



## WorkStrip 3 Help

Floating above your desktop, WorkStrip 3 is an advanced alternative to the Dock, providing a host of intuitive features:

- Multiple "Workspaces" to keep project-related items in a meaningful order
- Instant previews to facilitate access to files without loading an application
- Advanced tracking of applications, documents & web sites to simplify organization
- Panel views for easy and fast access to files and folders without switching to the Finder
- Global management of open document windows across applications
- Fast and configurable keyboard navigation



This document was compiled using Webtractor, from Softchaos Limited

## **WorkStrip 3 Help**

### **Table of Contents**

Overview	3
Purchasing and License Validation	4
Setup Assistant	4
File Previews	5
Using HotMenus	6
Previewing Microsoft Office Documents	7
Workspaces and Workspace Items	8
Manage Workspaces Window	9
Bookmarking	9
The WorkStrip Item	10
Adding, Moving and Removing Strip Items	10
Windows Item	11
Application Items	11
Web Browser Application Items	12
Folder Items	12
File Items	12
WorkStrip Trash	13
Keyboard Navigation	13
WorkStrip Preferences	14

## Overview

### Items on the Strip

WorkStrip consists of a number of independent items arranged as a strip on the edge of the screen. The WorkStrip item is always available. The strip can be configured to show all or a subset of the running applications, the Windows item, and a variable number of applications, files, folders and Workspaces. Each item on the strip has an icon and a tab from which the item's menu or its associated panel window is opened. Clicking on an item's icon will either activate or open it.

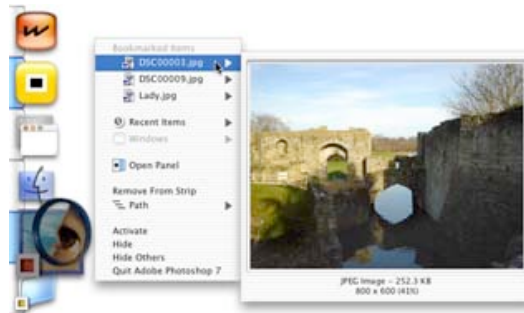


1. The WorkStrip Item
2. Workspaces and Workspace Items
3. Windows Item
4. Folder Items
5. File Items
6. Application Items

To help differentiate between similar looking items on the strip, a tint can be applied to some items using the Tint menu in the top right hand corner of the item's panel window.

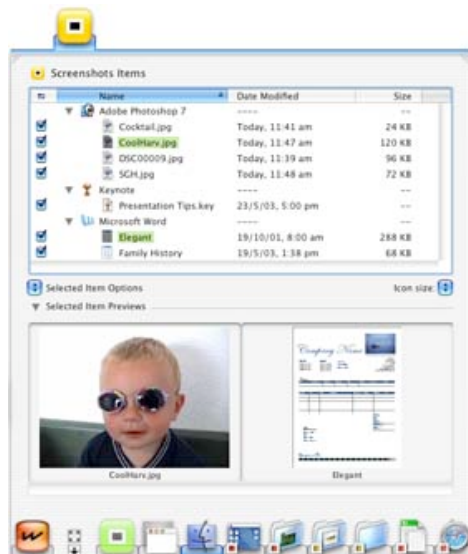
### Item Menus

Clicking and holding, or Control-clicking an item's icon will open a menu that provides access to the features associated with that item.






### Item Panel Windows

Clicking an item's tab brings out a panel window that gives an alternate way of working with the item's contents.



Panel windows have some or all of the following controls:

-  Closes the panel
-  Toggles the size of the panel between the best-fit and user size
-  Drag to resize the panel to your liking

The Panel window of an application lists that application's recently accessed and Bookmarked files.

The Panel window of a folder lists its contents.

The Panel window of a Workspace lists the items in the Workspace.

A set of actions can be performed on selected items in a list, either from the "Selected Item Options" menu in the panel window, or from the item's contextual menu, which can be accessed by Control-clicking the item. The action varies depending on the items selected.

Dragging an item's tab allows you to reposition the item on the strip or remove it from the strip. To reposition an item, simply drag it to its new location on the strip. To remove it from the strip, drag it away from the strip.



Note. Some items cannot be repositioned or removed.

## Purchasing and License Validation

### Boxed

If you bought the boxed version of WorkStrip 3, you will be prompted to enter your license details the first time that you run it. Your license details are contained within the WorkStrip 3 packaging.

### Online

If you are using the evaluation version of WorkStrip 3, you can purchase a license from the Softchaos web site: [www.softchaos.com](http://www.softchaos.com).

Enter your Activation Key and Confirmation ID into the license validation pane in the WorkStrip Item panel window. This panel can be accessed from the WorkStrip item menu.

## Setup Assistant

To help with your transition and initial setup, when launching WorkStrip 3 for the first time the Setup Assistant will appear.

This will explain some of the main features of WorkStrip and will outline some of the different ways that it can be configured.

All the settings in the Setup Assistant can be also be set from the "WorkStrip Preferences" window.

Clicking on the Finish button in the last panel of the "Setup Assistant" will make it disappear.

It can be re-invoked from the "WorkStrip Item" panel window if necessary.

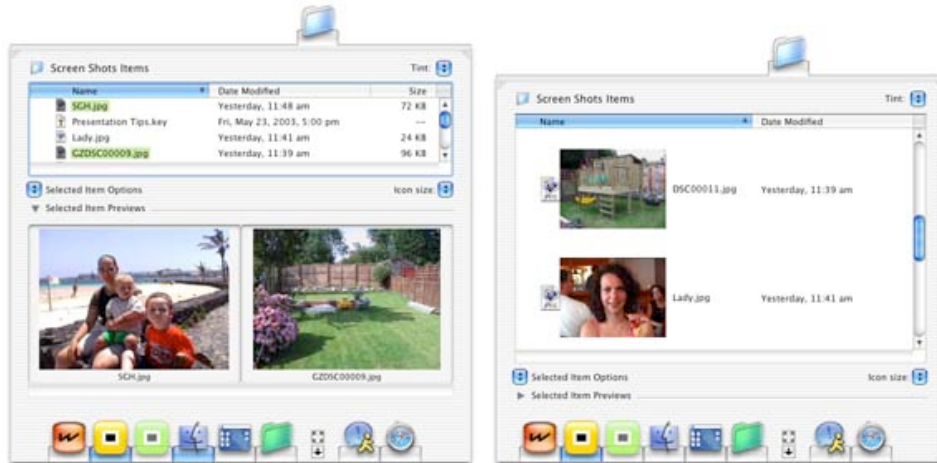
## File Previews

WorkStrip will automatically provide instant previews for many common file types; these can be viewed from WorkStrip's menus, within the panel windows, and in the Finder's contextual menu.

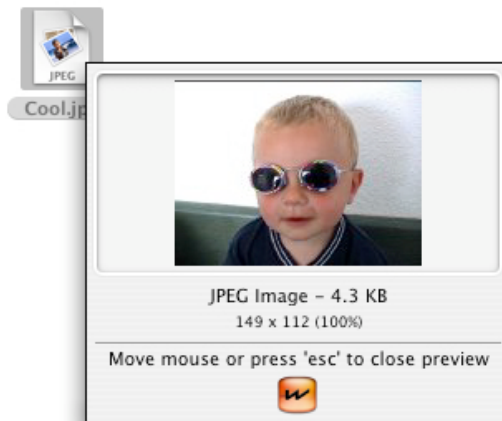
While using any of WorkStrip's menus, any files encountered will have an associated preview. Additionally, movies and audio files (e.g. mp3) can be played in menus by moving the mouse over the preview area.



Panel windows with lists have a preview area that shows previews of selected items in the list. Also, when the icon size of the list is anything but the smallest, WorkStrip will show previews of graphic files instead of their icons.



Control-click on any file in the Finder, and WorkStrip will show the preview of the item. This preview can be closed by moving the mouse, or pressing the 'Esc' key, and the normal Finder contextual menu will then appear. If the Finder contextual menu appears immediately, make sure that you do not move your mouse before the WorkStrip preview appears. Movies and audio files will start playing automatically. You do not need to move the mouse over these previews to play them.



As well as supporting most common image, audio, and movie formats, WorkStrip can provide previews for the following file types:

- Adobe Acrobat (PDF)
- Adobe Illustrator
- Adobe InDesign
- HTML
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Text
- QuarkXPress
- RTF and RTFD
- Keynote

### Related Topics

- Previewing Microsoft Office Documents
- WorkStrip Preferences

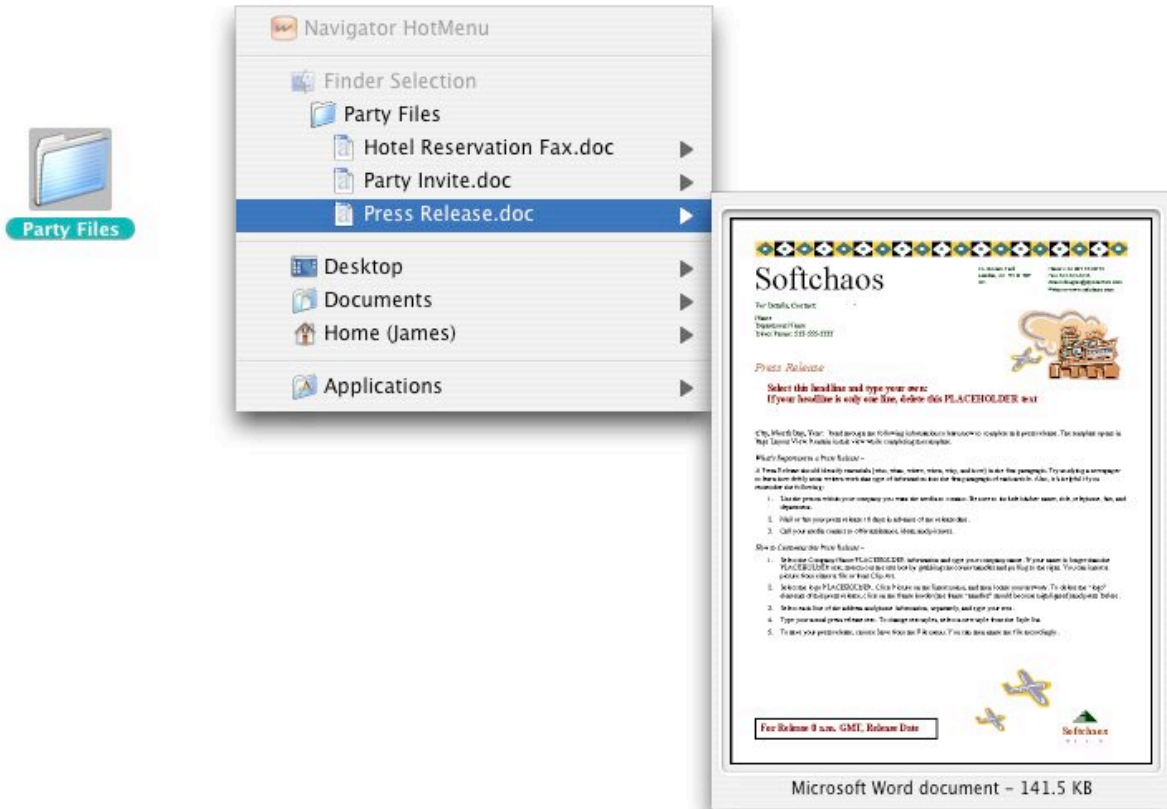
## Using HotMenus

WorkStrip's HotMenus give you access to WorkStrip's preview and menu features at any time. HotMenus are activated using simple keyboard shortcuts, and appear at your current mouse position.

### Navigator HotMenu

WorkStrip's Navigator HotMenu allows you view and open any file on your computer at any time. The Navigator HotMenu contains entries for your Desktop, Documents and Home Folder.

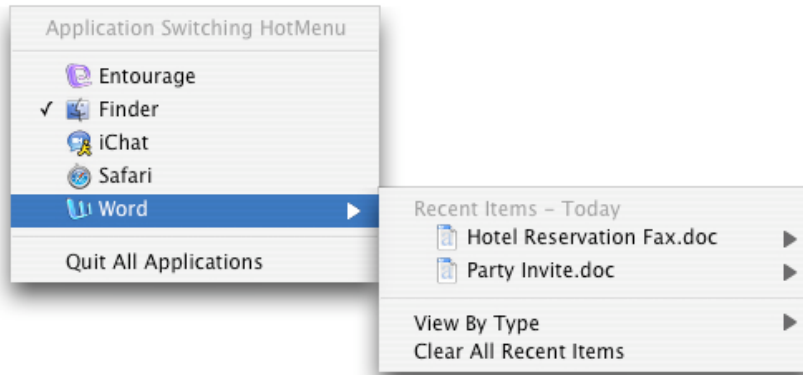
Press the Navigator HotMenu keyboard shortcut at any time (default F8), and the Navigator HotMenu will appear.



If you have selected any files or folders in the Finder, they are included in the Navigator HotMenu.

Application Switching HotMenu (default control-tab)

This HotMenu displays all currently open applications, with each application's recently used files listed in sub-menus.



Active Workspace HotMenu (control-option-S)

Provides instant access to your bookmarked and recent items in the currently active Workspace. If there is no active Workspace, this HotMenu will allow you to choose a Workspace to activate.

Active Application HotMenu (control-option-A)

The Application HotMenu displays the windows of the frontmost application, and lists recent items opened within that application.

Windows HotMenu (control-option-W)

The Windows HotMenu displays a list of the windows on your computer.

Keyboard shortcut settings for all of WorkStrip's HotMenus can be changed from the Keyboard Shortcuts section of the WorkStrip Preferences window.

### Related Topics

WorkStrip Preferences

## Previewing Microsoft Office Documents

In order for WorkStrip to preview Microsoft Office documents, specific options need to be enabled in the relevant applications/ documents.

WorkStrip can either view the text content of a Word file, or preview an image of its first page.

To allow WorkStrip to view the text contents of Word documents:

1. Choose Word > Preferences to open the Word Preferences dialog.
2. Select the Save options from the left panel of the dialog.
3. Disable Allow Fast Save.

To generate a preview image for Microsoft Word, Excel or PowerPoint documents, do this for each document:

1. Choose File > Properties... to open the Properties dialog.
2. Turn on the "Save Preview Picture" checkbox.

You can edit your Office templates to always have this option turned on.

### **Related Topics**

File Previews

## **Workspaces and Workspace Items**



WorkStrip organizes files into Workspaces to represent a project, a client, or different aspects of your work. Initially, WorkStrip creates one Workspace, “My Workspace”, but you can create as many Workspaces as you need.

A Workspace keeps all project-related items together, regardless of where they exist on the computer. No matter how files and folders are added to a Workspace, WorkStrip does not copy or move the original items; it only keeps references to them. If an item that exists in a Workspace is deleted from the computer, it will no longer show up in the Workspace.

Only one Workspace can be active at a time. The active Workspace will automatically appear on the strip and will keep track of:

- Documents that have been opened
- Web sites that have been visited (Safari and Internet Explorer only)

Each Workspace can keep track of up to 100 documents and 50 web sites. Once exceeded, the newer items will replace the oldest ones.

The Panel window shows the files and folders of the Workspace. Each item is listed inside the application that it is associated with. Double-clicking an item will open the item using that application.

To remove an item from a Workspace, select the item in the panel window and press Delete. (This will not delete the original item on disk).

To provide visual clues as to which Workspace is active, it is possible to assign a different Desktop Picture and icon to each Workspace in the “Manage Workspaces Window”.

WorkStrip allows multiple Workspaces to be added to the strip. Even though only one Workspace can be active at a time, adding other Workspaces simplifies switching between Workspaces and allows access to their contents, through both its menu as well as its panel window. You can also bookmark files in an inactive Workspace by dragging items into its panel window.

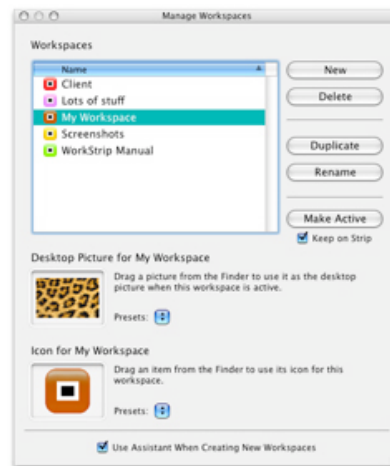
Note. When you first start using a Workspace, it will contain no Bookmarked or recent items, and as such, the panel window will be empty.

### **Related Topics**

Manage Workspaces Window

## Manage Workspaces Window

The properties of Workspaces are modified in the Manage Workspaces window, which is accessed from the WorkStrip Item's menu.



The Manage Workspaces window allows you to:

- Create new Workspaces
- Delete Workspaces
- Rename Workspaces
- Set the Desktop image and the icon associated with a Workspace
- Set whether the Workspace should be kept on the strip or not.
- Decide whether to use the New Workspace Assistant or not.

### Related Topics

Workspaces and Workspace Items

## Bookmarking

In addition to recent items in a Workspace, specific documents, folders and web sites can be manually added. This is known as Bookmarking. A Bookmarked item will remain as such until it is physically removed from the Workspace, or is deleted from the machine.

You can Bookmark the same item in multiple applications, and multiple Workspaces.

Next to each item in the panel window there is a checkbox. This indicates whether the item is Bookmarked. Clicking on the checkbox will toggle the Bookmarked state of the selected items. Also, files and folders can be Bookmarked by dragging them from the Finder into the Panel window's list.



If a folder is Bookmarked in a Workspace that is on the strip, that folder will also be accessible in all other applications' Save and Open dialogs. The Bookmarked folders will appear when you select their Workspace in the "Where" menu in the Save dialog or the "From" menu in the Open dialog.

### Related Topics

Workspaces and Workspace Items

## The WorkStrip Item



From the WorkStrip item's menu you can:

- Access the files and sub-folders on the Desktop and in the Home folder
- Open recently used applications and documents
- Open and manage Workspaces
- Configure WorkStrip's preferences
- Quit WorkStrip
- Validate your WorkStrip License

Dragging an application, file, or folder onto the WorkStrip icon will add that item to the strip.

### Related Topics

Adding, Moving and Removing Strip Items

## Adding, Moving and Removing Strip Items

Dragging an application, file, or folder onto a Workspace icon will cause that item to show up on the strip whenever that Workspace is active.

Items can be added to the strip, regardless of which Workspace is active, by dragging them onto the WorkStrip item's icon.



Running applications and active Workspaces can be kept on the strip by choosing the Keep in Strip option in the item's menu. For running applications, from this menu, you can select to either add the item only when the specific Workspace is active or always.

Items that have been added to the strip can be removed by either dragging them off the strip, or by selecting "Remove From Strip" option from the items menu.

To reposition an item, simply drag it by its tab to a new location on the strip. Only items that have been added to the strip can be repositioned on the strip.



To remove it from the strip, drag it by its tab away from the strip.

## Windows Item



This item gives access to all open document windows on your computer, including minimized windows (shown with a '◇'). Selecting a window will bring it to the front. Selecting an application will bring all of that application's windows to the front. The Windows Panel window can also be used to bring windows to the front.

The panel can be opened and closed using a keyboard shortcut (default – Control–Option–W). When combined with type-ahead selection of the window names, this provides a powerful way of quickly switching windows.

## Application Items



When you launch an application, it will automatically appear on the strip. Clicking on an application's icon will bring that application and all of its windows to the front.

From an application item's menu you can:

- Open Bookmarked and recently accessed items that are associated with the application in the active Workspace
- Switch to any of its open windows, including minimized ones
- Unminimize all of its minimized windows
- Choose to keep the application on the strip when it is not running.
- Navigate the application's path on disk
- Hide the application
- Hide all other applications
- Quit the application if it is running, or launch it if it is not.

Some applications have additional options:

- From popular email applications, new emails can be created from the contacts in the Address Book application.
- From popular web-browser applications, Bookmarked and recently visited web sites can be opened
- From the Finder, you can quit all other applications

The Panel window for an application shows the items associated with that application in the active Workspace.

Dragging a file or folder into the panel window's list will Bookmark the item for that application regardless of whether the application is the default application for it.

You can also Bookmark the same item in multiple applications by dragging it to each application's panel window. This technique is very useful if you need to work with the same items across different applications. E.g. Web designers may want to Bookmark a local web page that they are editing in their web editing application, and also Bookmark it in a variety of web-browsers. To edit it, they would select it from the editing application's item, and to test it, they can open it from the web-browser application items.

### Related Topics

Web Browser Application Items

Workspaces and Workspace Items

Adding, Moving and Removing Strip Items

## Web Browser Application Items

When an application on the strip is a recognized Web browser (e.g. Safari, Internet Explorer, OmniWeb etc), WorkStrip will allow the application to Bookmark local HTML files, as well as Internet addresses (URLs). To bookmark an Internet address, drag a URL from a Web browser into the application item's Panel window.

The Panel window will also show the most recent web sites visited in the active Workspace.

The Bookmarked and recent web sites are not stored on a per-web browser basis. All web browsers will share the same set of items.

### Related Topics

Application Items

## Folder Items



By default, WorkStrip will automatically add your Desktop, Home and Applications folders onto the strip.

A folder item's menu will show the folder's contents (sorted by type) and its sub-folders. It is possible to navigate through many levels of hierarchy to select a file or folder to open.

Dragging files and folders onto the folder icon behaves in the same way as in the Finder. I.e. The item will be moved or copied into the folder.

The panel window for a folder provides a list view of the folder's contents that is similar to the list view in the Finder. Using this list or its contextual menu you can:

- Navigate down through sub-folders
- Move or copy items using Drag & Drop
- Move items to the Trash
- Rename items

As WorkStrip's panel windows float above most other windows, WorkStrip can be used for day-to-day file management without having to switch out of the front application.

To help you differentiate similar looking folders on the strip, you can give each one a different color using the 'Tint' menu in the panel window.

### Related Topics

Adding, Moving and Removing Strip Items

## File Items



To add a file onto the strip, drag it from the Finder onto the WorkStrip item's icon. To add it onto the strip only when a particular Workspace is active, drag it to that Workspace item's icon instead.

Clicking on its icon or opening it from its menu or Panel window can open the file.

As with folders, you can differentiate similar looking files on the strip by giving them a tint color.

### Related Topics

Adding, Moving and Removing Strip Items

## WorkStrip Desktop Trash



WorkStrip includes its own Desktop Trash that can be positioned anywhere on the screen, including on the menu bar.



It is highly configurable and provides many useful features, including:

- Showing the number of items in the Trash and the space used.
- Using custom icons for the empty and full states

To configure its options, Control-click its icon and choose 'Trash Preferences...' from the menu.

## WorkStrip Trash Item



WorkStrip also includes a Trash item on the strip. This item is always the last item on WorkStrip.

Either WorkStrip Trash can be shown or hidden from the WorkStrip Preferences dialog.

## Keyboard Navigation

The following panel windows or HotMenus can be opened using pre-defined keyboard shortcuts:

- The active Workspace
- Windows item.
- The front-most application

Also, the visual state of WorkStrip can be toggled using the keyboard.

Panel windows that contain lists support type-ahead selection. That is, an item can be selected by typing the first few letters of its name when a panel window is open.

The keys used in keyboard navigation can be configured in the WorkStrip Preferences dialog.

## WorkStrip Preferences

Choosing 'WorkStrip Preferences...' from the WorkStrip item's menu will open a window that is used to configure many aspects of WorkStrip, these are outlined below:

- **Appearance**

Sets the size and position of WorkStrip and allows you to control other aspects of its visual behavior.

- **Behavior**

*Track documents opened outside of WorkStrip:* (requires Mac OS X 10.2.4 or later)

Controls whether documents accessed outside WorkStrip (e.g. from the Finder or Open dialogs) are added as recent items. Note. WorkStrip will always track documents that have been opened from within WorkStrip.

*Track recently visited Internet sites:*

Controls whether WorkStrip automatically tracks the web sites you visit.

*Automatically hide and show WorkStrip:*

Controls how the strip will hide and show itself as follows:

With this option unchecked, WorkStrip will always be visible. When checked, WorkStrip will keep itself hidden until the mouse pauses at the edge of the screen where it resides.

When 'Keep the WorkStrip item visible' is also checked, all items except the WorkStrip item will be kept hidden until the mouse moves to the edge of the screen.

When 'Only reveal when over the WorkStrip item' is also checked, all items except the WorkStrip item will be kept hidden until the mouse moves over that item.

*Keep Dock hidden while WorkStrip is running:*

Moves the Dock to the top of the screen and turns on Dock Hiding, keeping the Dock out of the way, but retaining its notification and minimized window functionality.

*Tab Clicking options*

Provide greater control over how WorkStrip responds when you click in the tab behind an item's icon.

*Show Trash*

Selecting 'On Desktop' shows the independent trash icon, which you can position anywhere on the Desktop, or on the Menu bar.

Selecting 'On WorkStrip' adds a trash item to the end of WorkStrip. The appearance of both Trash items can be altered by clicking on the 'Trash Options...' button.

- **Previews**

*Generate image/movie previews:*

- *Always*

WorkStrip will create its own preview, ignoring any built-in mini preview in the file

- *When no built-in preview exists*

WorkStrip will use a built in preview if it exists, otherwise it will create one

- *Never*

WorkStrip will not try to create a preview, but will use a built-in preview if it exists

Previewing files on File Servers may take a few moments on slow connections, so this can be controlled with the 'Preview files on File Servers' checkbox.

*Show file previews in WorkStrip menus*

Controls whether file previews will be shown in WorkStrip's menus. This option can be toggled temporarily by holding down the Command key before bringing up a menu.

*Use WorkStrip in Finder Contextual menus*

WorkStrip is able to add extra functionality to control-clicks, or right-clicks, in the Finder.

*Show Instant Previews of Files*

With this option enabled, WorkStrip will display a preview of the item clicked upon. To close this preview move your mouse, or press 'esc'.

- **Automatic Items**

Use these options to automatically add some items onto the strip, including:

- Certain special folders (e.g. Desktop, Home and Documents)

- Disks that get mounted (e.g. CDs, iPods and File Servers)

You can also specify certain applications that you never want to show up on the strip.

The 'Show Windows Item' checkbox controls the inclusion of the windows item on WorkStrip.

Note: Window features require that the 'Enable access for assistive devices' checkbox is on in the Universal Access preferences. Window features are not supported by Java applications.

- **Keyboard Shortcuts**

Use these options to define the keyboard shortcuts that WorkStrip uses. To configure a shortcut, press the 'Set...' button and press the keys that you want to use.

*Show / Hide WorkStrip*

This shortcut toggles the visibility of the strip. If the strip is currently Auto-hidden, this will fully show the strip. If it is fully shown, doing this will completely hide the strip. When it is hidden in this way, the strip will not reappear until you use this shortcut again, or you double-click the WorkStrip application in the Finder. This can be useful if you need to keep WorkStrip completely off screen without worrying about it re-showing itself when near it.

*HotMenu / Panel Open & Close shortcuts*

The shortcuts for the Active Workspace, Active Application & Windows Panel can be set to perform either one of two operations, either 'Show the HotMenu' or 'Open/Close the panel window'. More information about HotMenus and the item panel windows can be found in Related Topics below.

**Related Topics**

Using HotMenus

Workspaces and Workspace Items

Application Items

Windows Item