager in the Overlay room – This automatically places the Program Manager in all the rooms allowing you can start new Windows applications from any room. (The first time you start Rooms for Windows, the Program Manager appears in Room 1 and the Overlay room.)

The Overlay room

Putting a favorite application in all rooms – If you have favorite applications that you want available in all rooms, put them in the Overlay room. Any object you place in the Overlay room is included in all rooms.

Using buttons

Optimizing your rooms with buttons – The icons you see on a Windows desktop represent processes that remain in memory and take up valuable Windows resources, even though you've minimized the window in which they are running to an icon.

Rooms for Windows lets you create buttons that reside directly on the desktop. The buttons are different from minimized windows because they start applications. Because of this feature, you can create rooms that only contain doors and buttons. You can use the buttons to start applications and open their associated data files.

Make buttons for applications and documents you use frequently – Instead of leaving applications running in a room, create buttons to run them only when you need them.

Remove or minimize the Program Manager – To setup a room that just uses buttons, first remove or minimize the Program Manager in the Overlay room. This will reduce the clutter on the desktop.

Create Program and Document buttons – Create Program buttons to start only the applications, and create Document buttons to open documents and their associated programs.

Using doors

Placing a door in the Overlay room – If there is a particular room that you return to frequently, use the Overlay room to place doors leading to it in all the rooms of the suite. It's also convenient to place a copy of a door to the Overview display in the Overlay room to make it available wherever you are.

Navigating

Using your mouse to get around – Use your mouse to rapidly move between rooms and the Overview display. In a room, move the mouse to an unoccupied space at the right, left, or top edge of the screen and click the left mouse button to move to the next room, previous room, or the Overview display.

Using the Task List – Double-click the left mouse button in the background area of a room to display the Windows' Task List dialog box. Doors, buttons, and other objects show up in the task list.

You may see duplicate titles in the Task List because you could have several occurrences of the same object running in Rooms. For example you could several doors named Room 1 or Overview.

Using the Go To dialog box – Double-click the right mouse button in the background area of a room to display the Go to dialog box.

Incompatible applications

Unfriendly applications – Occasionally you may find an application that is "unfriendly" in Rooms for Windows. Compatibility problems usually center around the ability of Rooms for Windows to properly restart the application.

To solve this problem, first, verify that you are using the proper command line to start the application. If you are, try starting the application before you start Rooms for Windows.

Rooms for Windows treats applications that were running before it is started differently from those that are started in Rooms for Windows. If this procedure works, the application window will appear in the Overlay room and operate properly.

If the application runs, you can edit your WIN.INI file to include the application in the RUN= or LOAD = lines. Make sure Rooms is the last item on the line, so it will be run last. The application window will appear in the Overlay room each time you start Rooms for Windows or load a new suite.

Index

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Rooms for Windows.

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