

LESSON 19

RESIZE MULTIPLE OPEN WINDOWS

DOS TRICKS & COMMANDS

Some of us use multiple windows on a single screen. It's a real pain trying to resize them by hand to make them tile correctly, either vertically or horizontally. There is an easier way.

Right-click on any blank spot on your Task Bar, and then just click on Tile Windows Horizontally or Tile Windows Vertically. When using full screen displays, you can switch between programs that are open by holding down the ALT key and pressing the TAB key. Each time you press TAB while holding down ALT you can open another full screen window.

I'm going to give you a few DOS commands so you can see just how DOS is operated. You may appreciate Windows more after working through this.

First, click on Start, then Programs, then click on MS-DOS Prompt. Click on the box in the upper right corner to bring your DOS prompt to full screen.

Your prompt will be: C:\ or C:\WINDOWS - where C: represents the hard drive you are in. The \ stands for the root or default directory. The standard DOS prompt is C>_ where the C is drive C:, the > identifies the prompt as a DOS prompt, and the _ is your cursor location. You can change the prompt with the Prompt command. Just type the word Prompt and follow it with a blank space, then the prompt you want. For example, type PROMPT WHAT CAN I DO FOR YOU MASTER? and press Enter. Now look at your prompt. Type CLS (clear the screen) and press Enter -- your prompt remains just as you set it. To return to the DOS default prompt, just type Prompt and press Enter. To get the fancy prompt you may be used to, type Prompt \$p\$g and press Enter.

To see a directory or listing of files, type DIR and press Enter. You may have a list that is too long to fit on your screen. Type DIR /P, press Enter, and the directory listing will stop at each page-full. Type DIR /W for a wide directory with file names only.

To see hidden files, type DIR /AH and press Enter. Only the hidden files will be displayed. You can sort your directory listing by adding the /O switch. /OD sorts on file date, /ON sorts in name order. The date sorts lets you see the last file in a particular directory that you worked on.

You can still see a Windows display listing of files from the DOS prompt. Type Start. and press Enter. Click on the X in the upper right-hand corner to clear the screen. Type VER and press Enter to see the version of DOS you are using. Type VER /R to see the DOS version and where it is loaded in memory.

Typing Help and pressing the Enter key brings up help information about DOS commands in several DOS versions. To return to Windows, just type Exit and press Enter.



