

3+MenusTM

*Reference
Guide*

1963-01

3+PlusTM

3Com[®]

3+Menus Reference Guide

**A member of the 3+ family of products.
For use with DOS 3.1 or DOS 3.2.**

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Table of Contents

Chapter 1: Installation and Setup

1-3	Installing 3+Menus	
	1-3	Installation Requirements
1-5	User Startup	
	1-5	Starting from the Network
	1-6	Starting from a Local Drive
	1-6	Starting from a Remote Workstation
1-6	Parameter Setup	
	1-6	Default Parameters
	1-8	Specifying Parameters

Chapter 2: Basic Operations

- 2-2 Starting 3+Menus**
- 2-3 The 3+Menus Screen**
 - 2-4 3+Menus Window Components
 - 2-5 Changes to the 3+Menus Screen
 - 2-6 The Active Window
- 2-6 Function Keys**
- 2-8 Selecting Window Items**
- 2-9 3+Menus Commands**
 - 2-9 The Available Commands and Subcommands
 - 2-10 The Open Command
 - 2-10 Exiting a Command Bar
- 2-10 Manipulating Windows**
 - 2-10 Opening Windows
 - 2-11 Branching
 - 2-13 Closing a Window
 - 2-14 Moving and Resizing a Window
- 2-17 Working with Forms**
 - 2-18 Moving Around a Form
 - 2-18 Entering Information in a Form
 - 2-20 Editing Information in a Form
- 2-21 Using the 3+Menus Main Menu**
 - 2-22 Submenus
 - 2-22 Starting Application Programs
 - 2-24 Logging In and Out from the Main Menu
- 2-26 Quitting 3+Menus**

Chapter 3: Using Directories and Files

- 3-2 Understanding 3+Share Directories**
 - 3-3 Shared Directories
 - 3-4 Links to Directories
- 3-6 Working with Directories and Files**
 - 3-6 Linking and Unlinking Shared Directories
 - 3-8 Opening Directory Windows
 - 3-12 Expanding and Contracting Directory Windows
 - 3-13 Arranging Directory Listings
 - 3-14 Adding Subdirectories to Directories
 - 3-14 Marking Files
 - 3-19 Deleting Directories or Files
 - 3-19 Copying and Moving Files
 - 3-21 Renaming Directories or Files
- 3-22 Using DOS from 3+Menus**

Chapter 4: Using Printers

- 4-2 Understanding Network Printers and Print Jobs**
 - 4-2 Shared Printers
 - 4-3 How Print Jobs Are Created
 - 4-3 How the Print Queue Works
- 4-4 Using Shared Printers**
 - 4-4 Linking Printers
 - 4-5 Unlinking Printers
 - 4-6 Changing the Default Print Settings
 - 4-9 Modifying and Deleting Print Jobs

Chapter 5: Customizing Menus

- 5-2 The 3+Menus Menu System**
 - 5-3 Menu File Structure
 - 5-3 How 3+Menus Manages Menus
- 5-4 Creating Menu Systems**
 - 5-4 Menu File Location
 - 5-4 Central Menu Definition
- 5-5 Commonly Needed Submenus**
 - 5-5 Sharing Private Submenus
 - 5-5 Menu Systems
- 5-7 Preparing to Customize**
 - 5-7 Menu File Location
- 5-8 Ways to Customize**
 - 5-9 Sharing Menus
 - 5-10 Adding Submenus
 - 5-13 Adding Task Items
 - 5-20 Changing Menu Items
 - 5-21 Deleting Menu Items

Appendix A: Error Messages

Appendix B: Color/Screen Attributes

Appendix C: 3+Menus Program Files

List of Figures

Page	Figure Title
2-3	2-1. The 3+Menus Window
2-5	2-2. Several Windows Open on the Screen
2-9	2-3. Explanations of Subcommands on Message Line
2-11	2-4. A Series of Windows Opened from the Main Menu
2-12	2-5. Two Branches from One Window
2-13	2-6. Closing Windows
2-14	2-7. The Window Subcommands
2-17	2-8. A Typical Form
2-19	2-9. Entering Information from a Choice List
2-21	2-10. A Typical Main Menu
2-22	2-11. Starting an Application Program
2-24	2-12. The Log In Form
2-25	2-13. The Log Out Form
3-5	3-1. Three Directories Linked to Drive Identifiers
3-6	3-2. Linking a Shared Network Directory
3-7	3-3. Shared Directory Linked to a Drive Identifier
3-8	3-4. Unlinking a Shared Directory
3-9	3-5. A Directory Window
3-10	3-6. Sharing a Directory

List of Figures (continued)

Page	Figure Title
3-12	3-7. Unsharing a Directory
3-13	3-8. The Arrange Command
3-15	3-9. Marked Items in a Directory Window
3-17	3-10. Marking Files in a Directory
3-18	3-11. The Pattern Form
3-21	3-12. The Move and Copy Commands
4-2	4-1. Shared Printers on SERVER1
4-3	4-2. A Print Queue
4-4	4-3. Printer Connections Window
4-6	4-4. Unlinking a Shared Printer
4-7	4-5. The Default Print Settings Form
4-10	4-6. The Print Job Settings Form
5-2	5-1. Adding Items to the Main Menu
5-11	5-2. The Sub-Menu Item Form
5-14	5-3. The Task Item Form
5-18	5-4. Parameter Box
5-19	5-5. Menu Task Item Page 2

List of Tables

Page	Table Title
1-3	1-1. Installation Requirements
1-7	1-2. Parameter Values
1-9	1-3. The PROFILE.SYS Settings
1-15	1-4. DISPLAYTYPE Parameters
1-16	1-5. ATTRIBUTE Parameter Sequence
2-7	2-1. Function Key Usage
2-8	2-2. Cursor Keys Used to Select Window Items
2-15	2-3. Moving Windows with the Cursor Keys
2-16	2-4. Resizing a Window with the Cursor Keys
2-18	2-5. Movement Keys in a Form
2-20	2-6. Editing Keys Used in Forms

Chapter 1: Installation and Setup

This guide explains the installation, management, and use of 3+Menus, a program that provides a visual interface to the 3+ network. The 3+Menus interface allows you to display on the screen the network resources, such as servers, printers, application programs, and the 3+ commands available to you. Through simple procedures for displaying, selecting, and responding to prompts, 3+Menus makes learning and using the 3+ network easy and straightforward.

3+Menus can be customized to meet the needs of different network users. Menu items can be added or deleted as needed to perform network operations and to run application programs and batch files. You can use 3+Menus as the main interface between the workstation and the network. If you are working from a remote workstation, you can use it as an interface with DOS and with local applications, without logging in to the network.

This guide is intended for two types of users:

- ▶ The network administrator responsible for installing and setting up 3+Menus on the 3+ network.
- ▶ Network users who have used the *3+Menus "How To" Guide* and now want more complete information about 3+Menus, or who are using 3+Menus advanced features.



NOTE: This guide assumes an understanding of 3+Share. For detailed information on 3+Share, please refer to the *3+Share User Guide* or the *3+ Administrator's Guide*.

The remainder of this chapter covers the following topics:

- ▶ Installation requirements
- ▶ Installing 3+Menus
- ▶ Starting users
- ▶ Parameter Setup

Installing 3+Menus

The 3+Menus software can be installed on any server connected to a 3+Share network. 3Com recommends installing 3+Menus on the APPS shared directory with Read-only access for all users. The same shared directory should have another sharename, APPSADMN, that offers Read, Write, and Create access to the network administrator, who may later need to make changes, such as editing the menu (.MNI) files.



CAUTION: If 3+Menus is installed in a shared directory to which users have Write access, only one user at a time can access it. Subsequent users will receive the message, "Error on drive d:" when d: is the drive containing 3+Menus.

Installation Requirements

Table 1-1 lists the requirements for the installation of 3+Menus software on a 3+ server.

Table 1-1. Installation Requirements

Component	Description
3+Share	Must be installed on the 3+network. Refer to <i>3+Administrator's Guide</i> for complete instructions.
Memory	Each workstation: 384K of RAM
Operating System	DOS 3.1 or higher.
Diskettes	3+Local Workstation Startup diskette. See Chapter 2 of the <i>3+Installation and Configuration Guide</i> to create this diskette. The <i>3+Menus</i> diskette



NOTE: In a mixed 2.4 and 3+ network, 3+Menus can be installed on a 3+ server on which 3+Share and 3+Path software have been installed. No EtherSeries 2.4 operations can be performed from within 3+Menus, but links made to 2.4 volumes prior to running 3+Menus will offer access to 2.4 data. The link does not appear in the Directories and Files window, but the drive can be opened. If a drive is linked to both a 2.4 volume and a 3+ volume, the 3+ link takes precedence.

The following instructions assume that 3+Menus will be installed in a sharename called APPSADMN, and that the user will access 3+Menus from a sharename called APPS. If 3+Menus is installed elsewhere, substitute the appropriate sharenames for APPS and APPSADMN.

To install 3+Menus:

1. Log in as a server-user to the server on which 3+Menus is being installed.
`LOGIN <servername>`
2. Link to the sharename on which you are installing 3+Menus, using the sharename that provides Read, Write, and Create access .
`3F Link appsadmn d:`
3. Make the drive you linked to the current drive; insert the 3+Menus diskette into drive A: and run the installation program:
`d:`
`A: INSTALL`

Once 3+Menus is installed, it is ready to be started by users.



NOTE: The maximum number of sessions and the maximum number of links available to a user is determined by two parameters in the user's AUTOEXEC.BAT file on the 3+Local Workstation Startup diskette. For some users, the default maximums for sessions and links will be too small because 3+Menus uses one session for every server that it accesses; also, in addition to any explicit links to shared directories and shared printers, 3+Menus uses one extra link. For detailed information on the AUTOEXEC.BAT file, refer to Appendix D of the *3+ Installation and Configuration Guide*.

User Startup

Individual users can start 3+Menus from the following locations:

- ▶ A network directory, generally the APPS directory, that contains the 3+Menus software
- ▶ A local drive on a workstation
- ▶ A local drive on a remote workstation

Starting from the Network

To start 3+Menus from the current network drive (after you have logged in), type:

```
Menus<Enter>
```

If the 3+Menus software is in a directory other than your current directory, you can access it without changing to that directory. For example:

```
E>D: \myprograms\Menus<Enter>
```

If you want to use 3+Menus as your main interface to the network, edit the last line of your AUTOEXEC.BAT file to start 3+Menus, for example:

```
D:menus
```


Starting from a Local Drive

To start 3+Menus from the current local drive on your workstation, insert the *3+Menus* diskette into the drive and type:

```
Menus<↵
```

If the 3+Menus software is in a directory other than your current directory, you can access it without changing to that directory. For example:

```
C> B:\myprograms\Menus<↵
```

Starting from a Remote Workstation

Copy the 3+Menus program files, *MENUS.EXE* and *EM.EXE*, from the 3+Menus distribution diskette or from the server to which the remote user logs in. The following example copies the program files to the directory "BIN" in drive C:.

```
COPY MENUS.EXE C:\BIN  
COPY EM.EXE C:\BIN
```

To start 3+Menus from the current drive on your remote workstation, type:

```
Menus<↵
```

If the 3+Menus software is in a directory other than your current directory, you can access it without changing to that directory. For example:

```
C> B:\myprograms\Menus<↵
```

Parameter Setup

This section discusses the parameters that determine various 3+Menus characteristics at runtime, such as the list of available servers, the menus to display, and user preferences regarding level of control over commands and workstation display characteristics. 3+Menus parameters may be set up in several ways, as discussed under the *Specifying Parameters* heading later in this section. If the user does not specify any parameters, 3+Menus uses the defaults shown in Table 1-2.

Default Parameters

Table 1-2 shows the keywords that 3+Menus looks for, the default parameter values for each keyword, and describes the other values that can be set for each keyword.

Table 1-2. Parameter Values

Keyword	Function	Default Value/Meaning Other Values
MAINMENU	The name and directory of the menu file containing the list of menu items that will appear on the user's Main menu.	<p>Standard items (the specific items that appear depend on whether the user is logged in or not); a MAINMENU file is created in the current directory.</p> <p>A customized MAINMENU can contain any number of unique items and can be given any name.</p>
SERVERFILE	The name and directory of the file containing the names of the network servers that 3+Menus can access.	<p><no file> 3+Menus will access the server to which the user is logged in.</p> <p>The SERVERFILE can list any or all available servers on the network and can be given any name.</p>
COMMANDS	Determines how 3+Menus accepts commands from the user	<p>COMMANDS=SLASH Displays the command bar when the user presses the / (slash) key.</p> <p>Other values are COMMANDS=OFF, COMMANDS=ON.</p>
EDIT	Specifies the editor to load when the EDIT command is issued.	<p><null> No editor is specified.</p> <p>Specify the editor of your choice.</p>

(continued)

Table 1-2. Parameter Values (continued)

DISPLAYTYPE	Sets display attributes for different types of video monitors.	DISPLAYTYPE=A IBM monochrome monitor DISPLAYTYPE values, A-D, are shown in Table 1-4.
ATTRIBUTES	Lets the user set display attributes that override the DISPLAYTYPE preset selections.	<null> No display attributes specified. ATTRIBUTE values , a-k, are shown in Table 1-5. Appendix B shows a complete list of attribute numbers.
ZOOM	Determines whether 3+Menus windows appear instantly or gradually open from the menu item.	ZOOM=ON The windows gradually open. Other value is ZOOM=OFF.

Specifying Parameters

A user may specify parameters for any of the keywords that appear in Table 1-2, either on the command line or in a profile file usually called PROFILE.SYS.

If a PROFILE.SYS file does not exist with that name, a DOS string can be set to the directory and name of the profile file. At the DOS prompt, simply enter the path and file name:

```
SET PROFILE=<path and filename>↵
```

You can specify parameters on the command line for some keywords and use the default values for the rest of the keywords. The following example specifies the parameters for MAINMENU and SERVERFILE, using the default parameters for the remaining keywords.

```
MENUS /SERVERFILE=D:\MACHINES /MAINMENU=D:\NETWORK.MNI
```

Table 1-3 shows PROFILE.SYS settings.

Table 1-3. The PROFILE.SYS Settings

Keyword	Meaning	Default Setting
SERVERFILE	Location of list of servers	D:\MACH.DIR
MAINMENU	Location of Main menu file	D:\NETWORK.MNI
COMMANDS	State of command bar	SLASH
ZOOM	Windows zoom or pop open	ON
DISPLAYTYPE	Monitor display type	A
ATTRIBUTES	Video attributes	(no entry)
EDIT	Location and name of the editor to use for the EDIT command	D:\MED

You can use the APPEND command to locate files outside the current directory. APPEND is similar to the DOS PATH command, which is used to locate executable files, such as files with EXE, COM, and BAT extensions. APPEND locates non-executable files such as data files.

The APPEND command always searches the current directory, then the other drives in the APPEND string. Use APPEND only to locate Read-only files. Using APPEND to locate files that you are going to write to can create problems. For example, APPEND can retrieve a file from one drive (not the current directory), and then 3+Menus or the editor will write the file out to the current directory, where the program assumed the file had originally been.

The format of the command is [d:]<path>[:[d:]<path>]...

APPEND.COM is copied to the server during 3+ installation. It is shipped on the *3+Share User #1* diskette.

3+Menus Search Sequence

3+Menus searches for parameter values using the sequence shown below. At each step, 3+Menus takes the parameter values for any keyword that it finds, then proceeds to the next step for any remaining keyword values.

1. Looks at the command line. In the following example, only one command line parameter has been entered.

```
MENUS /SERVERFILE=D:\MACHINES
```

2. If no SERVERFILE or MAINMENU parameters were on the command line, looks for the files "MAINMENU.MNI" and/or "MACH.DIR". In the example above, 3+Menus would search only for "MAINMENU.MNI", having already found a SERVERFILE value in the command line.
3. Opens the file "PROFILE.SYS". The PROFILE.SYS default settings in the 3+Menus distribution diskette are shown in Table 1-3. If 3+Menus finds "PROFILE.SYS", it will not look for PROFILE=<filename>, even if some parameters have not been set.
4. Looks for the DOS string PROFILE=<filename>. If PROFILE=<filename> exists, it opens the file and uses the settings in the file. For example,

```
COMMANDS=ON  
EDIT=* WP ::
```

5. Uses defaults. The 3+Menus default parameter values are shown in Table 1-2.



NOTE: Once 3+Menus locates a filename for SERVERFILE, MAINMENU, a "PROFILE.SYS" file, or the filename for the DOS string PROFILE=, it will use the file without checking whether the file contains valid parameters.

The remainder of this chapter explains the parameters for each keyword used by 3+Menus.

MAINMENU Parameter

MAINMENU is the name and directory of the menu file containing the list of menu items that will appear on the user's Main menu.

When a user is logged in to the network, 3+Menus displays standard menu items -- Directories and Files, Printer Connections, Shared Directories, and Log In/Log Out. The items appear on the Main menu. If the user is not logged in, only the Log In item and the Directories and Files items are displayed. If 3+Menus finds no MAINMENU file, the program creates a Main menu containing only the standard items. If COMMANDS=OFF, no standard item appears.



NOTE: If the user is logged in, the Log In/Log Out item appears as "Log Out". If the user is using 3+Menus from a local drive and is not logged in to the network, but has the necessary network driver loaded, the item appears as "Log In". If no network drivers are present, the item never appears.

The MAINMENU parameter should contain the path to the desired Main menu. For example,

- ▶ If the users always use a NETWORK.MNI as their Main menu and the public director containing it is linked to drive D:, use the value MAINMENU=D:\NETWORK.MNI.
- ▶ If a user has a MAINMENU.MNI file in his home directory, which is always linked to drive E:, use the value MAINMENU=E:\MAINMENU.MNI.

Users cannot add further menu items to a MAINMENU file located in a shared directory with Read-only access. Shared submenus can be protected in a similar fashion by keeping the submenu files in a Read-only directory. However, a copy of the MAINMENU.MNI file can be copied to an individual user's home directory to be customized. The customized Main menu can contain any number of unique entries. It can also reference public directories such as the NETWORK.MNI menu file by including these as menu items on the customized Main menu.

Users who customize their own menus must have Write access to their Main menu and any menu they want to change. They can access submenus from a shared directory to which the user has Read-only access rights. However, they must have Write and Create access to any directory in which they want to create a new submenu.

For complete details on customizing menus, see Chapter 5: Customizing Menus.

SERVERFILE Parameter

SERVERFILE is the name and directory of the file containing the names of the network servers that 3+Menus can access.

3+Menus looks for the SERVERFILE parameter to identify the file containing the server names of each network server that it can access. When you install 3+Menus, the file MACH.DIR provides a central list of servers. You can change the name of this file and 3+Menus can use a different file for each user.

The list in a SERVERFILE can be all-inclusive, or it can be limited to only the particular servers of interest to the user. This feature can be tailored for the convenience of the user, for performance, for ease of administration, or for security.

Specify the SERVERFILE parameter by designating the path to the file containing the desired server names. For example:

```
SERVERFILE=e : \myserver
```

The server names must be legal three-part names, including the name, domain, and organization. For example:

```
SERVER1 : HQ : 3Com
```

For further information about three-part names refer to the "Three-Part Name Syntax" section in Chapter 4 of the *3+ Administrator's Guide*.

If the network has only one server:

There is no need to specify the SERVERFILE directory.

To restrict a user to a single server:

Do not specify the SERVERFILE parameter at all; the default will then be the user's home server.

For networks with only a few servers:

Simply make the file containing the server names available to all users. When the user opens the Shared Resources window, 3+Menus reads this file to display all the servers available.

For networks with many users:

You can establish for each server a separate, unique file containing server names. Then have each user's PROFILE.SYS file or command line parameters point to the appropriate file.

COMMANDS Parameter

The COMMANDS parameter determines how 3+Menus accepts commands from the user. This parameter controls when the command bar is present at the top of the screen and allows three options:

COMMANDS=ON

The command bar is present at all times.

COMMANDS=SLASH

The command bar is displayed when the user presses the slash key [/]. The user can exit the command bar by pressing the [Esc] key. When the user invokes a command, the command bar exits at the completion of the command.

COMMANDS=OFF

The command bar is never present. With this option, the user can only open menu items by selecting a menu item and pressing [Return]. The user cannot change any menus, invoke standard DOS operations (such as COPY), nor use any function keys.

On the Main menu, the standard menu items (Directories and Files, Printer Connections, Shared Resources, Log Out) are not available. If the parameter is set to COMMANDS=OFF, it is also impossible to quit 3+Menus to return to DOS. This is a protected mode of operation.

EDIT Parameter

The EDIT parameter specifies the text editor to load for the EDIT command, which is available when the active 3+Menus window is one through which you can retrieve a file. The parameter format is as follows:

```
EDIT=[*] filename [editor parameters] [::] [editor parameters]
```

*	<p>If the "*" is specified in the EDIT parameter, then 3+Menus will unload part of itself from memory, then load the text editor. If "*" is not specified, 3+Menus will load the text editor directly without unloading part of itself.</p> <p>However, if there is not enough memory to load the editor, 3+Menus loads the editor using the former method.</p>
filename	<p>Specifies the text editor that you want 3+Menus to load. It can include a specific path, but need not; 3+Menus will search the PATH variable to locate the program file.</p>
::	<p>Tells 3+Menus to fill in the filename and the complete path of the file that you have chosen for editing.</p>
editor parameters	<p>Any parameters that your editor requires, which 3+Menus will pass to your editor.</p> <p>For editors that do not accept a filename on the command line or demand a simple filename, with no path, do not specify the "::". The editor will be loaded with no file name specified, and the user will have to specify the file from within the text editor.</p>



NOTE: Because DOS cannot pass command line parameters that include embedded blanks, the EDIT parameter should be included in the PROFILE.SYS file and not issued on the command line. The following example would be entered in the PROFILE.SYS:

```
EDIT = *WP ::
```

DISPLAYTYPE Parameter

The DISPLAYTYPE parameter sets display attributes for different types of video monitors on the user's workstation. 3+Menus uses display attributes to emphasize features, currently selected items, and active windows. For contrast among these attributes, this parameter provides preset selections suited to particular monitors. Table 1-4 shows the parameters to use for each type of monitor.

Table 1-4. DISPLAYTYPE Parameters

Parameter	Monitor Type
DISPLAYTYPE=A	IBM Monochrome Adapter
DISPLAYTYPE=B	IBM Color Graphics Adapter
DISPLAYTYPE=C	Compaq (color graphics adapter with monochrome monitor)
DISPLAYTYPE=D	Alternate attribute set

ATTRIBUTES Parameter

The ATTRIBUTES parameter lets the user set display attributes that override the DISPLAYTYPE preset selections. This permits complete customizing of colors, for example. The eleven possible attributes must all be specified. The attributes are specified by entering numbers in a sequence separated by commas following the keyword ATTRIBUTES:

ATTRIBUTES=a,b,c,d,e,f,g,h,i,j,k

Here is an example of the parameters entered following the keyword:

ATTRIBUTES=0,7,57,0,0,28,40,0,0,15,46

The meaning of each item in the sequence is shown in Table 1-5.

Table 1-5. ATTRIBUTE Parameter Sequence

Location	Affects
a	Background for messages, title block and status block
b	Frame for highlighted items and text for error and warning messages
c	Frame for non-active windows, for text, and for the background screen
d	Not used
e	Not used
f	Frame for the active window
g	Cursor (horizontal and vertical)
h	Not used
i	Not used
j	Selected field in forms
k	Message line and the background for forms

Though the ATTRIBUTES parameter is probably most useful for altering the appearance on color monitors, the values assigned to it also affect monochrome monitors. For a complete list of attributes for Adapters, see Appendix B.

ZOOM Parameter

When 3+Menus opens a new window or menu, the new window will either appear instantly on the screen in the correct position, or gradually open from the menu item, showing the origin of the new window. This setting is entirely one of personal taste, and does not affect function at all. However, having the windows appear without zooming is somewhat faster.

The ZOOM parameter can be set in the following ways:

ZOOM=ON The windows gradually zoom open and close.

ZOOM=OFF The windows simply appear and disappear.

Chapter 2: Basic Operations

This chapter provides complete details about the basic screen-handling operations covered in the *3+Menus "How To" Guide*:

- ▶ Starting 3+Menus
- ▶ The active window
- ▶ Manipulating windows
- ▶ Working with forms
- ▶ Starting application programs
- ▶ Logging Out
- ▶ The 3+Menus screen
- ▶ Selecting window items
- ▶ 3+Menus commands
- ▶ Using the 3+Menus Main menu
- ▶ Quitting 3+Menus



NOTE: Examples in this chapter assume the default configuration `COMMANDS=SLASH`, hence a slash (/) precedes each command. If your system is configured with `COMMANDS=ON` to always display the command bar, omit the slash (/).

Starting 3+Menus

You can run 3+Menus from the command line or you can edit your AUTOEXEC.BAT file to automatically run 3+Menus when you start your workstation. 3+Menus can be run either from the network or from a local drive.

To run 3+Menus from the network:

1. Start your workstation.
2. Log in to the network.
3. Link a drive to the directory containing the 3+Menus software. 3Com recommends installing 3+Menus in the APPS directory and linking it to drive D:.
4. Link any other drives you need. 3Com recommends linking your home directory to E:. You may need to link E: or some other drive to the directory of your Main menu file. See Chapter 1 for more information.
5. Type the following command to start 3+Menus:

```
E>d:MENU$ ↵
```

Complete details about various configurable commands and settings can be found in Chapter 1.

To run 3+Menus from a local drive:

1. Start your workstation.
2. Insert the diskette containing 3+Menus in drive A: or B:. (If you have 3+Menus on hard disk, make that your current drive.)
3. Type the following command to start 3+Menus:

```
MENU$ ↵
```

You can modify your AUTOEXEC.BAT file to start 3+Menus automatically when you start your workstation. Using a text editor, insert the commands of one of the previous procedures. Add any additional [parameter setting desired.

The 3+Menus Screen

When you first start 3+Menus, only the Main menu window is open. However, multiple windows can be displayed. Windows can contain menus, directory lists, print queues, and network resources. You can move windows to any position on the screen and resize them. Opening, closing, moving, and resizing windows are discussed in "Manipulating Windows" later in this chapter. Figure 2-1 shows a typical 3+Menus Main menu window.

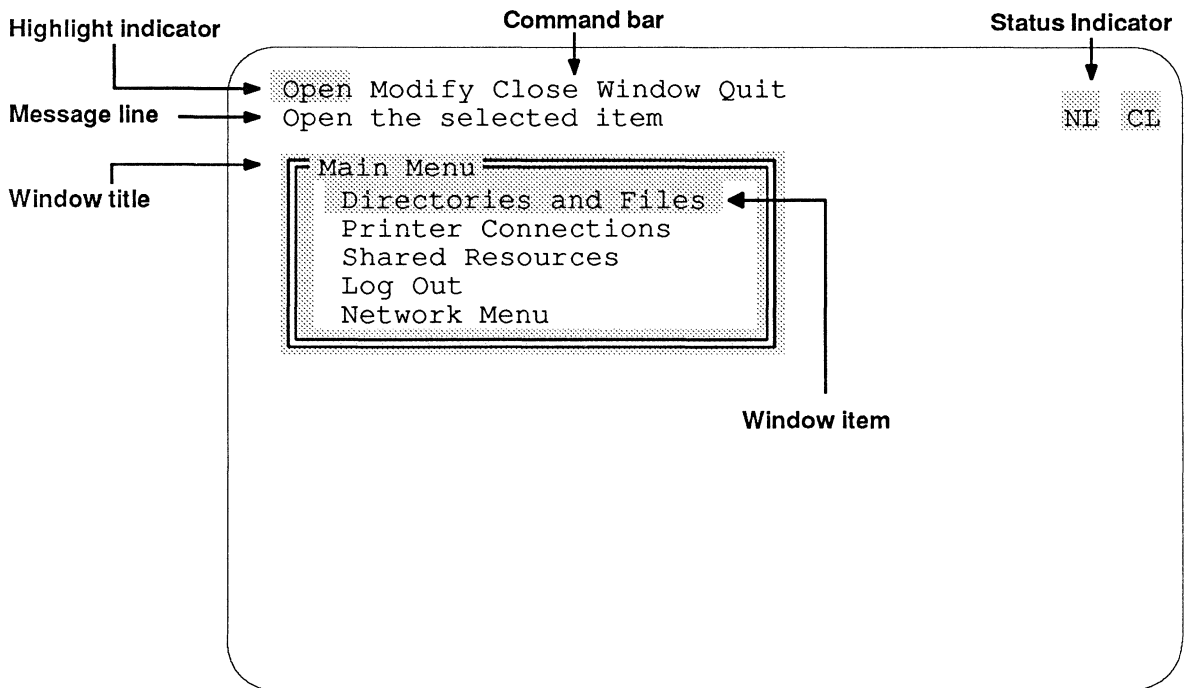


Figure 2-1. The 3+Menus Window



NOTE: The items shown on the Main menu in this guide may be different from the items on your Main menu. Other items shown depend on how 3+Menus has been customized for your network.

3+Menus Window Components

The items shown in Figure 2-1 are explained fully below.

Command Bar

The command bar at the top of the screen displays the available commands. The commands change depending on what is displayed in the active window. In the default configuration, COMMANDS=SLASH, the commands appear when you type a slash (/); they disappear after you complete a command or press **[Esc]**.

Message Line

The message line immediately below the command bar displays a description of the highlighted command, or the subcommands available.

Scroll Indicator

The scroll indicator at the top right corner of the active window shows if there are more items on the list.



indicates there are items above the current list.



indicates there are items below the current list.



indicates there are items above or below the list.

If no scroll indicator appears, then all items in the list are visible in the window without scrolling.

Status Indicators

The status indicators show which special keys are currently active:

CL Caps Lock is ON -- any letter you type will appear in upper case.

NL Numeric Lock (Num Lock) is ON -- the numeric keypad is active.

INS Insert is ON -- anything you type will be inserted into existing text. This only appears when you are in a form.

- Window Area** The window area is the main working area for 3+Menus. It displays windows of information about programs, files, and printers on the network. When you first start 3+Menus, the window area contains the Main menu window.
- Window Title** The window title is the name of the window. It appears at the upper left corner of every window.
- Window Items** Window items are the items listed in windows. When the window contains a menu, the items are called menu items.

Changes to the 3+Menus Screen

When windows are opened in a series, 3+Menus offsets them allowing the title of each window to be visible. The active window, where you can select items and execute commands, is always completely visible. Any window opened on the screen can be made active and used. Making a large window active or moving a window may hide other windows; however, all windows are always available for use. Figure 2-2 shows an example of multiple open windows.

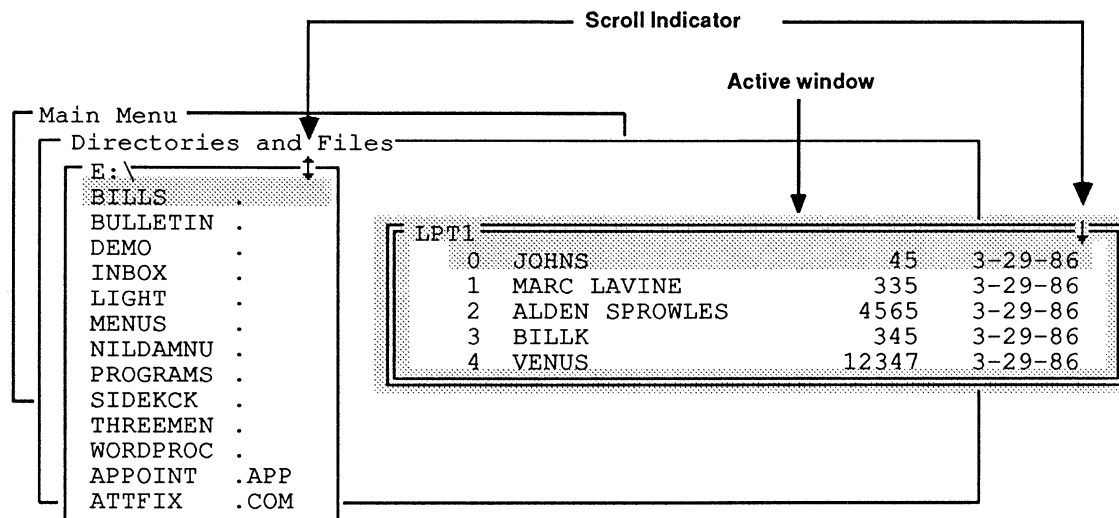


Figure 2-2. Several Windows Open on the Screen

The Active Window

No matter how many windows are displayed on the screen, there is always just one **active window**. When you start 3+Menus, the Main menu window is active. When another window is opened, it becomes the active window. You can select any item in the active window and choose any command available on the command bar.

The commands change according to which window is active. Commands you choose apply only to the active window, or to the items it contains.

The active window is indicated by both of the following:

- ▶ The border is highlighted.
- ▶ The window moves in front of other open windows.

Figure 2-2 gives an example of an active window on a screen with multiple open windows.

Changing the Active Window

You may need to change the active window to work with information in another window on the screen. Press function key **[F7]** to move back to, and activate, the previous window; press **[F8]** to move forward to, and activate, the next window.

Function Keys

The function keys perform various commands. Some function key commands are available only under certain circumstances. Refer to Table 2-1 for more information on the function keys.

Table 2-1. Function Key Usage

Key	Action	Availability
[F1] (Help)	Display the use of function keys and other special keys	Always
[F2]	(not used)	
[F3]	Display user status (user or administrator), server logged to, and local machine name	Always
[F4] (Expand/Contract)	Expand or contract the active directory window	Only when a directory window is active
[F5] (Exit to DOS)	Temporarily leave the 3+Menus user interface program and display the DOS prompt	Always (except when a form is displayed)
[Shift] + [F5] (Exit to DOS)	Display the DOS prompt from within 3+Menus	Always (except when a form is displayed)
[F5] (Delete Field)	Delete the contents of the highlighted field	Only when a form is displayed
[F6] (Mark)	Mark the highlighted item in a directory window	Only when a directory window is active
[F7] (Previous)	Make the previous window or form active	Always, except when in a form
[F8] (Next)	Make the next window or form active	Always, except when in a form
[F9]	(not used)	
[F10]	(not used)	

Selecting Window Items

Selecting a window item tells 3+Menus that the next command applies to that item. The selected item is highlighted.

To make a selection, use the cursor control keys described in Table 2-2.

Table 2-2. Cursor Keys Used to Select Window Items

Press...	To Select
[↑]	The item above the current selection
[↓]	The item below the current selection
[Home]	The first item in the list
[End]	The last item in the list
[PgUp]	The first item one window up
[PgDn]	The first item one window down

For menu items, you can also make a selection by typing the first character of the item. If more than one item starts with the same character, the first item that starts with that character is selected.



NOTE: When the command bar is displayed and you type a character, 3+Menus first tries to match the character to a command. For menu windows, if no command starts with that character, 3+Menus selects the first item in the active window that starts with that character.

If a window is too small to display all the items it contains, you can use the cursor keys to **scroll** the list to display items above or below the window.

3+Menus Commands

3+Menus commands perform operations on selected items, windows, or the entire contents of windows. The commands are displayed in the command bar. Depending on your 3+Menus configuration, the command bar may appear only when you press the Slash key (/), or it may always be displayed, or never displayed.

The Available Commands and Subcommands

The available commands change depending on the contents of the active window. For example, when a directory window is active, the available commands allow arranging the directory listings, copying or moving files from one directory to another, and so forth. When the Shared Printers window is active, the available commands allow linking to a printer.

Some commands have subcommands which are shown on the message line when the command is highlighted. After you choose the command, the subcommands move to the command bar. When highlighted, an explanation of each subcommand appears on the message line, as shown in Figure 2-3.

If COMMANDS=SLASH is set, the command line remains visible until a command is carried out, the active window is changed, or [Esc] is pressed.



NOTE: If you are at a subcommand level, you may need to press [Esc] more than once to cancel the command line.

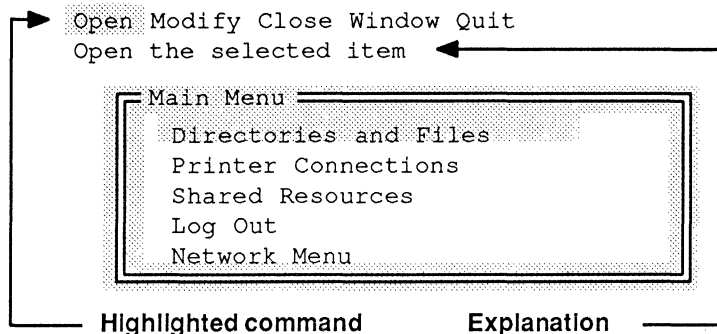


Figure 2-3. Explanations of Subcommands on Message Line

The following commands are available whenever the command bar is visible, regardless of the content of the active window -- Open, Close, Window Move, and Window Resize.

The Open Command

The Open command starts application programs or opens windows. If the command bar is not displayed, select the item you want to open and press **[Return]**. If the command bar is displayed, select the **/Open** command and press **[Return]**.

Exiting a Command Bar

To exit a command bar or subcommand bar, press the **[Esc]** key. In some cases (for example, the Copy and Move commands), **[Esc]** will stop the processing of the command and return to the command's menu or submenu.

Manipulating Windows

The operations of opening and closing windows are basic to using 3+Menus. Moving and resizing windows makes viewing the contents of several windows at the same time more convenient.

Opening Windows

To work with the contents of a window, you must open the window. You can open a series of windows using **/Open**. The number of windows that can be opened on the 3+Menus screen at one time depends on the contents of each window and the amount of available memory. Figure 2-4 shows multiple windows opened from the Main menu.

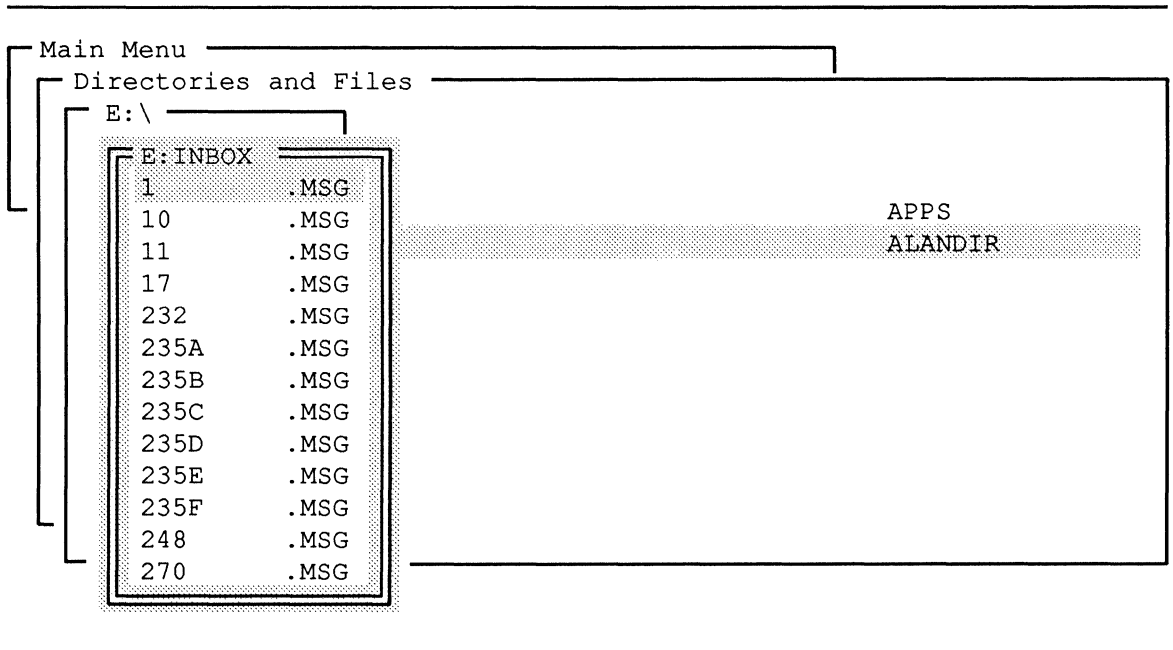


Figure 2-4. A Series of Windows Opened from the Main Menu

Branching

You will occasionally open two windows from the same window. Using Figure 2-5 as an example, to move or copy files from one subdirectory of E: to another, you need to display both directories at the same time. Each window opened can start a new series of windows. This is called branching.

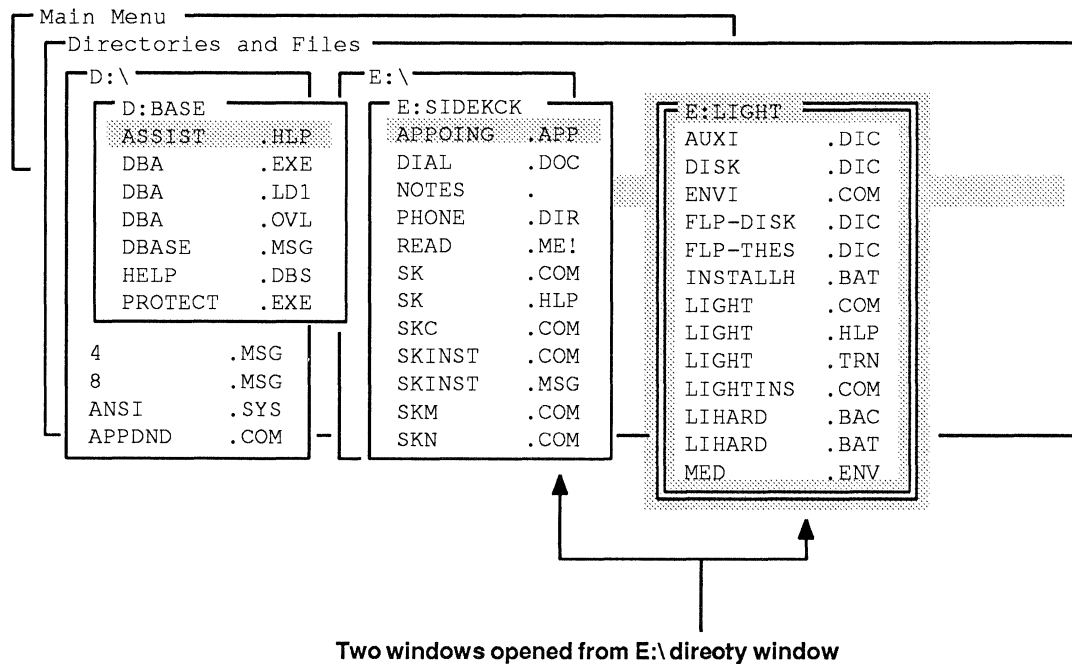


Figure 2-5. Two Branches from One Window

3+Menus allows a **maximum** of two open windows from any one window. To open a third window, you must close one of the previously opened windows. If you attempt to open a third window from the same window, 3+Menu displays a warning message.

You open two windows from the same window by selecting and opening one item first. Next you press the **[F7]** key to make the previous window active again. Then you can select a second item and open it. 3+Menu offsets the second window so that the both windows are visible.

Closing a Window

When the command bar is not displayed, **[Esc]** will always close the active window. If a command bar is visible and is not displaying a set of subcommands, the action performed when you press **[Esc]** depends on how 3+Menus is configured on your network.

- ▶ If **COMMANDS=ON** is set, **[Esc]** will close the active window.
- ▶ If **COMMANDS=SLASH** is set, **[Esc]** will cause the command line to disappear. An additional **[Esc]** will close the active window.



NOTE: When subcommands are displayed in the command bar, **[Esc]** always causes the main command line to appear.

Closing this window closes all windows beneath it

Closing this window does not affect any other window

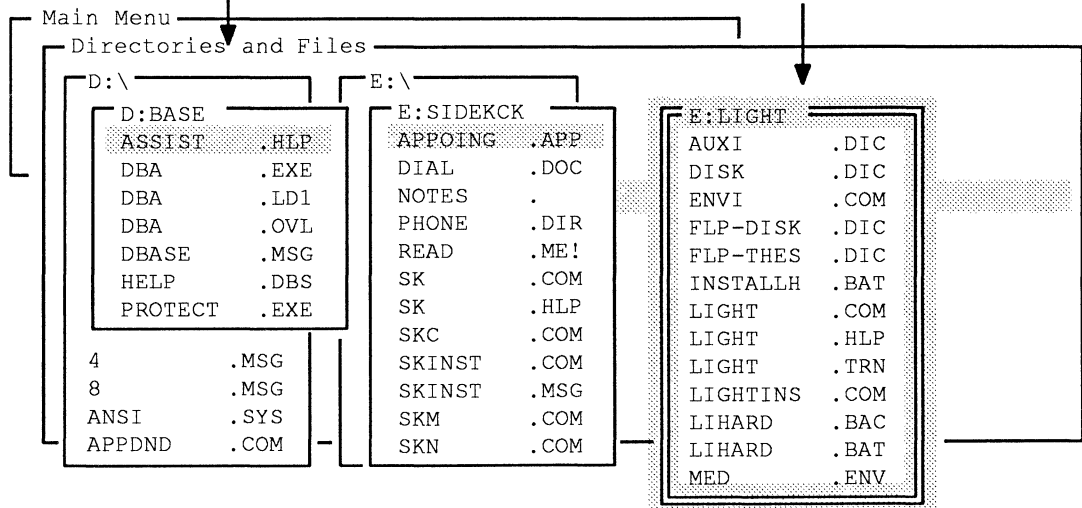


Figure 2-6. Closing Windows

In Figure 2-6, all the windows shown have been opened from the Directories and Files window. Closing this window would also close all the directory windows on the screen. You cannot close the Main menu.

Moving and Resizing a Window

Both moving and resizing are subcommands of the Window command. The Window command is available on the command bar regardless of which window is active. Figure 2-7 shows the subcommands available under Window.

Open Modify Close Window Quit
Move Resize

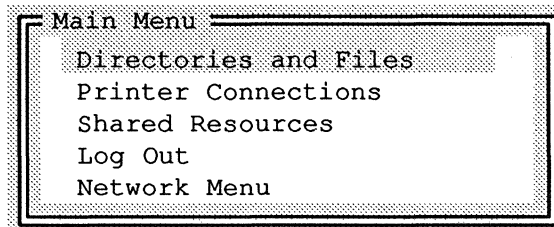


Figure 2-7. The Window Subcommands

After you move or resize a window, the position and size remain until you close the window. When you reopen the window, it opens in the default location and size. You must then use the Window Move or Window Resize commands again if you want to change the location or size of the window.

Moving a Window

You can move the active window to any location on the screen. However, no part of a window can be moved off the screen. To move a window, choose **/Window Move** and use the cursor keys to move the window to the desired position and press **[Return]**. To cancel, press **[Esc]**. Table 2-3 shows how to use the cursor keys with the **/Window Move** command.

Table 2-3. Moving Windows with the Cursor Keys

This Key...	Moves the window
[←]	One space left
[→]	One space right
[↑]	One space up
[↓]	One space down
[Home]	One space diagonally up and left
[End]	One space diagonally down and left
[PgUp]	One space up and right
[PgDn]	One space down and right
[Ctrl]+[PgUp]	To the top right of the screen
[Ctrl]+[PgDn]	To the bottom right of the screen
[Ctrl]+[Home]	To the upper left corner of the screen
[Ctrl]+[End]	To the bottom left corner of the screen

Resizing a Window

When a window first opens, it displays all the items it contains, up to a maximum size. Moving the right side of the window makes the window narrower or wider. Moving the bottom of the window makes it shorter or longer.

No matter how small a window is, you can use **[Up Arrow]** and **[Down Arrow]** or **[PgUp]** and **[PgDn]** keys to scroll the contents of the window and bring any additional information into view.

To resize a window, choose **/Window Resize**, use the cursor keys to move the right and bottom sides of the window, then press **[Return]**. To cancel the operation and return the window to its previous size, press **[Esc]**. Table 2-4 shows how to use the cursor keys with the **/Window Resize** command.

Table 2-4. Resizing a Window with the Cursor Keys

This Key...	Does this
[↑]	Moves bottom edge up
[↓]	Moves bottom edge down
[←]	Moves right side to left
[→]	Moves right side to right
[End]	Quarters the size of the window
[Home]	Makes the window full size
[Ctrl]+[PgUp]	Halves the length of the window
[Ctrl]+[PgDn]	Makes the window full length
[Ctrl]+[←]	Halves the width of the window
[Ctrl]+[→]	Makes the window full width

Working with Forms

Some 3+Menus commands display a form for detailed information necessary to complete a command. For example, when you choose the **Share** command to make a directory shareable, 3+Menus displays the Share Directory form. On the form, you fill in the sharename, the access rights, and the password. You then press **[Ctrl]+[Return]** or **[Return]** to accept the form and execute the command. This section discusses generally how to move around in a form and how to enter information.

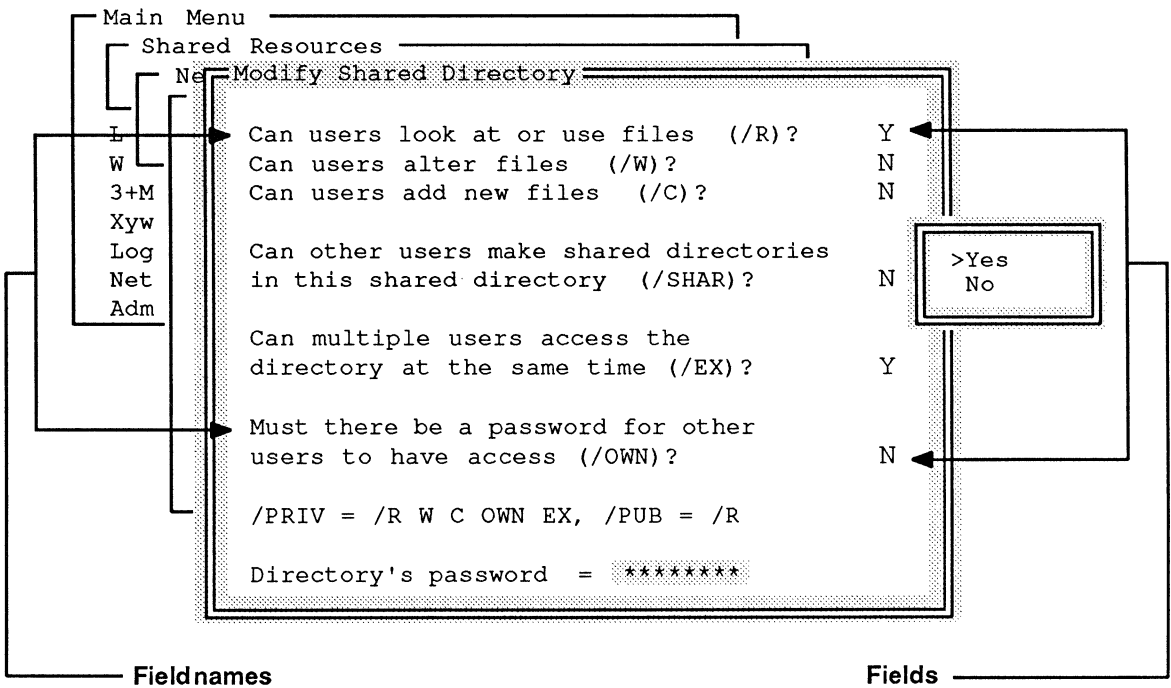


Figure 2-8. A Typical Form

The field names in the form describe the kind of information needed. You enter the necessary information in each field.

Moving Around a Form

When a form is on the screen, the keys shown in Table 2-5 are used to move from field to field.

Table 2-5. Movement Keys in a Form

This Key...	Moves to
[↵]	The next field
[↑]	The closest field above the current one
[↓]	The next field down
[Tab]	The next field
[Shift]+[Tab]	The previous field
[Ctrl]+[Home]	The first field
[Ctrl]+[End]	The last field
[Home]	Beginning of field
[End]	End of field

Entering Information in a Form

When a form is displayed, the first field is highlighted. You type the necessary information in this field and press **[Return]**. The cursor moves to the second field. **[Tab]** or **[Shift]+[Tab]** also accepts the data and move the cursor.

When you have filled in the last field, pressing **[Return]** does two things:

- ▶ It enters the information you have typed.
- ▶ It prompts you to "accept" the form. If the information on the form is complete and accurate, press **[Return]** again. The form is put away and the command is carried out.

In some cases you do not need to fill in every field. When modifying information in a form, for example, you may only need to change one or two fields. You do not have to move through all the fields before a form is accepted. Instead, press **[Ctrl]+[Return]** to accept the changes and put away the form.

If you want to cancel the form and the command before completing it, press **[Esc]**. The form is put away, and the command is **not** carried out.



NOTE: The Task Form has a second page. You move between pages using the **[F7]** and the **[F8]** cursor keys.

Entering Information from a Choice-List

Some fields that require specific, limited information display a **choice-list** of possible entries, as shown in Figure 2-9.

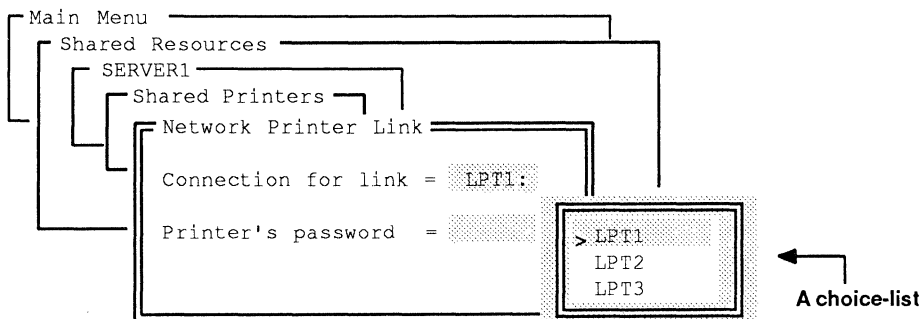


Figure 2-9. Entering Information from a Choice-List

Choice-lists appear to the right of the selected field. Within the choice-list, the highlight selects the default value for that field. To use the default value, simply press **[Return]**. To choose another value, use the **[↑]** and **[↓]** keys to select the choice you want and press **[Return]**.

Editing Information in a Form

When you want to change an entry in a form, use the cursor keys described in Table 2-5 above to move to the field. Then use the keys shown in Table 2-6 to make the change you want.

Table 2-6. Editing Keys Used in Forms

Press...	To do this
[←]	Move the cursor one character to the left
[→]	Move the cursor one character to the right
[Ins]	<p>Turn on and off "Insert Mode"</p> <p>When Insert Mode is on , each character you type is inserted at the cursor position. The INS status indicator appears at the right side of the message line.</p> <p>When Insert Mode is off , each character you type replaces the character at the cursor position</p>
[Del]	Delete the character at the cursor position
[Backspace]	Delete the character to the left of the cursor
[F5]	Delete the contents of the current field
[Home]	Move the cursor to the beginning of the field
[End]	Move the curosr to the end of the field



NOTE: The [F5] function key has a different purpose when a form is displayed. Normally, pressing [F5] temporarily exits 3+Menus so that you can use DOS functions. When a form is displayed, pressing [F5] deletes the contents of a field. At this point, you cannot exit to DOS and return to 3+Menus. You must accept or cancel the form first.

Using the 3+Menus Main Menu

The Main menu is the starting point for all your work with 3+Menus. It provides access to network application programs, shared directories, and shared printers.

This section discusses the types of windows that appear when you open an item from the Main menu. Figure 2-10 shows a typical Main menu structure and covers the different types of items you are likely to find on it. Because the Main menu can be customized for use on different networks, the example used here may not be the same as the Main menu you see on your system.

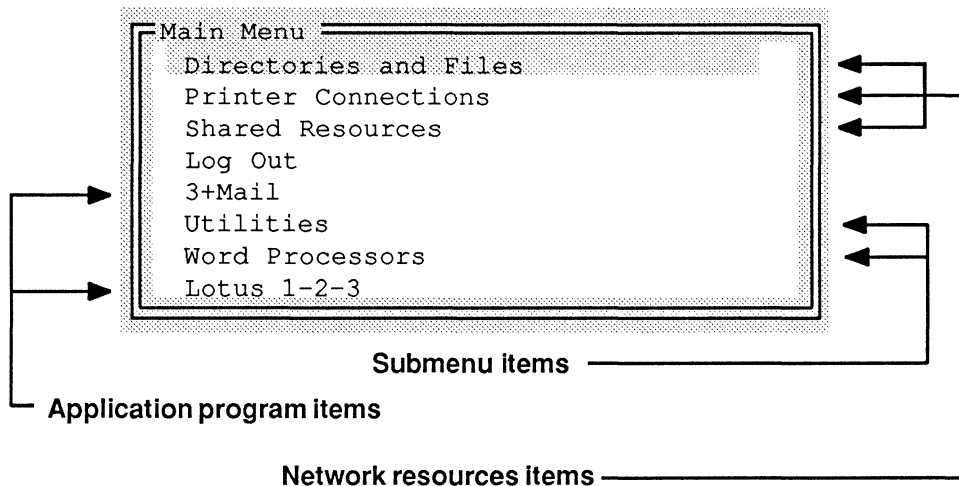


Figure 2-10. A Typical Main Menu

3+Menus lets you create customized menus, which you can modify for your own use. For full details about creating a customized menu, see Chapter 5: Customizing Menus.

Submenus

The Main menu may contain items that open submenus. Submenus allow you to group related items together and display fewer items in the Main menu. For example, instead of listing all application programs that you need to open on the Main menu, you might create a submenu called "Application Programs".

The submenu helps to manage the number of items that appear on the Main menu. The commands available from a submenu are exactly the same as those available from the Main menu. You open an item from a submenu just as you open an item from any other window.

Starting Application Programs

Application programs appear as items on the Main menu or on a submenu as shown in Figure 2-11. The item name may be the name of the program itself. Items on menus can also start and run batch files or DOS command. The following discussion applies equally to all such items that may appear on the Main menu or a submenu.

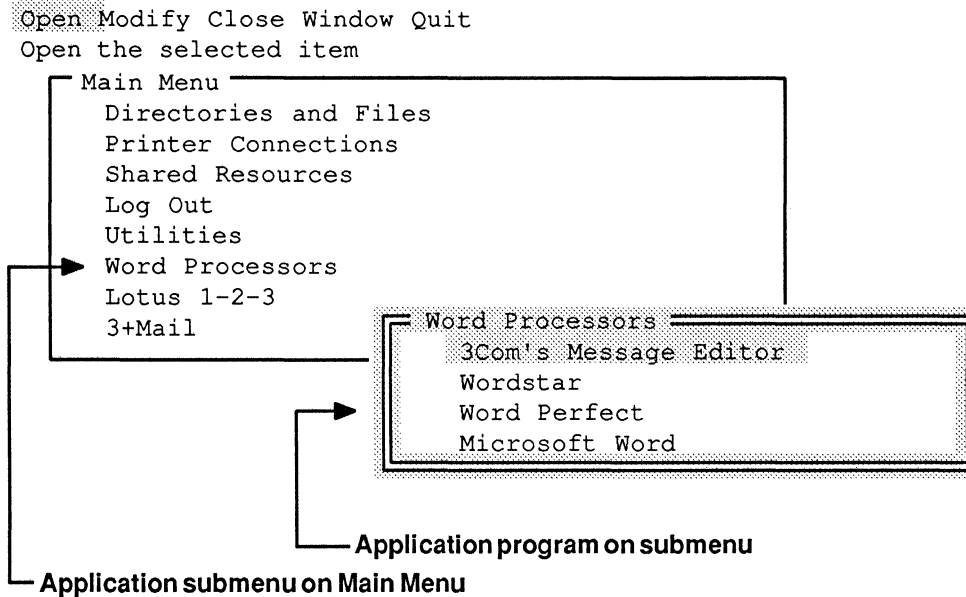


Figure 2-11. Starting an Application Program

Before You Start an Application Program

You must be linked to the appropriate shared directories and shared printers before you start an application program, unless the program has been modified to establish the necessary links automatically. You cannot perform links after an application program starts and you cannot retrieve or save a file in a shared directory until it is linked to a drive identifier. Nor can you send print jobs to a shared printer until it is linked to a printer identifier.

You can link to shared directories and printers during the login sequence; for example, by you including a 3F LINK command in your AUTOEXEC.BAT file. You can use 3+Menus to perform any additional links. For full details about linking to shared directories, see Chapter 3: Working with Directories and Files. For full details about linking to shared printers, see Chapter 4: Using Printers.

In certain cases, linking to the necessary directories and printers is performed automatically by 3+Menus when an application program is started. This depends entirely upon the way 3+Menus has been customized for your network.

If you have customized your own Main menu, you can provide automatic linking of directories and printers. For full details, see Chapter 5: Customizing Menus.

To start an application program:

1. Use the cursor keys to select the item.
2. Press **[Return]** or choose **/Open**.

Before the program starts you may be prompted for command line parameters and/or passwords for shared directories. The application program then appears on the screen.

To return to 3+Menus, exit the application program as you normally do. The 3+Menus windows reappear on your screen. If the application program has been set up to link shared directories and printers automatically, all such links are removed.

Logging In and Out from the Main Menu

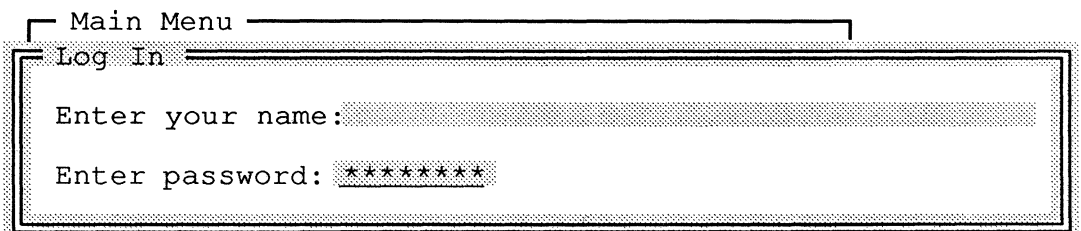
You can log in and log out of the network using the Log In/Log Out Main menu item. If you are currently logged in, this item appears as "Log Out". If you are using 3+Menus from a local drive, this item appears as "Log In".

■ Logging In

A remote user can log in to the network from 3+Menus. 3+Menus presents a Log In form for you to provide a name and password. The default value for the Log In name is the one entered in PROFILE.SYS. If your name is not currently in the file, enter it using a text editor; for example, NAME = Jack Smith.

To log in:

1. Select the Log In item from the Main menu, either by pressing **L**, or by using the Up/Down Arrow keys to highlight the Log In item and then pressing **[Return]**.
2. If you have a password, type it in the form that appears. The password will appear on the form. Press **[Return]** to accept the password.



Main Menu

Log In

Enter your name:

Enter password:

Figure 2-12. The Log In Form

Logging Out

You do not need to quit menus to log out from the network; you can do so from the Main menu.

To log out from the network:

1. From the Main menu, select the Log Out item by pressing **L** or using the **[Up Arrow]** or **[Down Arrow]** key to highlight the item and press **[Return]**.

If you are a remote user and loaded 3+Menus from a local drive, logging out will return you to 3+Menus.

2. If you loaded 3+Menus from a network drive, a form appears (see Figure 2-13). On the Log Out form, indicate the default drive that you want after logging out of the network.

Main Menu

Log Out

Logging out will also exit 3+Menus.

What should your default drive be? _:

Network Menu
Administrator Commands

Figure 2-13. The Log Out Form

3. A message appears asking you to confirm that you want to log out. Type **Y**. This exits you to the drive designated and the DOS prompt appears.

■ Quitting 3+Menus

You can exit 3+Menus from the Main menu, or from a submenu. The **Quit** command is available only when the active window contains a menu. If you have **COMMANDS=OFF**, you cannot quit menus.

To quit 3+Menus:

1. Use **[F7]** or **[F8]** to make the Main menu or a submenu the active window.
2. Choose **/Quit**.
3. A message appears asking you to confirm that you want to quit 3+Menus. Type **Y** ; 3+Menus exits and the DOS prompt appears on your screen.

Chapter 3: Using Directories and Files

With 3+Menus you can work with directories and files on network servers as well as on your own personal computer. 3+Menus allows you to **arrange** files in a window by name, time, size, or extension so that you can find a particular file or group of files quickly. 3+Menus also lets you move, copy, or delete a file, or several files at the same time, by **marking** them first.

In the first part of this chapter, "Understanding 3+Share Directories," the following concepts are introduced:

- ▶ Shared directories
- ▶ Passwords
- ▶ Access rights to directories
- ▶ Links to directories
- ▶ Physical and logical disk drives

The second part of this chapter, "Working with Directories and Files", gives procedures for the following operations:

- ▶ Linking and unlinking to a shared directory
- ▶ Sharing and unsharing a directory
- ▶ Arranging a directory listing
- ▶ Adding a directory
- ▶ Marking a file
- ▶ Deleting, copying, and moving a directory or a file
- ▶ Using DOS from 3+Menus



NOTE: The examples in the following procedures assume the default configuration `COMMAND=SLASH`, hence a slash (/) precedes each command. If your 3+ configuration displays the command bar, omit the slash (/).

Understanding 3+Share Directories

Information on the 3+ network is stored in files on shared network disks. 3+Share uses **directories** to keep track of the location of these files.

Each user on the 3+ network has his own directory called a **home directory**. Users can create subdirectories within their home directory. For complete information about shared directories, see the *3+ Administrator's Guide*.

A network user can share a directory by creating a **sharename** for it. This allows other users to access the files in that directory.

Shared Directories

When you create a **sharename** for a directory, you can also specify a **password** that must be used to prevent unauthorized access to the directory. In addition, you assign **access rights** to the sharename to indicate what other users can do to the files in that directory. Passwords and access rights are described more fully in the sections that follow.

To use a shared directory, a user links a sharename to a drive identifier. The directory can then be used just as if it were on a drive in the user's personal computer (depending on the access rights to that directory).

You can assign several sharenames to one directory, with different access rights and different passwords, thus providing different levels of access to different people.

Because sharing a directory automatically shares all the subdirectories it contains, 3Com recommends that you do **not** share your home directory. Instead, you should place the files you want to share in a subdirectory and share that directory.

Passwords

When you create a sharename for a directory, you can include a password. All the sharenames are visible to any network user, but the passwords are kept invisible, except while you are actually typing them. Anyone who knows the password can link to the sharename.

Access Rights

In addition to passwords, the owner of a shared directory can use different access rights to control how the files in a shared directory are used.

In 3+Menus the access rights the owner can assign are **Read, Write, Create, Share, Exclusive,** and **Owner**.

- | | |
|---------------|---|
| Read | Users can read and copy files in the directory, but they cannot modify files or create or subdirectories. Use this access right for information other users will see but not change. This act has the same effect as /PUB in 3+Share. |
| Write | Users can write to files in the directory, but not read the files or create new ones. |
| Create | Users can create, rename, and delete files in the directory. In addition, they can create subdirectories. Sharenames given Create access rights must also be given either Read, Write, or Read and Write access. |

- Share** Users can create and modify sharenames for the directory. Share access automatically provides Read, Write, and Create access.
- Exclusive** Only one user can link to a directory at a time.
- Owner** Users other than the owner must use a password to gain access. When a sharename has no password, only the owner can gain access.

/PRIV access rights in 3+Share assigns the 3+Menus rights of Read, Write, Create, Exclusive and Owner to the sharename.

Links to Directories

To use a file in a shared directory, you must link the directory to a drive identifier. 3+Share provides up to 26 drive identifiers (A: through Z:) for linking. The number of available drive identifiers is determined by the LASTDRIVE= setting in your CONFIG.SYS file. If you want to change the number of available drive identifiers, enter a "higher" letter for the LASTDRIVE parameter in the CONFIG.SYS file on your boot directory. See the *3+Share User's Guide* or *3+ Administrator's Guide* for more information on the CONFIG.SYS file.

Figure 3-1 shows network directories linked to drive identifiers in the Directories and Files window.

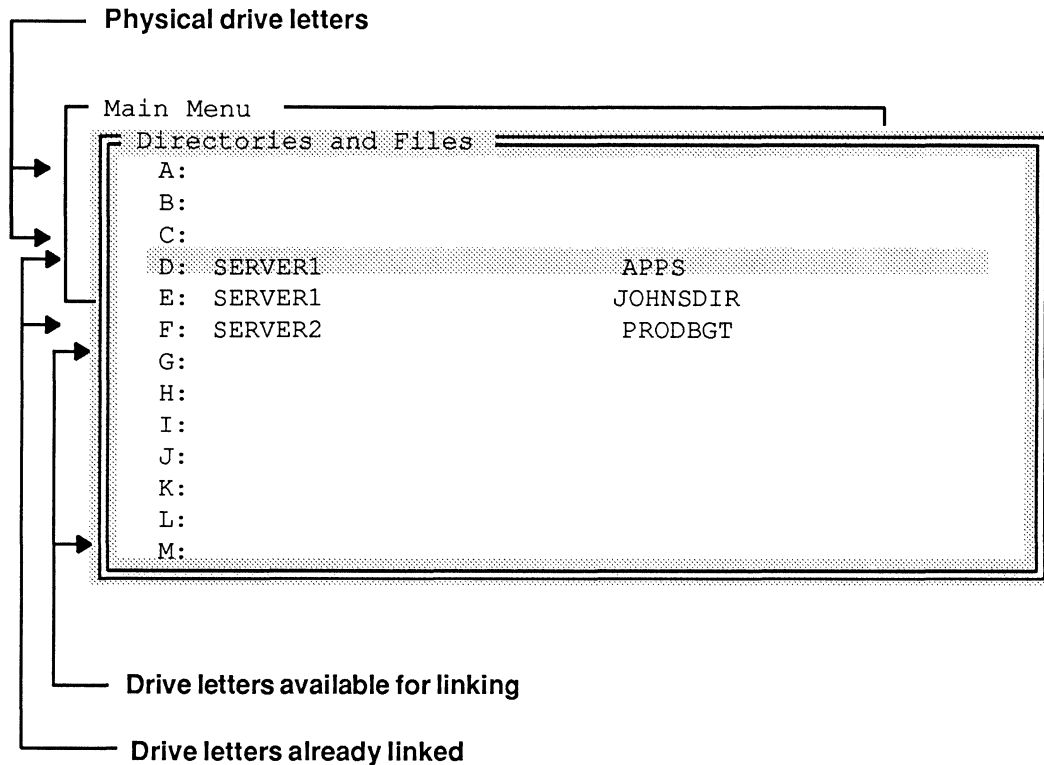


Figure 3-1. Three Directories Linked to Drive Identifiers

Drive identifiers A:, B:, and C: are the local drives on your workstation. If you link a network directory to either of these drive identifiers, you cannot use that physical drive on your workstation until the directory is unlinked. Drive D: is linked to the APPS directory. Drive E: is linked to John Smith's home directory. Drive F: is linked to a shared directory on another server. The server name is also displayed next to the drive identifier.

Linking to a network directory establishes a temporary connection between the sharename and a drive identifier. Only one directory at a time can be linked to a given drive identifier.

Working with Directories and Files

For step-by-step instructions about specific operations, refer to the *3+Menus "How to" Guide*.

Linking and Unlinking Shared Directories

You must link a shared directory to a drive identifier to use the files in it.

Before you link to a shared directory, you can open the Directories and Files window to see the available drive letters and any drive identifiers that have already been used to link a shared directory.

Linking to a Sharename

In order to link a drive identifier to a sharename, you must open a series of windows to get to the Shared Directories window. The Shared Directories window displays a list of sharenames that reside within a particular server selected from the Shared Resources window.

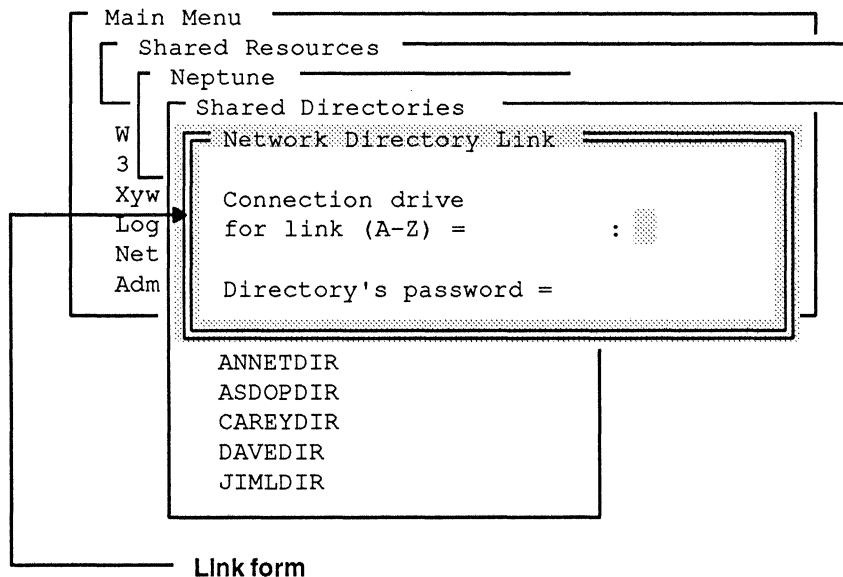


Figure 3-2. Linking a Shared Directory

When you want to link a shared directory, you select the sharename, choose the /Link command, and fill in the form that appears, as shown in Figure 3-2. If the sharename has a password, make sure to enter the password. To accept the form and execute the command, press [Ctrl]+[Return] or [Return]+[Return].

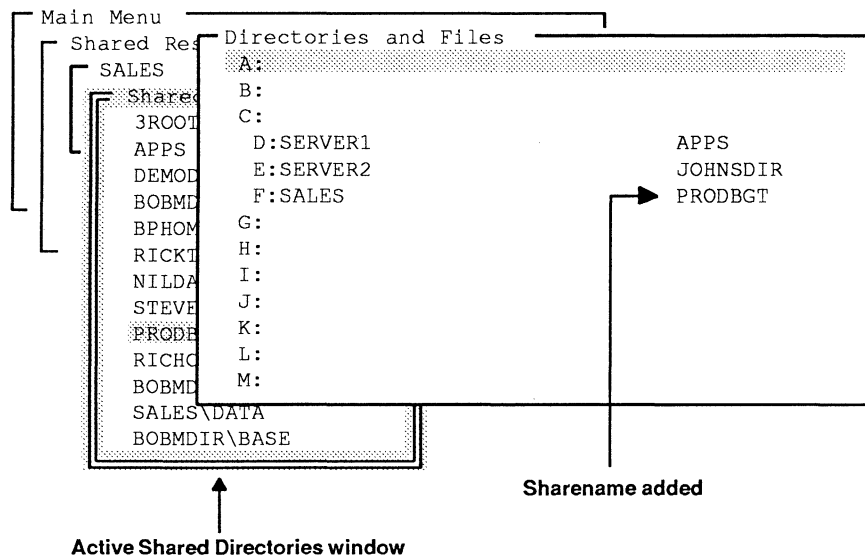


Figure 3-3. Shared Directory Linked to a Drive Identifier

3+Menus adds the sharename and the name of the server on which it resides to the Directories and Files window, on the same line as the drive identifier you have used as shown in Figure 3-3.

Unlinking a Sharename

If a sharename you link to has Exclusive access rights, you must unlink from the shared directory before another user can link to it. To unlink a shared directory, you must open the Directories and Files window which displays a list of sharenames currently linked to drive identifiers. Select the sharename of the directory you want to unlink in the Directories and Files window, and choose /Unlink. 3+Menus removes the sharename from the Directories and Files window. The Directories and Files window remains active.

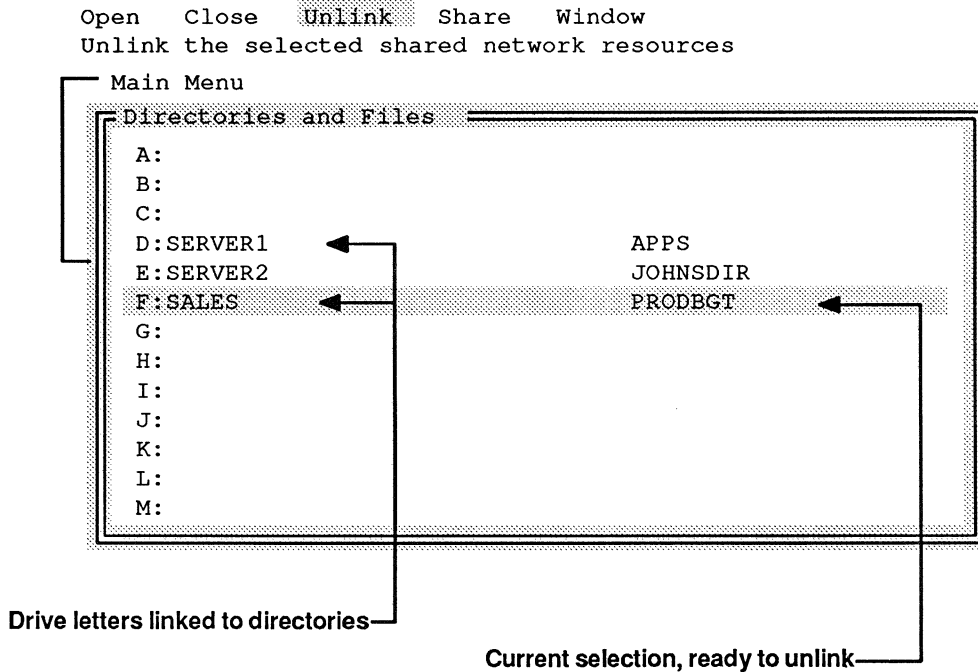


Figure 3-4. Unlinking a Shared Directory



CAUTION: If your Main menu file is located in a shared directory, do not unlink that shared directory.

Opening Directory Windows

Whenever you want to work with a directory listing, you must display it in a directory window as shown in Figure 3-5. If the directory listing is in a subdirectory, you may need to open successive windows until the directory you want is displayed.

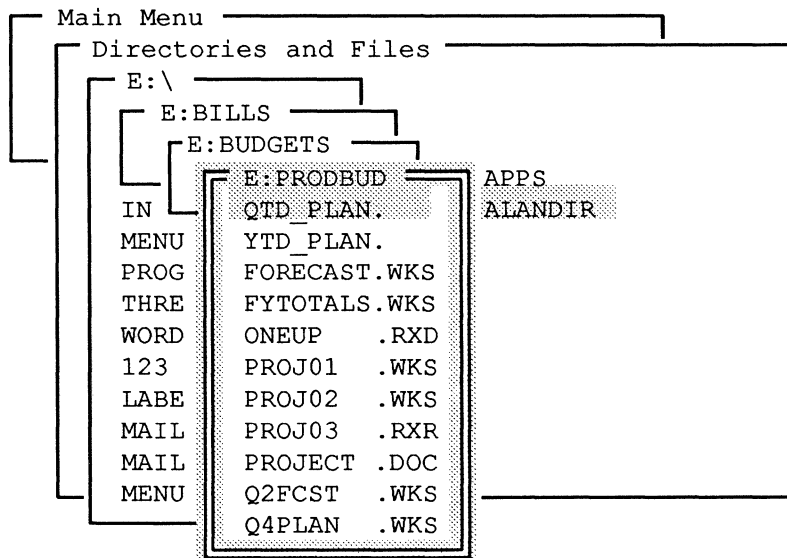


Figure 3-5. A Directory Window

Sharing a Directory

To share a directory you must own it or have Share access to it. Typically, you will share subdirectories of your home directory. Before you share a directory, you must open your home directory and then open successive subdirectories until the directory you want to share is displayed as an item in a directory window.

When you want to share a directory, select the directory you want to share, choose the /Share command, and fill in the Share Directory form. Sharenames follow DOS file naming conventions. A sharename can be no more than eight characters long and cannot contain any spaces. Figure 3-6 shows a shared directory form.

Each of the access rights fields must have either a **Y** or **N** entry. At the minimum, you must specify either Read or Write access before 3+Menus will accept the sharename.

If you want this sharename to have a password, type it in the directory's password field. A password can be no longer than eight characters and cannot contain any spaces. To accept the form and execute the command, press **[Ctrl]+[Return]** or press **[Return]+[Return]**.

If you are already linked to a shared directory that you would like to create another sharename for (usually with different access rights), you may do so by using the Share command from the Directories and Files window. The rest of the procedure is the same as in the preceding paragraphs.

The screenshot shows a 'Create Shared Directory' dialog box with several input fields and checkboxes. To the left of the dialog box, there are three vertical brackets with labels: 'Main' (pointing to the title bar), 'Dir' (pointing to the 'Directory's sharename' field), and 'Priv' (pointing to the permissions section).

Create Shared Directory

Directory's sharename = _____

Can users look at or use files (/R)? Y

Can users alter files (/W)? Y

Can users add new files (/C)? Y

Can other users make shared directories in this shared directory (/SHAR)? N

Can multiple users access the directory at the same time (/EX)? N

Must there be a password for other users to have access (/OWN)? Y

/PRIV = /R W C OWN EX, /PUB = /R

Directory's password = *****

Figure 3-6. Sharing a Directory

Modifying Access Rights or Passwords

After you have shared a directory, you can modify the access rights or the password to the directory. You can do so only for directories that **you** have shared.

To modify access rights or passwords, you open the Shared Directories window. Select the sharename, choose the **/Modify** command, and make any changes on the Modify Directory form. Edit the access rights fields, or enter a new password in the directory's password field. To accept the form and execute the command, press **[Ctrl]+[Return]**, or **[Return]+[Return]** from the last field in the form.

Unsharing a Directory

After you have shared a directory you may want to unshare it, thus making the files it contains unavailable for use by other users. To unshare a directory, you must have originally created the sharename. Before you can unshare a directory, all users must be unlinked from the sharename.

To unshare the sharename, you must open a series of windows to display the Shared Directories window. Then you select the sharename and choose the **/Unshare** command. Subdirectories appear at the top of a directory listing, followed by regular files.

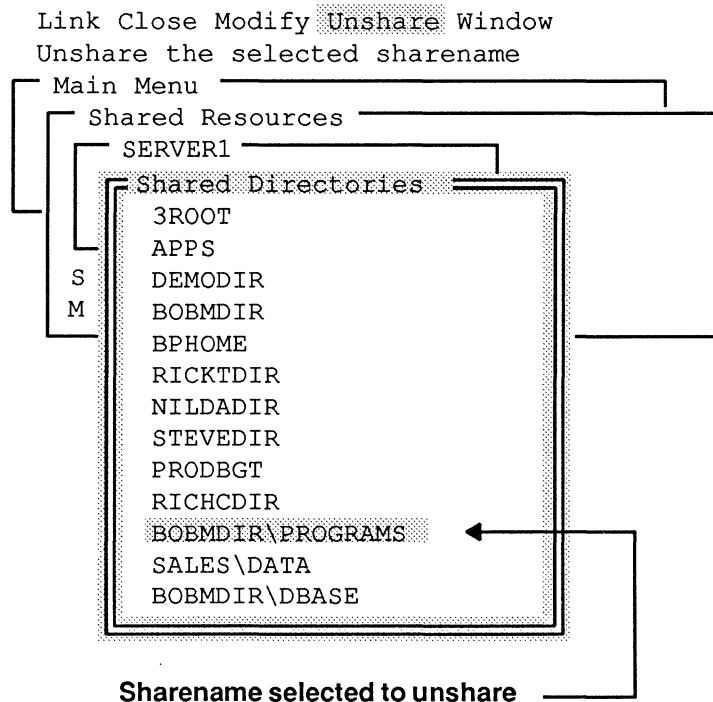


Figure 3-7. Unsharing a Directory

Expanding and Contracting Directory Windows

You can expand a directory window to show three additional columns of information: the file size in bytes, and the date and time a directory or file was created.

The **[F4]** (Expand/Contract) key functions as a "toggle" key to expand and contract a directory window.

You can move and resize a directory window with the Window Move and Window Resize commands. However, Window Resize will only expand the width of a directory window previously expanded using the [F4] key, then contracted with a cursor key.

Arranging Directory Listings

When a directory listing is first displayed, the directories and files appear in alphabetical order. "Alphabetical order" does not always start with the letters of the alphabet; special characters are listed first, followed by numbers, then letters of the alphabet. This order can be changed with the /Arrange command. You can arrange the listing by name, extension, date and time, or size.

The Arrange command is available on the command bar whenever a directory window is active.

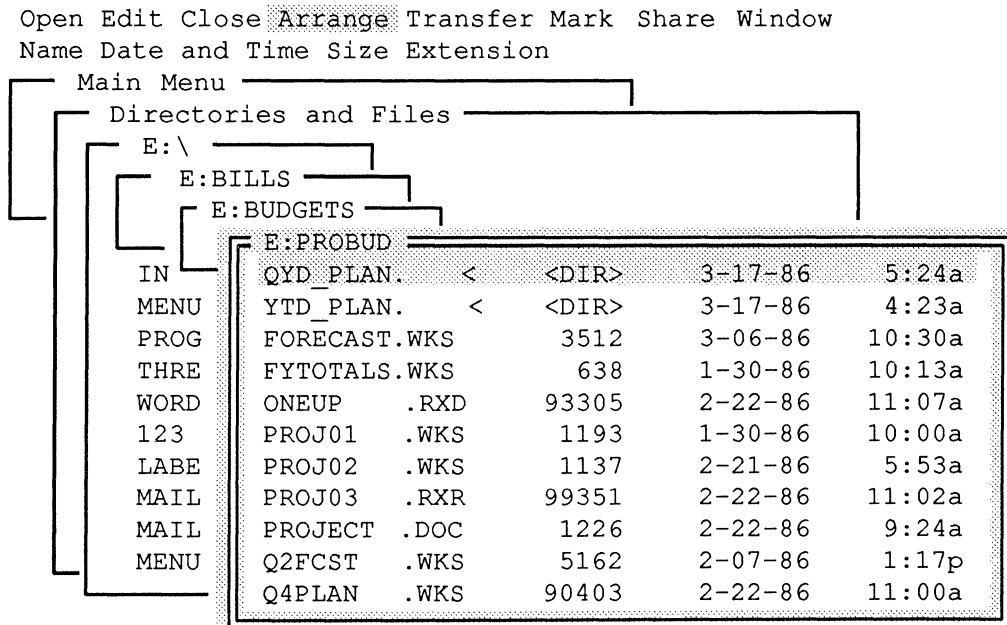


Figure 3-8. The Arrange Command

Any arrangement you make stays in effect as long as the directory window remains open. If you close the directory window and then open it again, the original order is restored.

Arranging by **Name** lists the directories and files in alphabetical order, as shown in Figure 3-8. Any subdirectories are all shown first, followed by the files.

Arranging by **Extension** lists the directories and files in alphabetical order by their extension. Directories or files with the same extension are shown in alphabetical order by file name.

Arranging by **Date and Time** lists the directories and files in the order in which they were created, from earliest to latest date and time.

Arranging by **Size** lists subdirectories first, in alphabetical order followed by files listed according to size (in bytes), from smallest to largest.

To arrange a directory listing, make the directory window you want to arrange active. Choose the **/Arrange** command, then the **Name**, **Size**, **Date and Time**, or **Extension** subcommand. 3+Menus arranges the directory listing for you.

Adding Subdirectories to Directories

With 3+Menus, you can add a subdirectory to your home directory, a local directory, or to any shared directory to which you have Create access rights. Adding a directory with 3+Menus is equivalent to using the DOS MKDIR command.

To add a directory, you choose the **/Transfer Add** command and enter the name for the new directory in the form that appears. Directory names follow DOS file naming conventions. A directory name may be no more than eight characters in length and may not contain any spaces. A directory name can have an extension of up to three characters. To accept the form and execute the command, press **[Ctrl] + [Return]** or **[Return] + [Return]**.

Marking Files

3+Menus allows you to mark files (but not directories or subdirectories) prior to deleting, copying, or moving them. This means that you can delete, copy, or move several files at the same time.

When you mark a file, 3+Menus inserts a mark in front of the file name in the window. Then delete, copy, or move the group of marked items

When a directory listing is first displayed, the directories and files appear without marks. When you mark one or more items, the directory window indicates it, as shown in Figure 3-9.

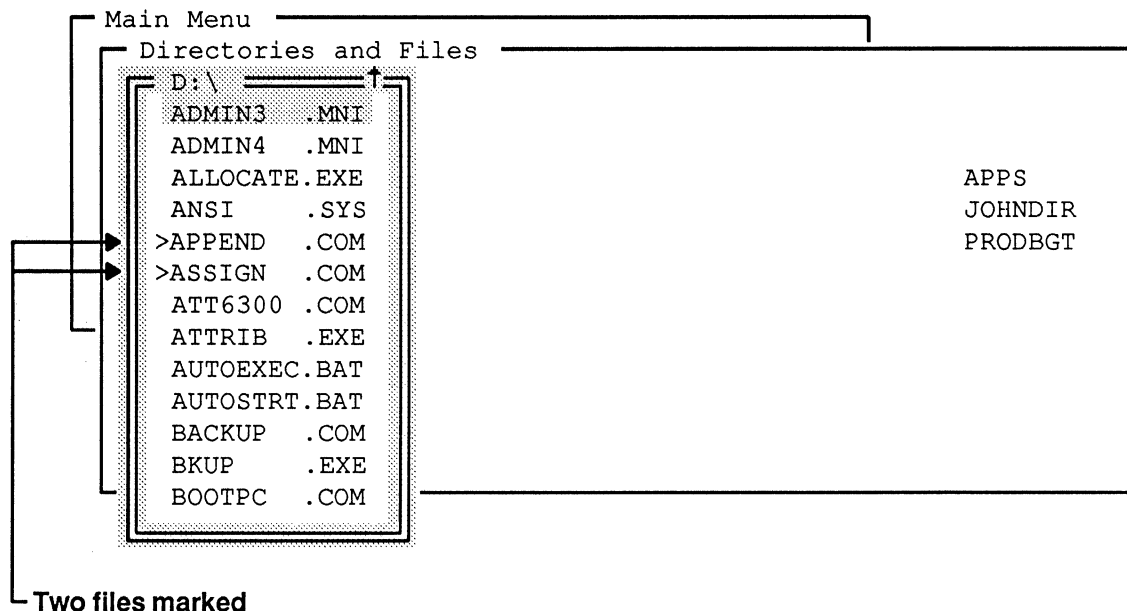


Figure 3-9. Marked Items in a Directory Window

Once an item has been marked, the mark remains in front of the item until the directory window is closed, until files are copied or moved to this directory window, or until you remove the mark. Therefore, marks accumulate; marking another item does not remove previous marks. When files are marked and then moved or copied to another directory, the marks do not appear in the destination directory.



CAUTION: If you use the [F5] keys to go to DOS, any marks you set will be gone when you return to 3+Menus.

The Mark command is available on the command bar whenever a directory window is active.

The Mark Subcommands

The Mark command has six subcommands. Following is a brief discussion of each subcommand. See Figure 3-10 for an example of marking files.

All	Places a mark in front of every file in the directory listing.
None	Removes the marks from all marked files in the directory listing.
Current	Changes (toggles) the mark in front of the currently selected file. Nothing occurs if the current item is a directory. You can also press [F6] to do the same thing.
Pattern	Places a mark in front of all items that meet conditions set by a "pattern." When you choose Pattern, 3+Menus displays a form in which you enter the pattern to describe the files to be marked. Marking files with Patterns is discussed in greater detail later in this chapter.
UnMark-Pattern	Removes any marks in front of all items that meet conditions set by a pattern. When you choose Unmark-Pattern, 3+Menus displays a form in which you enter the pattern of items you want to unmark.
Reverse	Places a mark in front of all items that previously had no mark, and removes the marks previously set.

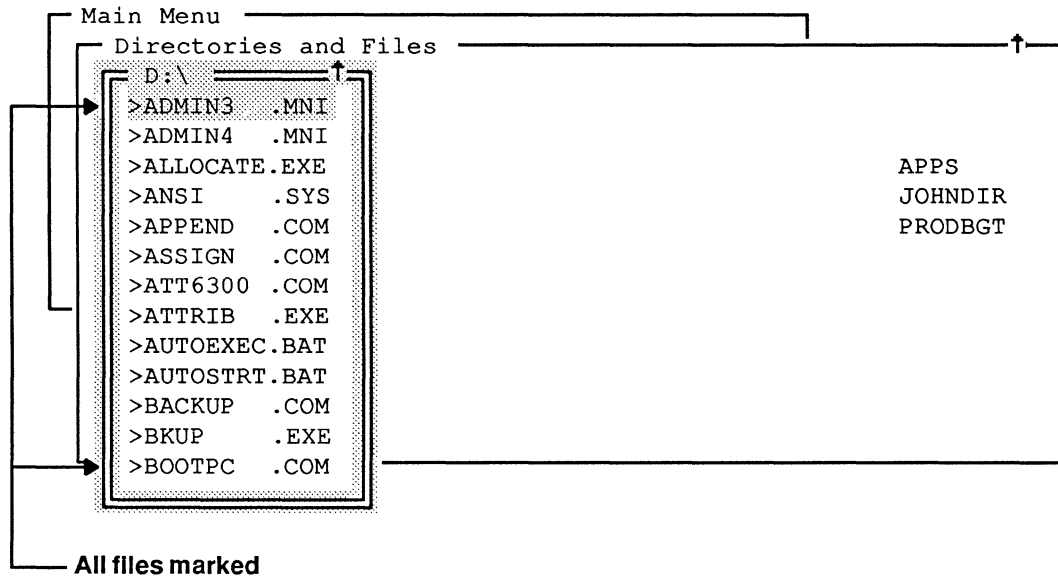


Figure 3-10. Marking Files in a Directory

Marking with Patterns

When you choose the Mark command and then the Pattern or Unmark-Pattern subcommand, a form appears in which to enter the pattern, as shown in Figure 3-11.

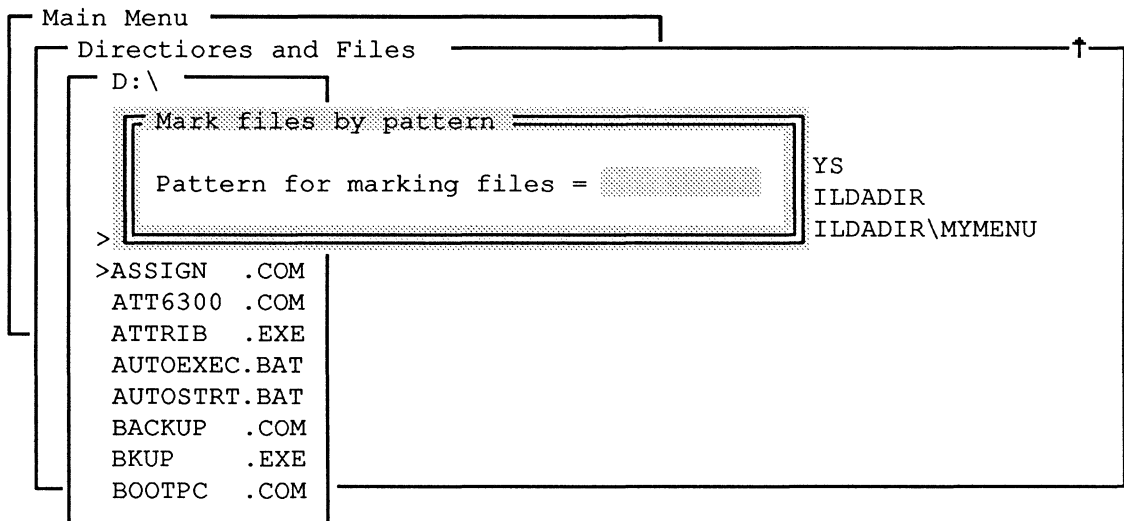


Figure 3-11. The Pattern Form

A pattern is written using the standard DOS symbols to specify file names. You can use these symbols to instruct 3+Menus to mark an item that matches the pattern exactly, or to include an item that partially matches what you enter.

An **exact match** will include only the item that matches exactly what you enter as the pattern. For example, if you want to mark only the file BUDGET.PRN, enter **BUDGET.PRN** as the pattern.

A **partial match** will include all the items that match the significant portion of the file name you enter. For a partial match, use the asterisk (*) and the question mark (?) to mean "any character." For complete information about these wildcard characters, see your DOS manual.

Deleting Directories or Files

With 3+Menus you can delete a directory or a file from your home directory, for a local directory, or from any shared directory to which you have Create access rights. Deleting a file with 3+Menus is equivalent to using the DOS DEL command. Deleting a directory is equivalent to using the DOS RMDIR command. Use the **/Transfer Delete** command to delete a directory or a file.

3+Menus allows you to **mark** files **prior** to deleting them. This means that you can delete several files at the same time. When you use the **/Transfer Delete** command, all the marked items in the directory are deleted. Refer to "Marking Files" earlier in this chapter.



NOTE: Only empty directories can be deleted. To delete a directory that contains additional subdirectories or files, you must first delete the files and/or subdirectories.

Copying and Moving Files

With 3+Menus you can copy or move files from one location to another. You cannot copy or move subdirectories.

To **move** a file to or from a shared directory, you must have Write/Create access rights to both the source and destination directories. You can copy or move a file into your home directory, into any shared directory to which you have Write/Create access rights, or into a local directory.

Copying a file with 3+Menus is equivalent to using the DOS COPY command. Moving a file with 3+Menus is equivalent to using the DOS COPY command and then using the DOS DEL command to delete the original file. To copy a file, use the **/Transfer Copy** command. To move a file, use the **/Transfer Move** command.

3+Menus allows you to **mark** files **prior** to copying or moving them. This means that you can copy or move several files at the same time. When you choose the Transfer Copy or Transfer Move command, all marked files are copied or moved. See Figure 3-12 for an example of marking files to be copied or moved.

The Transfer command is available on the command bar whenever a directory window is active.

When copying or moving a file, you must have opened at least two directory windows, the source and destination. The source directory contains the file you want to copy or move. The destination directory is the location to which you want to copy or move the file. Move between the source and destination directories with the **[F7]** (Previous) and **[F8]** (Next) keys.

In the source directory window, select or mark the file or files you want to move or copy. Choose **/Transfer Move** or **/Transfer Copy**, to move or copy the file(s). Use the **[F7]** or **[F8]** keys to make the destination window active, and press **[Return]**.

3+Menus displays a confirmation message. Double check to be sure you have the right source directory files and the right destination directory window.

When copying or moving a number of marked files, you can cancel the operation by pressing **[Esc]** to stop 3+Menus from copying or moving the remaining files.



CAUTION: If you have the same shared directory linked to two different drive identifiers, do not copy a directory on one drive to the same directory on the other. 3+Menus does not detect this invalid operation. It starts by truncating the destination file, in effect deleting the contents. You will lose the files you are trying to copy.

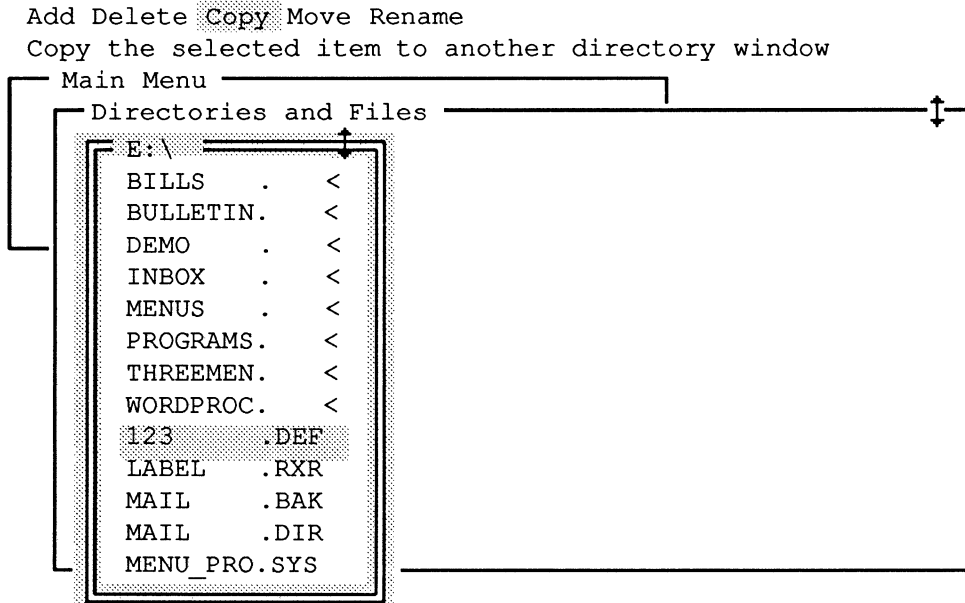


Figure 3-12. The Move and Copy Commands

Renaming Directories or Files

With 3+Menus you can use the /Transfer Rename command to rename a directory or a file in your home directory, in a shared directory to which you have Write/Create access rights, or in a local drive and directory. Renaming a file with 3+Menus is equivalent to using the DOS RENAME command.

Using DOS from 3+Menus

You can temporarily leave 3+Menus to use DOS commands, and then return to the same 3+Menus screen display. If your workstation has sufficient memory, you can use DOS while 3+Menus remains in memory, making the return to 3+Menus very fast.

- ▶ To use DOS without removing any part of 3+Menus from memory, press **[Shift]+[F5]**. If your workstation does not have enough memory to use DOS and leave 3+Menus in memory, the command will automatically unload part of 3+Menus before invoking DOS.
- ▶ To force 3+Menus to unload part of itself before invoking DOS, press **[F5]**.
- ▶ When you want to re-enter 3+Menus, type EXIT at the DOS prompt and press **[Return]**. Re-entering 3+Menus from a **[Shift]+[F5]** exit to DOS is faster than after an **[F5]** (unless 3+Menus had to unload part of itself to free up enough memory to invoke DOS).

3+Menus returns all menus and windows to the screen as they were when you pressed **[Shift]+[F5]** or **[F5]**, except that when using **[F5]** marked files are no longer marked. If you did an operation that changed the state of your workstation, 3+Menus may not be able to display the same information as before you exited to DOS; for example, if you logged out or unlinked drives from DOS.

If you changed directories with the DOS CD command when you were in DOS, 3+Menus will temporarily change the current directory. When you return to 3+Menus, the current directory will revert to the directory that was current when you left 3+Menus.

Chapter 4: Using Printers

This chapter explains basic concepts for using network printers and presents general procedures for working with them.

In the first part of this chapter, "Understanding Network Printers and Print Jobs," the following concepts are introduced:

- ▶ Shared printers
- ▶ Print jobs
- ▶ Print queues
- ▶ Priority levels

The second part of this chapter, "Using Shared Printers," gives procedures for the following operations:

- ▶ Linking and unlinking shared printers
- ▶ Changing print job properties
- ▶ Viewing, modifying, and deleting print jobs



NOTE: The examples in the procedures assume the default configuration `COMMANDS=SLASH`, hence a slash (/) precedes each command. If your 3+Menus configuration displays the command bar, omit the slash (/).

Understanding Network Printers and Print Jobs

One server can have multiple printers connected to it. When several people send print jobs to a printer connected to a server, they are placed in a **print queue**, with a unique job number, in the order they are received.

Shared Printers

Printers connected to the network are called **shared printers** because they can be shared by network users. If you have a printer connected to your workstation, only you can use it. A printer connected to a workstation is called a **local printer**.

The network administrator is responsible for setting up each shared printer when it is first connected to the server. For further information about setting up a printer, refer to the *3+ Administrator's Guide*.

Each shared printer has a **printer name**, which a user specifies when linking to the printer. A shared printer may also have a password which must be entered before you can link to that printer.

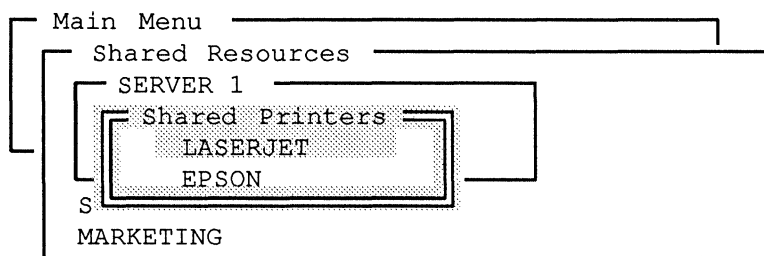


Figure 4-1. Shared Printers on SERVER1

How Print Jobs Are Created

A print job is a file sent, or spooled, to a linked printer, including all the special printer instructions the application program uses to set margins, bold printing, and so on.

The print queue shows the job number, your user name, the size of the file, the date and time it was placed in the print queue, and the job's status. Figure 4-2 shows a series of jobs in a print queue.

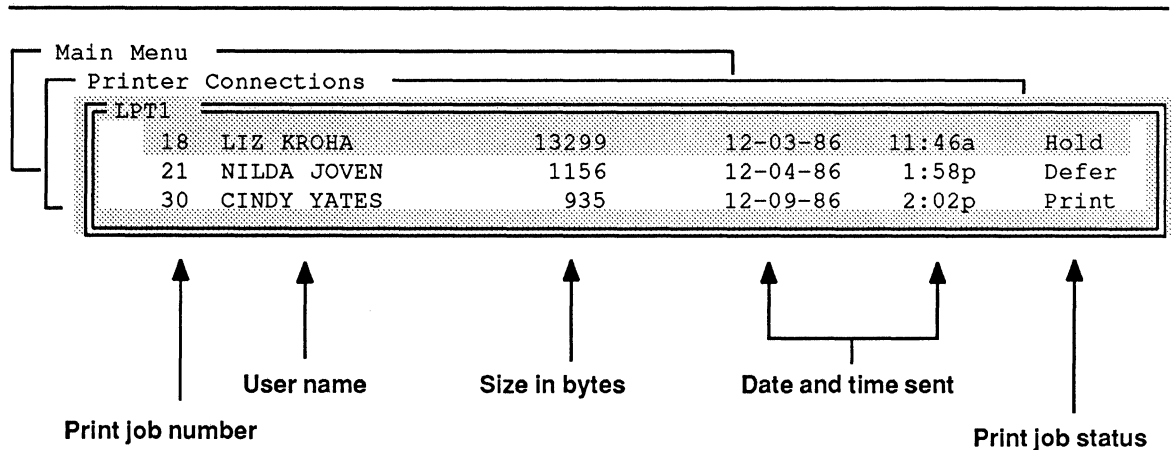


Figure 4-2. A Print Queue

Once you have spooled a file to the shared printer, you do not need to wait for the job to print. You can unlink the printer, run a different program, or even turn off your workstation. When the print job reaches the top of the queue, it is printed.

How the Print Queue Works

A printer can print only one job at a time. If several users send print jobs to the same printer, one has to be printed first while the others wait in line. The print jobs are printed on a first-come, first-served basis.

A priority level is set for each print job. The priority level can override the first-come, first-served basis of the print queue. You can change the priority level for any of your print jobs. If your print job must be done immediately, you can assign a higher priority to your job, thus moving it forward in the queue. If your print job can wait, you can assign a lower priority to the job, thus moving it back in the queue.

Using Shared Printers

Print operations are performed by opening windows to activate the desired window; then choosing the command(s) to perform. For step-by-step instruction, refer to the *3+Menus "How To" Guide*.

Linking Printers

You can send a print job to a shared printer that is linked to a printer identifier. A shared printer can be linked to any available printer identifier.

The printer identifiers are named LPT1:, LPT2:, and LPT3:. Figure 4-3 shows printer identifiers linked to shared printers in the Printer Connections window. Notice that the server name and the printer name are both shown.

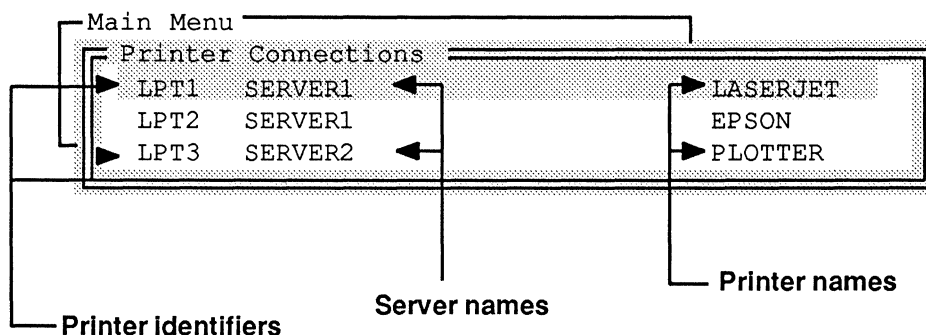


Figure 4-3. Printer Connections Window

To link to a printer, you open a series of windows to reach the Shared Printers list.



NOTE: Some application programs do not allow you to specify which printer identifier to use for printing; they automatically send files to LPT1. In such a case, be sure to link the printer you want to use to LPT1.

Before you link a printer, you can open the Printer Connections window to see the available printer connections, and any printers that are already linked.

If you try to link a shared directory to a drive identifier that is already linked, 3+Menus will ask if you want to unlink the shared directory from the drive identifier and then perform the link you specified.



NOTE: If you link a network printer to the identifier used by your local printer, your print jobs will be sent to the network printer, bypassing your local printer. To regain the use of your local printer, unlink the shared printer.

3+Menus adds the printer name to the Printer Connections window, next to the printer identifier you have used. The Shared Printer Link form is put away, and the Shared Printers window is active.

Unlinking Printers

To unlink a printer, select the printer identifier you want to unlink in the Printer Connections window, and choose /Unlink, as shown in Figure 4-4. 3+Menus removes the printer name from the Printer Connections window.

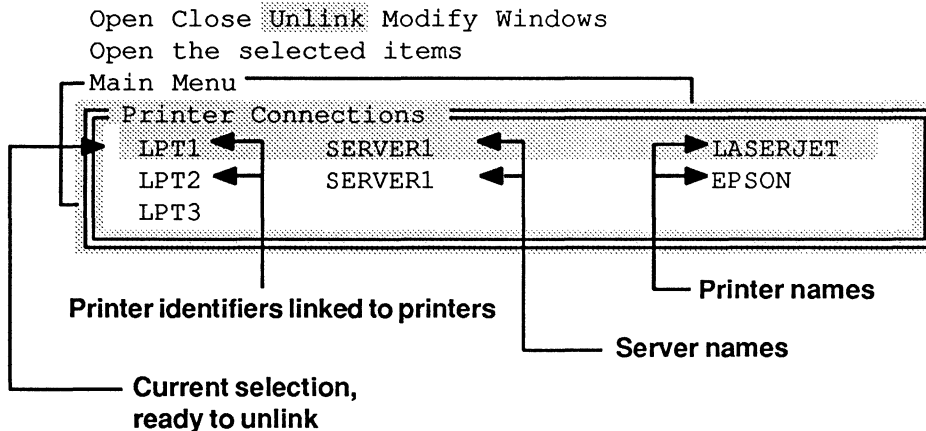


Figure 4-4. Unlinking a Shared Printer

Printers are automatically unlinked when you log out.

Changing the Default Print Settings

When print jobs are sent to shared printers, 3+Menus uses special print instructions to determine when to print the job, what type of paper to print it on, and how many copies to print. The instructions are set in the Default Print Settings form.

The default settings are initially set by the network administrator during **3+Share** (not 3+Menus) installation. You can change the print settings to fit your individual needs. To change default settings, refer to the *3+ Installation and Configuration Guide* and the *3+ Administrator's Guide*.

Default print settings are used for all files that you print on a network printer. If you change any of the default settings, the new settings affect only subsequent print jobs you send. To modify the settings for deferred or waiting print jobs currently in the print queue, refer to "Modifying the Settings for a Print Job" later in this chapter.

When the printer is unlinked and subsequently linked again, all parameters revert to the defaults set by the administrator.

Default settings may be different for each printer on the network. You can view the current printer settings by opening a series of windows, as shown in Figure 4-5.

```

Main Menu
Printer Connections
Default Print Settings
ASERJET

Number of copies (1-99) = 1
Print on paper/form number (1-99) = 1
X
W Hold individual jobs for one batch? N
L Keep in queue without printing (defer)? Y
N Printing priority (1-99) = 50

An entry of 0 retains the old value
  
```

Figure 4-5. The Default Print Settings Form

Effects of the Default Print Settings

The default print settings described in the following pages (and shown in Figure 4-5) are typical. Changing the setting affects only the print jobs you send to the printer and does not affect print jobs sent by other users.

Number of Copies to be Printed

The default for the number of copies to be printed is 1 (one). If you need more copies, you can change the setting here to print up to 99 copies of each job.

Remember that the printer will continue working on your print job until it has printed the number of copies you specify. If you have a large job to be printed, you should inform the other users on your network before you send it so that they can use another printer if necessary.

Print on Paper/Form Number

The paper/form number indicates which kind of form or paper the printer is to use for print jobs. In essence, it tells the printer what kind of paper it is using. If you change the form number in the Default Print Settings form, **all** of your subsequent print jobs use the new form number (until you change it again). For more information on using form numbers, refer to the *3+Installation and Configuration Guide*.

Hold Individual Jobs for One Batch

The default setting for HOLD is **N** (for **no**). This means that all your print jobs are entered in the print queue when you send them to the printer. You may want to hold all your print jobs and put them in one big print job to be printed together later; by changing the setting to HOLD=Y. When you turn HOLD on in this manner, all the files sent to print will be held. When you are ready to print the batch of files, unlink the printer, log out from the network, or set HOLD=N in the Default Print Setting form to release your batched print files. At that time, the files will be sent to the print queue as one job. This prevents multiple banner pages from being printed.

Keep in Queue Without Printing (DEFER)

The default setting for DEFER is **N** (for **no**). This means that when the print job reaches the top of the queue, it is printed.

When the DEFER setting is changed to **Y**, each print job still advances normally to the head of the print queue, but does not print. The printer skips any deferred jobs and prints the next job. However, the deferred jobs remain at the head of the queue. The printer will continue to skip your jobs until the DEFER setting for a specific job is changed to **N**. Changing the DEFER setting in the Default Printer Settings window does not remove the DEFER setting from print jobs that are already in the queue. You must use the Print Job Settings window described below in "Modifying the Settings for a Print Job," to remove the DEFER setting.

Printing Priority

The default printing priority setting is **50**. The priorities range from **1** to **99**, with **99** being the highest priority. You can move your print jobs toward the top of the print queue by entering a higher priority setting and toward the bottom of the queue by entering a lower priority setting.

If you specify a priority of **99**, your jobs print as soon as the current print job is finished. Files with the same priority are printed on a first-come, first-served basis.

Modifying and Deleting Print Jobs

Once a print job is in the queue, you can modify its settings or delete the job from the queue. To modify or delete a print job, you must first display the print queue containing the print job.

Displaying the Print Queue

You can view the print queue for any linked printer by opening the Printer Connections window. (Refer to Figure 4-2 for an example.)

The print queue identifies, by user's name, the print jobs currently printing or waiting to print on a particular printer. You cannot modify or delete these. You can modify or delete any print job you have sent to a linked printer as long as its status is not PRINT or HOLD.

Modifying the Settings for a Print Job

The settings that can be modified for a single print job are the same as the default settings discussed in "Changing the Default Print Settings" earlier in this chapter. The only exception is that you cannot change the HOLD setting for a single job. This setting only affects files printed after it is changed.

All other settings can be changed for each print job. The form number can be changed. You can change the number of copies to be printed, the priority level, or you can defer a particular print job.

To modify a print job:

1. Display the print queue containing the print job you want to modify.
2. Select the print job you want to modify and choose **/Modify**. The form shown in Figure 4-6 will be displayed.

The screenshot shows a 'Print Job Settings' form with a menu overlay on the left. The menu has the following items: Main Menu, Printer Connections, LPT1, and a sub-menu for 'Print Job Settings'. The sub-menu is currently open, showing options: Xyw, WSL, Log, and Net. The 'Print Job Settings' form contains the following fields and values:

Field	Value
Number of copies (1-99) =	1
Print on paper/form number (1-99) =	1
Keep in queue without printing (defer)?	N
Printing priority (1-99) =	Y
	50
Apply these settings to your other jobs in the print?	N

At the bottom of the form, it states: 'An entry of 0 retains the old value'. To the right of the form, there is a table with two columns: '6a' and 'Hold'. The first row shows '8p' under '6a' and 'Defer' under 'Hold'.

Figure 4-6. The Print Job Settings Form

3. Enter changes in the appropriate fields.
4. Press [Ctrl]+[Return] or [Return]+[Return] to complete the changes and put the form away.

Deleting a Print Job

To delete a print job:

1. Display the print queue containing the print job you want to delete. If you have set HOLD=Y, go to the Printer Connections window and change to HOLD=N before displaying the print queue.
2. Select the print job you want to delete and choose /Delete.

3. 3+Menus asks if you want to delete all of your jobs. Type **Y** to delete all of your print jobs from the queue, or type **N** to delete only the selected print job.
4. Press **[Return]+[Return]** or **[Ctrl]+[Return]**.
5. 3+Menus displays a confirmation message. Type **Y** to confirm the deletion. 3+Menus removes the print job from the queue. The print queue adjusts.

Chapter 5: Customizing Menus

This chapter covers:

- ▶ The 3+Menus menu system
- ▶ Creating menu systems
- ▶ Preparing to customize
- ▶ Adding submenus
- ▶ Adding task items
- ▶ Changing menu items
- ▶ Deleting menu items

Customizing menus is the process of defining new items on a menu. 3+Menus allows you to add menu items to start applications, run batch files, and issue DOS commands. You can also add submenus to any other menu, developing as complex a system of menu windows as desired. However, you cannot modify or delete standard menu items.

Add Delete Change
Sub-Menu Task

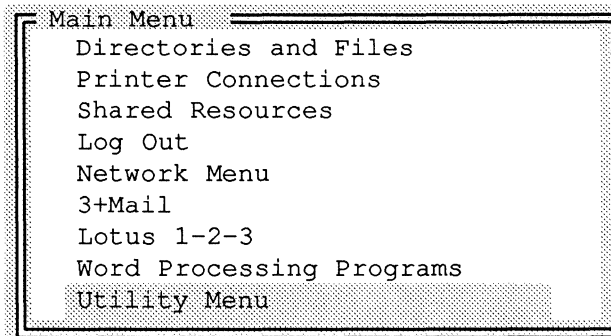


Figure 5-1. Adding Items to the Main Menu

The 3+Menus Menu System

3+Menus always begins at the Main menu, as determined by the 3+Menus parameters (refer to Chapter 1). The Main menu is different from other menus because it automatically:

- ▶ Includes the standard items. The number of standard items (Directories and Files, Printer Connections, Shared Resources, Log In/Log Out) that appear on the Main menu depends on whether the user is logged in, the value of the COMMANDS parameter, and whether the network software is loaded or not.
- ▶ Appears when 3+Menus starts.
- ▶ Creates a Main menu file if none exists when 3+Menus starts.

Menu File Structure

The structure of all menu files is identical. A menu file becomes the Main menu only if it is specified as such in the Main menu parameter.

How 3+Menus Manages Menus

3+Menus maintains the definitions of a menu's items in a menu file. The standard items are an exception: they never exist in any menu file and are displayed by 3+Menus automatically on the Main menu.

Customized menu files will be placed by 3+Menus where you request them, but the contents of the files are completely within the control of 3+Menus. Do not edit the files that 3+Menus creates.

Menu File Definitions

To open a menu, 3+Menus reads the file containing the menu item definitions. Each menu item definition contains the information necessary to perform the requested operation, whether it is opening a submenu or running a task (a program, a batch file, or a DOS command).

In the Main menu, 3+Menus needs no additional information to open Directories and Files, Printer Connections, Shared Resources, Log In, or Log Out. All customized items, however, must provide the particular data that defines the menu item. For example, a menu item to run quarterly reports must provide to 3+Menus:

- ▶ The name of the program or application to run
- ▶ The location of the program file
- ▶ The name to display on the menu item to describe the task
- ▶ Optional parameters to request of the user; for example, the file name of the file to be edited
- ▶ Automatic links to perform before running the task

Creating Menu Systems

This section provides some general guidelines for customizing 3+Menus.

Menu File Location

3+Menus permits menu files to exist in any location to which the user has the proper access rights.

This flexibility is valuable for networks that need to mix public and private menu files, and to pull menu definitions from multiple locations on the network. Generally, however, you should keep the menus together in one directory and name them all with .MNI extensions. This simplicity will aid in maintaining the menu system.

While it is natural to place shared menus together with the program on APPS, be aware that this increases the number of entries in the directory, slowing down searches for names on APPS. It is better to choose a subdirectory for large numbers of menu files.

Read-Only Access

If public menu files or the program files for 3+Menus are accessed using in a sharename with other than Read-only access, users will see many instances of "Sharing Violation" error messages. Both the program files and the menu files are held open by 3+Menus, thus increasing the chances of contention for the files. It is recommended, therefore, that Read-only sharenames be used for 3+Menus installation and for public menu files (accessed by multiple users simultaneously).

Central Menu Definition

Create a sharename containing one central menu that you have customized. For example, if you have 3+Mail on your network, every user should have an entry on the Main menu for 3+Mail. As soon as 3+Menus is installed, run 3+Menus as the network administrator and use the MAINMENU.MNI as the Main menu. Add a menu item to run 3+Mail. Afterwards, copy MAINMENU.MNI to those users who need to have further customizing.

Create separate copies of a central menu definition only when you cannot share the same menu file by having multiple users point to the same Main menu with the MAINMENU parameter. As soon as any copies of a file are made, there is an automatic update problem -- if the location of 3+Mail moves, for example, many individual menu files need changing, rather than one central one.

Commonly Needed Submenus

It can be useful to have several small, but commonly needed, submenus defined that can be added in multiple places in a menu system. There is little cost to adding references to the same menu file in multiple locations in a single menu system. Users may want easy access to their 3+Mail inbox; for example, in many locations. Create a 3+Mail submenu and add it as a menu item as frequently as desired.

Group menu items together. For example, "Budgets" would make a good submenu where similar functions exist in the same submenu. This grouping makes logical sense to users and makes network configuration simpler.

Sharing Private Submenus

Users can share their private submenus by making known the name of the menu file, the location of the menu file, and any necessary passwords. To add a submenu that belongs to some one else, you must have proper access rights to the sharename containing the menu file, and you must link it to a drive identifier. Unless the sharename has Read-only access, users will run into the file sharing violations mentioned above.

Menu Systems

There are several styles of menu systems. On large networks, there will probably be examples of all styles. For a network having only several users, or having many users of identical needs, probably one style will suffice for all.

Private

A private Main menu is defined within the domain of the individual user. No menu files are shared. All menu files exist in the user's local disk drives or in sharenames owned by the user. This style offers the fullest flexibility, but the most extensive problems for maintenance -- every general purpose change must be applied to every individual's menu system.

Public

A public Main menu exists on a sharename with Read-only access. All users run the same menu system, where all submenus also exist on the same sharename. No changes, deletions, or additions can be made to the menu definitions. This style offers the greatest central control over the menu system, with minimal maintenance problems and greatest security. Setting `COMMANDS=OFF` is typical for users using this style of menu system.

Private Hybrid

Users can have their own customized private "hybrid" Main menu, perhaps a copy of the original MAINMENU.MNI. One or more entries on the Main menu point to a public submenu that exists on a sharename with Read-only access for multiple users. The individual thus has the ability to add as many private submenus or task items as desired, yet has standard access to the submenus that the network administrator wants to maintain strict control over, or whose definitions change frequently.

Public Hybrid

With a public "hybrid" Main menu, the user's MAINMENU parameter points to a menu file existing on the sharename available to multiple users. One of the entries on this menu is a submenu with a conventionally known name and location; for example, a submenu item is displayed as:

My Personal Menus

The name of the file it opens to find the submenu is:

MYMENU.MNI

The location of the menu file is always E:\MY_MENU

In this configuration, all users are assumed to link E: to their home directory. In their home directory is the subdirectory MY_MENU, containing the MYMENU.MNI menu file. This menu file can contain anything the individual user desires. As long as the conventional links and names are followed, each user can then run customized menus within a public framework.

The benefit of this approach over the "private hybrid" is that it offers immediate access to the important shared menus when 3+Menus first starts up. It places the private menus in a subordinate role, permitting the network administrator to effect central changes in a simple fashion that is instantly seen and used by users as they enter 3+Menus.

For example, if everyone in the network uses 3+Mail, the same spreadsheet, and the same word processor, these menu items can be centralized in one single menu available publicly. All the most frequent programs used by that company could thus be centralized, and only the more obscure personal uses would be relegated to the submenus.

Preparing to Customize

Customizing the Main menu or a submenu is done using standard 3+Menus commands. When a new menu item is added, 3+Menus alters the current menu's file to include the new reference. When a new submenu is created, 3+Menus creates a new empty menu file for it, and gives the originating menu file a reference to the new file.

Menu File Location

Menu files can be located anywhere that 3+Menus can access. This can be a local drive, a floppy, a home directory, or a shared directory. If the menu file is located on a network drive, several conditions must be met:

- ▶ When 3+Menus opens the menu file, the network directory where the menu file exists must be linked to the same drive that 3+Menus expects. The link can be done prior to running 3+Menus, or it can be done through 3+Menus. Without the link, the menu cannot be opened.
- ▶ To run the menu file, the logged-in user must have Read access.
- ▶ To add menu items, the user must have Write access.
- ▶ To add a submenu, the user must have Create access.

Menu files to be shared by multiple users should be located in a shared directory with a "public," Read-only, sharename. These menus cannot be customized on an individual basis; that is, neither submenus nor task items can be added or changed by individual users.

"Private" menus can be modified and might best be located in a user's home directory, or in a subdirectory containing all of a user's menu files.

Ways to Customize

The 3+Menus diskette includes three menu files that can be used as models for building sets of menus:

- ▶ **UTILITY.MNI** contains a simple menu that offers a standard DOS utility program, CHKDSK.
- ▶ Illustrating how other menus can point to submenus, the **NETWORK.MNI** menu has an entry for the Utilities submenu.
- ▶ The **MAINMENU.MNI** contains a reference to the **NETWORK.MNI**, thus building a sequence of menus.

You may customize menus in one of the four ways discussed here:

1. Use the three model menu files provided on the 3+Menus diskette. For a personal version of 3+Menus, where each user can add menu items and submenus, give each user a copy of **MAINMENU.MNI**. This copy belongs in a sharename owned by the user or on a local drive. The user's 3+Menus parameters should then point to this copy of **MAINMENU.MNI**.
2. Add menu items to **MAINMENU.MNI** before it is copied to an individual user's control, thus providing hybrid menus that are half-standard, half-customized. The menu item pointing to **NETWORK.MNI** is one such example. It gives every user of **MAINMENU.MNI** access to **NETWORK.MNI**, which is a shared, public menu.



NOTE: The sample menu files follow 3Com's recommended conventions, assuming that **NETWORK.MNI** exists on the sharename **APPS**, linked to drive **D:**. If these conventions are not followed, or the **NETWORK.MNI** menu is not going to be used, simply delete the Network menu item when first running 3+Menus. For instructions, refer to the section on deleting submenus that appears later in this chapter.

3. Provide a central menu definition to be shared by multiple users. Users will not be able to add anything to this menu nor change anything. Just by having a single, central, Read-only menu file, the network administrator can establish an easily maintained and controllable menu system that is standard for all users and protected from abuse.

The NETWORK.MNI menu file is an example of such a central menu file. This file is at the same location as the 3+Menus program files. The network administrator can add menu items or submenus to this menu, either when installing 3+Menus or later. However, NETWORK.MNI should reside in a sharename with public access. If the Utilities submenu is not desired, simply delete it.

4. Customize menus from scratch.

- ▶ Using Chapter 1 to determine the location and the name of the MAINMENU parameter, start with 3+Menus pointing to the desired menu file for the Main menu. If the file does not exist yet, 3+Menus will create it. Only the standard menu items will be on the new Main menu.
- ▶ Next, add any menu items, whether submenus or task items, following the directions in the next two sections. 3+Menus will automatically maintain the necessary files containing all the defining information required by the addition of the menu items.

After the menus are defined, the Main menu file can be copied elsewhere, or offered to other users on a Read-only sharename, or kept privately. Access to the new menu file is determined by the MAINMENU parameter and any network security.

Sharing Menus

Copying menu files to other locations is a valid way to share submenus, as well as Main menus. When you move a submenu to another location, make sure that you delete any reference to it that might be in the "parent" menu. Otherwise, the reference will be pointing to a file that no longer exists in the old location.

■ Adding Submenus

Customized submenus can be added to an existing menu or submenu. Customizing consists of specifying:

- ▶ The name of the new submenu
- ▶ The location of the new item on the previous menu
- ▶ The name and location of the new submenu's menu file

All customizing is done using 3+Menus.

To add a submenu:

1. If the new menu file will be located in a network directory that is not yet linked, link that directory.
2. Activate the menu window to which you want to add the new submenu. If the menu is already open, use **[F7]** or **[F8]** to make the menu active. If it is not open, open it.
3. Select the position in the menu where the new menu item is to appear. The new menu item will appear in the next line below the currently selected menu item. If you are adding an item to the Main menu, and you select one of the standard menu items, the new item will appear after the last standard item.

3+Menus permits more menu items to be grouped under a menu than can display at one time. You can add as many menu items as you wish. The size of the menu window will expand as much as it can to keep all menu items visible; however, but when the window reaches its maximum size, 3+Menus will have to scroll to display all the items. If the size of a menu gets too large, consider splitting several items off into a new submenu.

4. Choose **/Modify Add Submenu**.
5. Fill in the Submenu Item form that appears. Refer to "The Submenu Item Form" below for information about each field.

Main Menu

Sub-Menu Item

Menu Item Name

=

Administrative Commands

File Location
(disk:directory)

=

d:

Menu File

=

admin

.

mn1

Figure 5-2. The Sub-Menu Item Form

6. When you have completed the last field in the form, press **[Return]**. A message will prompt you to press **[Return]** again to confirm the new submenu. Alternatively, press **[Ctrl]+[Return]** at any time during entry of the information, and the new submenu will be immediately processed with no need for a confirmation message.

The menu file is created and the new menu item appears on the current menu.

7. Open the new submenu and add its menu items. This step may be done at any time.

The Submenu Item Form

The fields on the Submenu Item form are defined as follows:

Menu Item Name

The text that will appear in the current menu. Users select this menu item to open the task item. The maximum length of this display text is 40 characters. Example:

Administrator Commands

File Location

The path to the directory where the new submenu's menu file will be created. The default path that appears is the path to the directory that contains the menu file to which the submenu is being added.

If you want the menu file to be located elsewhere, type the desired location over the default provided. The path can consist of a drive letter, or directory name, or both. Example:

F : \ADMINCOM

Be sure to update the file location if you move the file; any menu having a menu item that points to this file as a submenu must be modified to point to the new location. In the example in Figure 5-2, ADMN.MNI contains a submenu that lists other ADMN.MNI files as submenu items. These submenus may specify a different file location from where your ADMN.MNI files actually reside. If so, you must edit each submenu accordingly using the **/Modify Change** commands.

If the menu file is in a network directory, this directory must be linked to the drive identifier specified in the menu item.

Menu File

The name to be given to the menu file. Names must follow DOS file name conventions (up to eight characters, no blank spaces). For Main menus that 3+Menus creates automatically, the name is always MAINMENU.MNI. Always using the .MNI extension can help you keep track of menu files, although 3+Menus will use whatever extension you give.

You can specify a pre-existing menu file in this field. By specifying the pre-existing menu file, you can tie menus into your menu system. 3+Menus will reference the existing menu file and the entire submenu is automatically included by reference.



NOTE: In 3+Menus, any submenu can point to any other submenu. This makes recursive (circular) menu references possible. This would, in effect, make a submenu point to itself, and should be avoided.

If you find that you have inadvertently created a recursive menu and wish to delete the circular menu item, select the desired menu item and use the **/Modify Change** command to change the name of the file referenced in the **Menu File** field to another file. This will break the circular definition and 3+Menus will permit you to delete the menu item. If you build a circular menu system using this method, first change the menu file definition.

■ Adding Task Items

You can add customized task items to an existing menu or submenu. Customizing consists of specifying:

- ▶ The name of the new task item
- ▶ The location of the new item on the menu
- ▶ The name and location of the file or command needed to perform the task item
- ▶ Optional parameters for the task items
- ▶ Optional prompts for the parameters
- ▶ Optional links to directories and printers

All customizing is done by using 3+Menus.

To add a task item:

1. Activate the menu window to which you want to add the new task item. If the menu is already open, use [F7] or [F8] to make the menu active. If it is not open, open it.
2. Select the position in the menu where the new task item is to appear. The new task item will appear in the next line below the currently selected menu item. If you are adding an item to the Main menu, and you select one of the standard menu items, the new item will appear just after the last standard menu item.

3+Menus permits more menu items to be grouped under a menu than can be displayed at one time. You can add as many menu items as you wish. The size of the menu window will expand as much as it can to keep all menu items visible, but when the window reaches its maximum size, 3+Menus will have to scroll to display all the items. If the size of a menu gets too large, consider splitting several items off into a new submenu.

3. Choose **/Modify Add Task**.

4. Fill in the Task Item form that appears. Refer to "The Task Item Form" below (Figure 5-3) for information about each field.
5. Page 2 of the form requests the information necessary to perform automatic links when the task item is performed. If you want any automatic links, press **[F8]** at any point in page 1. Fill in the Task Item Link form that appears. (Pressing **[F7]** will return you to page 1 of the form.)
6. When you have completed the last field on either page of the form, press **[Return]**. A message will prompt you to press **[Return]** again to confirm the new task item. Alternatively, press **[Ctrl]+[Return]** at any time after entering the first and third fields, and the new task item will be immediately processed with no need for a confirmation message.

The task item is created and the new menu item appears on the current menu.

The Task Item Form

The screenshot shows a window titled "Main Menu" with a sub-window titled "Task Item (page 1)". The form contains the following fields and sections:

- Menu Item Name = _____
- File Location = _____:
- Run File or Command = _____
- Run File Type = Program
- Startup Run Location = _____:
- Pause after Run? N
- Parameter Prompts... (with four empty lines for input)
- Parameter Values... (with four empty lines for input)

Figure 5-3. The Task Item Form

The fields on the Task Item form are defined as follows:

Menu Item Name

The text that will appear in the current menu. Users select this item to open the menu item. The maximum length of this display text is 40 characters.

File Location

The path to the directory where the program or batch file exists. If the task item is going to be an internal DOS command (see below), this field must be empty. Type in the desired location for the program or batch file. If no path is specified, the current drive and directory are used.

The path can consist of a drive letter, a directory, or both. Example:

D : \CODE\EDITORS

Before the task item is actually performed by 3+Menus, the given drive and directory must be linked. This can be done either prior to opening the menu item, or as part of the automatic links available on the Task Item Link form.

Run File or Command

The command that starts the task item, just as if it were started from the DOS prompt. For example, if the menu item will start WordStar, enter :

WS

If you are creating a menu item that issues an internal DOS command, enter the command here; for example:

copy

Run File Type

Choose the appropriate item type from the choice list that appears:

- | | |
|---------|--|
| Program | to run a program. (This is the default value.) |
| Batch | to run a batch file. |
| Command | to execute an internal DOS command. |

Startup Run Location

This field specifies the path that you want to be the current directory when the program, batch file, or command is started. For example, you can run a program from drive D:, where APPS may be linked, and expect your data files to be in the current directory:

E : \MYDATA\BUDGETS

This field may be left blank.

Programs with Hard-Coded Assumptions

Some programs have hard-coded assumptions about where driver files or overlay files exist. The programs require these files be in the current directory. This assumption can clash with the setting of the Startup Run Location. For example, a shared menu file can set the Startup Run Location always to point to the user's home directory on drive E: so that every user has the current directory ready to hold private data from a public program. In this case, the programs with hard-coded assumptions still need to find their files.

For problems like this, use the DOS APPEND.COM command. The APPEND string can point to the directories holding the driver files or code files, and the programs will run without knowing they are not being run from the current directory. For more information on APPEND.COM refer to the APPEND.COM section in Chapter 1: Installation and Set Up.

Pause After Run?

This field determines whether 3+Menus will pause after the menu item has been run and before the 3+Menus screen reappears.

A pause is useful when the menu item will list information on the screen that should be examined. For example, if you create a menu item that runs the DOS CHKDSK command, you will want the pause so that you can view the results on the screen before returning to 3+Menus.

Parameter Prompts and Parameter Values

These fields aid in passing parameters to menu items when they are opened. There can be up to five instances of each. There are no defaults and no requirement to use any or all of these entries.

The parameter values, either as entered here or as overridden by the user who opens the menu item, will be added to the command line for the menu item, in the order they are specified in this form. The parameter prompts are displayed when the menu item is opened.

The prompts and values can be used in the combinations shown below.

- ▶ **Automatic Parameter:** If a parameter value is specified without an accompanying prompt, the value specified is always passed to the menu item as it is entered in this field.
- ▶ **Prompted Parameter:** If the parameter prompt is specified without an accompanying value when the user opens the menu item, a form will appear with the specified prompt requesting the user to input a value. The input value is then passed to the menu item.
- ▶ **Default Parameter:** If both the parameter prompt and the parameter value are specified when the user opens the menu item, a form will appear with the specified prompt that requests the user to input a value. The specified value will already be provided on the input field so the user can accept it, type over it, or edit it.

For example, a word processing program called WP, is usually called with several command line parameters to establish formatting switches, file connections, and printer choices. A typical way to call WP from the DOS prompt is:

```
WP /80 Draft NEWMEMO.DOC
```

In this example, "/80" means that the screen will assume a width of 80 characters, "Draft" means to direct printing to the fast matrix printer, and "NEWMEMO.DOC" is the name of the file to edit.

The parameters could be specified in the following form:

```
Parameter Prompts...Parameter Value...
```

```
_____ /80 _____
```

```
Letter or Draft? ___ Draft _____
```

```
Enter file to edit: _____
```

When the user runs the WP menu item, the parameter box in Figure 5-4 will appear on the screen to be filled out.

The diagram shows a menu hierarchy. At the top is 'Main Menu'. Below it is 'Word Processing Programs'. Below that is 'WP'. A box is drawn around the 'WP' item and its sub-items. Inside this box are two lines of text: 'Letter or Draft? Draft' and 'Enter file to edit: '.

```
graph TD
    MM[Main Menu] --- WPP[Word Processing Programs]
    WPP --- WP[WP]
    subgraph Box [ ]
        WP --- L[Letter or Draft? Draft]
        WP --- F[Enter file to edit: ]
    end
```

Figure 5-4. Parameter Box

The user can then alter the choice of "Draft" and enter the name of the file to pass to WP. 3+Menus will construct the command line to include the "/80" parameter automatically -- it is a permanent parameter.

Linking to Shared Directories and Printers Page

2 of the Task Item form allows you to link up to four shared directories and three shared printers automatically whenever the menu item is opened. These links are broken when the program, batch file, or command is finished. Press [F8] to go to the second page of the form; press [F7] to return to the first page.

Main Menu

Task Item (page 2)

Drive	User Name or Server Name...	Shared Directory Name...
Connect...		
_:	\\	\\
_:	\\	\\
_:	\\	\\
_:	\\	\\

Printer	Server Name...	Shared Printer Name...
Connect...		
LPT1:	\\	\\
LPT2:	\\	\\
LPT3:	\\	\\

Figure 5-5. Menu Task Item Page 2



NOTE: To prevent inadvertent unlinking of frequently used shared directories, use higher drive identifiers than you would normally use (for example, I:, J:). The available drive identifiers are shown in the Directories and Files window; the highest available drive is set by the LASTDRIVE entry in your CONFIG.SYS file.

For example, if you use E: to link a shared directory for use with a particular application program, when the program is finished 3+Menus unlinks the directory, but it does not relink your home directory since no relinking of previously linked directories occurs. There are application programs, however, that require particular drives be used for particular data.

Enter a drive identifier, user name (or alias) or server name, and a sharename for each shared directory you want to link. Enter a server name and printer name for each shared printer you want to link.

Instead of entering the actual name of a server, you can substitute \\SYS when linking to a first-level directory.

If a shared directory or printer requires a password, 3+Menus will display a form in which to enter the password when the user chooses the menu item. You must enter a password every time the menu item is opened. For security reasons, 3+Menus does not store passwords anywhere.

When the information is complete, accept the form in the usual way: either press **[Ctrl]+[Return]** from anywhere in the form, or press **[Return]+[Return]** when the cursor is in the last field in the form.

■ Changing Menu Items

You can change any item in a menu whose menu file exists in a directory to which you have Read, Write, and Create access. Changing a menu item is very similar to creating a new menu item, or a submenu or task item. 3+Menus will present the same form that was used to enter the required information originally, but all the current values, not the default values, will appear in the fields.

Changing menu items is necessary for customizing earlier menu items, for personalizing menu files that were copied from public menu templates, or for changing the location of files or directories. For example, if you move a menu file from one directory to another, all menus that refer to that menu file must be changed. Similarly, when your linking conventions change -- for example, if your data is now linked to drive F: instead of drive E: -- all the menu items that refer to drive E: must be changed.

To change a menu item:

1. Activate the menu window containing the menu item to change. If the menu is already open, use **[F7]** or **[F8]** to make the menu active. If it is not open, open it.
2. Select the menu item to change.
3. Choose **/Modify Change**.
4. Fill in the Menu Item form that appears. For submenus, refer to "The Submenu Item Form" for information about each field. For task items, refer to "The Task Item Form" for a description of each field.

5. When you have completed the last field in the form, press **[Return]**. A message will prompt you to press **[Return]** again to confirm the new submenu. Alternatively, press **[Ctrl]+[Return]** at any time during entry of the information and the new submenu will be immediately processed with no need for a confirmation message.

The menu file is updated and the changed menu item appears on the current menu.



NOTE: If you change the location of a menu file, be sure that the menu file is actually there before you edit the form. If you specify a location that does not contain a menu file, 3+Menus will create a new menu file in the designated location when you open the menu item.

Deleting Menu Items

You can delete any item in a menu whose menu file exists in a directory to which you have Read, Write, and Create access. When you delete a menu item, the menu file containing that menu item is updated.

Menu items that open submenus can only be deleted if the submenu is empty. If the submenu contains any menu items, you must delete them first.

To delete a menu item:

1. Activate the menu window containing the menu item to delete. If the menu is already open, use **[F7]** or **[F8]** to make the menu active. If it is not open, open it.
2. Select the menu item to delete.
3. Choose **/Modify Delete**.
4. 3+Menus will present a message, to make sure that the deletion is intentional:

Are you sure you want to delete this menu item?

Type **Y** to confirm the deletion. The menu file is deleted and the menu item disappears from the current menu.

Appendix A: Error Messages

This appendix lists the error messages displayed by 3+Menus and the most common error messages displayed by the 3+ network software.

All messages resulting from an error condition with network resources and network access are described fully in the *3+Share User's Guide* and the *3+ Administrator's Guide*. If a message appears that is not described in this appendix, refer to the 3+ documentation.

Bad name

Meaning	A server name was used that had an invalid format, perhaps containing illegal characters. This happens when a user or server name is specified in an invalid format on page 2 of the Task form of a menu item or in the machine directory file (MACH.DIR), is in an invalid format.
Action	Correct the spelling of the user or server name listed on page 2 of the Task form for the selected menu item or in the MACH.DIR file. Make sure there are no illegal characters in the name.

Bad queue entry id.

Meaning	Your print job has an invalid spool identifier. This means the print job has already been printed or no longer exists.
Action	Close and then reopen the Print Job window for the selected printer connection.

Cannot locate the Main menu and cannot to create the Main menu file in the current directory.

Meaning 3+Menus cannot find a Main menu file. (Refer to Chapter 1: Installing 3+Menus for how 3+Menus locates the Main menu file.) When 3+Menus cannot find a Main menu file, it attempts to create an empty MAINMENU.MNI file in the current directory. However, 3+Menus cannot create the file now. Your current directory is probably a Read-only directory.

Action Use one of the following methods to specify the location of a Main menu file:

- ▶ Change to another directory to which you have Read, Write, and Create access, then run 3+Menus.
- ▶ Create a PROFILE= environment variable that points to the location of a PROFILE.SYS file. Then make sure the MAINMENU= entry in the PROFILE.SYS file points to a valid Main menu file.
- ▶ Run 3+Menus again using a /MAINMENU= command line parameter that points to the location of a Main menu file.

Error reading drive <drive identifier>.

Meaning	<p>3+Menus is attempting to read some information from a drive that does not provide this information. This could be caused by:</p> <ul style="list-style-type: none">▶ A diskette missing from the local drive▶ The use of a drive identifier to which no directory is linked▶ A problem with your local disk▶ Two users trying to access the same file simultaneously in a shared directory with Write access. The file could be a menu file or a program file (including the 3+Menus program files).
Action	<ul style="list-style-type: none">▶ Insert the necessary diskette; or▶ Link the required directory; or▶ Move the files to a directory with Read access or modify the access rights to the shared directory in question, or wait until no one else is accessing the desired files.

Error reading menu file <File name>.

Meaning	<p>3+Menus could not read the menu file for the selected submenu item because the file is corrupted, or the file may be otherwise unreadable (i.e., you may not have the proper access rights to use this menu file).</p>
Action	<p>Try to open the menu item again. If the file cannot be read, you may have to delete and rebuild the file. If you do not have Read access to the directory containing the menu file, you cannot use the submenu.</p>

Error writing drive <drive identifier>

Meaning	<p>3+Menus is attempting to write some information from a drive that does not provide this information. This could be caused by:</p> <ul style="list-style-type: none">▶ A diskette missing from the local drive▶ The use of a drive identifier to which no directory is linked▶ A problem with your local disk▶ Two users trying to access the same file simultaneously in a shared directory with Write access
Action	<ul style="list-style-type: none">▶ Insert the necessary diskette; or▶ Link the required directory; or▶ Move the menu file to a directory with Read access or modify the access rights to the shared directory in question, or wait until no one else is accessing the desired file.

Faliure starting COMMAND.COM Menus cannot find COMMAND.COM

Meaning	<p>3+Menus could not start the DOS command interpreter, COMMAND.COM.</p>
Action	<p>Make sure that your copy of COMMAND.COM is valid, not corrupted, and is version 3.1 or higher. Do not change the COMSPEC parameter to an invalid or outdated COMMAND.COM.</p>

Failure starting your editor.

Meaning	<p>3+Menus cannot find the text editor in the drives that it is searching or your editor is corrupted or does not run from DOS.</p>
Action	<p>Check that you have your text editor in the path searched by DOS. Ensure that your editor runs from DOS as well.</p>

File is being spooled.

Meaning	The print job you attempted to modify or delete is still being spooled. This means the 3+ Print service has the job in "Intercept" ("Hold") state.
Action	<p>Before you can modify or delete the print job, you must place the job in a non-held state.</p> <ul style="list-style-type: none">▶ Ascertain that the file has finished spooling before trying to modify or delete the print job.▶ If you sent the print job from an application, press the [Ctrl]+[Alt]+[PrtSc] keys.▶ Use the Default Print Settings form to set HOLD=N.

These actions change the status of the print job from "Hold" to "Wait". Once the job has a "Wait" status, you may modify or delete the print job. Note that if your print job is at the beginning of the print queue, its status will change almost immediately from "Wait" to "Print". You cannot modify or delete a job with status "Print".

Invalid command line argument.

Meaning	One or more parameters used on the command line when you started 3+Menus were invalid.
Action	<p>Try to run 3+Menus again. The valid command line arguments are:</p> <pre>/MAINMENU=<path and file name> /SERVERFILE=<path and file name> /COMMANDS=[ON OFF SLASH] /ZOOM=[ON OFF] /ATTRIBUTES=<series of decimal numbers separated by commas> /DISPLAYTYPE=[A B C D]</pre>

Invalid drive was specified.

Meaning	The Startup Run Location drive specified on the Task form for the menu item you tried to open is invalid. The specified drive may not be linked to a shared directory, or a local drive may have a diskette missing.
Action	<ul style="list-style-type: none">▶ Make sure that the drive specified in the Startup Run Location field of the Task form is linked before you run the task or fill in page 2 of the menu item's Task form to link the drive automatically when the task is run.▶ Check the LASTDRIVE= parameter in the CONFIG.SYS file of your 3+ Local Workstation Startup diskette. The value of the LASTDRIVE parameter may need to be increased. If no LASTDRIVE parameter is listed in the CONFIG.SYS file, one should be added. Refer to the <i>3+Share User's Guide</i> for additional information on the LASTDRIVE parameter.

<Drive Identifier> is an invalid drive.

Meaning	The drive identifier is not currently valid. The drive identifier is not linked to a network directory or a diskette is not present in a local drive.
Action	Link the drive identifier to the directory you want to use or insert a diskette in the local drive and try again.

<File name> is not a menu file.

Meaning	The file specified in the File Name field on the Submenu form is not a 3+Menus file. 3+Menus did not recognize its format when you tried to open the menu item. You may have inadvertently specified the name of a file that already exists and is not a menu file. 3+Menus places special characters in the header of its files so it can differentiate between its own files and similarly named files created by other programs.
Action	Modify the Submenu form and specify a different file name or rename the file that already exists so that 3+Menus will create an empty menu file.

Menus cannot find COMMAND.COM

Meaning	3+Menus could not start the DOS command interpreter, COMMAND.COM.
Action	Make sure that your copy of COMMAND.COM is valid, not corrupted, and is the same version you booted your workstation with. Make sure the COMSPEC environment variable refers to a valid COMMAND.COM of the proper version.

Menus cannot set the current directory.

Meaning	3+Menus cannot set the current drive/directory specified in the Startup Run Location field on the Task form for the selected menu item. The drive or directory specified probably does not exist or is not linked.
Action	Modify the Task form to specify the correct Startup Run Location or link the drive to the appropriate directory.

Menus may not be able to restore the menu item's old drive or directory.

Meaning	When 3+Menus returns from a task for which you specified a directory in the Startup Run Location field, it was unable to reset the current directory to the one that was current when the menu item was opened. While running a program, batch file, or DOS command, you may have done something to invalidate that directory.
Action	Manually switch to the desired directory, as necessary.

Name not found.

Meaning	The user name or server name specified for a shared directory or shared printer is not registered in the 3+Share Name service.
Action	Check the spelling of the user or server name on page 2 of the Task form for the selected menu item. If the spelling is correct, check with your network administrator to make sure the shared network resource is still listed in the 3+Share Name service.

No address.**Meaning**

The 3+ Share Name Service does not recognize the server listed in your machine directory file (MACH.DIR). This may occur for one of the following reasons:

- ▶ The server name, domain, or organization listed in the machine directory file (MACH.DIR) or on page 2 of the Task form for the selected menu item is incorrect.
- ▶ The server name listed in the machine directory file is not registered in the 3+Share Name service.

Action

Correct the spelling of the server name listed in the machine directory file (MACH.DIR). If the server name entry is correct, check with your network administrator to verify that the server is listed in the 3+Share Name service.

Not owner.**Meaning**

You are trying to modify or delete another user's print job or unshare another user's sharename.

Action

Be sure you have selected the right print job or sharename.

Sharename not found.**Meaning**

You are trying to do one of the following:

- ▶ Access a sharename that does not exist on the specified server or is not owned by the user specified.
- ▶ Modify a sharename that is owned by another user.

Action

Check the spelling of the sharename or shared printer name on page 2 of the Task form for the selected menu item. If the spelling is correct, use the Shared Resources Directories or Shared Printers window to verify that the sharename still exists.

There is not enough memory to display the desired list. Please close other windows first or free up memory outside of menus.

Meaning	The various lists that are used by 3+Menus are constructed in memory to enhance performance. This message means you do not have enough available free memory for 3+Menus to create the desired list.
Action	Close some other window to free some memory. 3+Menus has a maximum amount of memory that it can use for storing lists. If it does not have enough memory to allocate that maximum amount, then the following will allow 3+Menus to use additional memory for storing lists.

- ▶ Add more memory to your computer; or
- ▶ If you normally load memory-resident programs (such as SideKick) prior to running menus, restart your computer without running the memory-resident programs. This may free up enough memory for 3+Menus.

There is not enough memory to display the desired window. Please close other windows and try again.

Meaning	3+Menus uses a specific, fixed amount of memory to display windows. This message indicates that 3+Menus does not have enough memory to perform some task.
Action	Close other windows and open the new window again.

There is not enough memory to perform the desired task. Please close other windows or free up memory outside of menus.

- | | |
|---------|--|
| Meaning | 3+Menus uses memory to perform various tasks. This message indicates that 3+Menus does not have enough memory to perform some task. |
| Action | <p>Close some other window to free some memory. 3+Menus has a maximum amount of memory that it can use for storing lists. If it does not have enough memory to allocate that maximum amount, then the following will allow 3+Menus to use additional memory for storing lists.</p> <ul style="list-style-type: none">▶ Add more memory to your computer; or▶ If you normally load memory-resident programs (such as SideKick) prior to running menus, restart your computer without running the memory-resident programs. This may free up enough memory for 3+Menus. |

There is not enough memory for the menu program.

- | | |
|---------|--|
| Meaning | Your computer does not have enough available memory to run the 3+Menus program. |
| Action | <ul style="list-style-type: none">▶ Add more memory to your computer; or▶ If you normally load memory-resident programs (such as SideKick) prior to running 3+Menus, restart your computer without running the memory-resident programs. This may free up enough memory for 3+Menus to use. |

This menu is Read-only. You may not change it.

- | | |
|---------|---|
| Meaning | You are trying to modify or delete a menu item on a menu to which you have Read-only access. You must have Read/Write/Create access to a menu to modify it. |
|---------|---|

3+Menus cannot find the proper demonstration files.

Meaning	The demonstration files that you are trying to access are not in the same directory as MENUS.EXE.
Action	Check that the files are all properly named and residing in the same directory as MENUS.EXE.

3+Menus cannot run your editor. 3+Menus will retry after taking itself out of memory.

Meaning	3+Menus tried to run your text editor without unloading part of itself, but there is not enough memory in your workstation to run both 3+Menus and the text editor.
Action	If the text editor still does not run after 3+Menus takes itself out of memory, you will need to add more memory to your workstation if you want to use the EDIT command with 3+Menus. Normally, you will not have to do anything. Menus will run the editor after unloading part of itself from memory.

Too many redirections

Meaning	You have exceeded the maximum number of simultaneous links that you can establish with shared directories and shared printers.
Action	<ul style="list-style-type: none">▶ Unlink from shared directories and printers that you do not currently need; or▶ Edit your AUTOEXEC.BAT file to increase the value of the /I: parameter to the MSREDIR program, then log out from the network and restart your workstation.

Too many sessions.

Meaning	You have exceeded the maximum number of simultaneous sessions that you can establish with network servers.
Action	Either unlink shared directories and printers from servers that you do not currently need; or edit your AUTOEXEC.BAT file to increase the value of the first NB parameter and the /s: parameter to the MSREDIR program. For more information on sessions, see the <i>3+Share User's Guide</i> .

To use the EDIT command, you must first specify an editor or word processor in your PROFILE.SYS.

Meaning	You are trying to use the EDIT command, but you have not specified the text editor that 3+Menus should load.
Action	Specify the text editor in your PROFILE.SYS file. Refer to Chapter 1, "User Preference Parameters" section for more information about the EDIT command.

Unable to restore all the windows.

Meaning	When 3+Menus returned from your application program, batch file, or DOS command there were Directory and File windows open that were no longer valid. This may be because the drive that contains the window contents is no longer linked.
Action	No action required.

User not on server.

Meaning	You attempted to create a shared directory within another user's shared directory but you do not have a home directory on the same server.
Action	No action required. In order to share another user's shared directory, you must have your home directory on the same 3+Share file server.

You can only edit files.

Meaning You have tried to access an item that the text editor does not recognize as a file.

Action Make sure that you have selected a file, not a directory, to edit.

You can only share a directory, a sub-directory or a pre-existing sharename.

Meaning You are trying to share an item that is not a directory or an existing sharename.

Action To give other users access to a file, add it to a directory that has already been shared, or assign a sharename to the directory that contains this file.

You cannot modify or delete a standard menu item.

Meaning You are trying to modify or delete standard menus items Directories and Files, Log In/Log Out, Printer Connections, or Shared Resources. These files cannot be modified or deleted by a user.

You do not own the selected sharename. You may only modify YOUR sharenames.

Meaning You are trying to modify another user's sharename.

Action Be sure you have selected the right sharename.

You must be logged in to do that.

Meaning You are not logged in and are trying to run a menu item that requires linking to a shared directory or a shared printer.

Action Log in and try running the menu item again.

Appendix B: Color/Screen Attributes

When the Attributes keyword is used in the PROFILE file or on the command line, the Displaytype keyword is ignored. Although most users will think of attributes as a means for controlling menus to run in a color world, the attributes can be used on non-standard, non-color monitors to change the various parts of the screen.

The following table lists the decimal values of display attributes for the IBM Color Graphics Adapter. Users with other display configurations may find that other integers work to do different things. Adding 128 to any of the integer values adds a blinking feature to the video attributes.

ATTRIBUTE VALUE	BACKGROUND	COLOR FOREGROUND	MONOCHROME DISPLAY ADAPTER
1	Black	Blue	Underline
2	Black	Green	Normal
3	Black	Light Blue	Normal
4	Black	Red	Normal
5	Black	Magenta	Normal
6	Black	Orange	Normal
7	Black	White	Normal
8 DON'T USE			Normal
9	Black	Blue	Highlighted Underline
10	Black	Green	Highlighted
11	Black	Light Blue	Highlighted

ATTRIBUTE VALUE	COLOR BACKGROUND	FOREGROUND	MONOCHROME DISPLAY ADAPTER
12	Black	Red	Highlighted
13	Black	Magenta	Highlighted
14	Black	Orange	Highlighted
15	Black	White	Highlighted
16	Blue	Black	Normal
17 DON'T USE			Underline
18	Blue	Green	Normal
19	Blue	Light Green	Normal
20	Blue	Red	Normal
21	Blue	Magenta	Normal
22	Blue	Orange	Normal
23	Blue	White	Normal
24	Blue	Black	Highlighted
25 DON'T USE			
26	Blue	Green	Highlighted
27	Blue	Light Blue	Highlighted
28	Blue	Red	Highlighted
29	Blue	Magenta	Highlighted
30	Blue	Orange/Yellow	Highlighted
31	Blue	White	Highlighted
32	Green	Black	Normal
33	Green	Blue	Underline
34 DON'T USE		Normal	
35	Green	Light Blue	Normal
36	Green	Red	Normal
37	Green	Magenta	Normal
38	Green	Orange	Normal
39	Green	White	Normal
40	Green	Black	Highlighted
41	Green	Blue	Highlighted
			Underline
42 DON'T USE			
43	Green	Light Blue	Highlighted
44	Green	Red	Highlighted
45	Green	Magenta	Highlighted
46	Green	Orange/Yellow	Highlighted

ATTRIBUTE VALUE	COLOR		MONOCHROME DISPLAY ADAPTER
	BACKGROUND	FOREGROUND	
=====			
47	Green	White	Highlighted
48	Light Blue	Black	Normal
49	Light Blue	Blue	Underline
50	Light Blue	Green	Normal
51 DON'T USE			Normal
52	Light Blue	Red	Normal
53	Light Blue	Magenta	Normal
54	Light Blue	Orange	Normal
55	Light Blue	White	Normal
56	Light Blue	Black	Highlighted
57	Light Blue	Blue	Highlighted
			Underline
58	Light Blue	Green	Highlighted
59 DON'T USE			
60	Light Blue	Red	Highlighted
61	Light Blue	Magenta	Highlighted
62	Light Blue	Orange/Yellow	Highlighted
63	Light Blue	White	Highlighted
64	Red	Black	Normal
65	Red	Blue	Underline
66	Red	Green	Normal
67	Red	Light Blue	Normal
68 DON'T USE			Normal
69	Red	Magenta	Normal
70	Red	Orange	Normal
71	Red	White	Normal
72	Red	Black	Highlighted
73	Red	Blue	Highlighted
			Underline
74	Red	Green	Highlighted
75	Red	Light Blue	Highlighted
76 DON'T USE			
77	Red	Magenta	Highlighted
78	Red	Orange/Yellow	Highlighted
79	Red	White	Highlighted
80	Magenta	Black	Normal

ATTRIBUTE VALUE	COLOR BACKGROUND	FOREGROUND	MONOCHROME DISPLAY ADAPTER
=====			
81	Magenta	Blue	Underline
82	Magenta	Green	Normal
83	Magenta	Light Blue	Normal
84	Magenta	Red	Normal
85 DON'T USE			Normal
86	Magenta	Orange	Normal
87	Magenta	White	Normal
88	Magenta	Black	Highlighted
89	Magenta	Blue	Highlighted
			Underline
90	Magenta	Green	Highlighted
91	Magenta	Light Blue	Highlighted
92	Magenta	Red	Highlighted
93 DON'T USE			
94	Magenta	Orange/Yellow	Highlighted
95	Magenta	White	Highlighted
96	Orange	Black	Normal
97	Orange	Blue	Underline
98	Orange	Green	Normal
99	Orange	Light Blue	Normal
100	Orange	Red	Normal
101	Orange	Magenta	Normal
102 DON'T USE			
103	Orange	White	Normal
104	Orange	Black	Highlighted
105	Orange	Blue	Highlighted
			Underline
106	Orange	Green	Highlighted
107	Orange	Light Blue	Highlighted
108	Orange	Red	Highlighted
109	Orange	Magenta	Highlighted
110 DON'T USE			
111	Orange	White	Highlighted
112	White	Black	Reverse Video
113	White	Blue	Underline
114	White	Green	Normal

ATTRIBUTE VALUE	COLOR		MONOCHROME DISPLAY ADAPTER
	BACKGROUND	FOREGROUND	
115	White	Light Blue	Normal
116	White	Red	Normal
117	White	Magenta	Normal
118	White	Orange	Normal
119	DON'T USE		
120	White	Black	Reverse Video
121	White	Blue	Highlighted Underline
122	White	Green	Highlighted
123	White	Light Blue	Highlighted
124	White	Red	Highlighted
125	White	Magenta	Highlighted
126	White	Orange/Yellow	Highlighted
127	DON'T USE		

Appendix C: 3+Menus Program Files

The 3+Menus diskette contains the following files:

MENUS.EXE	The program that starts the 3+Menus user interface program and all task items chosen from menus.
EM.EXE	3+Menus user interface program.
NETWORK.MNI	Menu file with an entry referring to UTILITY.MNI as a submenu. An example of a central menu for multiple users, either as the Main menu or a submenu.
MAINMENU.MNI	Menu file with an entry referring to NETWORK.MNI as a submenu. Suitable for copying to an individual workstation for customizing.
UTILITY.MNI	Sample menu file containing menu items to run various utilities; to check the status of a diskette, for example.
PROFILE.SYS	Sample PROFILE.SYS file containing 3+Menus parameters for system information and menu configuration. Contains standard settings.
MACH.DIR	Sample MACH.DIR file containing the names of servers on the network. Contains example server names.
ADMIN.MNI	Menu files that contain 3+ administrator's files commands.
INSTALL.BAT	Batch file to install 3+Menus on a server.

Index



Note: The 3 or 3+ that precede some terms have been ignored for purposes of alphabetizing. For example, "3+Menus" is listed in the "M" section of the index.

A

- access rights
 - assign, 3-10
 - modify, 3-11
 - shared directories, 3-3 to 3-4
 - to menus, 5-4, 5-5 to 5-6
- active window, 2-6
- ADMIN.MNI, C-1
- APPEND command (DOS), 1-9
 - application program files, 5-16
- application programs
 - hard-coded assumptions, 5-16
 - menu customization, 5-15 to 5-16
 - printer identifier specification, 4-5
 - start from Main menu, 2-22 to 2-23
- Arrange command, 3-13 to 3-14
- ATTRIBUTES parameter, B-1
 - default value, 1-8
 - described, 1-15 to 1-16
- AUTOEXEC.BAT
 - automatically run 3+Menus, 2-2, 2-3
 - 3F LINK command, 2-23
 - links parameter, 1-5
 - sessions parameter, 1-5
- automatic parameter, 5-17

B

branching windows, 2-11 to 2-12

C

cancel

 command line, 2-9

 a form, 2-19

See also delete

Caps Lock key, 2-4

CGA, 1-15

 display attributes listed, B-1 to B-5

choice-list, in forms, 2-19 to 2-20

color monitors

 display attributes, B-1 to B-5

 and video attributes, 1-15 to 1-16

command bar

 display of, 1-13

 Main menu window, 2-4

 select window items, 2-8

command line

 embedded blanks in parameter, 1-14

 parameter specification, 1-8 to 1-9

commands (3+Menus), 2-9

 Arrange, 3-13 to 3-14

 close window, 2-13 to 2-14

 Delete, 4-10 to 4-11

 exit command bar, 2-10

 Link command, 3-7

 Mark, 3-15 to 3-18

 Modify, 3-11, 4-9

 Modify Add Submenu, 5-10

 Modify Add Task, 5-13

 Modify Change, 5-12, 5-20

 Modify Delete, 5-21

 Open, 2-10

 Transfer Add, 3-14

 Transfer Copy, 3-19 to 3-20

 Transfer Delete, 3-19

 Transfer Move, 3-19 to 3-20

 Transfer Rename, 3-21

 Unlink, 3-7, 4-5

- commands (3+Menus) (continued)
 - Unshare, 3-11
 - Window Move, 2-14, 3-13
 - Window Resize, 2-16, 3-13
- See also* DOS
- COMMANDS parameter
 - =OFF, 2-26
 - =SLASH, 2-1
 - default value, 1-7
 - described, 1-13
- Compaq computers, and video attributes, 1-15
- CONFIG.SYS, LASTDRIVE setting, 3-4
- contract windows, 3-12
- copies, number of, 4-7
- copy, files, 3-19 to 3-21
- COPY command (DOS), 3-19
- See also* Transfer Copy command
- Create access, 3-3
- cursor keys
 - move in forms, 2-18
 - moving windows, 2-15
 - resize window, 2-16
 - scroll window, 2-15
 - select window items, 2-8
- customization
 - MAINMENU, 1-11
 - Main menu, 5-4
 - menus
 - add submenus, 5-10 to 5-12
 - change menu items, 5-20 to 5-21
 - delete menu items, 5-21
 - file location, 5-4, 5-7
 - parameters, 5-16 to 5-17
 - passwords, 5-20
 - procedures, 5-8 to 5-9
 - sharing, 5-9
 - task item additions, 5-13 to 5-20
 - video display attributes, 1-15 to 1-16, B-1 to B-5

D

default parameter, 5-17

default settings

- link maximums, 1-5

- parameter values at runtime, 1-7 to 1-8

- print settings, 4-7 to 4-8

- session maximums, 1-5

DEFER setting, for printing, 4-8

DEL command (DOS), 3-19

delete

- directories, 3-19

- files, 3-19

- menu items, 5-21

- print job, 4-91- to 4-11

See also cancel

Delete command

- print job, 4-10 to 4-11

See also Transfer Delete command

directories

- arrange listing, 3-13 to 3-14

- delete, 3-19

- link to drive identifier, 3-4 to 3-5

- rename, 3-21

- subdirectory addition, 3-14

See also shared directories

Directories and Files window, 3-7

DISPLAYTYPE parameter, B-1

- default value, 1-8

- described, 1-15

DOS

- access from 3+Menus, 3-22

- APPEND command, 1-9, 5-16

- COPY command, 3-19

- DEL command, 3-19

- MKDIR command, 3-14

- PATH command, 1-9

- REName command, 3-21

- restrict access to, 1-13

drive identifiers

- link directories to, 3-5

- number of, 3-4

driver files, of application programs, 5-16

E

edit form information, 2-20 to 2-21

EDIT parameter

 default value, 1-7

 described, 1-14

EM.EXE, C-1

 remote workstation startup, 1-6

"Error on drive d:" message, 1-3

error messages

 listed, A-1 to A-13

 network errors, A-1

 "Sharing Violation", 5-4

ESCAPE key

 cancel command line, 2-9

 cancel a form, 2-19

 close window, 2-13 to 2-14

Etherseries 2.4, 1-4

Exclusive access, 3-4

exit command bar, 2-10

exit 3+Menus, 2-26

expand windows, 3-12

F

fields

 in forms, 2-17

 move to, 2-18

 Submenu Item form, 5-11 to 5-12

 Task Item form, 5-15 to 5-20

File Location field

 Submenu Item form, 5-11 to 5-12

Task Item form, 5-15

files

 copy, 3-19 to 3-21

 delete, 3-19

 loss of, 3-20

 marking, 3-14 to 3-18

 move, 3-19 to 3-21

 read-only, 1-9

 rename, 3-21

See also menus, menu files

F (continued)

form number, for printing, 4-8

forms, 2-17

- cancel, 2-19

- edit information, 2-20 to 2-21

- information in, 2-18 to 2-20

- move around in, 2-18

function keys

- F4, expand/contract window, 3-12

- F5, form display, 2-21

- listed, 2-7

H

hard-coded assumptions, 5-16

hardware requirements, 3+Menus installation, 1-3

help (F1), 2-7

Hold Individual Jobs for One Batch, 4-8

home directory, 3-2

I

IBM Color Graphics Adapter, 1-15

- display attributes listed, B-1 to B-5

IBM monochrome adapter, 1-15

- display attributes listed, B-1 to B-5

Insert key, 2-4

installation

- parameter setup, 1-6 to 1-17

- procedure, 1-4

- requirements (hardware/software), 1-3

INSTALL.BAT, C-1

K

Keep in Queue without Printing (DEFER), 4-8

L

LASTDRIVE setting, 3-4

link

- application programs, 2-23

- Etherseries 2.4 volumes, 1-4

- link maximums, 1-5

- shared printers, 4-4 to 4-5

- in the Task Item form, 5-18 to 5-20

- to sharename, 3-6 to 3-7

See also unlink

Link command, 3-7

local drive, starting 3+Menus from, 1-6, 2-2

local printer, 4-2

- bypassing, 4-5

log in/log out, 1-11

- from Main menu, 2-24 to 2-26

LPT (printer identifiers), 4-4

M

MACH.DIR, C-1

- search sequence, 1-10

- server list, 1-12

Main menu, 5-2

- application programs, 2-22 to 2-23

- customization, 5-4

- log in/log out, 2-24 to 2-26

- private hybrid menu, 5-6

- public hybrid menu, 5-6

- quitting, 2-26

- sample menu, 2-3, 2-21

- submenus, 2-22

- window components, 2-4 to 2-5

See also MAINMENU.MNI

MAINMENU.MNI, 5-4, C-1

- search sequence, 1-10

See also Main menu

MAINMENU parameter

- default value, 1-7

- described, 1-11

M (continued)

Mark command, 3-15 to 3-18

Menu File field, Submenu Item form, 5-12

Menu Item Name field

 Submenu Item form, 5-11

 Task Item form, 5-15

3+Menus

DOS access, 3-22

and Etherseries, 1-4

file structure, 5-3

menu files

 definitions, 5-3

 location, 5-4

 Read-Only access, 5-4

mixed networks (2.4 and 3+), 1-4

overview, 5-2

private hybrid menu, 5-6

private menu, 5-5

program files listed, C-1

protected mode of operation, 1-13

public hybrid menu, 5-6

public menu, 5-5

recursive references, 5-12

starting, 1-5 to 1-6, 2-2 to 2-3

submenus, 5-5

unload from memory, 3-22

See also commands (3+Menus); customization

MENUS.EXE, C-1

 remote workstation startup, 1-6

message line

 Main menu window, 2-4

 subcommand display, 2-9

MKDIR command (DOS), 3-14

.MNI extension, 5-4

Modify Add Submenu command, 5-10

Modify Add Task command, 5-13

Modify Change command, 5-12

 menu items, 5-20

Modify command, 3-11

 print job settings, 4-9 to 4-10

M (continued)

Modify Delete command, menu items, 5-21

monitors

- display attribute table, B-1 to B-5

- and video attributes, 1-15 to 1-16

monochrome monitors

- display attributes, B-1 to B-5

- and video attributes, 1-15 to 1-16

move, files, 3-19 to 3-21

MS-DOS. *See* DOS

multiple open windows, 2-5, 2-11

N

network, starting 3+Menus from, 1-5, 2-2

NETWORK.MNI, 5-8, C-1

Number of Copies to be Printed, 4-7

Num Lock key, 2-4

O

Open command, 2-10

overlay files, of application programs, 5-16

Owner access, 3-4

P

paper/form number, for printing, 4-8

parameters

- ATTRIBUTES, 1-8, 1-15 to 1-16, B-1

- command line specification of, 1-8 to 1-9

- COMMANDS, 1-7, 1-13, 2-1, 2-26

- default values (3+Menus at runtime), 1-6 to 1-8

- DISPLAYTYPE, 1-8, 1-15, B-1

- EDIT, 1-7, 1-14

- links, 1-5

- MAINMENU, 1-7, 1-11

- and menu customization, 5-16

- parameter box, 5-18

- search sequence, 1-10

- SERVERFILE, 1-7, 1-12 to 1-13

- parameters (continued)
 - sessions, 1-5
 - specifying, 1-8 to 1-10
 - types of, 5-17
 - ZOOM, 1-8, 1-15 to 1-16
- passwords
 - characters in, 3-10
 - and menu customization, 5-20
 - modify, 3-11
 - for sharenames, 3-3, 3-10
- PATH command (DOS), 1-9
- Pattern subcommand (mark files), 3-17 to 3-18
- Pause After Run? field, Task Item form, 5-16
- PC-DOS. *See* DOS
- Printer Connections window, 4-3, 4-4
- printer identifiers, 4-4
- printer name, 4-2
- printers. *See* local printer; shared printers
- Printing Priority, 4-8
- Print on Paper/Form Number, 4-8
- print queue, 4-2
 - default settings, 4-8
 - display, 4-9
 - operation, 4-3 to 4-4
- print settings
 - default settings, 4-7 to 4-8
 - delete print job, 4-10 to 4-11
 - modify settings, 4-9 to 4-10
- priority level, for printing, 4-4, 4-8
- PRIV access rights (3+Share), 3-4
- private hybrid menu, 5-6
- private menu, 5-5
- PROFILE= DOS string, 1-8, 1-10
- PROFILE.SYS, C-1
 - ATTRIBUTES parameter, B-1
 - Log In name, 2-24
 - parameter specification, 1-8
 - search sequence, 1-10
- program files listed, C-1
- prompted parameter, 5-17
- protected mode of operation, 1-13
- public hybrid menu, 5-6
- public menu, 5-5

Q

quit 3+Menus, 2-26

R

Read access, 3-3

Read-only access

 menu files, 5-4

 3+Menus installation, 1-3

Read-only files, and the APPEND command (DOS), 1-9

Read, Write, and Create access, 3+Menus installation, 1-3

recursive menu references, 5-12

remote workstations, starting 3+Menus, 1-6

rename, directories or files, 3-21

Rename command (DOS), 3-21

See also Transfer Rename command

Run File or Command field, Task Item form, 5-15

Run File Type field, Task Item form, 5-15

S

scroll indicator, Main menu window, 2-4

search sequence, for 3+Menus parameters, 1-10

select files. *See* files, marking

SERVERFILE parameter

 default value, 1-7

 described, 1-12 to 1-13

servers, listed in MACH.DIR, 1-12

sessions, maximum number of, 1-5

Share access, 3-4

shared directories, 3-3 to 3-4

 create, 3-9 to 3-10

 link in Task Item form, 5-19 to 5-20

 link to, 3-6 to 3-7

 unlink from, 3-7 to 3-8

 unshare, 3-11 to 3-12

See also sharenames

Shared Directories window, 3-7

shared printers, 4-2

 linking, 4-4 to 4-5

 link in Task Item form, 5-19 to 5-20

 unlink, 4-5 to 4-6

See also sharenames

S (continued)

Shared Resources window, 3-7

sharenames, 3-3

- link to, 3-6 to 3-7

- naming conventions, 3-9

- passwords, 3-3, 3-10

- unlinking from, 3-7 to 3-8

- unshare, 3-11 to 3-12

- See also* shared directories; shared printers

- "Sharing Violation" error message, 5-4

slash (/), and command specification, 2-1

software requirements, 3+Menus installation, 1-3 to 1-4

software. *See* application programs

starting 3+Menus, 1-5 to 1-6, 2-2 to 2-3

Startup Run Location field, Task Item form, 5-16

status indicators, Main menu window, 2-4

subdirectories

- adding, 3-14

- within home directory, 3-2

Sub-Menu Item form, 5-11 to 5-12

submenus, 2-22, 5-5

- adding, 5-10 to 5-12

T

Task Form, 2-19

Task Item form, 5-14 to 5-20

text editor, specification of, 1-14

Transfer Add command, 3-14

Transfer Copy command, 3-19 to 3-20

Transfer Delete command, 3-19

- See also* Delete command

Transfer Move command, 3-19 to 3-20

Transfer Rename command, 3-21

U

unlink

- shared printers, 4-5 to 4-6

- sharename, 3-7 to 3-8

- See also* link

U (continued)

Unlink command, 3-7, 4-5

Unshare command, 3-11

UTILITY.MNI, 5-8, C-1

V

video attributes, 1-15 to 1-16

decimal value table, B-1 to B-5

W

wildcards, and mark files, 3-18

Window Move command, 2-14, 3-13

Window Resize command, 2-16, 3-13

windows

active window, 2-6

branching, 2-11 to 2-1

closing, 2-13 to 2-14

contract, 3-12

expand, 3-12

forms, 2-17 to 2-21

Main menu described, 2-3 to 2-5

maximum branches, 2-12

move window, 2-14 to 2-15, 3-13

opening, 2-10 to 2-11

resize, 2-14 to 2-16, 3-13

select items, 2-8

See also ZOOM parameter

word processor, specification of, 1-14

Write access, 3-3

3+Menus installation, 1-3

Z

ZOOM parameter

default value, 1-8

described, 1-17

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