

Instant Integrated Information

System : Win 98SE, 128Mb RAM, Pentium II, but it doesn't have to be...

Ever been working deep down a series of nested files and needed to type in a phone number, or product ID or whatever? Bit of a bind usually to come back up to find it. Now you don't have to, with Merc's patented (not) **Instant Integrated Information System**.. There are three parts to setting it up, but as the whole thing depends on the first, to avoid disappointment we'll need to test your system before starting.

Part One. Test and Initialise

- a. Have you got any *.cdf files? Do a Find from the Start button if you can't see any. Right click and Drag one to the Desktop and choose Copy. Give the DT the focus (single left click on an empty space) and hover the mouse over the cdf file. Does anything appear? If not, then you probably won't be able to use III, but you could try b. anyway.
- b. Open Notepad. Type in these lines:

```
<?XML VERSION="1.0" ENCODING="windows-1252" ?>  
<CHANNEL>  
<ABSTRACT XML-SPACE="preserve">
```

(Your text here. List of important phone numbers, birthdays, User names, Membership or Account numbers etc. etc.)

```
</ABSTRACT>  
</CHANNEL>
```

- c. Save this as Anyname.cdf
- d. **Copy** it to your Desktop (*not* Create Shortcut)
- e. Hover. (You may have to click an empty space to give the Desktop the focus) Anything? If nothing, sorry. If the list appears, continue to Part Two.

Part Two. The Desktop Taskbar.

- a. R Click on an empty part of the Taskbar (usually at the bottom of the screen). The top option should be Toolbars.
- b. Choose Toolbars, New Toolbar and browse to C:\Windows\Desktop. Highlight it and click OK.
- c. This should copy your desktop icons to the bottom of your screen.
- d. Grab the L margin, and drag it as far to the right as it will go. This should produce a small box with the word Desktop, and two small right pointing arrows.

- e. Click on the arrows and a Menu list of everything on your DT should come up. Hover over your cdf file in the list and it should still work.
- f. Right click your Taskbar again choose Properties. Tick **Always on Top**, but uncheck **AutoHide**.
- g. The point of this is that no matter where you are working, all you need do is click those little arrows, bring up the Desktop and hover on your cdf information file. The taskbar remains at the bottom of your display at all times.
- h. If you need to more than look at the info, R click your cdf file, choose Edit, then Copy and Paste to your heart's content. Note that cdf files do not always update immediately.

Part Three. The Info Folder.

So far we've only one file of info. What can we do to have a whole bunch available?

- a. Make several cdf info files as described, and Save them (by Copy or Move, *not* Create Shortcut) into a suitably named folder.
- b. Choose **View as Webpage** from the View Menu. This brings up an 'explorer-like' view, with a side panel. What we want to do here is widen it.
- c. From View, choose Customize this Folder, Create or Edit an HTML Document, Next, Next, then kill the Window. You will be prompted to save. Do so.
- d. This will put a file named Folder.htm into your folder.
- e. Click on it (it should open in Notepad). Scroll down about 10 lines or so, until you come to #Panel.
- f. Change the Width value to 600px. Kill and Save.
- g. Now, when you hover over the cdf files in the narrower than usual File List space, the contents are displayed in the left panel. Note that this can include live hyperlinks, but these will only be usable when you have opened the folder in this way.
- h. When the Desktop toolbar arrows are clicked, this folder appears in the Menu. Hovering over it makes it display the cdf files inside. Hovering over these in turn displays their contents, but only for looking at.

MerC
Aug 2000

