

Tips & techniques for users of Norton Desktop for Windows

Major enhancements make Norton Desktop for Windows 3.0 an awesome upgrade



Recently, we visited Symantec's Peter Norton Group in Santa Monica, California, to preview the newest version of Norton Desktop for Windows. To say we were impressed puts it mildly. We think you'll be just as impressed.

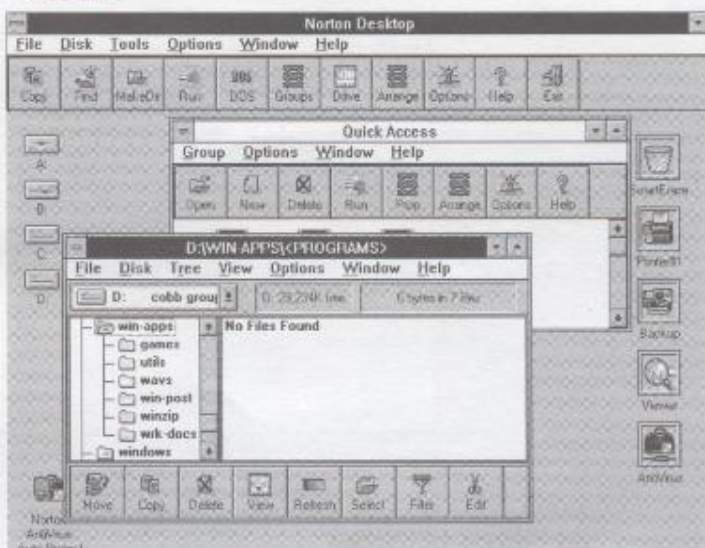
In this preview of Norton Desktop 3.0, which was conducted during the late beta stage, we'll highlight the most notable new features and improvements rather than point out all of them—there are just too many to mention in one article. We'll begin regular coverage of Version 3.0 in the coming months, and we'll provide you with more detailed information on its newest and hottest features.

THE LOOK AND FEEL OF NORTON DESKTOP 3.0

As soon as you install Norton Desktop 3.0, you'll experience its new look and feel. More than likely, the first thing to jump out at you will be the Toolbars. You'll find Toolbars on the desktop, in the drive windows, and in every Quick Access group, as shown in Figure A. You'll also find Toolbars in most of the Norton Desktop applications. The Toolbars are definitely a timesaving feature—they provide you with quick and easy access to the most commonly used commands.

You'll also notice a change in the desktop menu system. The desktop-central menu system has been spread among other major windows, making many of the commands easier to find and use. For example, under the new menu system, you'll find group management commands on the menus in the Quick Access groups, file management commands on the menus in the drive windows, and commands

FIGURE A



Norton Desktop 3.0's Toolbars make accessing the most common commands an easy task.

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pertaining to overall desktop management on the desktop's menus.

You'll also find that Norton Desktop 3.0 makes extensive use of the right mouse button. For example, clicking once with the right mouse button on the desktop brings up a pop-up menu containing all the desktop's menus. Clicking once with the right mouse button on a Quick Access group icon brings up a pop-up menu that lets you change the group's view or access or change its properties. Clicking once with the right mouse button on an application icon brings up a pop-up menu that lets you access and change its properties. In fact, you now access the Tool icons' Control menu with a right-button click instead of a left-button click.

Another new feature we're sure you'll find very useful is the Treasure Chest icons. You'll find these icons in the title bars of various Norton Desktop applications throughout Version 3.0. When you click the Treasure Chest icons, they'll reveal unique tips and tricks pertaining to the area you're currently working in.

SPEED DISK FOR WINDOWS

One of the most useful of the DOS-based Norton Utilities—Speed Disk—has been

ported over to Windows and packaged with Norton Desktop 3.0. Now you can easily defragment your hard disk right from within Windows. Running from within Windows gives this version of Speed Disk all the memory it needs to defragment those large hard disks.

Speed Disk even works on hard disks compressed with Stacker, SpeedStor, or DoubleSpace. Furthermore, you can configure Speed Disk to play WAV and MIDI files for your listening pleasure as Speed Disk defragments your hard disk.

DAY PLANNER

Since people spend most of their day working with Norton Desktop, it seems like a logical progression to endow Norton Desktop 3.0 with its own PIM (Personal Information Manager). Norton Desktop 3.0's PIM is called Day Planner and consists of three major components to help you organize your time: the Calendar, which has daily, weekly, and monthly views; the To-Do List, which allows you to organize your tasks; and the Phone Book, which allows you to store names, titles, addresses, phone numbers, and notes. To make the whole package function seamlessly, Day Planner provides you with the ability to

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view all three components at the same time (as well as separately) and makes extensive use of drag and drop.

SCRIPTMAKER

For those who like to complement their desktop with custom applications, Norton Desktop 3.0 now comes with ScriptMaker—a Visual Basic-like programming language. ScriptMaker replaces the Batch Builder language Symantec included with earlier versions. While ScriptMaker's language is more complex than Batch Builder's, the advantages are tremendous. For example, with ScriptMaker, you can record macros that include mouse movements and even make your scripts into EXE files.

If you dreaded typing the commands necessary to produce dialog boxes in Batch Builder, you'll love the new Dialog Editor. With it, you can visually create your dialog boxes by dragging and dropping dialog box components such as OK buttons and check boxes. Then, once you've created your dialog box, you can easily cut and paste the dialog box into your script file. When you do, you'll see the code necessary to create the dialog box you've just visually designed.

CONTROL CENTER

Making configuration changes in Norton Desktop 3.0 is really a snap with the Control Center. The Control Center provides you with one centralized location for all your configuration and customization needs. The Control Center even has a map view, shown in Figure B, that lets you quickly select on the desktop the particular area you want to customize.

FILEASSIST

One of the hottest features in Norton Desktop 3.0 is called FileAssist. This unique utility replaces your applications' common Open and Save dialog boxes with its own dialog boxes. The FileAssist dialog box adds all kinds of features to make working with your files easier. For example, the FileAssist dialog box shown in Figure C allows you to give your files detailed descriptions as you save them and make automatic backups.

FileAssist also provides you with a button bar containing common commands you might need when opening and saving files. For example, you can create directories to

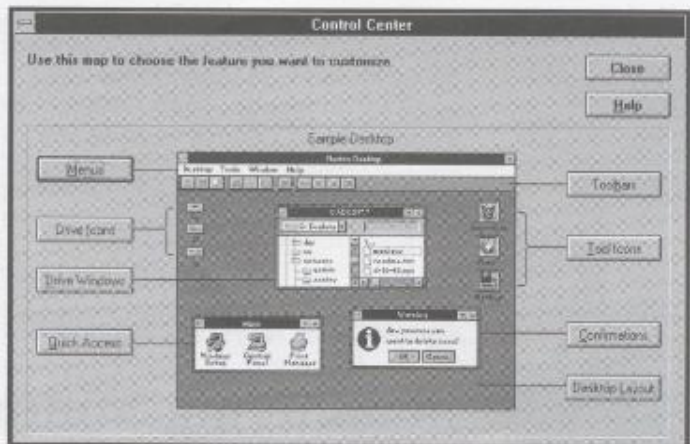
store files in as you save them, or you can delete files you no longer need.

Other features that make FileAssist a valuable addition include speed search and smart fill. As you may know, speed search allows you to quickly locate a directory or a file by typing the beginning letters of the name of the item you're looking for. As you do, the directory or file list advances to the first item that matches the letters you've typed. FileAssist then takes this one step further with smart fill, which instantly fills in the File Name text box as you use speed search.

SMARTGROUP FILTER

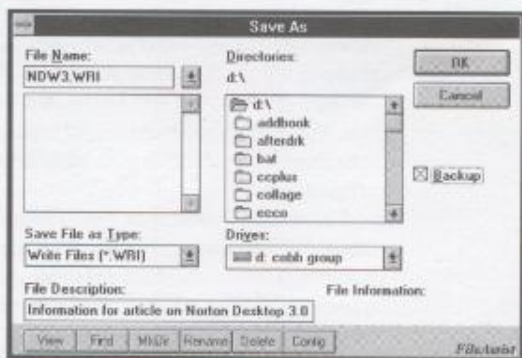
The SmartGroup Filter lets you create special Quick Access groups for document files, as shown in Figure D on page 4. These Smart

FIGURE B



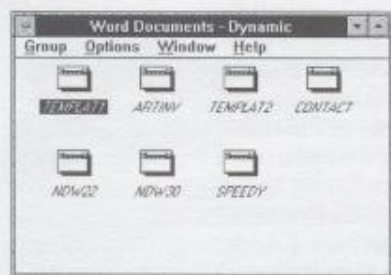
The Control Center's map view makes configuring a particular area of the desktop a snap.

FIGURE C



FileAssist allows you to give your files descriptions as you save them.

FIGURE D



Smart Groups can tell if a document has been added to or deleted from a directory.

Groups work dynamically, monitoring the existence of the files in a particular directory so that anytime a file is added to or deleted from the directory, the Smart Group reflects the changes.

NORTON DISK DOCTOR

Norton Disk Doctor now has the ability to fix any of the common disk problems that it finds on your hard disk—right from within Windows. This means you no longer have to exit Windows and run the DOS version of Norton Disk Doctor to fix disk errors.

The new Norton Disk Doctor also works on hard disks you compress with Stacker, SpeedStor, or DoubleSpace. Other features you'll find in the new Norton Disk Doctor are an advanced preferences dialog box that lets you specify which tests you want Norton Disk Doctor to perform and the

ability to play WAV and MIDI files while the program analyzes and repairs the disk.

NORTON VIEWER

The Norton Viewer has been enhanced with several new features. First, it now supports more than 100 different file formats so that you'll never have to worry about being unable to view your documents quickly. The Norton Viewer's new WYSIWYG feature allows you to see your documents with the fonts you used to create them. You can also switch to a draft mode and view your documents just as you can in Version 2.2. Another handy new feature of the Norton Viewer is the ability to copy text from the viewer to the Clipboard and then paste the text into another document.

CONCLUSION

As you can see, Norton Desktop 3.0 has many new features that make it an awesome upgrade. In this article, we've highlighted only some of the new and improved features. We'll begin covering in detail all its new features in the coming months. ■



ENHANCING NORTON DESKTOP

Simplifying Norton Desktop's full menu set can save you time

Do you prefer to use Norton Desktop's full menu set because it gives you access to more of Norton Desktop's features than the short menu set does? If you do, chances are you've come across commands on the full menu set you know you'll never use. You may have even found certain commands on some menus you wish were on other menus.

For example, you may never intend to connect your system to a network and so have no need for the four network commands on the Disk menu. Furthermore, you might feel it would be more intuitive to have the Make Directory... command on the Disk menu instead of on the File menu. By chang-

ing Norton Desktop's menus in these ways, you can streamline the menus, making it easier for you to find the commands you do use. Ultimately, this will save you time.

Fortunately, the Edit Menus dialog box shown in Figure A provides all the tools you need to rearrange Norton Desktop's menus. Using these tools, you can easily remove commands you never use as well as reorganize the menus by moving commands from one menu to another.

In this article, we'll show you how to use some of the tools available in the Edit Menus dialog box. As we do, we'll point out some helpful tips to make editing Norton Desktop's menus as safe and efficient as possible.