Y

Year view, 263

V

version 3 Calendar
  convert to version 4, 287
viewing, 267
  mail attachments, 196
  mail messages, 167
views
  Calendar, 260
  controlling File Manager , 120
  of mailboxes, 177, 179

W

Week grid, Calendar Week view, 261
Week view
  Calendar, 261
  changing time boundaries, 279
  Week grid, 261
width of image, displaying, 335
wildcards
  for finding files, 118
  to search help index, 49
Window menu
  displaying, 24
  items, 24
  keyboard usage, 369
Window menu button, 10, 12, 24
windows
  bringing forward, 14
  closing, 11
  copying and pasting text, 14
  determining how to display active, 160
  dragging, 13
  focus policy for, 160
  frame controls, 9
  icon display policy for, 160
  icons, 4
  icons, moving, 13
  icons, restoring, 12
  moving, 13
  opening, 10
  placing in other workspaces, 16, 370
  policy for activating, 160
  removing, 11
  resize border, 10
  resizing, 13, 367
  restoring from an icon, 12, 367
  scroll bar, 20
  scrolling, 19, 368
  selecting with keyboard, 366
  taking a snapshot of, 348
  title bar, 10
  turning into an icon, 12, 367
word wrap, 233
workspace
  adding, 82
  deleting, 82
  renaming, 82
workspace backdrop
  putting file or folder on , 116
  selecting, 154
Workspace menu, 25
workspace objects, 9
workspace switch, 61, 62
  customizing, 83
  customizing controls in, 83
  help for, 66
  switch area of, 65
workspaces
  adding, 82
  bringing windows forward in, 14
  changing colors of, 150
  customizing, 82
  deleting, 82
  displaying, 16
  keyboard navigation, 369
  placing windows in, 16
  removing files or folders from , 117
  removing objects from, 117
  renaming, 17, 66, 369
world access
  to grant access to anyone, 280, 282
Wrap to Fit, turning on and off , 233

X

XLFD, 376
XmNinputMethod resource, 378
XmNpreeditType resource, 378
XMODIFIERS environment variable, 378
xmodmap command, 379

    opening in current directory from File Manager, 99
text
    alignment, 252
    automatic wrapping, 233
    copying, 240
    copying and pasting among windows, 15
    copying in Terminal window, 300
    cutting and pasting, 240
    deleting, 239
    deselecting, 15
    dragging, 249
    dropping, 249
    editing , 225
    editing in a field, 22
    entering, 232
    entering in a field, 21
    finding in Text Editor, 250
    justifying, 252
    pasting, 15
    pasting in Terminal window, 301
    selecting, 15, 22, 235
    selecting characters, 22
Text Editor
    closing , 226
    cursor keys, 234
    drag and drop in, 249
    entering text, 232
    formatting document in, 251, 252
    Front Panel control, 225
    menu shortcut keys, 237
    opening document , 228
    printing document , 252
    saving document , 228
    saving document to new file, 228
    saving document to original file, 230
    special characters and, 233
    Spelling Checker, 242, 249
    Spelling Checker, customizing dictionaries, 244, 249
    starting , 225
    starting with specific language, 375
    status line, 227
    UNIX (Emacs) key bindings, 238
    used in other applications, 254
    using Undo in, 240
    window, 227
    word wrap, 233
    Wrap To Fit option, 233
Text Editor control, 69, 73
text fields, 18
three-month mini-calendar
    Calendar Day view, 260
time zone, in Calendar, 285
title bar, 10
To Do items
    changing, 268
    deleting, 268
    inserting, 268
    marking completed, 268, 269
    pending, 269
    scheduling, 268
    setting due date, 268
To Do list
    displaying, 268
    printing, 270
Tool bar, Calendar, 258
tool bar, Calendar, 258
Toolbar in Mailer, configuring, 201
tools
    Calendar, 285
topic display area, 44
topic tree, 44
TopShadow, 325
Trash Can
    emptying, 102
    opening, 101
    restoring objects from, 101
    using , 101
Trash Can control, 70
tree view, in File Manager, 121, 122

U

Undo, in Text Editor, 240
UNIX key bindings, 238
unlocking the display, 30
user registration, 135, 136

- Audio from Front Panel, 352
- Audio from Workspace Programs menu, 353
- Calendar, 257
- Calendar from command line, 258
- Command Line Login Mode, 35
- File Manager, 86
- home session automatically at login, 36
- Icon Editor, 318
- Image Viewer from command line, 332
- Image Viewer from Front Panel, 332
- Image Viewer from Workspace Programs menu, 332
- Mailer, 164
- new icon, 320
- Print Manager, 215, 216
- Printer Jobs, 216
- Snapshot, 348
- Style Manager, 147
- Terminal, 296, 300
- terminal emulator with specific language, 375
- Text Editor with specific language, 375

startup
- changing session, 161

Startup dialog box, 161, 162
status line
- in Text Editor window, 227

Style Manager
- opening, 147
- starting, 6, 147
- Window Behavior setting, 3

Style Manager control, 70
subdirectories
- changing to, 98

subfolders
- changing to, 98

submenu, Programs, 26
subpanel
- adding, 81
- deleting, 81

subpanels, 62
- adding, 81
- deleting, 81
- displaying, 63
- moving, 67
- opening and closing, 63

Sun Mail Tool format, email in, 188
symbolic link, creating , 97

T

tab groups, 364
Tab key, 364
templates
- creating for mail messages, 183
- using for mail messages, 183

Terminal
- bell options, 307, 309
- color control in, 307
- control characters in, 314
- cursor options, 305, 306
- entering commands in window, 300
- Global Options dialog box, 305
- keyboard options, 310, 312
- removing scroll bar from window, 304
- removing menu bar from window, 303
- resizing window, 301
- restoring menu bar to window, 303
- restoring scroll bar to window, 304
- running on another system, 301, 302
- screen control options, 312, 313
- scroll behavior in, 307
- setting language through, 374
- starting, 296, 300
- starting applications in window, 300
- starting Icon Editor from, 319
- stopping, 300
- Terminal Options dialog box, 310

Terminal control, 73
terminal emulator, 296
- changing the default, 315
- default, 295
- definition of, 295
- language-specific, 375
- running applications from, 144

Terminal window

  appointments using standalone Appointment Editor, 289
  group appointments, 273
  To Do items, 268
screen blanker, settings for, 157
screen control options in Terminal, 312, 314
Screen dialog box, 157, 159
screen lock
  duration before starting, 159
  enabling, 159
screen saver, customizing, 157, 158
screen, taking snapshot of, 349
scroll bar
  removing from Terminal window, 304
  restoring to Terminal window, 304
scrolling
  setting in Terminal window, 307
  window contents, 19
scrolling window contents, 368
sdtcm_admin
  creating a calendar, 285
search and replace, in Text Editor, 250
search scripts, , *see* mail search scripts
searching for mail messages, 171, 177
secondary selection, in Text Editor, 235
selecting
  a window, 10
  an area of an icon, 326
  backdrop, 154
  check boxes, 19
  files , 89
  folders , 89
  font size, 153, 154
  icons , 89
  list items, 20, 368
  multiple files , 90
  multiple folders , 90
  multiple icons , 90
  multiple objects , 90
  objects , 89
  palette, 150
  radio buttons, 19
  text, 15, 235
Selector tool, in Image Viewer, 336
sending mail messages in MIME or Sun Mail Tool format, 188
session
  changing startup, 161
  current, 36, 161
  determining for each login, 37
  home, 36, 161
  language-specific, 373
shortcut keys, 23, 363
  in Text Editor, 237
shortcuts, keyboard, Mailer, 203
signatures for mail messages
  adding to specific messages, 186
  automatically adding to all messages, 186
  creating, 186
size of image, displaying, 335
sizes of icons, 323
sliders, 18, 20
Snapshot
  hiding dialog box during snap, 350
  starting, 348
snapshot
  delaying, 349
  of region, 349
  of screen, 349
  of window, 348
sort order
  changing File Manager , 123
  of objects, 123
sorting
  files and folders , 124
  mail messages, 167
special characters
  in Terminal, 314, 315
  in Text Editor, 233
spelling, correcting in Text Editor, 242
standalone Appointment Editor, 289
Starting
  Audio, 352
starting
  Application Manager, 133
  applications in Terminal window, 300
  Audio, 351
  Audio from command line, 352

  To Do list, 270
  using File Manager, 212
  using Print Manager, 212
privacy, changing Calendar defaults, 278
Programs submenu, 26
properties
  of print jobs, 218, 219
Properties dialog box, 94, 106–108
  opening from command-line, 106
pull-down menus, displaying, 23, 27
push buttons, 18

Q

question mark pointer, 31

R

radio buttons, 19
reading mail messages, 167
refreshing the display, 25
region of screen, taking a snapshot of, 349
registering applications, 142
registration,user, 136
relative path, 88
reloading applications, 138
reminders
  appointment, 265
  changing defaults, 277
  of group appointment, mailing, 274
removable media, 127
  drag-and-drop behavior, 128
  viewing files and folders, 128, 129
removing
  files or folders from workspace, 117
  Front Panel customizations made through the pop-up menus, 81
  Front Panel customizations made with the Install Icon control, 81
  mailboxes, 193
  menu bar from Terminal window, 303
  scroll bar from Terminal window, 304
  workspaces, 82
remsh command, 145
renaming
  files , 92
  folders , 92
  mailboxes, 192
  objects, 92
  workspaces, 17, 66, 369
renaming workspaces, 82
replacing controls in Main Panel, 81
replying to mail messages, 168
resizing
  a region of an icon, 327
  icons, 327
  windows, 13, 367
restoring
  deleted mail messages, 170
  items in Trash Can , 101
  menu bar to Terminal window, 303
  palette, 152
  scroll bar to Terminal window, 304
  Text Editor file, 254
  window icon, 12
  windows from an icon, 12, 367
Return key, 3
reversing page order display, 342
rlogin command, 145
Rotate tool, in Image Viewer, 336
rotating an image, 337
rotating part of an icon, 327

S

saving
  Calendar data in a file, 271
  document to new file, 228
  document to original file, 230
  icons, 324
  icons with new name, 324
  images, 339
  incoming or outgoing mail message as text, 169
  mail attachments, 198
  mail message as template, 183
Scale tool, in Image Viewer, 336
scaling an image, 338
scheduling
  appointments, 264

  - basic user types, 103
  - changing for your calendar, 279, 282
  - default, 111
  - effective, 104
  - mask, 114
  - modifying basic, 104
  - setting for your calendar, 280
- Permissions dialog box, 104, 112, 113
- personal application group
  - adding applications to, 139
  - creating, 139
- Personal Applications control, 69
- Personal Applications subpanel, 143
  - adding applications to, 143
  - customizing, 144
  - replacing the Front Panel control of, 144
  - running applications from, 143
- pointing to make window active, 160
- pop-up menus
  - displaying, 24, 27, 91
  - for objects, 115, 116
  - for subpanels, 66
  - Front Panel, 64
- Popup Calendar reminder, 265
- PostScript file
  - changing the size of display of, 343
  - displaying, 340
  - displaying in black and white, 341
  - displaying in color, 341
  - paging through, 341
  - printing, 345, 346
  - reversing page order, 342
  - saving a page as bitmap image, 343
  - viewing a specific page, 341
- preferences, saving File Manager current, 124
- Prev key, 20
- print commands, issuing, 214
- Print dialog box, 213, 214
- print jobs
  - canceling, 218
  - definition of, 217
  - determining type in Print Manager display, 221
  - display of in Print Manager, 221
  - displaying, 217
  - displaying properties of, 219
  - finding, 217
  - hiding, 217
  - properties, 218
- Print Manager
  - determining type of print jobs displayed, 221
  - display of print jobs in, 221
  - displaying message line in, 221
  - printer display in, 220
  - printing using, 212
  - problem flag, 222
  - starting, 215, 216
  - window, 214
- Print Manager control, 74
- print options, setting, 213
- printer
  - changing the default, 210
  - changing the Front Panel, 220
  - definition of default, 209
  - determining the default, 209
- Printer control, 70, 74
- Printer Jobs, 216
  - starting, 216
- printers
  - changing icon of, 223
  - changing label of, 223
  - display of in Print Manager, 220
  - displaying properties of, 223
- printing, 345, 346
  - allowable file types, 210, 211
  - appointment list, 270
  - Calendar views, 270
  - changing Calendar printer settings, 284
  - document, 252
  - help topics , 56
  - image, 345, 346
  - issuing print commands, 214
  - mail attachments, 197
  - mail messages, 195
  - PostScript file, 345, 346
  - setting options for, 214
  - through the Front Panel, 211, 212

- icons, 13
- keyboard focus, 364
- objects, 96
- subpanels, 67
- windows, 13, 367

My Time, setting Calendar time zone, 285

N

name, finding file by , 117
names
- for icon files, 323

navigating
- moving text insertion cursor, 234
- to home folder, 99
- to specific line in document, 234
- with keyboard, 363

Next key, 20
notification of new mail, customizing, 201

O

objects
- aligning in File Manager view, 124
- copying , 97
- creating , 96
- dragging, 90
- dropping , 90
- executing action of, 100
- finding by name , 117
- folder, 87
- getting help on, 93
- hiding, 125
- manipulating, 95
- moving, 96
- opening , 95
- pop-up menu for, 116
- putting on workspace backdrop, 116
- removing from workspace, 117
- renaming , 92
- restoring from Trash Can , 101
- selecting multiple , 90
- selecting single , 89
- sort order in File Manager, 123
- sorting, 124
- workspace, 9

Occupy Workspace dialog box, 16
OK button, 18
On Item help, 41, 93
On Item Help control, 77
online help , 39
- displaying, 30
- keyboard navigation, 371

opening
- application windows, 10, 365
- Audio file, 355
- existing document, 230, 232
- files , 95
- folders , 95
- icon, 319
- mailboxes, 192
- objects, 95
- Style Manager, 147
- subpanels, 63
- Terminal window in current directory , 99

opening applications, 26
overstrike mode, in Text Editor, 239

P

Page Down key, 20
Page Up key, 20
palette
- adding, 151
- creating, 151
- deleting, 152
- modifying, 150
- restoring, 152
- selecting, 150

palette (Image Viewer)
- description of tools in, 335
- displaying automatically, 336

Pan tool, in Image Viewer, 336
parent folder, navigating to, 99
pasting
- text, 15
- text in Terminal window, 300

path, 88
pending To Do item, 269
permissions
- Access Control Lists, 106
- basic, 102

Mailer Inbox
  IMAP (remote), 164
  local, 164
mailing
  Calendar appointment, 274, 279
  reminders of group appointment, 274
Main Panel, 61
  changing controls in, 79
  contents, 68
  moving subpanel control to, 66
  replacing a control, 81
  replacing Personal Applications control in, 144
man pages, displaying , 55
managing files , 89
margins, document, 252
marking To Do item completed
  using To Do Editor, 270
  using To Do list, 269
mask, 114
  modifying, 114
maximize button, 10
menu bar
  removing from Terminal window, 303
  restoring to Terminal window, 303
menus
  Calendar, 258
  mnemonics, 23, 363
  shortcut keys, 23, 363
  using, 23
  Window, 24
  Workspace, 25
message filing
  manual, 192
messages
  adding attachments to, 197
  adding Calendar appointments to, 198
  adding signature to specific, 186
  automatically generated, 187
  Calendar appointment format for, 274
  changing character set of incoming, 167
  changing character set of outgoing, 182
  changing text, 190
  checking spelling, 191
  deleting, 170
  displaying numbers of, 199
  editing existing, 169
  filing, 192
  finding text in, 190
  forwarding, 169
  frequency of checking for new, 200
  including signature in all, 186
  including text files, 185
  printing, 195
  reading, 167
  replying to, 168
  restoring deleted, 170
  saving as template, 183
  searching for, 171
  setting marker for included text in, 189
  sorting, 167
  viewing, 167
MIME format, email in, 188
minimize button, 10
minimizing
  Front Panel, 67
  windows, 12
mnemonics, Mailer, 203
mnemonics, menu, 23, 363
Modify dialog box, 151
Month view, 262
mouse
  choosing a menu item, 27
  click, 1
  customizing behavior, 155
  double-click, 2
  dragging, 2
  using, 1
mouse button 1, 2
mouse button 2, 15
mouse button 3, 23
Mouse dialog box, 155
moving
  a region of an icon, 326
  controls to Main Panel, 79
  files , 96
  folders , 96
  Front Panel, 67

K

keyboard
    basic skills, 3
    choosing menu items with, 28
    cursor movement keys in Text Editor, 234
    customizing behavior, 155
    displaying menus with, 368
    focus, 364
    highlight, 364
    navigation, 3, 363
    navigation and Window Behavior setting, 3
    options in Terminal, 311, 312
    shortcuts, 3, 363
    tab groups, 364
Keyboard dialog box, 155
keyboard shortcuts, Mailer, 203
keymaps, changing, 379
keywords, for mail search scripts, 171, 175

L

labels
    changing for printer, 223
    in Application Manager, 140
LANG environment variable, 374
language, setting for desktop session, 34
language-specific
    characters in file, 374
    data, 374
    login, 374
    sessions, 373
    terminal emulator, 375
    Text Editor, 375
link, creating symbolic , 97
list
    of appointments, 267
    of To Do items, 268
list calendars, 286
lists
    scrollable, 18
    selecting items in, 20
local time, setting in Calendar, 285
Lock control, 30, 69
locking the display, 29
logging in, 34
    to language-specific session, 374
logging in to
    IMAP Inbox, 164
    Mailer, 164
logging out, 29, 34
login screen, 33
login, language-specific, 374
logout confirmation, 162
logout, determining session resumption at, 161
looking up appointments, 290

M

magnification of icons, 331
mail aliases, 179
Mail Calendar reminder, 265
mail messages, , *see* messages
mail notification, customizing, 201
mail search scripts
    creating, 176
    keywords for, 171, 175
mail signatures
    adding to specific messages, 186
    automatically adding to all messages, 186
    creating, 186
mailboxes
    adding to menus, 194
    changing default directory for, 194
    closing, 192
    creating, 191
    deleting, 193
    filing messages in, 192
    filing using drag and drop, 193
    opening, 192
    renaming, 192
    views of, 177, 179
Mailer
    keyboard accelerators, 203
    logging in to, 164
    main window, 166
    mnemonics, 203
    starting, 164
Mailer control, 69

  - starting from Application Manager, 319
  - starting from File Manager, 319
  - starting from Terminal, 319
- Icon Editor control, 73
- icons
  - aligning in File Manager view, 124
  - arranging in File Manager view, 120
  - behavior of in Front Panel, 80
  - browsing in File Manager, 126
  - changing display area size in File Manager, 126
  - changing for printer, 223
  - changing magnification of, 329
  - clearing loaded, 320
  - color usage for, 325
  - copying a region of, 326
  - cutting a region of, 326
  - displaying in icon box, 160
  - displaying on workspace, 160
  - drawing image, 320
  - flipping part of, 327
  - hotspot, 328
  - moving a region of, 326
  - naming, 323
  - opening existing, 319
  - output format, 324
  - resizing, 327
  - resizing a region of, 327
  - rotating part of, 327
  - saving, 324
  - saving with new name, 324
  - selecting an area of, 326
  - selecting multiple , 90
  - selecting single , 89
  - size conventions for, 323
- image
  - changing orientation in the View window, 334
  - displaying color usage of, 335
  - displaying format of, 335
  - displaying height of, 335
  - displaying in color, 334
  - displaying in gray scale, 334
  - displaying size of, 335
  - displaying width of, 335
  - flipping, 338
  - moving within View window, 334
  - opening in Image Viewer, 333
  - rotating, 337
  - saving, 339
  - saving a PostScript file page as, 343
  - saving region of to new file, 336
  - saving to a new file, 339
  - scaling, 338
- Image Viewer
  - opening image in, 333
  - palette tools, 335
  - starting from command line, 332
  - starting from Front Panel, 332
  - starting from Workspace Programs menu, 332
- IMAP
  - default mailbox folder in IMAP server, 194
  - filing server, 194
  - mailbox, 164
- included text, marker for, 189
- including multiple messages in a mail message, 185
- indicator controls, 62
- initial calendar displayed, changing, 278
- input method for locales, 378
- inserting
  - appointment, 264
  - appointment using dtcm_insert, 291
  - appointment using standalone Appointment Editor, 289
  - group appointment, 273
  - To Do item, 268
- Install Icon
  - behavior of icons installed with, 80
  - control, 62, 73, 74
- Install Icon control, 80
- internationalization and fonts, 375
- Internet Messaging Access Protocol (IMAP) Inbox, logging in to, 164

J

- justification, setting in Text Editor, 252

G

grabbing
  region of display, 328, 329
grabbing color from workspace, 151
granting access to your calendar, 279
gray scale, displaying image in, 334
grid
  Calendar Week view, 261
  Compare Calendars, 273
  in Icon Editor, 329
Group Appointment Editor, starting, 273
group appointments
  inserting, 273
  mailing reminders, 274
  scheduling, 273

H

height of image, displaying, 335
help
  browsing , 52
  context-sensitive, 40
  displaying, 30
  displaying for file , 93
  displaying for folder, 93
  displaying topics, 44
  Front Panel, 67
  hyperlinks, 371
  index, 49
  keyboard navigation, 371
  moving between topics, 46
  on action icon, 137
  on application icon, 137
  On Item help, 41
  on objects, 93
  pop-up menu, 47
  printing help topics , 56
  using Help key, 40
  window colors, 58
  windows , 42
help commands
  Backtrack, 46
  History, 46
  Home Topic, 46
  Index, 51
  New Window, 54
  Print, 56
  Top Level, 53
Help key, 30
Help Manager
  Front Panel control, 41
  opening, 52
Help Manager control, 70, 76
Help menu, 30
help windows
  color in, 58
  duplicating, 54
  topic display area, 44
  topic tree, 44
  types of, 42
hidden files , 125
hiding
  files , 125
  folders , 125
  Icon Editor grid, 329
  objects, 125
  Snapshot dialog box during snap, 350
  waiting print jobs, 217
hierarchical file system, 86
highlight, keyboard, 364
home folder, navigating to, 99
home session
  definition of, 36, 161
  returning to, 161
  setting, 36, 162
  starting automatically at login, 36
hotspot in an icon, 328
hyperlink, used in help, 44

I

icon browsing, 126
Icon Editor
  control, 319
  drawing tools, 321, 322
  hiding grid in, 329
  opening icon for editing, 319
  saving icon, 324
  saving icon with new name, 324
  starting, 319
  starting a new icon, 320

  - files , 117
  - mail messages, 171
  - objects, 117
  - objects using wildcards, 118
  - print jobs, 217
- Flash Calendar reminder, 265
- Flip tool, in Image Viewer, 336
- flipping an image, 338
- flipping part of an icon, 327
- folder view in File Manager, 122
- folders
  - ACL-enabled, 106
  - changing, 98
  - changing ownership, 105
  - changing to, 98
  - copying , 97
  - copying to diskette, 130
  - creating, 96
  - creating on diskette, 131
  - default permissions, 111
  - definition of, 87
  - deleting, 102
  - deleting from diskette, 130
  - dragging, 90
  - dropping , 90
  - getting help on , 93
  - hidden , 125
  - hiding , 125
  - moving , 96
  - moving to diskette, 130
  - opening , 95
  - ownership, 102
  - putting on workspace backdrop, 116
  - removing from workspace, 117
  - renaming , 92
  - restoring from Trash Can , 101
  - security, 102
  - selecting multiple , 90
  - selecting single , 89
  - sorting , 124
  - viewing on CD-ROM, 129
  - viewing on diskette, 128
- Font dialog box, 153, 154
- font group
  - adding, 153
  - deleting, 153
  - selecting, 153
- font set specification, 376
- font specification, 376
- fonts
  - internationalizing, 375, 378
  - selecting font group, 153
  - selecting new size for, 153, 154
  - specifying from the command line, 377
  - specifying within a resource file, 377
  - viewing attributes, 154
- format of image, displaying, 335
- formatting
  - document in Text Editor, 251
  - mail message text, 189
- forwarding messages, 169
- frame controls, 9
- frequency of appointments, 265
- Front Panel, 61
  - adding applications to, 143
  - Application Manager control, 134
  - Calendar control, 258
  - changing the printer in, 220
  - contents, 68
  - drop zones, 62
  - Exit control, 29, 34
  - File Manager control, 86
  - help, 67
  - Help control, 76
  - Icon Editor control, 319
  - Lock control, 30
  - lock settings, 157
  - minimizing, 67
  - moving, 67
  - On Item help, 67
  - pop-up menus, 64
  - printing through, 212
  - removing customizations made through the GUI, 81
  - restoring default, 81
  - running applications from, 142
  - Style Manager control, 70
  - Text Editor control, 226

text in a text field, 21
Esc key, 3
executing actions , 100
Exit control, 29, 34, 70
Extend char key, 3

F

F1 key, 30
failsafe session, 35
file management, basic skills , 89
File Manager
  changing icon display area size in, 126
  determining headers for, 120
  disabling icon browsing in, 126
  Front Panel control, 7, 86
  icon browsing in, 126
  Information dialog box, 94
  main window, 86
  opening, 7
  opening existing text document from, 232
  printing using, 212
  removable media, 127
  running applications from, 142
  saving current preferences as default , 124
  starting, 86
  starting Icon Editor from, 319
File Manager control, 69
File Manager views
  aligning icons in , 124
  arranging icons in, 120
  changing , 120
  changing sort order of, 123
  customizing, 120, 121
  folder, 122
  saving , 124
  tree, 121, 122
file names
  and action icons, 140
  in Application Manager, 140
file path, 88
file system
  concepts, 86
  hierarchical , 86
  moving through, 98
files
  ACL-enabled, 106
  changing ownership, 105
  copying , 97
  copying to diskette, 130
  creating, 96
  creating on diskette, 131
  default permissions, 111
  deleting from diskette, 130
  dragging, 90
  dropping , 90
  dropping in Text Editor document, 249
  finding by contents , 119
  finding by name , 117
  getting help on , 93
  hidden , 125
  hiding , 125
  including in document through drag and drop, 249
  including in mail messages, 185
  including in Text Editor document, 240
  locating, 117
  moving , 96
  moving to diskette, 130
  opening , 95
  ownership, 102
  putting on workspace backdrop, 116
  removing from workspace, 117
  renaming , 92
  restoring from Trash Can , 101
  security, 102
  selecting multiple, 90
  selecting single , 89
  sorting, 124
  types for printing, 210, 211
  viewing on CD-ROM, 129
  viewing on diskette, 128
  with language-specific characters, 374
filing mail messages
  manually, 192
finding
  appointment using dtcm_lookup, 290
  appointments, 266

- PostScript file in black and white, 341
- PostScript file in color, 341
- PostScript files, 340
- print job properties, 219
- print jobs, 217
- Print Manager problem flag, 222
- printer properties, 223
- pull-down menus, 23, 27, 368
- subpanels, 63
- To Do list, 268
- Window menu, 24
- Workspace menu, 25
- workspaces, 16, 369

document
- creating, 228
- editing , 225
- formatting , 251
- going to specific line in, 234
- including file in, 240
- including file through drag and drop, 249
- justifying text in, 252
- margins, 252
- new lines in, 233
- opening existing, 230, 232
- opening existing from File Manager, 231
- printing, 252
- restoring, 225
- saving, 228
- searching, 250
- word wrap, 233

dot files , 125

double-clicking, 2
- action performed , 95

drafts
- creating for mail messages, 184
- using for mail messages, 184

drag and drop, in Text Editor, 249

dragging, 2
- appointment from Calendar to File Manager, 277
- appointment from Calendar to Mailer, 276
- appointment from File Manager to Calendar, 276
- appointment from Mailer to Calendar, 275
- canceling, 90
- file to Text Editor, 250
- files, 90
- folders, 90
- objects , 90
- text, 249

drawing icon image, 320
- undo, 322

drawing tools for Icon Editor, 321, 322

dropping
- file in Text Editor, 250
- files , 90
- folders , 90
- icon file, 319
- objects , 90
- text, 249

dtcm
- to start Calendar from command line, 258

dtcm_convert, 287

dtcm_delete, 292

dtcm_editor, 289

dtcm_insert, 291

dtcm_lookup, 290

dtterm command, 296

dtterm, Terminal, 296

due date, setting for To Do item, 268

dynamic colors for icons, 325

E

editing
- existing mail message text, 169
- file with language-specific characters, 374
- text fields, 22
- text or document , 225

effective permissions, 104

encoding
- incoming messages, 167
- outgoing messages, 182

Enter key, 3

entering
- commands in Terminal window, 300

customizing
  Calendar printer settings, 271, 284
  colors, 150
  File Manager views, 120, 121
  keyboard behavior, 155
  mouse behavior, 155
  palette, 150
  screen saver, 157, 158
cutting a region of an icon, 326

D

data types, 140
date format, 284
Day view
  Calendar, 260
  changing time boundaries, 279
  three-month mini-calendar, 260
default actions, 101
default permissions, 111
  optional Default entry types, 111, 113
  required Default entry types, 111–113
default printer
  changing, 210
  control, 74
  definition of, 209
  determining, 209
default terminal emulator, 295
  changing, 315
defaults
  Calendar view, 258
  changing access and permissions, 279
  changing Appointment Editor, 277
  changing Calendar reminder, 277
  changing Calendar view, 279
  changing privacy, 278
  date format in Calendar, 284
  initial calendar displayed, 278
  time boundaries on Day and Week views, 279
delaying a snapshot, 349
delete calendar, 287
deleting
  appointments, 266
  appointments using dtcm_delete, 292
  calendars from Browse list, 272
  controls from subpanels, 66
  files, 102
  folders, 102
  mail messages, 170
  mailboxes, 193
  palette, 152
  subpanels, 81
  text, 239
  To Do items, 268
  workspaces, 82
denying access to your calendar, 283
deselecting text, 15
desktop
  current session, 29
  exiting, 29
  help, 30
  logging out, 29
  overview, 4
  windows, 4
  workspaces, 4, 15
Desktop Introduction control, 76
desktop session, 34
directories, , *see* folders
diskette, 127
  copying files and folders to, 130
  creating files and folders on, 131
  deleting files and folders from, 130
  ejecting, 130
  formatting, 129
  moving files and folders to, 130
  renaming, 129
display
  capturing region of, 328, 329
  locking, 29
  refreshing, 25
  unlocking, 30
displaying
  appointment list, 267
  Calendar views, 260
  concealed windows, 14
  Front Panel pop-up menus, 64
  help, 30
  image in color, 334
  man pages , 55
  message line in Print Manager, 221
  pop-up menus, 23, 27, 368

- menu items, 28
- push buttons, 18
- subpanel controls with the keyboard, 370
- Window menu items, 26
- Workspace menu items, 27

Clean Up (command in View menu) , 123, 124
clicking, 1
- to make window active, 160

Clock control, 69
closing
- application windows, 11, 366
- subpanels, 64

color
- changing, 150
- displaying use of in image, 335
- for icons, 325
- grabbing from workspace, 151
- in help windows, 58
- in Terminal window, 307
- limiting usage of, 152
- viewing image in, 334

Color dialog box, 150, 151
Color setting in Image Viewer, 334
command line
- to start Calendar, 258

Command Line Login mode
- definition of, 35
- exiting, 35
- logging in to, 35

command-line startup
- Audio, 352

commands
- entering in Terminal window, 300
- issuing for printing, 214

Compare Calendars grid, using, 273
comparing calendars, 272
contents, finding file using , 119
control
- adding to subpanel, 80

control characters in Terminal, 314
Control key, 4
controls
- adding with Install Icon, 80
- customizing in the workspace switch, 83
- deleting, 66
- moving to Main Panel, 79
- replacing in Main Panel, 81

convert version 3 Calendar to version 4, 287
copying
- a region of an icon, 326
- files , 97
- folders , 97
- objects , 97
- palette, 151
- text, 240
- text in Terminal window, 300

Create Action, 141
creating, 140
- actions, 140
- appointment using standalone Appointment Editor, 289
- appointments, 264
- custom palette, 151
- data types, 140
- document, 228
- file with language-specific characters, 374
- files, 96
- folders , 96
- mail aliases, 180
- mail search scripts, 176
- mail signatures, 186
- mailboxes, 170, 191
- objects, 96
- personal application group, 139
- To Do items, 268

creating a calendar, 285
current folder, 87
current session, 29
- definition of, 36, 161
- resuming at, 161

cursor movement keys, 234
cursor options in Terminal, 305, 306
custom fields in Format menu, adding, 200
Custom Time, in Calendar, 285

bell options in Terminal, 307, 309
BottomShadow, 325
Browse list, 272
browsing calendars, 271
Browsing Help on Your System, 55
Busy light, 69
buttons
    check box, 19
    OK, 18
    radio, 19
    types of, 18

C

Calendar
    add, 287
    convert version 3 to version 4, 287
    creating, 285
    delete, 287
    Front Panel control, 257
    list calendars, 286
    menus, 258
    saving data in a file, 271
    starting, 257
    starting from command line, 258
    Tool bar, 258
    tool bar, 258
Calendar access
    world (anyone), 280, 282
Calendar control, 69
Calendar tools, 285
Calendar views
    changing, 260–263
    changing default, 279
    Day, 260
    default, 258
    displaying, 260
    Month, 262
    printing, 270
    Week, 261
    Year, 263
calendars
    access to other, 272
    browsing, 271
    comparing, 272
    deleting from the Browse list, 272
canceling
    dragging , 90
    print jobs, 218
capturing region of display, 328, 329
CD-ROM, 127
    ejecting, 130
changing
    Appointment Editor defaults, 277
    appointments, 266
    beep settings, 156
    calendar access and permissions, 279
    Calendar printer settings, 284
    Calendar time zone, 285
    Calendar views, 260–263
    colors, 150
    date format in Calendar, 284
    default Calendar view, 279
    File Manager default preferences , 124
    Front Panel lock settings, 157
    how your next session starts, 161, 162
    initial calendar displayed, 278
    number of colors, 152
    permissions for your calendar, 282
    printer icon, 223
    printer label, 223
    privacy defaults in Calendar, 278
    reminders in Calendar, 277
    time boundaries on Day and Week views, 279
    To Do item, 268
changing the character set of an incoming message, 167
changing the character set of an outgoing message, 182
character marker for included mail messages, changing, 200
character set
    incoming message, changing, 167
    outgoing message, changing, 182
check boxes, 18, 19
choosing
    Front Panel controls with the keyboard, 370
    help, 30
    help topic hyperlinks with the keyboard, 371

- window, 134

Application Manager control, 70
applications
- adding, 140
- adding to Personal Applications subpanel, 143
- registering, 142
- reloading, 138
- running from Application Manager, 136
- running from File Manager, 142
- running from Front Panel, 142
- running from Personal Applications subpanel, 143
- running from terminal emulator, 144
- starting in Terminal window, 300
- using Text Editor with, 254

applications, opening, 26
Appointment Editor
- changing defaults, 277
- Group, 273
- options, 265
- standalone, 289
- using, 264

appointment list
- displaying, 267
- printing, 270

appointments
- adding to mail message, 198
- basic, 264
- changing, 266
- creating, 264
- creating using standalone Appointment Editor, 289
- deleting, 266
- deleting using dtcm_delete, 292
- dragging from File Manager, 276
- dragging from Mailer, 275
- dragging to File Manager, 277
- dragging to Mailer, 276
- finding, 266
- finding using dtcm_lookup, 290
- format for mail message, 274
- frequency of, 265
- inserting, 264
- inserting using dtcm_insert, 291
- inserting using standalone Appointment Editor, 289
- looking up, 290
- mailing, 274, 279
- options, 265
- reminders, 265
- scheduling, 264
- scheduling using standalone Appointment Editor, 289

attachments
- adding to mail message, 197
- adding with drag and drop, 198
- as part of a template, saving, 184
- printing, 197
- reading, 196
- saving, 198
- viewing, 196

Audio
- command-line start, 352
- description, 351
- opening a file, 355
- playing audio file, 357
- playing audio files, 355, 357
- starting, 351
- starting from command line, 352
- starting from Front Panel, 351
- starting from Workspace Programs menu, 353
- startup, 352
- workspace menu startup, 352

Audio main window, 353
automatic mail messages, 187

B

Backdrop dialog box, 154
backdrop, , *see* workspace backdrop
base name font list, 376
basic appointment, 264
basic file management skills , 89
basic permissions, 104
- default, 111

basic user types, 103
Beep Calendar reminder, 265
Beep dialog box, 156
beep, changing settings for, 156

Index

.. (parent directory) , 125
, 96

A

absolute path, 88
accelerators, keyboard, Mailer, 203
access
    denying to your calendar, 283
    granting to your calendar, 279, 283
    to calendar, changing, 279
    to other calendars, 272
Access Control Lists, 102, 106
    adding entries, 108
    changing entries, 109
    default permissions, 111
    deleting entries, 110
    viewing, 107
ACL-enabled, 106
action icon, 135
    and file names, 140
    help on, 137
actions
    creating, 140
    double-clicking , 95
    executing , 100
    executing the default, 100
Actions menu , 95
add calendar, 287
adding
    applications, 140
    applications to personal application group, 139
    attachments to mail messages, 197
    calendars to Browse list, 272
    controls with Install Icon, 80
    group appointment, 273
    mail signatures to all messages, 186
    palette, 151
    subpanels, 81
    To Do item, 268
    workspaces, 82
addresses, 179
aliases, 179
AnswerBook, displaying, 55
application
    adding to Front Panel, 80
application groups, 134, 136
    built-in, 135
    definition of, 135
    personal, 139
application help, 39
application icon, 135
    help on, 137
    on workspace backdrop, 138
Application Manager, 133
    application groups, 134
    built at login, 135
    customizing, 139
    folders in, 134
    Front Panel control, 8, 133
    labels and file names, 140
    location in file system, 140
    opening, 8, 133
    running applications from, 136
    starting Icon Editor from, 319
    updating, 138

workspace	The current screen display, the icons and windows it contains, and the unoccupied screen area where icons can be placed.
workspace backdrop	See *backdrop*.
workspace background	The portion of the display not covered by windows or icons.
workspace icon	An icon that has been copied from File Manager to the workspace.
Workspace Manager	The software application that controls the size, placement, and operation of windows within multiple workspaces.
Workspace menu	The menu displayed by pointing at an unoccupied area of the workspace and clicking button 3 on the mouse.
workspace object	An object that resides in a workspace, rather than inside a viewer in a window. Workspace objects include windows, icons (minimized windows), and objects that have been dragged from File Manager and Application Manager and dropped on a workspace.
workspace switch	A control that enables you to select one workspace from among several workspaces.
workspace switch area	The rectangular area in the center of the Front Panel that contains the workspace switches, the Lock control, the Exit button, and the busy light.
Wrap To Fit	In Text Editor, this setting controls whether lines are automatically wrapped to fit the window width as you enter text. If set, lines wrap at the edge of the window. If not set, you must press Return to end the line.
Write	Permission to modify the contents of a file or folder.

Text Editor	The software application used to create and edit documents.
text field	A rectangular area in a window where information is typed. Text fields with keyboard focus have a blinking text insertion cursor.
title bar	The topmost area of a window containing the window title, window menu button, and the maximize and minimize buttons. See also *window title*.
toggle	To change the state of a two-state control, such as a radio button or check box, using either the mouse or keyboard.
topic tree	In a general help dialog box, a list of topics that can be selected to display help information.
Trash Can	A container for deleted files or folders.
tree view	A view of a folder or files that includes all lower-level folders in the search path.
user name	An identifier for making a user known to the system. Sometimes called a login name. For example, a user whose name is John Doe might have the user name jdoe. The login screen prompts for the user name.
window	A rectangular area on the display. Software applications typically have one main window from which secondary windows, called *dialog boxes*, can be opened.
window frame	The visible part of a window that surrounds a software application. A window frame can contain up to five controls: title bar, resize borders, minimize button, maximize button, and the Window menu button.
window icon	A minimized window.
Window Manager	The software application that provides users with the capability to manipulate windows on the workspace; for example, opening, resizing, moving, and closing windows.
Window menu	The menu displayed by choosing the Window menu button. The menu provides choices that manipulate the location or size of the window, such as Move, Size, Minimize, and Maximize.
Window menu button	The control at the upper left corner of a window, next to the title bar. Choosing it displays the Window menu.
work area	The part of a window where controls and text appear.

Style Manager	The software application used to customize some of the visual elements and system device behaviors of the workspace environment, including colors and fonts, and keyboard, mouse, window, and session start-up behaviors.
subdirectory	A directory contained within another directory (sometimes called the *parent directory*). In graphical user interface applications, this may be called a *subfolder*.
subfolder	A folder contained within another folder (sometimes called the *parent folder*). When discussing command-line activities, this may be called a *subdirectory*.
submenu	A menu displayed by choosing an item from a menu.
subpanel	An extension of the Front Panel that slides up, providing access to additional elements. Subpanels usually contain groups of related elements.
suffix	A part of a file name, added at the end, separated from other suffixes or the base file name by some punctuation, such as a period (.).
superuser	A login identity that enables special permissions for modifying system files that most users do not have permission to modify. Superuser is also called "the root user" or "root" because the user ID for superuser is `root`. On most computer systems, only a few users have permission to become superuser.
symbolic link	A type of link that is capable of pointing to a file or directory that resides on another physical storage device or partition.
template	In Mailer, an ASCII file you can create for conveniently including frequently typed information, such as your name and electronic mail address, in your mail messages.
Terminal	In the Front Panel, an item in the Personal Applications subpanel used to open a terminal window.
terminal emulator	A window that emulates a particular type of terminal for running nonwindow programs. Terminal emulator windows are most commonly used for typing commands to interact with the computer's operating system.
text cursor	A cursor that shows the insertion point for textual input. This cursor usually takes the form of an I-beam. Contrast with *location cursor* and *pointer*.

scroll box	The part of a scroll bar that shows the position of the visible information relative to the total amount of information available in a window. You click a scroll box to see information that is not currently visible.
select	To add highlighting or some other visual cue to an item or element so that it can be operated or enabled. Selection does not imply the initiation of an action but rather a change of state, such as highlighting an item in a list, or toggling a check box on.
server	A system that supplies services to a client.
session	The elapsed time between user *login* and *logout*. Also, a particular configuration of workspaces that includes Style Manager settings, open applications, and the size and position of objects.
Session Manager	A software application that controls saving sessions, restoring sessions, screen locking and unlocking, and the use of screen savers. When a session is saved, the state of the desktop environment (location of icons, size and location of open windows, open/closed status of applications, current color palette, and so on) is preserved so that it can be restored at the next login.
session server	A system that provides networked sessions. Session files reside on the session server and are used whenever you log in to a system on the network.
shortcut	General term for a mouse gesture that simplifies filling out a dialog box. For example: As a shortcut, double-click an item in the Filename list box to select it and choose OK in one action.
shortcut keys	A keyboard key sequence used to activate a menu item, usually through a special accelerator key. For example: Press Alt+F to choose Print from the File menu.
slider	A control that uses a track and arm to set a value from among the available values. The position of the arm (or a separate indicator) gives the currently set value.
software application	A computer program that provides you with tools to do work. Style Manager, Text Editor, and File Manager are examples of software applications.
status area	A part of a window where information is displayed that shows the state of an object or the state of a particular view of an object.

radio button	An exclusive control whose setting is indicated by the presence or absence of a graphical indicator, usually part of a radio group. A radio button has two states, on and off.
Read	Permission to look at the data in a file or permission to list the files and folders (directories) in a folder (directory).
Reset	A button or menu item used to return an item to the condition it was in when it was last opened or to the condition it was in before the most recent changes were applied to it, whichever is more recent.
resize border	A control used to change the size of a window or a pane in a window.
resource	A mechanism of the X Window System™ for specifying an attribute (appearance or behavior) of a window or application. Resources are usually named after the elements they control.
restart	To stop a process and start it again.
Restore	A menu item used to return a window to the size and position it occupied before you minimized or maximized it.
root, root user	See *superuser*.
root directory	In a hierarchical file system, the directory that contains all other directories and files. Represented by a / (slash) in UNIX systems.
run	To start an application or action.
sash	A box on a separator or split bar that enables you to increase or decrease the size of a window pane using the mouse. You can navigate to the sash using the keyboard.
screen lock	A function that locks the workstation screen, barring further input until the valid user password is entered.
screen saver	A choice that, after a specified time period, switches off the workstation display or varies the images that are displayed, thereby prolonging the life of the screen.
scroll	To move the cursor through data one increment at a time. While scrolling, data shifts within the window to indicate the current position of the cursor.
scroll bar	A control located at the right or bottom of a window that enables you to display window content not currently visible.

pause	To temporarily suspend a process without ending it.
permission	A setting that determines how users or groups of users may access a file or folder (directory).
pixmap	An image stored in a raster format. Usually refers to an image that may have more than two colors. Contrast with *bitmap*.
point	To move the mouse until the pointer rests on a particular screen element or area.
pointer	A cursor that shows the area that receives input from a pointing device. The pointer can take the form of an arrow, an I-beam, a cross, or other graphic. Also see *cursor*.
pop-up menu	A menu that, when requested, is displayed next to the object with which it is associated. Pop-up menus are usually displayed by clicking mouse button 3 or pressing Shift+F10.
Print Manager	A software application that shows all the printers on your system.
print server	A host computer to which one or more printers are connected, or the UNIX process that manages those printers.
Printer control	The Front Panel control used to start the Printer software application. Dropping a file on the control displays a dialog box you can use to print the file to the default printer.
Printer Jobs	A software application that provides information about jobs on a single printer.
program	A sequence of instructions that a computer can interpret and execute.
Properties	A menu item used to set characteristics of an item, such as its date or name, or display identifying characteristics of an item, such as typefaces.
pull-down menu	A menu of related choices that extends from a cascading choice when you click mouse button 1 on a menu bar item or the Window menu button.
push button	A control that immediately starts an action by an application, usually executing a command (such as Apply), displaying a window, or displaying a menu.
queue	An ordered list of jobs waiting to be performed.

newline character	An unseen character that marks the end of a line of text in a document. It tells a printer or screen to break a line and start a new one.
object	Any logical piece of data that has associated behavior. For example, in File Manager, files, folders, actions, and applications are all considered objects. Each type of object has specific associated actions. Typically, each object is represented as an icon.
object type	A desktop mechanism used to associate particular data files with the appropriate applications and actions. Object typing defines the criteria for typing the file (such as name or contents), the appearance (the icon used in File Manager), and the behavior of the object (for example, what happens when you double-click it).
OK	A choice that accepts the information in a window and closes it. If the window contains changed information, those changes are applied before the window is closed.
On Item help	When you choose On Item from the Help menu, the cursor changes to a question mark and you can obtain information about a particular command, operation, dialog box, or control by clicking that object.
On Item Help control	A Front Panel control used to access item help information on the Front Panel.
overwrite	To replace.
page	To advance text displayed in a window by one full screen at a time, usually using a scroll bar.
palette	A range of graphically displayed choices, such as colors or collections of tools, that you can select in an application.
parent directory	A directory that contains subdirectories and files. In graphical user interface applications, this may be called the *parent folder*.
parent folder	A folder that contains subfolders and files. When discussing command-line activities, this may be called the *parent directory*.
password	A sequence of characters that users type to prove their identity to the system.
path	A text string that specifies the hierarchical location of a folder (directory).

menu bar	The part of the application window between the title bar and the work area where menu names are listed.
menu item	An element in a menu that represents a choice (for example, Copy on the Edit menu).
Minimize	To turn a window into an icon. The push button that minimizes a window is located near the upper right corner of the window frame.
minimize button	A button on a window's title bar that you choose to display the window as an icon.
mnemonic	A single, underlined character in a command. The mnemonic indicates that you can choose the command by typing that letter. Mnemonics are used most commonly in menu commands; however, other buttons may also have mnemonics.
modifier key	A key that when pressed and held along with another key or mouse button changes the meaning of the second key or mouse click. Control, Alt, and Shift are examples.
mouse	A device for moving the pointer and making selections.
mouse button	A mechanism on a mouse that you press to make selections.
mouse button 1	On a mouse, the leftmost button when configured for right-handed use; the rightmost button when configured for left-handed use. Mouse button 1 is primarily used for selection, and is the default button for the "click" instruction.
mouse button 2	On a three-button mouse, the middle button. Mouse button 2 has two modes: Transfer and Adjust.
mouse button 3	On a mouse, the rightmost button when configured for right-handed use; the leftmost button when configured for left-handed use. Mouse button 3 activates pop-up menus.
Move	A Window menu choice used to put a window in a different location on the screen.
navigation keys	The keyboard keys used to move the current location of the cursor. These include the arrow keys (with or without the Control key); the Tab key (with or without the Control or Shift keys); the Begin and End keys (with or without the Control key); and the Page Up and Page Down keys.

Install Icon	An item on a subpanel used to install icons into the Front Panel using *drag and drop*.
ITE	Internal Terminal Emulator. ITE allows use of a bitmapped display as a terminal (through command-line mode from the login screen).
items	Elements in a list or menu.
label	The text appearing next to an icon or control that names the element.
link	Synonym for *symbolic link*.
list	A control that contains elements from which you select. Also called selection list.
Lock button	A Front Panel control used to lock the screen.
log in	To supply a user name and password to gain access to a system or desktop session.
login	The process of gaining access to a system.
log out	To terminate or end access to a system or desktop session.
logout	The termination of a desktop session.
Mailer	An application that enables you to send, receive, and compose electronic mail messages.
mailer container	The electronic mail box and filing system that contains all mail messages. Once a message is put in a container, you can display, modify, delete, print, include, forward, and reply to it.
Mailer control	The Front Panel control used to start the Mailer software application. Dropping a file on the control loads the file into the Mailer Compose window.
Main Panel	The portion of the Front Panel excluding the subpanels.
mapping	A method of using one action to run another action. Also, a pairing of entities in one set with those in another set.
Maximize	A choice that enlarges a window to its largest possible size.
maximize button	A button on a window's title bar that you choose to display the window in its largest size.
menu	A list of items from which you select to perform a particular application task. Also see *submenu*.

highlight	(*v*) To make something stand out on the screen by selecting or choosing it. Also (*n*) the visual indicator that something is selected.
history	A list of the most recently accessed commands, files, folders, or help topics.
home directory	A directory where you keep personal files and additional directories. In graphical user interface applications, may be called the *home folder*.
HomeDirectory	Symbolizes your home directory. For example: If your home directory is `/users/anna`, then *HomeDirectory*`/bitmaps/smile.bm` represents `/users/anna/bitmaps/smile.bm`.
home folder	A folder where you keep personal files and additional directories. By default, File Manager and Terminal Emulator windows are set to the home folder when you first open them. When discussing command-line activities, may be called the *home directory*.
home session	A choice at logout to designate a particular session, other than the one you are currently in, as the one you will automatically return to at the next login.
host	A computer system.
hyperlink	In Help text, text or a graphic you click to display another Help topic.
icon	A graphical representation of an object consisting of an image, an image background, and a label. An icon can be directly manipulated.
Icon Editor	The software application used to create new icons and to modify existing icons.
Inbox	The main or default Mailer container. The Inbox receives all incoming mail. Messages can be moved out of the Inbox and put in various containers.
index	In a help volume, an alphabetical list of words or phrases that can be searched to find help on a subject. The Help System displays the index when you choose the Index button in a help dialog box.
insertion point	The point at which data typed on the keyboard, or pasted from the clipboard or a file, appears on the screen. In text, a synonym for *cursor*.

	Printer, Style Manager, Application Manager, and Trash Can.
Front Panel move handles	An area on each end of the Front Panel used for moving the Front Panel and for bringing it to the front of the workspace.
grab handles (or handles)	The small squares displayed at the corners and midpoints of a selected graphic element.
group	A collection of users who are referred to by a common name. Also, a permission setting that determines a group's access to files.
Group Appointment	In Calendar, an appointment for a group of people, scheduled using the Group Appointment Editor.
header	In Mailer, the basic information about an electronic mail message as it appears in the mailer container. A message header displays the name of the sender, subject, the date and time it was received, and message size.
Help	A button or menu item used to access information about objects, choices, tasks, and error messages.
help family	A set of *help volumes* that provide online information about related applications.
Help Index	An alphabetic listing of help topics.
help key	A designated key, usually the F1 key, used to request online help information about what the cursor is currently on. Some keyboards have a dedicated Help key that may take the place of F1.
Help Manager	A special help volume that lists all the online help registered on your system.
Help Viewer	The software application that displays online help.
help volume	A complete body of help information about a subject.
help window	A secondary window that displays help information.
hierarchical file system	A way to organize data on computer systems using a hierarchy of containers, often called folders (directories) and files. In this scheme, folders may contain other folders and files. The successive containment of folders within folders creates the levels of organization, which is the hierarchy.

Exit button	A Front Panel control used to log out of the desktop.
extended selection	To add multiple items to a selected set by augmenting the selection technique. For example, you can add to a selection by moving the pointer to a new item and pressing Control and mouse button 2 simultaneously.
file	A unit of data, such as text, program, image, and so on, that is stored in a folder (directory).
File Manager	The software application that manages the files and directories on your system.
file name	The name of the file as it is stored in a folder (directory) or on a storage device. A file name consists of a base name and any suffixes. A fully qualified file name also includes the path.
file server	A host computer that stores data files used by applications.
file suffix	A suffix added to the end of a file name, often used in file typing or to categorize files for the user.
file type	Characteristics of a file that determine how it is used. The type of a file may be determined by a portion of its name (for example, the file extension) or by its content.
filter	Used to display only objects that meet certain criteria, such as a name pattern match, and to hide all other objects from view.
focus	The place to which keyboard input is directed, indicated by the highlight.
folder	An icon that represents a *directory*.
font	A complete set of characters (letters, digits, and special characters) of one size and one typeface. Ten-point Helvetica bold is an example of a font.
foreground	The content of a window and the color or shading used to distinguish it from the window's background.
Front Panel	A centrally located window containing controls for accessing applications and utilities, including the *workspace switch*. The Front Panel occupies all workspaces.
Front Panel control	An object in the Front Panel used as an interface to basic system services and frequently performed tasks and operations. Controls in the default Front Panel are: Clock, Calendar, Mailer, Text Editor, Help Viewer, File Manager,

directory	A collection of files and other subdirectories. In graphical user interface applications, may be called a folder.
double-click	To quickly press a mouse button twice without moving the mouse pointer. Unless otherwise specified, mouse button 1 is assumed. Double-clicking can often be used as an alternative to selecting menu items.
drag	To press and hold down any mouse button while moving the pointer—and the object under the pointer—on the screen.
drag and drop	To directly manipulate an icon by using a pointing device to move and place the icon somewhere else. Also referred to as drag transfer.
drag transfer	See drag and drop.
drop	After starting the drag of an object, the act of releasing the mouse button. If the object is dropped in an appropriate area, an action is initiated.
drop target	A rectangular graphic that represents the drop zone in an application.
drop zone	An area of the workspace, including the Trash Can, Print Manager, and Mailer Front Panel controls, that accepts a dropped icon. Icons can be dropped on the workspace for quick access.
element	A generic term for any entity that can be considered a standalone item in a broader context, such as an item in a list or a control in a window.
email	Short name for "electronic mail." Email usually describes text messages addressed and sent to you electronically and are received in your electronic mailbox. Sometimes just known as "mail."
environment variables	Standard UNIX variables that are used by the shell and by applications.
error message	A message that requires the user's immediate attention. Error messages are used to convey a message about a user error.
execute	A file or folder (directory) access permission. For files, execute permission enables the user to run a program or shell script file. For folders (directories), execute permission enables the user to access the folder (directory) contents.

configuration file	A file that is used to customize the properties of an application.
container	A control intended to hold objects or data. A folder and a notebook are examples of containers. In Mailer, your electronic mailbox and filing system that contains all mail messages. Once a message is put in a container, you can display, modify, delete, print, include, forward, and reply to it.
control	A generic term for a variety of elements (such as buttons, check boxes, and scroll bars) that perform an action or indicate an option setting. See *Front Panel control*.
Create Action	A software application that enables you to associate an icon with a command so that the command can be issued by clicking on the icon. Create Action is also used to define specific data types for an application's data files and to associate icons with those data types.
current folder	The currently opened folder in an active File Manager view.
current item, current selection	The currently highlighted item in a list.
current session	The session saved by Session Manager when you log off. At the next login, unless you specify otherwise, this session automatically opens, enabling work to continue where you left off. Contrast with *home session*.
cursor	A graphical device that shows the area that will receive keyboard or pointing device input.
customization	The process of changing settings to alter the appearance and behavior of the desktop and applications running on the desktop.
data type	A mechanism that associates particular data files with the appropriate applications and actions. Data types can determine the type of a file based on file-naming conventions, such as a particular extension name, or on the contents of the file.
default	A value set automatically by an application.
desktop	See *workspace*.
dialog box	A window displayed by an application that requires user input.
dimmed	Reduced contrast to show unavailable emphasis.

busy light	A control that blinks when a Front Panel action has been invoked prior to the appearance of a window or when reloading actions.
button	A generic term for a window control. See *push button*.
Calculator	A software application that mimics the function of a hand-held calculator.
Calendar	A software application that enables you to schedule appointments and create To Do lists.
Calendar view	The day, week, month, or year displayed in the main Calendar window.
Cancel	A push button that removes a window without applying any changes made in that window.
CDE	An acronym for Common Desktop Environment, a graphical user interface running on UNIX.
check box	A nonexclusive control whose setting is indicated by the presence or absence of a check mark. A check box has two states, on and off.
choose	To use the mouse or keyboard to pick a menu item, button, or icon that begins a command or action. Contrast with *select*.
click	To press and release a mouse button without moving the mouse pointer. Unless otherwise specified, mouse button 1 is assumed.
client	A system or software application that requests services from another application, usually across a network.
clipboard	A buffer that temporarily stores the last cut, copy, or pasted data.
Clock	A Front Panel control that displays the local time.
Close	A menu item used to remove a window and all related secondary windows from all workspaces.
command-line prompt	A prompt (usually %, >, or $) that shows the computer is ready to accept commands. In a terminal emulation window, you display the command-line prompt by pressing Return.
Compose window	In Mailer, the window you use to create new electronic mail messages. Several message-composing options are available from the Compose window menu bar.

application	See *software application*.
application group	An Application Manager folder that holds a specific software application or set of software applications.
application icon	See *action icon*.
Application Manager	A window containing objects representing the system actions available to you.
application server	A host computer that provides access to a software application.
Apply	A choice that causes a selection (or group of selections) in a dialog box to take effect.
Appointment Editor	In Calendar, a window you use to schedule, change, or delete an appointment.
Appointment List	A chronological list of appointments displayed by Calendar.
arrow button	An element of a scroll bar used to scroll a window by small increments. Also, a control in the Front Panel used to slide up or slide down a subpanel.
arrow keys	The four directional keys on a keyboard. Also see *navigation keys*.
attachment	In Mailer, a data object within an electronic mail message that is displayed as an icon in the Attachments list. An attachment can be text, sound, or a graphic. Multiple messages can be added (attached) to a single electronic mail message.
backdrop	The pattern that covers the *workspace background*.
background	The underlying area of a window on which elements, such as buttons and lists, are displayed.
Backtrack	In Help Manager, a button and Navigate menu item you use to follow links backward, in the reverse order they were traversed.
base name	The file name of an icon file minus the file-name suffixes for size (`.l`, `.m`, `.s`, `.t`) and type (`.bm`, `.pm`). For example, the base name of an icon file named `myicon.m.pm` is `myicon`.
bitmap	An image stored in a raster format. Usually refers to an image limited to two colors (a foreground and a background color). Contrast with *pixmap*.

Glossary

access privileges	Permissions granted to a user or group of users to perform various operations on a file or folder (directory). See *permission*.
action	A desktop construct that provides a method for running applications, executing commands, and other activities such as printing, removing files, and changing directories. Actions are defined in a database of configuration files.
action icon	An icon that represents an action in a File Manager or Application Manager window, or in the workspace. An action icon is created by creating an empty executable file with the same name as the action it represents.
action label	The name displayed under the icon of an action. See *action name*.
action name	The name associated with an action, which by default is displayed under the icon for the action. See *action label*.
active	A window, window element, or icon that is currently affected by keyboard and mouse input. Active windows are differentiated from other windows on the workspace by a distinctive title-bar color or shade. An active window element is indicated by a highlight or selection cursor.
active window	A window that receives keyboard input.
address	An electronic mail location of a user.
alias	An alternative name or names assigned to a program or to an electronic mail address. In electronic mail, an address for mailing to a group of users. An alias can be created to send electronic mail to a small group of people or to many people.

Changing the X Keyboard Map at the Server

If the keymaps currently used by the X server do not match the physical keyboard on the system, you can change them manually by using the `xmodmap` command or a vendor keyboard mapping utility. For information on the `xmodmap` command, type man xmodmap.

Choosing Your Input Method and Keyboard

Each locale has a single default input method associated with it. If the user does nothing, this default is selected. Because there may be many input methods installed at any one time, the following sections explain how various input methods are selected on behalf of the user.

Using Input Method Modifiers

When there is more than one input method for a locale, use the XmNinputMethod resource to identify the one you would like used. This is done by specifying a modifier. The modifier must be of the following form, where modifier is the name used to uniquely identify the input method:

inputMethod :@im=modifier

The modifier string specified in the XmNinputMethod resource is used to choose which input method is used.

Alternatively, set the XMODIFIERS environment variable. The syntax is the same as for the `XmNinputMethod` resource, but values are not. Values for XMODIFIERS are vendor specific.

Specifying the Input Method Style

The input method style determines how pre-editing will occur. It is controlled by the XmNpreeditType resource. The syntax, possible values, and default value type of the XmNpreeditType resource are:

Syntax	**value[,value,...]**
Possible values	OverTheSpot, OffTheSpot, Root, None
Default value	OverTheSpot, OffTheSpot, Root

The string list, separated by a comma, specifies the priority order for this resource. The first value supported by the input method is used.

For more information, see the *Solaris Common Desktop Environment: Advanced User's and System Administrator's Guide.*

▼ To Specify Fonts from the Command Line

To change the fonts for the menu from the command line, type:

```
dtterm -xrm ’*fontList: fontset’
```

where fontset is a font set specification. A font set specification can be specified by a full X Logical Font Description (XLFD) name list, a simple XLFD pattern, or an alias name. Note that a font set specification is determined by the locale that is running.

For example, to use a larger font except for the menu font, type:

```
dtterm -xrm ’*fontList:-dt-interface user-medium-r-normal-l*-*-*-*:’
```

To use a smaller font except for the menu font, type:

```
dtterm -xrm ’*fontList:-dt-interface user-medium-r-normal-s*-*-*-*:’
```

These specifications will work for any locale.

▼ To Specify Fonts within a Resource File

For example, to change the fonts for the `dtterm` command in a resource file:

1. **Edit the Dtterm resource file in the /usr/dt/app-defaults/*language* directory.**

   You can use either the class name (Dtterm) or the application name (dtterm) for a resource file of Dtterm.

   Also, setting the LANG environment variable alters the search path of resource files to include the /usr/dt/app-defaults/*language* directory, where *language* is the locale name.

   After setting the LANG environment variable, the search path for resource files would include the following two folders:

```
/usr/dt/app-defaults/language/Dtterm

/usr/dt/app-defaults/C/Dtterm
```

2. **Insert the font set you want to use at the bottom of the file.**

   For example, to use a monospace font, put this line at the bottom of the file:

```
dtterm -fn -dt-interface user-medium-r-normal-*-*-*-*
```

3. **Save the file.**

locales with different code sets than the character set (*charset*) of the font. Therefore, all font lists should be specified with a font set.

Font Specification

A font specification within a fontlist can be either an X Logical Function Description (XLFD) name or an alias for the XLFD name. For example, the following are valid font specifications for a 14-point font:

```
-dt-interface system-medium-r-normal-serif-*-*-*-*-p-*-iso8859-1
```

Or, `-*-r-*-14-*iso8859-1`

Font Set Specification

The font set specification within a fontlist is a list of XLFD names or their aliases (sometimes called a base name list). The names are separated by semi-colons, and any blank space before or after the semicolon is ignored. Pattern-matching (wildcard) characters can be specified to help shorten XLFD names.

A font set specification is determined by the locale that is running. For example, the Japanese locale defines three fonts (character sets) necessary to display all of its characters. The following example identifies the set of Mincho fonts needed.

- Sample name list with character set:

```
-dt-interface system-medium-r-normal-serif-*-*-*-*-p-*-14;

-dt-mincho-medium-r-normal--14-*-*-m-*-jisx0201.1976-0;

-dt-mincho-medium-r-normal--28-*-*-*-m-*-jisx0208.1983-0:
```

- Sample single pattern name without character set:

```
-dt-*-medium-*-24-*-m-*:
```

The preceding two cases can be used with a Japanese locale as long as there are fonts that match the base name list.

Changing Fonts

You can change the fonts of dtterm by using either of the following methods:

- Specifying fonts from the command line
- Specifying fonts within a resource file

where Japanese_locale sets the value of the LANG environment variable for the Japanese character set. Refer to your specific platform to determine the value for *Japanese_locale*.

2. **In the same window, call Text Editor (dtpad) under the desired language by typing:**

```
/usr/dt/bin/dtpad &
```

To start Text Editor with the Japanese language directly, type:

```
/usr/dt/bin/dtpad -xnllanguage Japanese_locale
```

You can now enter Japanese characters if the locale-specific files have been installed. You can also use the Text Editor session to edit a previously created Japanese file.

See “To Specify Fonts from the Command Line” on page 377 for an example of specifying a font set.

Using a Language-Specific Terminal Emulator

The following example uses dtterm and will start a Japanese terminal emulator. It assumes that the default language is not Japanese, that you are using the Korn shell, and that the locale-specific files have been installed.

♦ **From a command line in a Korn shell Terminal window type:**

```
LANG=Japanese_locale dtterm
```

where Japanese_locale sets the value of the LANG environment variable for the Japanese character set. Refer to your specific platform to determine the value for *Japanese_locale*.

Specifying Fonts

The user usually changes fonts using Style Manager, which in turn restarts Workspace Manager, resetting the desktop fonts. You can also customize fonts at the command line or in resource files. In an internationalized environment, the user must specify fonts that are independent of the code set. This is necessary because the specification can be used under various

Logging In to a Language-Specific Session

Logging in to a specific language through the desktop is easy. However, specific hardware requirements such as keyboards and printers may be required to make the localized session more usable. These requirements vary by language, character set, and country. Software and fonts can further increase the effective localization of your system. To log in to a language-specific session:

1. **Use the Options menu in the login screen to select a language.**

   The list of languages includes all the supported languages.

2. **Log in normally with your name and password.**

Creating or Editing a Language-Specific File

You can create, edit, and print language-specific files. You can also give files language-specific names. However, for system administration files that are shared across a network, the file names should just contain ASCII characters. Different systems on the network might be using different locales.

If you have logged in to the desktop in a specific language, all applications will be invoked using that language. However, you can still invoke an application with another language.

If you want to create a file with a different language, invoke a new instance of Text Editor specifying your desired language.

▼ To Create or Edit a Language-Specific File

1. **In a Terminal window, set the LANG environment variable to the desired language. For example, to set the locale to Japanese, you can type:**

`LANG=`*Japanese_locale*

APPENDIX **B**

Running Localized Sessions

You can customize the desktop user interface in many different languages. Various elements such as screens, default languages, fonts, input (keyboard) methods, and icons can be changed. In addition, the menus, online help, and error messages can be localized and are available in multiple languages.

- “Default Language at Login” on page 373
- “Logging In to a Language-Specific Session” on page 374
- “Creating or Editing a Language-Specific File” on page 374
- “Using a Language-Specific Terminal Emulator” on page 375
- “Specifying Fonts” on page 375
- “Changing Fonts” on page 376
- “Choosing Your Input Method and Keyboard” on page 378

Default Language at Login

The messages and menus in the initial login window are displayed in the default language. If the default language has not been set up, the messages and menus are displayed using a generic “C” locale environment. You can change the language from the Options menu in the login screen.

For more information about using Help, refer to Chapter 3.

3. **Press the arrow keys to move the highlight among the controls within the subpanel, then press Return or the Spacebar to choose a selected control.**

   To close the subpanel without choosing a control, press Esc.

▼ To Move the Front Panel

1. **Press Alt+Tab to move the keyboard focus to the Front Panel.**
2. **Press Alt+Spacebar to display the Front Panel menu.**
3. **Press M, the menu's mnemonic for Move.**
4. **Press the arrow keys to relocate the Front Panel.**

   Hold down Control while you press an arrow key to speed up the movement of the Front Panel.

5. **When you've moved the Front Panel to where you want it, press Return.**

   To cancel the move operation, press Esc.

Online Help Keyboard Navigation

Choose hyperlinks to display related information. Help topic hyperlinks appear as:

- Underlined text
- An open-cornered box surrounding a graphic

▼ To Get Help in Any Window

♦ **Press F1 (or the Help key if your keyboard has one).**

▼ To Choose a Help Topic Hyperlink

1. **If the help window does not already have the keyboard focus, press Alt+Tab to move the highlight to the help window.**
2. **Press Tab and the arrow keys to move the highlight to the hyperlink you want to choose, then press Return.**

To return from a hyperlink to the previous topic:

♦ **Press Control+B, the keyboard accelerator for Backtrack.**

To move to the previous window or icon, press Shift+Alt+Tab or Shift+Alt+Esc.

To shuffle through a stack of windows, press Alt+Up Arrow or Alt+Down Arrow.

To move between the windows belonging to an application, or the Front Panel and a subpanel, press Alt+F6 or Shift+Alt+F6.

▼ To Display a Window in Other Workspaces

1. **Press Alt+Tab to move the keyboard focus, as shown by the highlight, to the window you want to display in other workspaces.**
2. **Display the Window menu by pressing Alt+Spacebar.**
3. **Press the Down Arrow key to select Occupy Workspace, then press Return.**

   The Occupy Workspace dialog box appears.
4. **Press Tab until the keyboard focus is in the Workspaces list.**
5. **Select the workspaces in which you want the window to appear:**
   - Press Down Arrow or Up Arrow to move through the list.
   - To select more than one workspace, press Shift+Down Arrow or Shift+Up Arrow.
6. **Press Tab to move the keyboard focus to OK, then press Return or the Spacebar.**

▼ To Choose a Front Panel Control

1. **Press Alt+Tab to move the keyboard focus to the Front Panel.**
2. **Press the arrow keys to move the highlight within the Front Panel and select a control.**
3. **Press Return or the Spacebar to choose the control and open the application's window.**

▼ To Choose a Subpanel Control

1. **Press Alt+Tab to move the keyboard focus to the Front Panel.**
2. **Press the arrow keys to move the highlight within the Front Panel to one of the subpanel arrow controls, then press Return.**

2. **Choose a menu item:**
   - Press the Down Arrow key to move through the menu, highlight the item you want, then press Return.
   - *Or*, type the underlined letter in the menu item's name (its mnemonic).
   - *Or*, type the shortcut key, as listed to the right of the item's name.

▼ To Use the Window Menu

1. **Press Alt+Tab or Alt+Esc to move the keyboard focus, as shown by the highlight, to the window or icon.**
2. **Press Alt+Spacebar to display the Window menu.**
3. **Press the key for the menu item's mnemonic (the underlined character in the item's name).**

   To close the menu without choosing an item, press Esc.

▼ To Switch to Another Workspace

1. **Press Alt+Tab until you've placed the keyboard focus, as shown by the highlight, on the Front Panel.**
2. **Press the arrow keys to move the highlight to the button for the workspace you want to display.**
3. **Press Return or the Spacebar.**

▼ To Rename a Workspace

1. **Press Alt+Tab until you've placed the keyboard focus, as shown by the highlight, on the Front Panel.**
2. **Press the arrow keys to move the highlight to the button for the workspace you want to rename.**
3. **Press Shift+F10 to display the workspace button's pop-up menu.**
4. **Press the Down Arrow key to select Rename, then press Return.**

   The button becomes a text field.
5. **Edit the workspace's name in the text field.**
6. **Once you've renamed the workspace, press Return.**

▼ To Move among Windows

To move to the next window or icon, press Alt+Tab or Alt+Esc.

To cancel the resize operation, press Esc.

▼ To Scroll a Window's Contents

1. **Press Alt+Tab to move the keyboard focus, as shown by the highlight, to the window whose contents you want to scroll.**
2. **Press Tab to move to the window area you want to scroll.**
3. **Press the arrow keys, Prev and Next, or Page Up and Page Down.**

   Hold down Control while you press an arrow key to scroll faster.

▼ To Select a List Item

Some windows and dialog boxes display lists from which you select options or settings.

1. **Press Tab to move the highlight to the list.**
2. **Press the arrow keys to move through the list.**

   To select more then one contiguous item in lists that allow you to do so, press Shift+Down Arrow or Shift+Up Arrow.
3. **Press Tab to move the highlight to the appropriate button (such as OK), then press Return.**

▼ To Display a Pull-down Menu

To display a pull-down menu from a window's menu bar:

1. **Press Alt+Tab to move the highlight to the application window.**
2. **Press F10 to move the highlight to the name of the first menu in the menu bar, then use the arrow keys to display menus and move among their items.**
3. **Press Return to choose a highlighted item.**

   To dismiss a menu without choosing an item, press Esc.

▼ To Use a Pop-up Menu

With the keyboard focus on the component whose pop-up menu you want to display:

1. **Press Shift+F10 to display the pop-up menu.**

▼ To Turn a Window into an Icon (Minimize)

1. **Press Alt+Tab to move the highlight to the window you want to minimize.**
2. **Press Alt+Spacebar to display the Window menu.**
3. **Choose the Minimize item:**
    - Press Down Arrow until you select Minimize, then press Return.
    - *Or*, press N, the menu's mnemonic for Minimize.

▼ To Restore a Window from an Icon

1. **Press Alt+Tab to move the highlight to the icon you want to restore.**
2. **Press Alt+Spacebar to display the Window menu.**
3. **Press Down Arrow to choose Restore, then press Return.**

▼ To Move a Window or Window Icon

1. **Press Alt+Tab to move the highlight to the window or icon you want to move.**
2. **Press Alt+Spacebar to display the Window menu.**
3. **Press M, the menu's mnemonic for Move.**
4. **Press the arrow keys to relocate the window or icon.**

    Hold down Control while you press an arrow key to speed up the movement of the window or icon.
5. **When you've moved the window or icon where you want it, press Return.**

    To cancel the move operation, press Esc.

▼ To Resize a Window

1. **Press Alt+Tab to move the highlight to the window you want to resize.**
2. **Press Alt+Spacebar to display the Window menu.**
3. **Press S, the menu's mnemonic for Size.**
4. **Press the arrow keys to stretch or shrink the window. An outline appears to show you the window's size.**

    Hold down Control while you press an arrow key to size the window faster.
5. **When the outline shows the size you want, press Return.**

▼ To Open an Application Window

From the Front Panel:

1. **Press Alt+Tab to move the keyboard focus to the Front Panel.**
2. **Press the arrow keys to move the highlight within the Front Panel and select a control.**
3. **Press Return or the Spacebar to choose the control and open the application's window.**

   From Application Manager:

1. **Open the Application Manager window by choosing its Front Panel control as described above.**
2. **Press the arrow keys to move the highlight to an application group icon within the Application Manager window.**
3. **Press Return twice to open the application group.**
4. **Press the arrow keys to move the highlight to an application or action icon, then press Return twice to start the application.**

   From a terminal emulator window:

1. **Open a terminal emulator window by choosing its Front Panel control as described above.**
2. **When the window opens, type the command that starts the application.**

▼ To Close an Application Window

Closing a window removes it from all workspaces.

Caution - Before closing an application window, save your work.

---

1. **Press Alt+Tab to move the highlight to the window you want to close.**
2. **Press Alt+F4.**

▼ To Select a Window or Icon

♦ **Press Alt+Tab to move the highlight to the window or icon you want to select.**

When a window or icon is selected, its border changes color to show that it is active and will receive input from the mouse or keyboard.

Press	**To Move To**
Shift+F10	The selected object's pop-up menu—use the arrow keys to move among the menu's items
Alt+Spacebar	The Window menu

- Within a workspace

Press	**To Move To**
Alt+Tab or Alt+Esc	The next window or icon
Shift+Alt+Tab	The previous window or icon
Alt+Up Arrow	The bottom window in a stack of windows (bringing it forward)
Alt+Down Arrow	The bottom of the window stack
Alt+F6	The next window belonging to an application, or between the Front Panel and a subpanel
Shift+Alt+F6	The previous window belonging to an application, or between the Front Panel and a subpanel

- Within a menu

Press	**To Move To**
Down Arrow	The next menu item
Up Arrow	The previous menu item

Press the Spacebar to choose a selected item from within a menu.

Press Esc to dismiss a menu.

Opening and Closing Windows

This section describes how to do window-related activities through your keyboard.

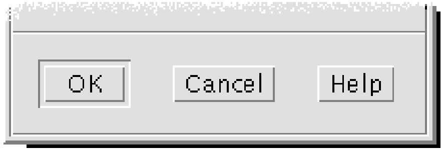
To choose an item from a pull-down menu using the menu's mnemonics:

1. **Hold down Alt and press the underlined letter in the menu's name.**
2. **Press the underlined letter in the menu item's name.**

Keyboard Focus and the Highlight

Keyboard focus uses the highlight to show you which element of a window, menu, or control will respond to your input. To activate a selected menu item or control (such as a button), press the Spacebar.

In windows and dialog boxes, you can move the keyboard focus among *tab groups*. A tab group is a collection of related controls, such as a set of buttons.



The OK, Cancel, and Help buttons are a tab group

This portion of a dialog box shows the keyboard focus on the OK button.

Moving the Keyboard Focus

To move the keyboard focus, as shown by the highlight:

- Within a window, dialog box, or the front panel

Press	**To Move To**
Tab	The next tab group
Shift+Tab	The previous tab group
Down Arrow	The next control in the tab group
Up Arrow	The previous control in a tab group
F10	The window's menu bar—use the arrow keys to display menus and move among their items

APPENDIX **A**

Keyboard Shortcuts for the Desktop

This appendix describes keyboard alternatives to using your mouse.

- "Menu Shortcuts" on page 363
- "Moving the Keyboard Focus" on page 364
- "Opening and Closing Windows" on page 365
- "Online Help Keyboard Navigation" on page 371

Keyboard shortcuts offer a way to accomplish desktop tasks such as moving and selecting windows and controls, choosing menus, and navigating in workspaces without the use of your mouse.

When you use the keyboard to navigate on the desktop, note that:

- The Alt key is the same as the Extend char key on some keyboards.
- Return is the same as Enter on some keyboards.
- In Style Manager, the Window Behavior setting must be Click In Window To Make Active (this is the default).

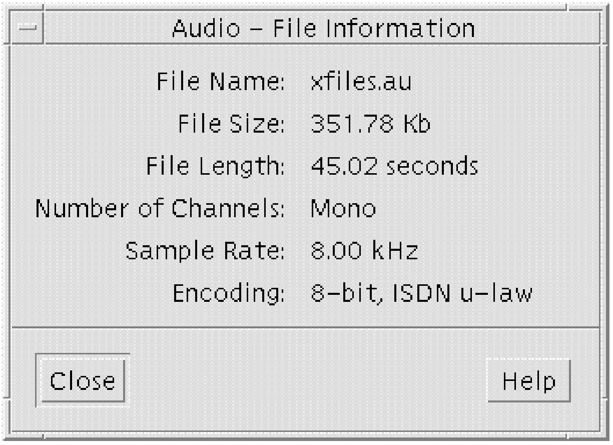
  For more information on the Window Behavior setting, refer to Chapter 7.

Menu Shortcuts

Menu items that appear dimmed are unavailable. They are available only under certain conditions.

An underlined character in a menu name or item is called a *mnemonic*. The sequence of keys listed to the right of some menu items is called a *shortcut key*.

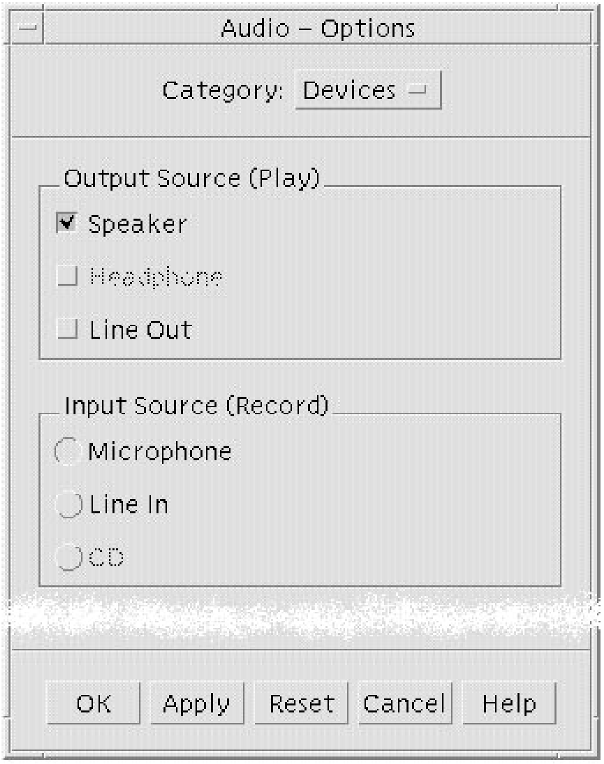
Mnemonics and shortcut keys provide quick keyboard access to menu items.



File Name: xfiles.au
File Size: 351.78 Kb
File Length: 45.02 seconds
Number of Channels: Mono
Sample Rate: 8.00 kHz
Encoding: 8-bit, ISDN u-law

Audio provides the following information about the current file:

- File name
- File size in kilobytes
- File length in seconds
- Number of channels
- Sample rate (in kiloherz)
- Encoding (how many bits, what standard, etc.)



Audio – Options

Category: Devices

Output Source (Play)

☑ Speaker

☐ Headphone

☐ Line Out

Input Source (Record)

○ Microphone

○ Line In

○ CD

2. **Select Speaker, Headphone, or Line Out as Output Sources.**

   Note that you can select more than one output source. Only devices that are installed on your computer are active.

3. **Select Microphone, Line In, or CD as the Input Source.**

   Only devices that are installed on your computer are active.

4. **Click OK to apply the specified values and close the Options dialog box.**

▼ To Display Information About an Audio File

♦ **To view file information, choose Get Info from the File menu.**

The File Information dialog box is displayed.

▼ To Save an Audio File or a Recording

You can save an existing audio file or a new recording in AU, AIFF, or WAV format.

1. **Choose Save As from the File menu or hold down the Control key and press "a" with the mouse cursor over the Audio main window.**

   The Audio - Save As dialog box will be displayed.

2. **Specify the folder in which you want to save the file.**

   Change to a different folder, if you wish. Press Return or click Update to update the folder location.

3. **Choose a format (AU, WAV, or AIFF) from the Audio Format menu.**

   AU, which is the default, is Sun audio format. WAV is Microsoft PC format. AIFF is Macintosh audio format.

4. **Type a name in the Enter file name field.**

   Audio files are usually named with `.au`, `.wav`, or `.aiff` suffixes for easy identification. To overwrite an existing file, select the file in the Files list.

5. **Click OK to save the audio file or recording.**

▼ To Specify Input and Output Device Options

You can specify output (play) and input (record) devices for playing and recording.

1. **Choose Devices from the Options menu.**

   The Options dialog box is displayed, with Devices selected as the Category. If the Options dialog box is already displayed, choose Devices from the Category menu.

- To use the selected recording options as the default, click Use selected recording options as default for new files.
- To specify recording options when you click Record Audio, click Ask me when I start recording.

5. **Set default record volume and balance the audio input.**

   Position the mouse pointer over the slider and press mouse button 1 as you move the mouse to set the Default Record Volume and Balance Audio Input sliders to desired positions.

6. **Click OK to apply the specified values and close the Options dialog box.**

▼ To Create a Recording

You can record Audio files from a microphone, line-in, or CD source.

1. **Specify recording options.**

   See "To Specify Record Options" on page 357 and "To Specify Input and Output Device Options" on page 360 for instructions.

2. **Choose New from the File menu or hold down the Control key and press "n" with the mouse cursor over the Audio main window.**

   If a previous recording has not been saved, you are asked if you want to save it.

3. **Prepare to record.**

   Be sure that the selected input device is connected to your computer and ready for transmission, and that the microphone or other input device is on.

4. **Click Record Audio button and start recording.**

   Speak, sing, or play into the microphone or start transmission of audio from a line-in or CD source. Recording starts as soon as you click Record Audio unless you have specified Ask me when I start recording in the Options-Record dialog box.

5. **When recording is complete, click the Stop Recording button.**

6. **Click Play Audio button to play what you have just recorded.**

See "To Save an Audio File or a Recording" on page 360 for instructions for saving the recording.

Note - The Record Audio button, which becomes the Stop Recording button during recording, is inactive if a file is open; the button's function is not displayed in the current function area when it is inactive. Similarly, the Play and Go to buttons are inactive when no audio file has been opened or recorded.

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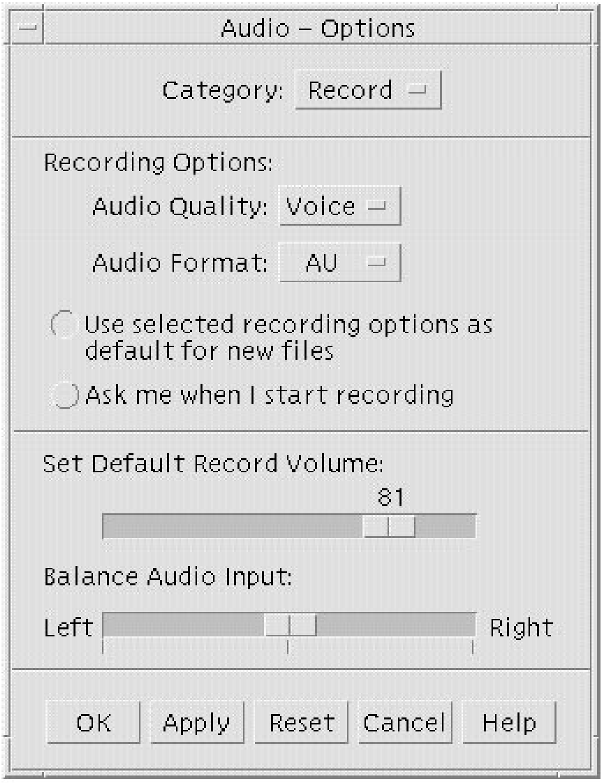
values will automatically be used when recording or if you will specify the values when you start recording. If the options are already set as you want them, go to “To Create a Recording” on page 359.

1. **Choose Record from the Options menu.**

   The Options dialog box is displayed, with Record selected as the Category. If the Options dialog box is already displayed, choose Record from the Category menu.



Category: Record

Recording Options:

Audio Quality: Voice

Audio Format: AU

○ Use selected recording options as default for new files

○ Ask me when I start recording

Set Default Record Volume: 81

Balance Audio Input:

2. **Choose Voice, CD, or DAT from the Audio Quality menu.**

   Voice, which is the default, is the lowest quality: 8000 Hz sample rate, u-law encoding. CD has compact disc quality: 44100 Hz sample rate, linear encoding. DAT has digital audio tape quality: 48000 Hz sample rate, linear encoding.

3. **Choose AU, WAV, or AIFF from the Audio Format menu.**

   AU, which is the default, is Sun audio format. WAV is Microsoft PC format. AIFF is Macintosh audio format.

4. **Determine whether to use the selected recording options as the default for new files.**

To Play an Audio File

Once you have recorded something or opened an audio file, you can play it, as follows. You can play AU, WAV, or AIFF files.

1. **Click the Play Audio button.**

   When you click Play Audio, play begins at the play pointer position. The file is played from the beginning if it has just been opened or if you have just created the recording. If you click the Stop Playing button during play and then click Play Audio, play begins at the previous stop point.

   See "To Specify Input and Output Device Options" on page 360 for instructions for specifying a different output device.

   Note that the Play Audio button is a toggle: before play, it is Play Audio; during play, it is Stop Playing.

2. ***Optional.* Move the play pointer to a new start play position.**

   To move the play pointer to the beginning of the file, click the Go to Start button.

   To move the play pointer to the end of the file, click the Go to End button.

   To move the play pointer to a position within the file:

   - If the waveform is not displayed, drag the slider with mouse button 1.
   - If the waveform is displayed, click anywhere in the waveform window.

3. ***Optional.* Adjust the output volume by clicking on the Increase Volume or Decrease Volume buttons.**

   To mute the output, click the Turn Sound Off button.

4. **To stop playing the file, click the Stop Playing button.**

Note - The Play buttons are inactive when no file has been loaded or recorded.

Recording With Audio

You can record and save audio files in three formats and three quality levels from three input sources.

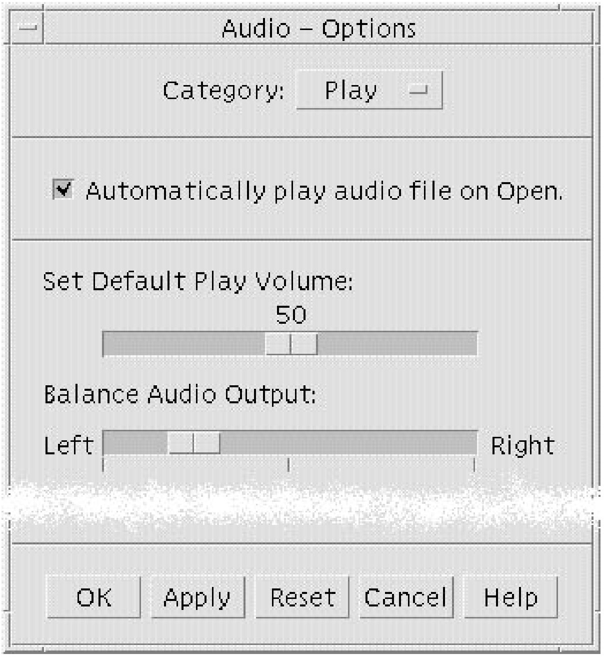
▼ To Specify Record Options

You can specify audio quality, audio format, record volume, and input balance in the Options dialog box. You can also specify whether the set

To Specify Play Options

1. **Choose Play from the Options menu.**

   The Options dialog box is displayed, with Play selected as the Category. If the Options dialog box is already displayed, choose Play from the Category menu.



Audio – Options

Category: Play

☑ Automatically play audio file on Open.

Set Default Play Volume: 50

Balance Audio Output: Left Right

2. **Determine whether files should automatically play when they are opened.**
   - Click Automatically play audio file on Open to automatically play files when they are opened.
   - Deselect Automatically play audio file on Open if you do not want files to automatically start playing when opened.
3. **Move the Set Default Play Volume and Balance Audio Output sliders to desired positions.**

   Position the mouse pointer over the slider and press mouse button 1 as you move the mouse to change slider positions.
4. **Click OK to apply the specified values and close the Options dialog box.**

Opening and Playing Audio Files

You can open an audio file from the Audio File menu or by dragging and dropping it from File Manager onto Audio. Once you have opened an audio file or recorded something, you can play it from the beginning or from any point in the file. You can specify whether an audio file will be played automatically when it is opened.

▼ To Open an Audio File

1. **Choose Open from the File menu or hold down the Control key and press “o” with the mouse cursor over the Audio main window.**

   The Audio-Open File dialog box is displayed..

2. **Navigate to the folder where the audio file is located.**

   Navigate by selecting a folder in the Folders list or by entering a folder name in the Enter path or folder name text field.

3. ***Optional.* Type an audio-file suffix (au, wav, aiff) after the asterisk (*) in the Filter field.**

   Only files with the specified suffix will be listed in the Files field.

4. **Press Return or click Update to update the change in the folder location or filter field.**
5. **Select a file from the Files list.**
6. **Double-click the file in the Files list or select it and click OK.**

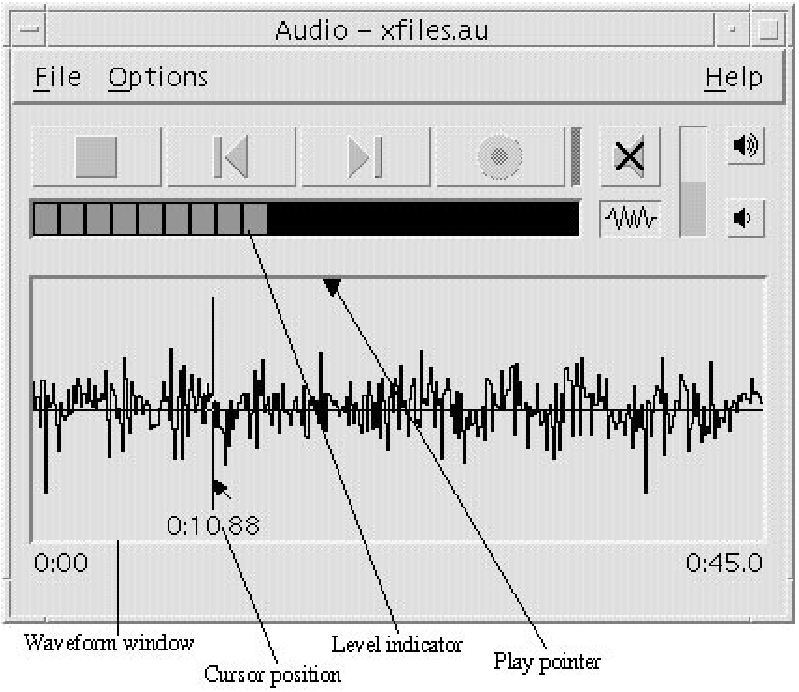
   The selected file is opened. If Automatically play audio file on Open is selected in the Options-Play dialog box, the audio file starts playing.

To Open an Audio File With Drag and Drop

1. **Open File Manager and navigate to the folder where the audio file is located.**
2. **Drag the audio file icon from File Manager and drop it on the Audio main window.**

   The Selected file is opened. If Automatically play audio file on Open is selected in the Options-Play dialog box, the audio file starts playing.

The button is a toggle, changing from Show Wave Window to Hide Wave Window to Show Wave Window as it is clicked.


Audio – xfiles.au
File
Options
Help
0:10.88
0:00
0:45.0
Waveform window
Cursor position
Level indicator
Play pointer

To Start Audio With the Waveform Displayed

1. **Choose Startup from the Options menu.**

   The Options dialog box is displayed, with Startup selected as the Category. If the Options dialog box is already displayed, choose Startup from the Category menu.

2. **Click Waveform View.**

3. **Click OK.**

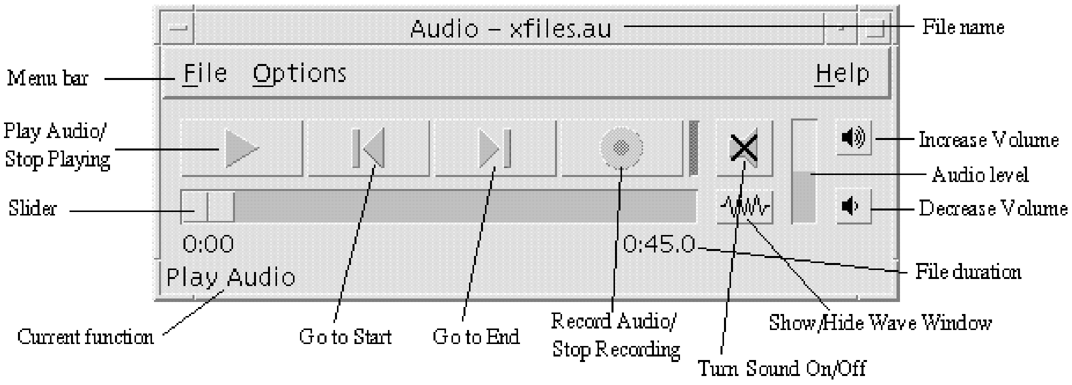
   The Options dialog box closes. The next time you start Audio the waveform will be displayed.

▼ To Exit Audio

- **Choose Exit from the File menu or Close from the Window menu, or hold down the Alt key and press the F4 key with the mouse cursor over the Audio main window to exit Audio.**

Audio Main Window

All Audio functions start with the main window. Open an audio file by choosing Open from the File menu; record by choosing New from the File menu and clicking the Record Audio button; set startup, recording, or playing options by choosing the appropriate item from the Options menu.


Audio – xfiles.au
File
Options
Help
0:00
0:45.0
Play Audio
File name
Menu bar
Play Audio/
Stop Playing
Slider
Increase Volume
Audio level
Decrease Volume
File duration
Current function
Go to Start
Go to End
Record Audio/
Stop Recording
Show/Hide Wave Window
Turn Sound On/Off

Displaying the Waveform Window

An audio file can be displayed with or without a waveform displayed. The waveform is a graphic depiction of the relative sound levels of the audio file.

To Display the Waveform Window

1. **To show the waveform window, click the Show Wave Window button.**
2. **To hide the waveform window, click the button again.**

To install Audio in the Front Panel, see "To Put an Application Icon in the Front Panel" on page 137 for instructions.

▼ To Start Audio From the Command Line

You can start Audio and open files directly from the command line.

- ♦ **Type** `sdtaudio` **to start Audio.**

Or:

- ♦ **Type** `sdtaudio` ***filename*** **to start Audio and open a specific file.**

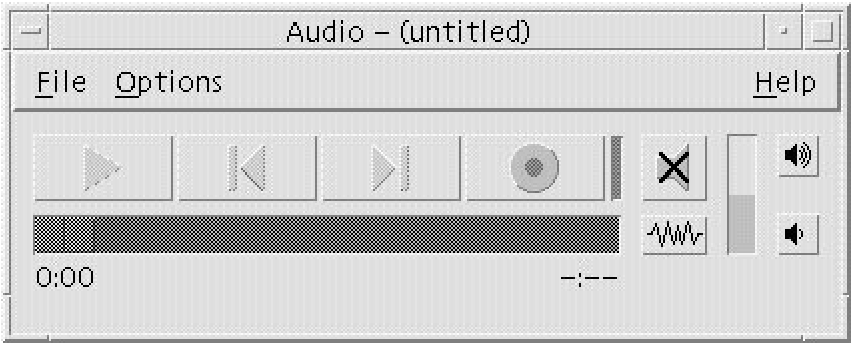
▼ To Start Audio From the Workspace Programs Menu

1. **Place the mouse pointer anywhere on the background of the desktop (the workspace) and click mouse button 3.**

   The Workspace menu appears.

2. **Choose Programs, and then choose Audio from the Programs submenu.**

   The Audio main window is displayed.



CHAPTER **15**

Using Audio

Audio is a CDE Motif application for playing, recording, or saving audio data in AU (Sun), WAV (PC), or AIFF (Macintosh) format.

- "Starting and Quitting Audio" on page 351
- "Audio Main Window" on page 353
- "Opening and Playing Audio Files" on page 355
- "Recording With Audio" on page 357

Starting and Quitting Audio

There are several ways to start Audio:

- From the Front Panel
- From the command line
- From the Workspace Programs menu

▼ To Start Audio From the Front Panel

♦ **If Audio has been installed in the Front Panel (either directly in the Front Panel or in the Personal Applications subpanel), click the Audio icon to start the application.**

The next time you click Snap, the snapshot will be delayed by the specified number of seconds.

3. ***Optional*. If you want to hear the seconds counted off before the snapshot is taken, select Beep During Countdown.**
4. **Select a Snap Type and click Snap.**

   If Snap Type is Region, drag mouse button 1 to select the region to be snapped.
5. **Make any necessary adjustments to the image during the snap delay time.**

   You can display a menu, for instance, by clicking on an item in a menu bar.

   After the specified number of seconds, the window, region, or screen is snapped and "Snap succeeded" is displayed in the message area at the bottom of the window.

▼ To Hide the Snapshot Dialog Box While Taking a Snapshot

If you want a snapshot of the entire screen and do not want the Snapshot dialog box to be included in the image, you can hide the Snapshot dialog box while you take a snapshot.

1. **If Snapshot is not running, choose Snapshot from the Image Viewer File menu.**
2. **Select the Hide Window During Capture check box.**

   The Snap Delay changes to 8 seconds and the message area at the bottom of the Snapshot dialog box displays "Timer adjusted to guarantee correct operation."
3. **Click Snap to take the snapshot.**

   All Image Viewer windows disappear and do not reappear until after the snapshot has been taken.

▼ To Save a Snapshot

See "To Save an Image as a New File " on page 339 for instructions for saving a captured snapshot image.

The mouse pointer becomes a plus sign.

4. **Move the mouse pointer to the window to be snapped and click mouse button 1.**

   The message at the bottom of the Snapshot dialog box reads “Snap succeeded” once the window is snapped.

▼ To Take a Snapshot of a Region

1. **If Snapshot is not running, choose Snapshot from the Image Viewer File menu.**
2. **Select Region as the Snap Type.**
3. **Click the Snap button.**

   The mouse pointer becomes a plus sign.
4. **Move the mouse pointer to a corner of the region to be snapped, press and hold mouse button 1, drag the mouse diagonally to encompass the region to be snapped, and release mouse button 1.**

   The message at the bottom of the window reads “Snap succeeded” once the region is snapped.

▼ To Take a Snapshot of the Screen

1. **If Snapshot is not running, choose Snapshot from the Image Viewer File menu.**
2. **Select Screen as the Snap Type.**
3. **Click the Snap button.**

   The message at the bottom of the window reads “Snap succeeded” once the screen is snapped.

▼ To Take a Delayed Snapshot

When taking a snapshot of a menu or some other pop-up or pull-down element, you can delay the time between clicking Snap and the snapshot being taken.

1. **If Snapshot is not running, choose Snapshot from the Image Viewer File menu.**
2. **Determine the number of seconds to delay by using the down arrow button and selecting a value or by typing in the text field.**

Using Snapshot

Snapshot takes a “snapshot” of a window, of a region of the desktop, or of the entire desktop screen. You can then view, save, or edit the snapshot in Image Viewer.

▼ To Start Image Viewer Snapshot

♦ **Choose Snapshot from the Image Viewer File menu**

Or, start Image Viewer with the `-snapshot` option:

```
sdtimage -snapshot
```

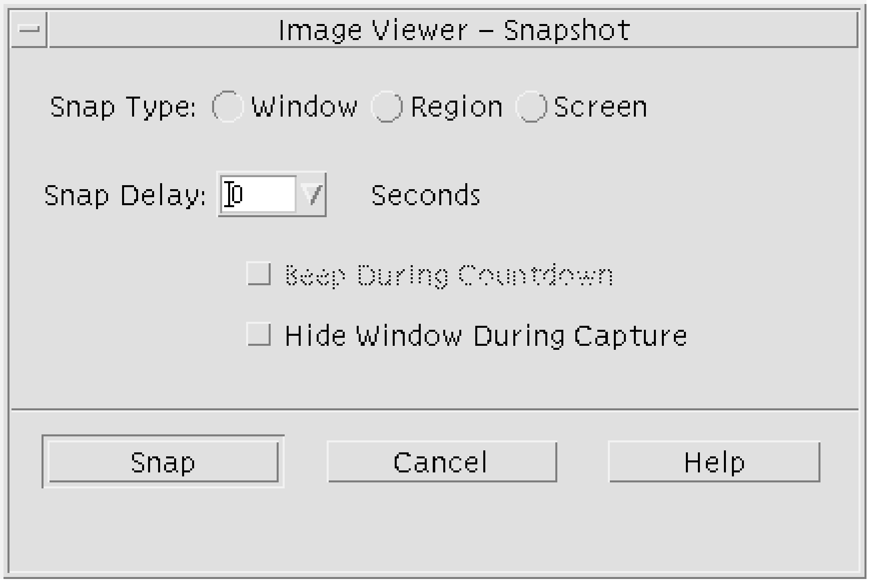


Image Viewer – Snapshot
Snap Type: ○ Window ○ Region ○ Screen
☐ Beep During Countdown
☐ Hide Window During Capture
Snap
Cancel
Help

Snap Delay: 0 Seconds

Figure 14–5 Snapshot window

▼ To Take a Snapshot of a Window

1. **If Snapshot is not running, choose Snapshot from the Image Viewer File menu.**
2. **Select Window as the Snap Type.**
3. **Click the Snap button.**

TABLE 14–1 Image Viewer Open File Formats *(continued)*

FITS	PPM
GEM	PostScript
GIF	QRT Ray-Tracer
Gould Scanner	Sun Icon
Group 3 FAX	Sun Raster
HIPS	TIFF
HP PaintJet	TrueVision Targa
IFF ILBM	Usenix FaceSaver
Img-Whatnot	X Bitmap
JFIF (JPEG)	X11 Window Dump (XWD)
Kodak Photo CD (4Base)	XPM
Kodak Photo CD (Base)	Xerox Doodle Brush
Kodak Photo CD (Base/16)	Xim

*SPARC only.

Image Viewer can save files in the formats listed below:

Encapsulated PostScript (EPSF)	GIF
JFIF (JPEG)	PostScript
Sun Raster	TIFF
XPM	

3. **To print the image, click Print, and then click Print in the Print dialog box that is displayed.**

   See “Print Dialog Box” on page 344 for information about print settings.

4. **Click Close to close the Print Preview dialog box.**

▼ To Print a Single Copy

To print a single copy of the image or multiple-page document you are viewing:

♦ **Choose Print One from the File menu.**

Image Viewer prints one copy of the file, using the current Print dialog box settings.

See “Print Dialog Box” on page 344 for information about Print settings. .

Image Viewer File Formats

You may want to identify the specific format, or file type, of the file you want to open. Image Viewer can open files in the formats listed in Table 14–1, which you can specify by choosing Open As from the File menu.

TABLE 14–1 Image Viewer Open File Formats

Andrew Toolkit	Kodak Photo CD (Base/4)
Atari Compressed Spectrum*	Lisp Machine Bit-Array
Atari Degas 1*	MGR
Atari Degas 3*	MTV/PRT Ray-Tracer
Atari Uncompressed Spectrum*	MacPaint
AutoCAD Slide	PBM
Benet Yee Face File	PC PaintBrush
CMU Window Manager	PGM
Encapsulated PostScript (EPSF)	PICT

Copies	Increase or decrease the number of copies to print.
Header Page	Choose whether to print a header page.
Printer	Select the printer on which to print your image from a list of printers.
Page Size	Select from a list of standard page sizes. This value should correspond with the size of the paper in your printer.
Page Range	Choose whether to print the entire document or one page.
Image Size	If Page Range is This Page (As Image), you can choose whether to scale the image.
Image Orientation	Choose between Portrait, which prints an image vertically on the page, and Landscape, which prints it horizontally.
Image Position	Choose between Centered (default), which prints the image in the center of the page, and Margins, which uses the entered values for the top and left margins. The button labeled “in” or “cm” controls whether margin values are in inches or centimeters.

▼ To Print an Image or PostScript File

1. **Choose Print from the File menu.**

   The Print dialog box appears.

2. **Determine your print parameters.**

   See “Print Dialog Box” on page 344 for a description of the dialog box settings.

3. **Click Print.**

▼ To Preview a File to Be Printed

To see how the contents of the View window will appear when printed with the current Print dialog box settings:

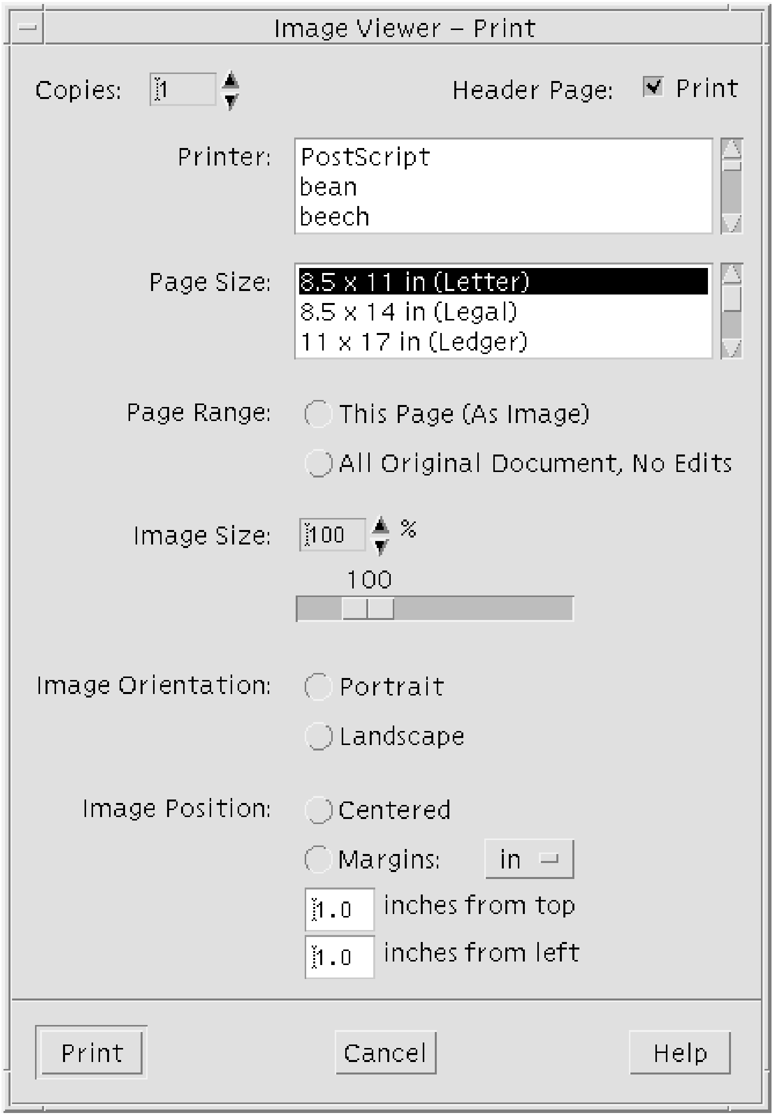
1. **Choose Print Preview from the File menu.**

   The Print Preview dialog box appears.

   If the image is too big to fit on a single page, lines in the Print Preview window show you the boundaries of the printed page.

2. **To control which area of the image or page is printed, move the pointer into the window (it changes to a hand shape) and use mouse button 1 to drag the image into position.**

Print Dialog Box



Copies: 1

Header Page: ☑ Print

Printer: PostScript
bean
beech

Page Size: 8.5 x 11 in (Letter)
8.5 x 14 in (Legal)
11 x 17 in (Ledger)

Page Range: ○ This Page (As Image)
○ All Original Document, No Edits

Image Size: 100 %
100

Image Orientation: ○ Portrait
○ Landscape

Image Position: ○ Centered
○ Margins: in
1.0 inches from top
1.0 inches from left

Figure 14–4 Print dialog box

The dialog box settings are:

1. **Choose Page Viewing Controls from the View menu.**

   The Page Viewing Controls dialog box appears.

2. **Select the size of the page you want for displaying the current document.**
3. **Click OK to apply your choices and close the dialog box.**

   See “Print Dialog Box” on page 344 for information on changing the size of the printed page.

▼ To Save a PostScript Page as a Bitmap Image

1. **Choose Save Page As Image from the File menu.**

   The Save Page As Image dialog box appears.

2. **Select the file you want to save.**

   If you do not specify a file, Image Viewer saves the page currently displayed in the View window.

   You can filter the Files list by typing a file-name condition in the Filter field and clicking Update. For example, typing `*.ps` will list only the files ending in `.ps` in the Files list.

3. **Select the format in which you want to save the page from the File Format list.**

   See Table 14–1 for a list of file formats in which Image Viewer can save an image.

4. ***Optional.* Set a compression type through the Compression button menu.**
5. ***Optional.* Choose the number of colors for the image from the Colors button menu.**

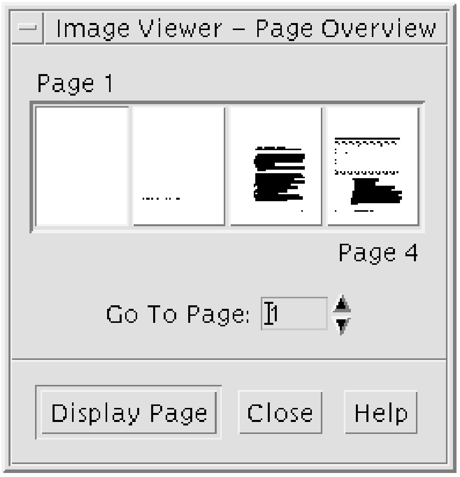
   The default is 256.

6. **Type the name under which you want to save the file in the Enter file name field.**
7. **Click OK.**

Printing

You can print an image or PostScript file in Image Viewer and set parameters for image position, orientation, and size, plus the more standard print settings such as page size and number of copies.

are displayed in a set. Clicking the scroll bar displays up to 12 new thumbnail page buttons.



Note - If the Page Overview menu item is unavailable, Image Viewer is loading the information for the Page Overview dialog box. For a long document, this may take a while.

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2. **Determine the page you want to view.**
   - Double-click the thumbnail page button.
   - *Or*, type the page number in the text field and click Display Page.

▼ To Reverse Page Order

The page order of a document is often reversed when the file is prepared for printing; this is a convenient way to collate a document on printers that produce pages printed side up. To reverse the page order of a document you are viewing:

1. **Choose Page Viewing Controls from the View menu.**

   The Page Viewing Controls dialog box appears.

2. **Select the order in which you want the pages of the current document displayed (First Page First or Last Page First).**

3. **Click OK to apply your choices and close the dialog box.**

▼ To Change the Size of the Displayed Page

The page description language used to create some documents may not include page size information. This can cause page boundaries to display incorrectly. To change the displayed page size:

If Image Viewer is not running:

1. **Drag a PostScript file icon from File Manager and drop it on the Workspace.**
2. **Press or click mouse button 3 over the PostScript file icon on the workspace and choose Open from the Workspace Object menu.**

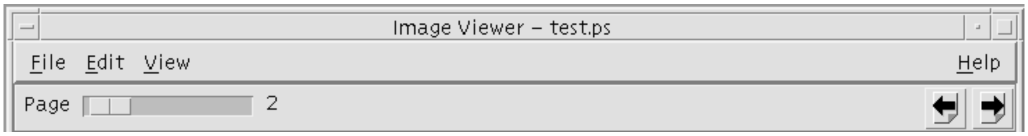
   Image Viewer is started up and the PostScript file is displayed in Image Viewer's View window.
3. **To remove the icon from the Workspace when you are finished with it, click mouse button 3 on the icon and select Remove From Workspace from the popup menu.**

▼ To View a PostScript File in Black and White or Color

1. **Choose Options from the File menu.**
2. **Select either Black & White or Color for the Display PostScript setting.**
3. **Click OK or Apply.**

▼ To Page through a PostScript File

- ♦ **Use the Page slider or the arrow buttons.**



Using your keyboard, you can view:

- The first page by pressing Home
- The next page by pressing PgDn or Return
- The previous page by pressing PgUp, Back Space, or Del[ete]
- The last page by pressing End

▼ To View a Specific Page of a PostScript File

1. **Choose Page Overview from the View menu.**

   The Page Overview window uses thumbnail page buttons to show simple renderings of the pages in a document. Up to 16 thumbnail page buttons

1. **Choose Save As from the File menu.**
2. **Double-click a folder name in the Folder list to open it.**
3. **Type the name of the file in the Enter file name field.**
4. **Select the file format in which you want your file written.**

   For a list of the formats, see "Image Viewer File Formats" on page 346.
5. **Choose a compression method from the Compression menu button.**

   The default is None (no compression); compressed files require less disk space.
6. **Choose the number of colors to save for your file from the Colors menu button.**

   The choices depend on the type of monitor you have.
7. **Click OK.**

   Image Viewer saves your file in the specified format.

Viewing PostScript Files

With Image Viewer you can view and manipulate PostScript files as well as image files. (See "Viewing Images" on page 333 to learn how to view image files.)

▼ To Open a PostScript File from the File Menu

1. **Choose Open from the File menu.**
2. **To navigate among and display the contents of folders, choose a folder from the Folders list.**
3. **Choose a PostScript file from the Files list or type the PostScript file name in the Enter file name field.**
4. **Click OK to open the PostScript file.**

   The PostScript file is displayed in Image Viewer's View window.

▼ To Open a PostScript File Using Drag and Drop

- ♦ **If Image Viewer is already running, drop a PostScript file icon on an open Image Viewer window.**

- Drag the slider

3. **Click the Scale tool.**

   Image Viewer scales the image according to the value in the Scale Percentage field.

4. **To restore the image to its last-saved size, click Revert.**

▼ To Undo an Edit Operation

Image Viewer provides two methods for cancelling an unsaved edit operation:

- Choose Undo from the Edit menu to cancel the last unsaved edit made to an image or page.
- *Or*, click the Revert button on the palette to cancel all unsaved changes and display the last saved version of the image or page.

Saving Images

You can save changes you make to an image or page in the same file you opened, or to a new file. Saving to a new file enables you to save to a different format or name.

▼ To Save an Edited Image in the Same File

1. **Choose Save from the File menu.**

   The Save dialog box appears.

2. **Click OK.**

   A dialog box is displayed, asking you if you want to overwrite the existing file.

3. **Click Overwrite Existing File to save the changes in the existing file.**

   Click Cancel if you do not want to overwrite the existing file. Change the file name or change folders in the Save dialog box to save the changes to a new file.

▼ To Save an Image as a New File

To save a file and specify its format, folder, and name:

The default value is 90 degrees; change the value in one of the following ways:

- Double-click in the Rotate Degrees field and type the number
- Click the arrow buttons
- Drag the slider

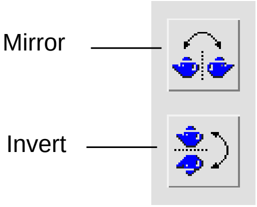
3. **Click one of the rotate tools to rotate the image or page left or right.**

   Image Viewer rotates the image or page according to the value in the Rotate Degrees field.

4. **To restore the image to its last-saved orientation, click Revert.**

▼ To Flip an Image

1. **Select Palette from the Edit menu if the palette is not displayed.**
2. **Click one of the flip tools to invert or create a mirror image of the currently displayed image or page.**

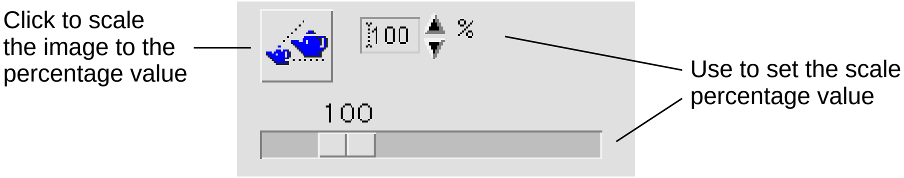


3. **To restore the image to its last-saved orientation, click Revert.**

▼ To Scale an Image

To enlarge or reduce an image proportionally:

1. **Select Palette from the Edit menu if the palette is not displayed.**


Click to scale the image to the percentage value
100
%
100
Use to set the scale percentage value

2. **Specify the scale percentage.**

   The default value is 100%; change the value in one of the following ways:

   - Double-click in the Scale Percentage field and type the number
   - Click the arrow buttons

2. **Click the Selector tool in the palette.**
3. **Move the pointer into the View window.**
4. **Place the target pointer over a corner of the region you want to save as a new image and drag mouse button 1 to the opposite corner.**

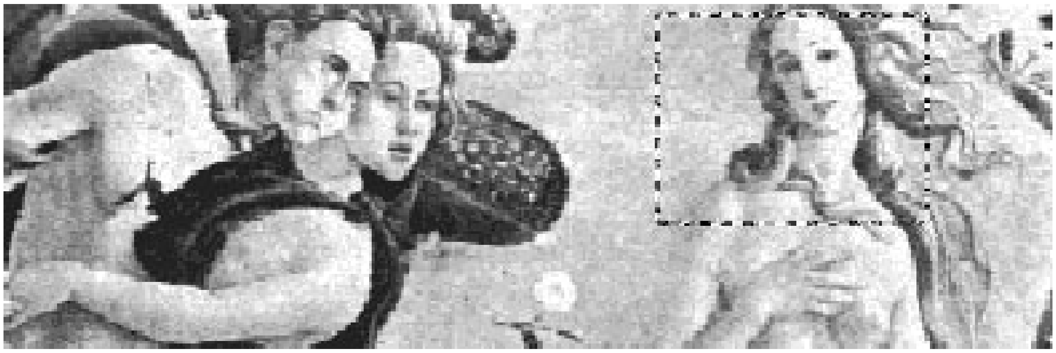


Image Viewer draws a border around the region you define.

5. **Choose Save Selection As from the File menu.**

   The Save Selection As dialog box appears.

6. **Select the file format in which you want your file written.**

   For a list of the formats, see “Image Viewer File Formats” on page 346.

7. ***Optional*. Choose a compression method from the Compression menu button.**

   The default is None (no compression); compressed files require less disk space.

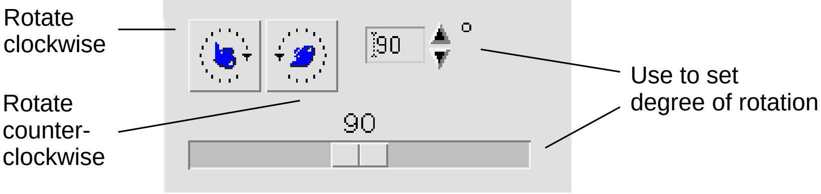
8. ***Optional*. Choose the number of colors to save for your file from the Colors menu button.**

   The choices depend on the type of monitor you have.

9. **Click OK.**

To Rotate an Image

1. **Select Palette from the Edit menu if the palette is not displayed.**



2. **Specify the number of degrees you want the image or page rotated.**

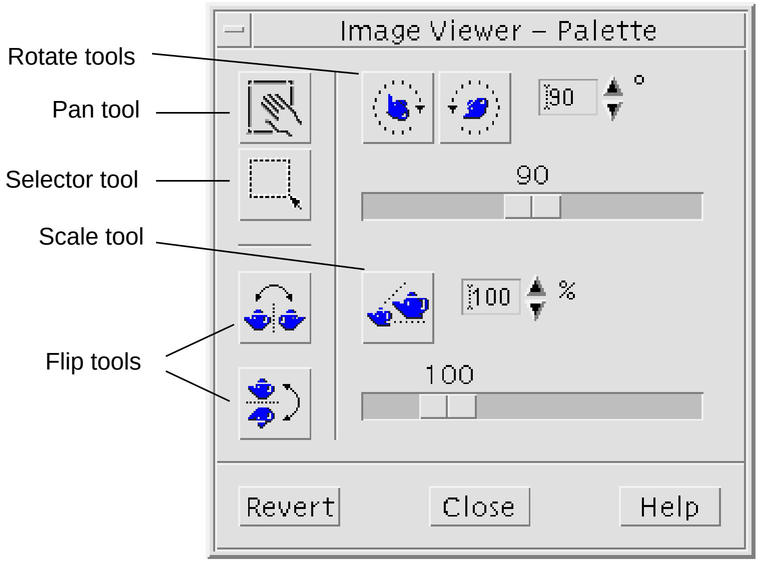


Image Viewer – Palette
Rotate tools
Pan tool
Selector tool
Scale tool
Flip tools
90
°
90
100
%
100
Revert
Close
Help

Figure 14–3 Palette dialog box

- Pan tool – Use to move the contents of the View window
- Selector tool – Use to select a region to be saved as a new image
- Rotate tools – Use to rotate the contents of the View window to the right or left
- Flip tool – Use to flip the image horizontally or vertically
- Scale tool – Use to size the image

▼ To Display the Palette Automatically

You normally display the Image Viewer Palette by choosing Palette from the Edit menu. However, you can also automatically display the palette whenever you open a document:

1. **Choose Options from the File menu.**
2. **Select Display Palette On Opening Document.**
3. **Click OK or Apply.**

▼ To Select a Region to Save as a New File

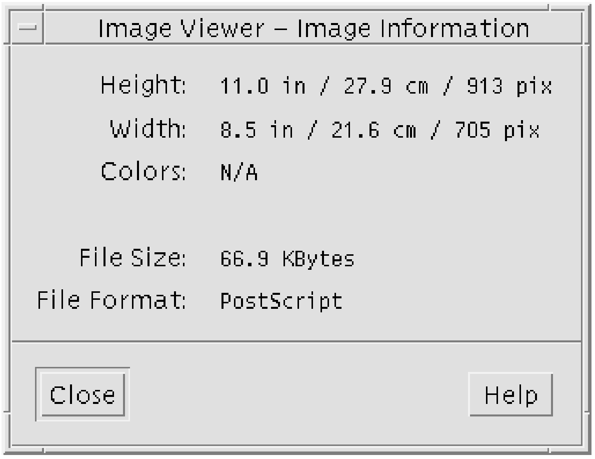
You can cut out a region of an image or page and save that region as a new file.

1. **Select Palette from the Edit menu if the palette is not displayed.**

▼ To Display Information about an Image

♦ **Choose Image Info from the View menu.**

The Image Information dialog box appears.



Height: 11.0 in / 27.9 cm / 913 pix
Width: 8.5 in / 21.6 cm / 705 pix
Colors: N/A

File Size: 66.9 KBytes
File Format: PostScript

Figure 14–2 Image Information dialog box

The dialog box displays the following information about the image:

- Height of the page in inches, centimeters, and pixels
- Width of the page in inches, centimeters, and pixels
- Number of colors used in the file
- Size of the file in Kbytes
- Format of the file

Editing Images

You can use Image Viewer to manipulate images in many ways:

- Select a region to save
- Rotate, flip, or scale the image

Using the Palette Tools

The Palette dialog box provides tools that enable you to manipulate images.

▼ To View an Image in Gray Scale or Color

To determine whether images appear in gray scale or color:

1. **Choose Options from the File menu.**
2. **Select either Gray Scale or Color for the View Image In setting.**
3. **If you chose to display images in color, set the Color option to the number of colors you want used.**

   The Color setting depends on the type of display monitor you have. For example, if only one option, such as 256, appears, that is the only option available on your monitor.
4. **Click OK to activate the settings and close the dialog box. Click Apply to activate the setting and leave the dialog box displayed.**

▼ To Move the Image within the View Window

1. **Select Palette from the Edit menu if the palette is not displayed.**
2. **Click the Pan tool in the palette.**

   See "Using the Palette Tools" on page 335 for information on the palette.
3. **Move the pointer into the View window, over the image or page.**

   The pointer changes to a hand shape.
4. **Drag the pointer in the direction you want to move the image or page.**
5. **Click the Pan tool to deselect it.**

▼ To Change an Image Orientation in the View Window

To rotate the displayed image in 90-degree increments (mimics landscape or portrait orientation):

1. **Choose Page Viewing Controls from the View menu.**
2. **Select a percentage by which you want the image rotated (90 degrees, 180 degrees, or 270 degrees).**
3. **Select whether you want the image rotated Right or Left.**
4. **Click OK to rotate the image and close the dialog box, or Apply to rotate the image and leave the dialog box displayed.**

Viewing Images

With Image Viewer, you can view, edit, print, and translate the file formats of monochrome and color images and PostScript files. See "Image Viewer File Formats" on page 346 for a list of the file formats that Image Viewer can open. See "Viewing PostScript Files" on page 340 to learn how to view PostScript files.

▼ To Open an Image File

1. **Choose Open from the File menu.**

The Open dialog box appears.

1. **To navigate among and display the contents of folders, double-click a folder in the Folders list.**
2. **Select an image file from the Files list or type its name in the Enter file name field.**
3. **Click OK to open the image file.**

   The image file is displayed in the View window.

▼ To Open an Image File Using Drag and Drop

- ♦ **If Image Viewer is already running, drop an image file icon on an open Image Viewer window.**

If Image Viewer is not running:

1. **Drag an image file icon from File Manager and drop it on the workspace.**
2. **Click mouse button 3 over the image file icon on the workspace and choose Open from the Workspace Object menu.**

   Image Viewer starts and the image file is displayed in Image Viewer's View window.

3. **To remove the icon from the Workspace when you are finished with it, click mouse button 3 on the icon and select Remove From Workspace from the pop-up menu.**

▼ To Start Image Viewer from the Workspace Programs Menu

1. **Place the mouse pointer anywhere on the background of the desktop (the workspace) and click mouse button 3.**

   The Workspace menu appears.

2. **Choose Programs, and then choose Image Viewer from the Programs submenu.**

   The Image Viewer main window appears.

▼ To Start Image Viewer from the Front Panel

♦ **If Image Viewer has been installed in the Front Panel (either directly in the Front Panel or in the Personal Applications subpanel), click the Image Viewer icon to start the application.**

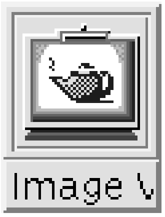


Figure 14–1 Image Viewer icon

To install Image Viewer in the Front Panel, see "To Put an Application Icon in the Front Panel" on page 137 for instructions.

▼ To Start Image Viewer from the Command Line

You can start Image Viewer and open files directly from the command line.

♦ **Type `sdtimage` to start Image Viewer.**

Or, type **`sdtimage`** *filename* to start Image Viewer and open a specific file.

▼ To Exit Image Viewer

♦ **Choose Exit from the File menu.**

CHAPTER **14**

Using Image Viewer

Use Image Viewer to view, edit, print, and translate the file formats of monochrome and color images and multiple page documents such as PostScript files. Use the Snapshot function of Image Viewer to capture snapshots of windows, user-defined regions, or the entire desktop screen.

- “Starting and Quitting Image Viewer” on page 331
- “Viewing Images” on page 333
- “Editing Images” on page 335
- “Saving Images” on page 339
- “Viewing PostScript Files” on page 340
- “Printing” on page 343
- “Image Viewer File Formats” on page 346
- “Using Snapshot” on page 348

Starting and Quitting Image Viewer

There are several ways to start Image Viewer:

- From the Workspace Programs menu
- From the Front Panel
- From the command line

Modifying the View of an Icon

You can change the view of an icon in the Icon Editor work area by changing the magnification or using a grid.

To Hide the Grid

- **Choose Visible Grid from the Options menu.**

This will hide the grid. Choose Visible Grid from the Options menu again to display the grid. The grid is displayed by default.

To Change the Magnification of an Icon

1. **Choose Magnification from the Options menu.**
2. **Choose the Magnification level you want from the submenu.**

4. **Position the outline where you want to paste the scaled copy, and then click.**

Hotspots

Bitmap images (XBM format) can be used as special mouse pointer shapes. A hotspot marks a single pixel within the image that is the true *point* of the mouse pointer.

To Add a Hotspot

You can only have one hotspot in an icon.

1. **Choose Add Hotspot from the Edit menu.**
2. **Click the pixel where you want the hotspot.**

To Delete a Hotspot

♦ **Choose Delete Hotspot from the Edit menu.**

Screen Captures

You can copy any area from any part of the screen into the Icon Editor. You can copy ("grab") a text or graphic that is displayed and load it into the Icon Editor work area.

To Capture (Grab) a Region of the Display

1. **Save your current icon, if necessary.**
2. **Choose Grab Screen Image from the Edit menu.**
3. **Drag a box around the portion of the workspace you want to capture (press mouse button 1, drag, and release).**

Note - Capturing a region of the display could cause the icon to use up some of the available colors on the desktop.

▼ To Rotate Part of the Icon

1. **Select the area of the icon you want to rotate using the Selection tool.**
2. **Choose Rotate then Left or Rotate then Right from the Edit menu.**
3. **Position the outline where you want to paste the rotated area, and then click.**

▼ To Flip (Mirror) Part of the Icon

Flipping an area creates a pixel-for-pixel mirror image of the selected area.

1. **Select the area of the icon you want to flip using the Selection tool.**
2. **Choose Flip then Vertical or Flip then Horizontal from the Edit menu.**

Resizing Icons

You can resize the entire icon or a region of the icon.

To Resize the Current Icon

1. **Choose Resize Icon from the Edit menu.**

   Icon Editor displays a dialog box that prompts for the new size.
2. **Edit the current width and height to specify the new size.**
3. **Click OK.**

Note - If you make the icon smaller, the right and bottom edges are clipped off. If you make the icon larger, the existing image remains in the upper left of the icon.

To Resize (Scale) a Region of the Icon

1. **Select the area of the icon you want to resize using the Selection tool.**
2. **Choose Scale from the Edit menu.**
3. **Drag a box that defines the size and shape that you want the scaled image to be.**

   The size of the box is shown in the upper right area. This determines how the selected portion of the image will be scaled; it does *not* determine where to place the results.

- Resize (scale) it
- Flip it (horizontally or vertically)
- Rotate it (right or left)

▼ To Select an Area of the Icon

1. **Click the Selection tool (next to the eraser).**
2. **Drag a box around the area you want to select.**

   When an area is selected, a box flashes around the selected area.

▼ To Cut a Region of the Icon

1. **Select the area of the icon you want to cut using the Selection tool.**
2. **Choose Cut from the Edit menu.**

   When you cut a portion of an icon, the exposed area becomes *transparent* (that is, filled in with the Transparent color).

   Note that after cutting a region, you can paste it back into the icon by choosing Paste from the Edit menu.

▼ To Copy a Region of the Icon

1. **Select the area of the icon you want to copy using the Selection tool.**
2. **Choose Copy from the Edit menu.**
3. **Choose Paste from the Edit menu.**
4. **Position the outline where you want to paste the copy, and then click.**

   You may repeat steps 3 and 4 as many times as you like to paste multiple copies of the region you copied.

▼ To Move a Region of the Icon

1. **Select the area of the icon you want to move using the Selection tool.**
2. **Choose Cut from the Edit menu.**
3. **Choose Paste from the Edit menu.**
4. **Position the outline where you want to paste the area, and then click.**

   You may repeat steps 3 and 4 as many times as you like to paste multiple copies of the region you cut.

Color Usage

Icons in the desktop use a palette of 22 colors:

- Eight static grays
- Eight static colors: red, blue, green, cyan, magenta, yellow, black, and white
- Five dynamic colors: Foreground, Background, TopShadow, BottomShadow, and Select
- A transparent "color" that allows the background to show through

These colors are the default colors in Icon Editor. This set of colors provides a reasonable palette with which to create icons. This limited palette was chosen to maximize the attractiveness and readability of icons without using an unnecessary number of colors.

The dynamic colors represent the colors used to display the application on which your icon will appear. If your icon appears in File Manager, File Manager determines what the background color is. Dynamic colors are useful for icons that you want to change color as different color palettes are selected in Style Manager. Dynamic colors are also useful if the icon will be used in more than one place and you want it to use the colors of the application where it appears.

TopShadow and BottomShadow can be used for drawing a shadow under your icon. You can use these colors to make the icon appear to be etched into the surface. This is only recommended for Front Panel style icons.

The transparent color is useful for creating icons that have the illusion of being nonrectangular, since it allows the color behind the icon to show through. If your icon does not fill the entire bounding box, you should fill the unused area with the transparent color.

Advanced Drawing Tasks

After you become familiar with the basic drawing facilities in Icon Editor, you may want to try some more advanced operations. Many of these operations require you to first *select* an area of the icon. This is done using the Selection tool (next to the eraser).

When an area of the icon is selected, you can:

- Cut, copy or move it

TABLE 13–3 Icon Size Recommendations *(continued)*

Usage	High	Medium	Low
Application Manager (Large)	32x32	32x32	32x32
Application Manager (Small)	16x16	16x16	16x16
Front Panel	48x48	48x48	32x32
Front Panel subpanels	32x32	32x32	16x16
Minimized windows	48x48	48x48	32x32
Workspace	32x32	32x32	32x32

▼ To Save the Icon

1. **Choose an output format from the Options menu:**
   - XBM for two-color X bitmap format
   - XPM for multicolor X pixmap format (the default)
2. **Choose Save from the File menu.**

   If the icon is unnamed or you choose Save As, Icon Editor prompts you for a file name. Type the name and then click Save.

Note - If you save an icon in XBM format that has transparent color in it, an icon mask file is also saved. The icon mask file is named *basename.size*_`m`.*format*. If you move the icon you saved to another folder, you must also move the mask file.

▼ To Save the Icon with a New Name

1. **Choose Save As from the File menu.**
2. **Type (or select) the file name under which you want to save the icon file.**
3. **Click Save.**

   If the file already exists, you will need to click OK in the warning dialog box to overwrite the existing file.

Saving Icon Files

When saving icon files, you must use the appropriate file-name suffix. There are two suffixes appended to the base name of the icon, one for size and one for format. Many icon names are in these general forms:

basename.size.format
basename.format

The *basename* is the image name used to reference the image.

size is a single letter indicating the standard size of the icon: `l` for large (48x48 pixels), `m` for medium (32x32), `s` for small (24x24), or `t` for tiny (16x16). ("Icon Size Conventions" on page 323) If your icon is not a standard size, you can omit this letter.

format is `pm` for X pixmaps (the color icon format) or `bm` for X bitmaps (the monochrome icon format).

If you save an icon in XBM format that has transparent color in it, an icon mask file is also saved. The icon mask file is named *basename.size*_`m`.*format*. If you move the icon you saved to another folder, you must also move the mask file.

For example, suppose you specify an icon named `mail` for a file type you've written. If you have a color display and have set the File Manager preferences to use tiny icons, the assumed icon name is `mail.t.pm`. If it had transparent color and you saved it in XBM format, two files would be created: `mail.t.bm` and `mail.t_m.bm`.

Icon Size Conventions

Table 13–3 lists the recommended sizes—in pixels, width x height—for creating new icons for use in CDE. Icons can be up to 256x256.

TABLE 13–3 Icon Size Recommendations

Usage	High	Medium	Low
File Manager (Large)	32x32	32x32	32x32
File Manager (Small)	16x16	16x16	16x16

TABLE 13–2 Using the Drawing Tools *(continued)*

Tool	Purpose	Action
Flood	For flooding a region of one color with the selected color.	Click any pixel within the region to be flooded. The selected pixel and all adjacent pixels of the same color are recolored with the selected color. The filled region extends in all directions, bounded only by pixels of a different color.
Open Polygon	For drawing connected straight lines.	Click the starting point; then click for each segment. Double-click to end the last segment.
Closed Polygon	For drawing connected straight lines, where the first line and last line are connected to form a closed polygon.	Click the starting point; then click for each segment. Double-click to end the last segment.
Ellipse	For drawing solid or outlined ovals.	Press and hold, drag to the desired size and shape, and release.
Selection	For selecting an area to work on. Several commands in the Edit menu require an area to be selected.	Point to the corner pixel of the region to be selected, press and hold, drag to the desired region, and release.
Fill Solids	For changing the rectangle, circle, ellipse, and closed polygon tools to draw filled-in shapes instead of outlines.	Select the check box to automatically draw filled-in shapes. Deselect the check box to return the tools to drawing outlines.

▼ To Undo a Drawing Operation

♦ **Choose Undo from the Edit menu.**

Only the single, most recent change can be undone.

Drawing Tools

The drawing tools area of Icon Editor is shown in Figure 13–2.

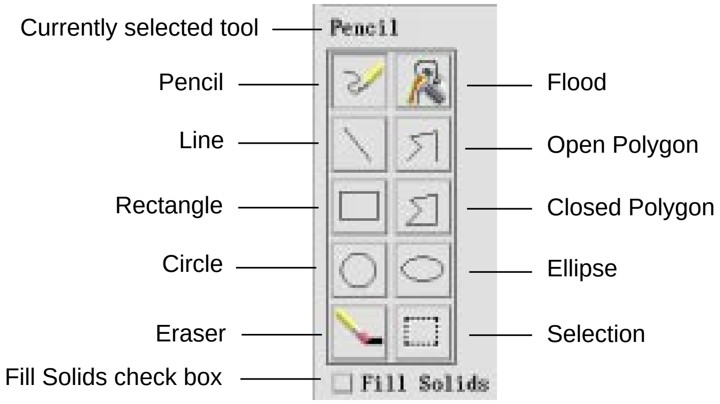

Currently selected tool
Pencil
Pencil
Flood
Line
Open Polygon
Rectangle
Closed Polygon
Circle
Ellipse
Eraser
Selection
Fill Solids check box
Fill Solids

Figure 13–2 Icon Editor drawing tools

TABLE 13–2 Using the Drawing Tools

Tool	Purpose	Action
Pencil	For drawing freehand lines and individual pixels.	Press and hold to draw freehand lines.
Line	For drawing straight lines.	Press and hold to stretch the line. Release to draw the line.
Rectangle	For drawing solid or outlined rectangles.	Press and hold to stretch the outline of the rectangle. Release to draw the rectangle.
Circle	For drawing solid or outlined circles.	Point to where you want the center of the circle, press and hold, drag to the desired size, and release.
Eraser	For erasing large areas of the image.	Press and hold; then drag over the area to erase. To erase individual pixels, select the Pencil tool and the Transparent color.

If you have unsaved changes, Icon Editor warns you that your changes will be lost by loading another icon. Click Cancel to cancel the Open command. Click OK if you don't want to save your changes.

2. **Type the name of the file you want to load in the Enter file name field, or select the icon file you want to load from the Files section of the Open File dialog box.**
3. **Click Save.**

Note - When you load a file, the Output Format (in the Options menu) is automatically set to the format of the file you load.

You can also open an existing icon by double-clicking the icon file in File Manager.

▼ To Start a New Icon

♦ **Choose New from the File menu.**

If you have unsaved changes, Icon Editor warns you that your changes will be lost by starting a new icon. Click Cancel to cancel the New command or click OK if you don't want to save your changes.

Icon Editor clears the work area and resizes it to the default size (32x32).

If you have an icon already loaded, you can choose Clear Icon from the Edit menu to start a new icon with the same size and name as the previously loaded icon.

▼ To Clear an Icon

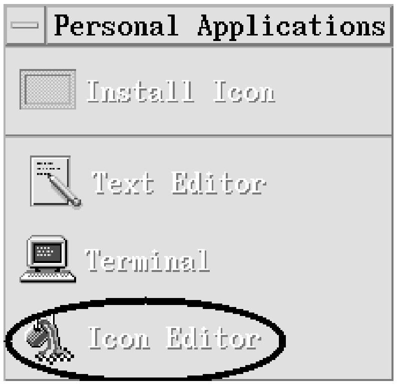
1. **Save your current icon, if necessary.**
2. **Choose Clear Icon from the Edit menu.**

   The entire icon drawing work area is cleared.

▼ To Draw an Image

1. **Select one of the drawing tools (listed in** Table 13–2**).**
2. **Select a color (static color, static gray, or a dynamic color).**
3. **Begin drawing with the tool you've selected.**

   More details on drawing with each tool are provided below.



Icon Editor starts with an empty drawing work area.

You can also start Icon Editor and have it load an icon into the work area in one of the following ways:

- In a File Manager view, locate the icon file and double-click it to open it. (The default action for pixmap and bitmap files runs Icon Editor and loads the file.)
- Drop an icon file on the Icon Editor control in the Personal Applications subpanel.
- Click the Application Manager control in the Front Panel, then open Desktop_Apps and double-click Icon Editor.
- Type the following command in a Terminal window:

```
dticon –f filename &
```

Note - If the path `/usr/dt/bin` has not been set in your `.cshrc` file, then type `/usr/dt/bin/dticon` to run Icon Editor from the command line.

Basic Drawing Tasks

This section describes how to create and edit an icon and how to use the Icon Editor drawing tools.

▼ To Open an Existing Icon

1. Choose Open from the File menu.

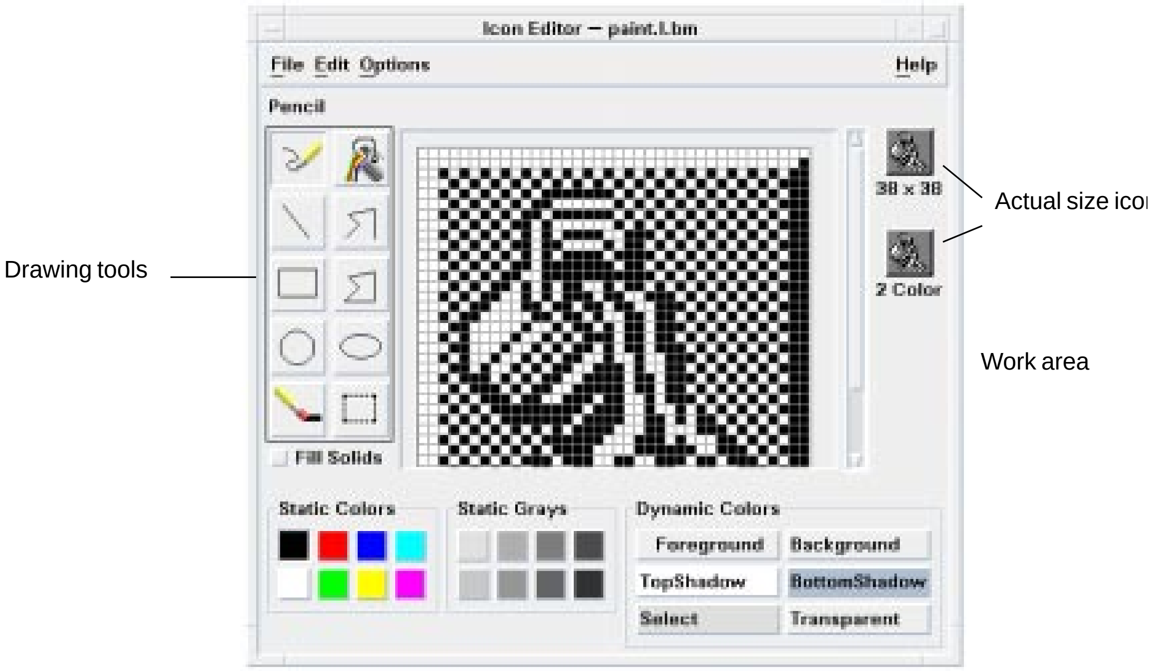

Icon Editor — paint.l.bm
File Edit Options
Help
Pencil
38 x 38
2 Color
Fill Solids
Static Colors
Static Grays
Dynamic Colors
Foreground
Background
TopShadow
BottomShadow
Select
Transparent
Drawing tools
Actual size ico
Work area

Figure 13–1 Icon Editor main window

You create images by selecting drawing tools and colors, and using them in the work area. As you draw, Icon Editor displays an actual-size copy of your icon in both formats. You need to consider the two-color version of the icon even if you are drawing an image for use on color systems, because icons may revert to two colors if there are not enough free colors available on the workspace.

For information on designing icons, read the Visual Design chapter in *Common Desktop Environment: Style Guide and Certification Checklist*.

Startup

To start Icon Editor:

♦ **Open the Personal Applications subpanel and click the Icon Editor control.**

CHAPTER **13**

Using Icon Editor

Icon Editor is a tool for creating both bitmap and pixmap image files for use as icons or backdrops.

- "Basic Drawing Tasks" on page 319
- "Saving Icon Files" on page 323
- "Color Usage" on page 325
- "Advanced Drawing Tasks" on page 325

Introducing Icon Editor

Icon Editor enables you to create and edit images in two formats, described in Table 13–1.

TABLE 13–1 Icon Formats

Format	Description	File Name
X pixmap (XPM)	Multicolor images that include static and dynamic colors	`*.pm`
X bitmap (XBM)	Two-color images limited to a foreground and background color (used for black and white icons)	`*.bm`

Changing the Default Terminal Emulator

There are several other terminal emulators you can use in addition to `dtterm`. You can start most of them from an existing terminal emulator command line; however, if you want to consistently use a terminal emulator other than `dtterm`, you should change the default assignment. See *Solaris Common Desktop Environment: Advanced User's and System Administrator's Guide* for more information.

Terminal Control Characters

Because `dtterm` only emulates a terminal, your control characters might not be what you are used to on a physical terminal. The `ttyModes` resource enables you to set control characters for your terminal emulator.

By default, Login Manager sets the control characters listed in Table 12–1.

TABLE 12–1 Terminal Control Characters

Control Name	Character	Definition
erase	Control+H	Backspace erases characters
intr	Control+C	Interrupt: Cancel the current operation and redisplay the command-line prompt.
kill	Control+U	Stop an operation or application.
start	Control+Q	Accept keyboard input: Used to continue an application that has been paused.
stop	Control+S	Do not accept keyboard input: Used to pause an application.
swtch	Control+@	Switch between layers in a shell.

For example, to interrupt an operation in progress, you press Control+C.

The syntax for the `ttyModes` resource is:

`ttyModes: Control`+*C name*

where *name* is the control, and *C* is the character. (^ is another way of expressing Control.) For example, the default value of `ttyModes` describing the preceding list is:

```
ttyModes: erase ^H intr ^C kill ^U start ^Q stop ^S swtch ^@
```

▼ To Set Terminal Control Characters

1. **Use the EditResources action to update the `ttyModes` resource.**
2. **Choose Restart Workspace Manager from the Workspace menu.**

To Set End-of-Line Wrapping

This option determines whether text wraps at the end of a line. It corresponds to the following `dtterm` command-line options and resources:

- `–aw`
- `–+aw`
- `autoWrap`

1. **If the Terminal Options dialog box is not displayed, choose Terminal from the Options menu.**
2. **Click the End-of-Line Wrapping button in the Keyboard Control section and choose the mode you want:**
   - Enabled means characters automatically wrap to the next line when the end-of-line is reached.
   - Disabled means text does not wrap.
3. **Click OK at the bottom of the Terminal Options dialog box or press Return to save your selection and exit the window.**

   To save your selection and retain the window, click Apply.

To Set Reverse End-of-Line Wrapping

This option determines the behavior of backspacing at the end of a line. It corresponds to the following `dtterm` command-line options and resources:

- `–rw`
- `–+rw`
- `reverseWrap`

1. **If the Terminal Options dialog box is not displayed, choose Terminal from the Options menu.**
2. **Click the Reverse End-of-Line Wrapping button in the Keyboard Control section and choose the mode you want:**
   - Enabled means backspace characters automatically wrap to the next higher line when the end-of-line is reached.
   - Disabled (the default) means no wrapping occurs.
3. **Click OK at the bottom of the Terminal Options dialog box or press Return to save your selection and exit the window.**

   To save your selection and retain the window, click Apply.

To Set the User Function Keys

The User Function Keys option either locks or unlocks (the default) the user function keys.

1. **If the Terminal Options dialog box is not displayed, choose Terminal from the Options menu.**
2. **Click the User Function Keys button in the Keyboard Control section and choose Locked or Unlocked (the default).**
3. **Click OK at the bottom of the Terminal Options dialog box or press Return to save your selection and exit the window.**

   To save your selection and retain the window, click Apply.

Screen Control

There are three aspects of screen control in a `dtterm` window:

- 132 column switching
- End-of-line wrapping
- Reverse end-of-line-wrapping

To Set 132-Column Switching

This option corresponds to the following `dtterm` command-line options and resources:

- -132
- +132
- c132

1. **If the Terminal Options dialog box is not displayed, choose Terminal from the Options menu.**
2. **Click the 132 Column Switching button in the Keyboard Control section and choose the mode you want:**
   - Disabled (the default) does not change the display when an application switches to 132 columns.
   - Enabled automatically enlarges the `dtterm` window to display 132 columns when the application switches to 132 columns.
3. **Click OK at the bottom of the Terminal Options dialog box or press Return to save your selection and exit the window.**

   To save your selection and retain the window, click Apply.

2. **Click the Cursor Key Mode button in the Keyboard Control section and choose the mode you want:**
   - In Normal mode (the default), the cursor keys move the cursor in the specified direction.
   - In Application mode, the cursor keys generate escape sequences that the application uses for its own purpose.
3. **Click OK at the bottom of the Terminal Options dialog box or press Return to save your selection and exit the window.**

   To save your selection and retain the window, click Apply.

To Set the Keypad Mode

The keypad mode determines the behavior of keys on the numeric keypad.

1. **If the Terminal Options dialog box is not displayed, choose Terminal from the Options menu.**
2. **Click the Keypad Mode button in the Keyboard Control section and choose the mode you want:**
   - In Numeric mode, when keys on the numeric keypad are pressed, the corresponding numeral is displayed in the `dtterm` window.
   - In Application mode, keys pressed on the numeric keypad generate escape sequences that the application uses for its own purpose.
3. **Click OK at the bottom of the Terminal Options dialog box or press Return to save your selection and exit the window.**

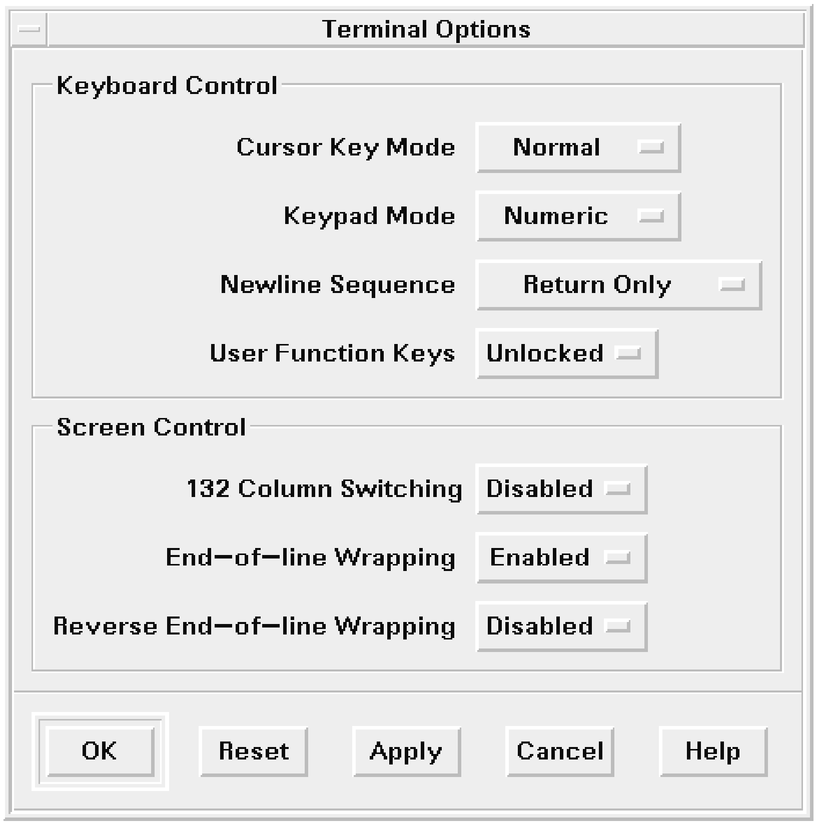
   To save your selection and retain the window, click Apply.

To Determine the Newline Sequence

The Newline Sequence option determines how carriage returns at the ends of lines are treated.

1. **If the Terminal Options dialog box is not displayed, choose Terminal from the Options menu.**
2. **Click the Newline Sequence button in the Keyboard Control section and choose the mode you want:**
   - Return Only (the default) generates only a carriage return.
   - Return/Line Feed generates both a carriage return and a line feed.
3. **Click OK at the bottom of the Terminal Options dialog box or press Return to save your selection and exit the window.**

   To save your selection and retain the window, click Apply.


Terminal Options

Keyboard Control

Cursor Key Mode: Normal

Keypad Mode: Numeric

Newline Sequence: Return Only

User Function Keys: Unlocked

Screen Control

132 Column Switching: Disabled

End–of–line Wrapping: Enabled

Reverse End–of–line Wrapping: Disabled

Changes you make through the Terminal Options dialog box are effective on existing `dtterm` windows; you don't have to start a new one.

Keyboard Control

You can control four aspects of your keyboard through the Terminal Options dialog box:

- Cursor key mode
- Keypad mode
- Newline sequence
- User function keys

To Set the Cursor Key Mode

1. If the Terminal Options dialog box is not displayed, choose Terminal from the Options menu.

2. **Click inside the Margin Distance text field in the Bell Control area and type the number of characters from the right margin of the window at which you want the margin warning to be issued.**
3. **Click OK at the bottom of the Global Options dialog box or press Return to save your selection and exit the window.**

   To save your selection and retain the window, click Apply.

   The changes you make will be visible on existing `dtterm` windows; you don't have to start a new one.

dtterm Terminal Options

There are two areas that you can control from the Terminal Options dialog box:

- Keyboard control
- Screen control

♦ **To display the Terminal Options dialog box, choose Terminal from the Options menu.**

- Margin distance

To Set the Bell Type

1. **If the Global Options dialog box is not displayed, choose Global from the Options menu.**
2. **Click the Bell Type button in the Bell Control section and choose the type of bell you want:**
   - Audible (the default) causes the bell to make a sound.
   - Visible causes the bell to blink the background color.
3. **Click OK at the bottom of the Global Options dialog box or press Return to save your selection and exit the window.**

   To save your selection and retain the window, click Apply.

To Set the Margin Warning

The Margin Warning option is used in conjunction with the Margin Distance option to warn the user either visually or aurally that the cursor is within a specified distance from the right margin. To set the margin warning:

1. **If the Global Options dialog box is not displayed, choose Global from the Options menu.**
2. **Click the Margin Warning button in the Bell Control section.**
3. **Choose Enabled or Disabled.**
4. **Click OK at the bottom of the Global Options dialog box or press Return to save your selection and exit the window.**

   To save your selection and retain the window, click Apply.

   Note that the Margin Distance option (see “To Set the Margin Distance” on page 308) is inactive when Margin Warning is disabled.

To Set the Margin Distance

The Margin Distance option is only active when the Margin Warning option is set to Enabled. You set the distance from the right margin of the `dtterm` window at which you want the bell to ring (or appear, if Bell Type is set to Visible). The default value is 10 characters.

To change the distance:

1. **If the Global Options dialog box is not displayed, choose Global from the Options menu.**

To save your selection and retain the window, click Apply.

The changes you make will be visible on existing `dtterm` windows; you don't have to start a new one.

To Switch Foreground and Background Colors (Color Control)

1. **If the Global Options dialog box is not displayed, choose Global from the Options menu.**
2. **Click the Window Background button in the Color Control section and choose the color display you want:**
    - Normal displays the foreground and background colors normally.
    - Inverse switches the foreground and background colors.
3. **Click OK at the bottom of the Global Options dialog box or press Return to save your selection and exit the window.**

    To save your selection and retain the window, click Apply.

To Determine Scroll Behavior

Smooth scrolling displays each line sent to the Terminal window immediately, rather than storing it in a buffer. This results in scrolling that is more pleasing to the eye, but is slower. The default is smooth scrolling disabled. To enable smooth scrolling:

1. **If the Global Options dialog box is not displayed, choose Global from the Options menu.**
2. **Click the Smooth Scrolling button and choose the type of scrolling you want:**
    - Disabled (the default) disables smooth scrolling.
    - Enabled starts smooth scrolling.
3. **Click OK at the bottom of the Global Options dialog box or press Return to save your selection and exit the window.**

    To save your selection and retain the window, click Apply.

Bell Control

There are three types of Bell Control options in `dtterm`:

- Bell type
- Margin warning

To Determine Cursor Style

1. **If the Global Options dialog box is not displayed, choose Global from the Options menu.**
2. **Click the Cursor Style button and choose the cursor style option you want:**

- Box (the default)
- Underline
- None (the cursor is invisible)

1. **Click OK at the bottom of the Global Options dialog box or press Return to save your selection and exit the window.**

   To save your selection and retain the window, click Apply.

   The changes you make will be visible on existing `dtterm` windows; you don't have to start a new one.

To Determine Cursor Blinking

The `dtterm` cursor blinks by default. You can turn off the blinking or change the blink rate (see "To Set the Cursor Blink Rate" on page 306).

1. **If the Global Options dialog box is not displayed, choose Global from the Options menu.**
2. **Click the Blinking Cursor button in the Cursor Control section and choose to either have the cursor blink (Enabled) or not blink (Disabled).**
3. **Click OK at the bottom of the Global Options dialog box or press Return to save your selection and exit the window.**

   To save your selection and retain the window, click Apply.

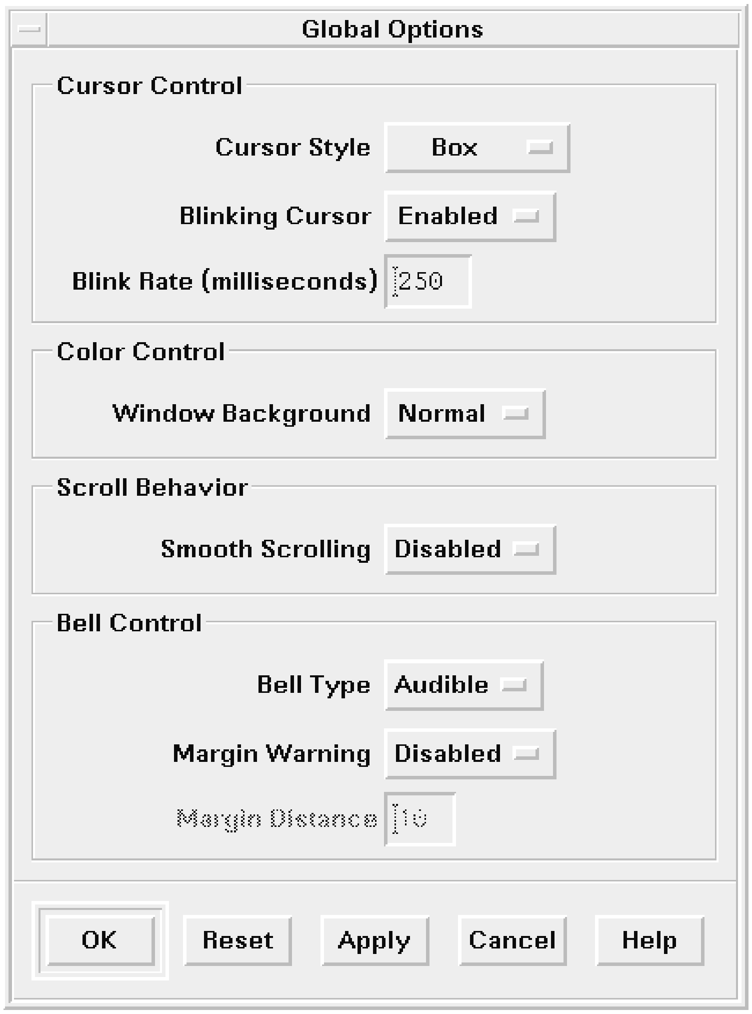
   Note that when this option is set to Disabled, the Blink Rate option and text field are both inactive.

To Set the Cursor Blink Rate

The blink rate determines how often the `dtterm` window's cursor blinks. The default blink rate is 250 milliseconds. To change the cursor blink rate:

1. **If the Global Options dialog box is not displayed, choose Global from the Options menu.**
2. **In the Blink Rate text field, type the value in milliseconds that you want.**
3. **Click OK at the bottom of the Global Options dialog box or press Return to save your selection and exit the window.**

- **To display the Global Options dialog box, choose Global from the Options menu.**



Global Options

Cursor Control

Cursor Style: Box

Blinking Cursor: Enabled

Blink Rate (milliseconds): 250

Color Control

Window Background: Normal

Scroll Behavior

Smooth Scrolling: Disabled

Bell Control

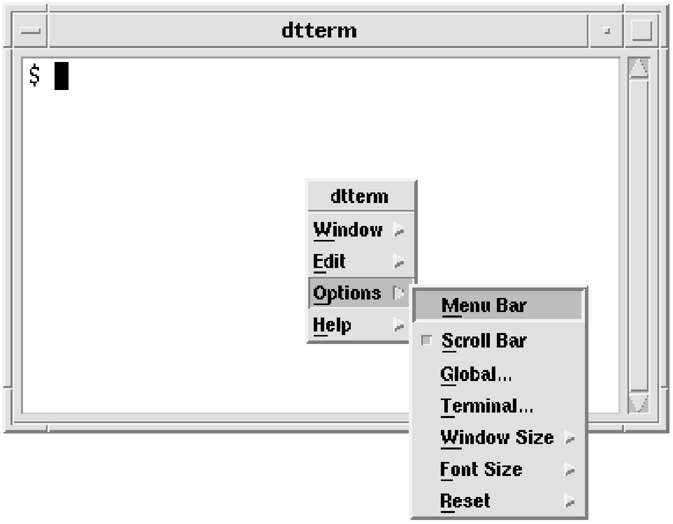
Bell Type: Audible

Margin Warning: Disabled

Margin Distance: 10

Cursor Control

You can control three aspects of the `dtterm` cursor: the cursor style, whether the cursor blinks, and the blink rate.


dtterm
$
dtterm
Window
Edit
Options
Help
Menu Bar
Scroll Bar
Global...
Terminal...
Window Size
Font Size
Reset

2. **Choose Menu Bar from the Options menu.**

   The menu bar appears at the top of the `dtterm` window.

Displaying the Scroll Bar

By default, `dtterm` appears without a scroll bar.

To Display the Scroll Bar

♦ **Choose Scroll Bar from the Options menu.**

The scroll bar appears in the `dtterm` window.

To remove the scroll bar from the window, choose Scroll Bar from the Options menu again.

dtterm Global Options

There are four areas that you can control from the Global Options dialog box:

- Cursor control
- Color control
- Scroll behavior
- Bell control

Customizing dtterm

There are several ways in which you can customize `dtterm`:

- Run it with special options, such as the menu bar and scroll bar
- Run the terminal emulator on another system
- Change global options such as cursor style and background color
- Change terminal options such as keyboard and screen control

Displaying the Menu Bar

By default, `dtterm` appears with a menu bar. You can remove it if you wish.

To Remove the Menu Bar

♦ **Choose Menu Bar from the Options menu.**

The menu bar disappears from the `dtterm` window.

To Restore the Menu Bar

1. **Click mouse button 3 anywhere within the `dtterm` window.**

   A pop-up menu appears containing items identical to those of the menu bar.

You can find these values by typing `env`, and examining the DISPLAY line. The terminal emulator is running on your system, but the window shows on another system.

For example, the following command starts a `dtterm` window on the host computer named `hpcvxdm`:

```
dtterm -display hpcvxdm:0 &
```

Using rlogin

You can use `rlogin` in an existing Terminal window to log in to a remote host. Once the window is acting as a terminal to the remote host, you can run applications there, redirecting the display back to your system if you desire.

For example, the following command logs onto a system named `there`, runs the client `xload`, and redirects the display back to your original system. Assume your system is named `here`.

```
rlogin there
xload -display here:0
```

Using remsh

The `remsh` command starts a shell on a remote host, performs some client activity (often starting a terminal emulator on that host), and redirects the display back to your original system if desired.

It has the syntax:

```
remsh remote -n client -display system:display[.screen]
```

where:

remote—the remote host name

client—the program you want to run on the remote host

system:*display*[.*screen*]—the host and display on which the results are to be displayed

The `remsh` command is often used when customizing a menu to access other hosts.

For example, the following command runs `xload` on the remote host named `there`, and directs output back to your system, `here`.

```
remsh there -n /usr/bin/X11/xload -display here:0.0 &
```

2. **Release mouse button 1 after all the text you want is highlighted.**

   The highlighted text is copied to an internal clipboard. The text is not removed from your original source.

3. **Click mouse button 2 where you want to insert the text.**

   A copy of the contents of the clipboard is pasted at the location you indicated. You can make additional copies by repeating the above steps.

▼ To Resize the Window Contents

When you change the size of a Terminal window, applications running in the window may not know about the resizing. Use this procedure to resize the application's output.

♦ **To resize the window contents, type the following at the command-line prompt:**

```
eval ‘resize‘
```

Note that resize is enclosed within a set of single close quotation marks rather than double quotation marks.

Running dtterm on Another System

You can run `dtterm` on another system through various commands:

- The –`display` option
- The `rlogin` command
- The `remsh` command

Using the -display Option

`-display` *host:display[.screen]*

where

host—the name of a valid system on the network.

display—the number of the display on the host.

screen—Optional. The screen within the display. The default is 0.

If you started the Terminal window from a command line, you can stop it by pressing Control+C in the window from which you started it.

Using a Terminal Window

The Terminal window provides a means to start other applications, enter UNIX commands, and copy and paste text between and within windows.

▼ To Start Applications in a Terminal Window

♦ **Type the command to start the application at the command-line prompt.**

The general syntax for starting an application is:

application [*options*] &

application—the application name

options—a list of optional information to be passed to the application

&—indicates that the application runs in the background; that is, you can continue to use the Terminal window while the application is also running

Refer to the man page or other documentation for each application to find the command and options to use for that application.

For example, to start a digital clock from the command line, type:

```
xclock -digital &
```

▼ To Enter a Command

♦ **Type the command and press Return.**

For example, to obtain a list of the files in the current directory, type:

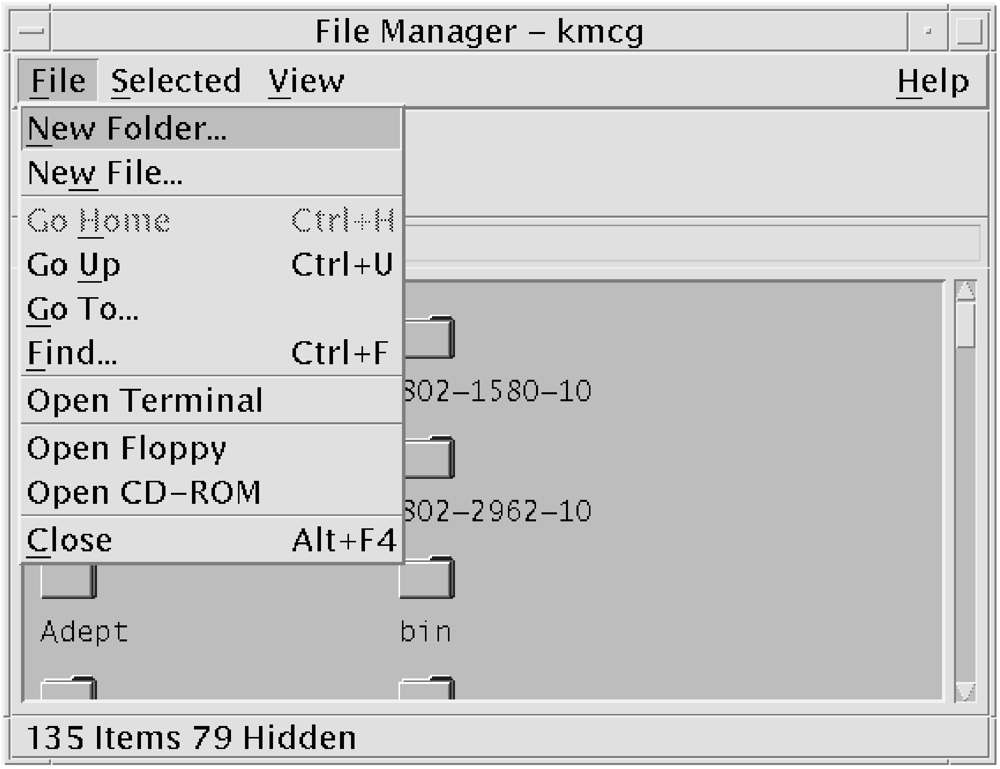
```
ls
```

To obtain a list of the files in the current directory and print it on the default printer, type:

```
ls | lp
```

▼ To Copy and Paste Text

1. **Use mouse button 1 and drag over the text you want to move.**
   The text appears highlighted.


File Manager – kmcg
File
Selected
View
Help
New Folder...
New File...
Go Home Ctrl+H
Go Up Ctrl+U
Go To...
Find... Ctrl+F
Open Terminal
Open Floppy
Open CD-ROM
Close Alt+F4
802-1580-10
802-2962-10
Adept
bin
135 Items 79 Hidden

To Start a Terminal Window from the Window Menu

- ♦ **Choose New from the Window menu of an existing Terminal window.**

An exact replica of the Terminal window appears.

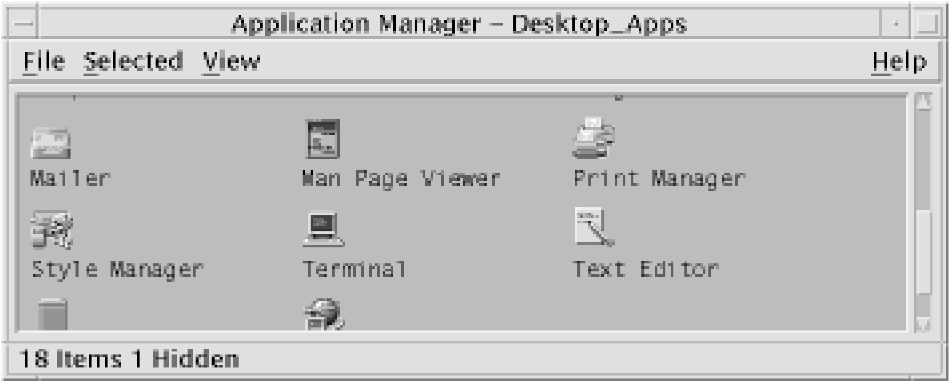
▼ To Close a Terminal Window

- ♦ **Type** `exit` **at the command line and press Return.**

Or, choose Exit from the Terminal Window menu.

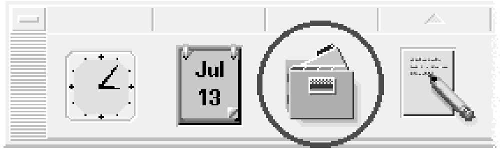
Or, choose Close from the Window menu (displayed through the button at the upper left of the window frame).

Note - Typing `exit` at the command line is the preferred method of closing a Terminal window. The other two methods don't terminate any background processes you may have started, which can sometimes cause problems.


Application Manager – Desktop_Apps
File Selected View
Help
Mailer
Man Page Viewer
Print Manager
Style Manager
Terminal
Text Editor
18 Items 1 Hidden

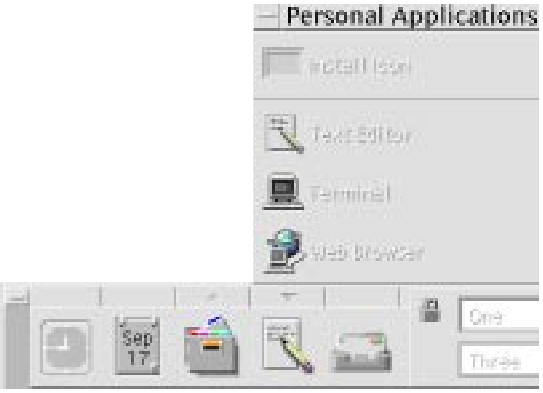
To Start a Terminal Window from File Manager

1. **Click the File Manager control on the Front Panel.**



The File Manager window appears.

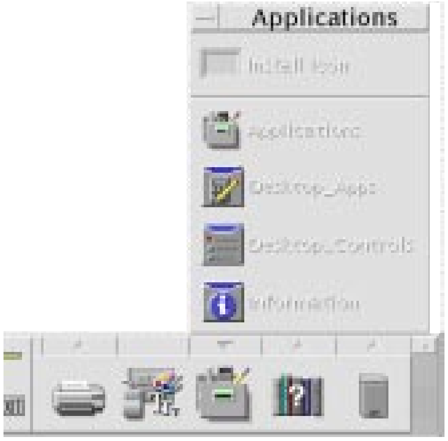
2. **Choose Open Terminal from the File Manager File menu.**


Personal Applications
Install Icon
Text Editor
Terminal
Web Browser
Sep
17
One
Three

The default Terminal window appears.

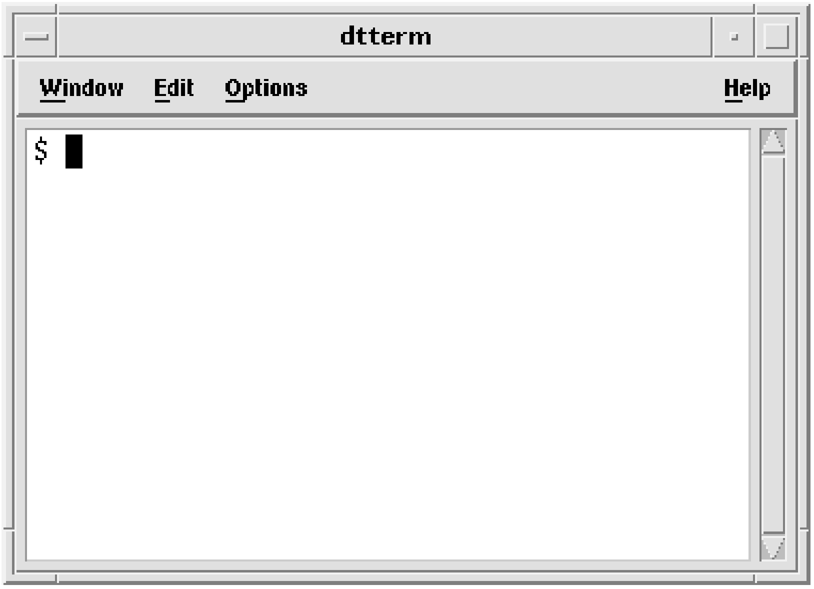
To Start a Terminal Window from Application Manager

1. **Click the Desktop_Apps control on the Front Panel.**


Applications
Install Icon
Applications
Desktop_Apps
Desktop_Controls
Information

2. **Double-click the Terminal icon (you may have to scroll down to see it).**

characters will appear in the window when you type something on the keyboard.



```
$ █
```

Starting a Terminal Window

There are several ways you can start a Terminal window:

- From the Front Panel
- From Application Manager
- From File Manager
- From the Window menu
- From an existing Terminal window

To Start a Terminal Window from the Front Panel

1. **Click the arrow above the Text Editor control (or the control that appears as the second one to the left of the workspace switches) in the Front Panel**
2. **Click the Terminal control in the Personal Applications subpanel.**

CHAPTER **12**

Using Terminal

A terminal emulator displays a window that enables you to enter operating system commands, use UNIX commands, and copy and paste text.

- “Default Desktop Terminal Emulator” on page 295
- “Using a Terminal Window” on page 300
- “Running dtterm on Another System” on page 301
- “Customizing dtterm” on page 303
- “dtterm Global Options” on page 304
- “dtterm Terminal Options ” on page 309
- “Terminal Control Characters” on page 314
- “Changing the Default Terminal Emulator” on page 315

Note - Illustrations shown in this chapter were taken from the default CDE screens. Your screens may be different from the illustrations if you or your system administrator have customized them.

Default Desktop Terminal Emulator

The default terminal emulator on the desktop is `dtterm`. The `dtterm` terminal emulator emulates that portion of the VT220 terminal that is consistent with ANSI and ISO standards.

The `dtterm` command-line prompt is a special character that is displayed in the left margin of your terminal emulator. It can be a ‘‘%’’, ‘‘<‘’, ‘‘$’’, or another special character. A small box or bar, called a *cursor*, shows where

Runtime Dependencies

If `dtcm` cannot locate the appropriate `SUNWfns` package at runtime, it will simply not use FNS. Calendar can always run on a system without the `SUNWfns` package.

Calendar Naming

When the `useFNS` feature is on, you can use both the old and new ways of naming calendars. When you choose Show Other Calendar from the Browse menu, you can enter simply `rosanna` to browse user `rosanna`'s calendar. Or you could enter `rosanna@alto` to name the calendar directly. The new names can be entered wherever a calendar name is expected (Show Other Calendar, Initial Calendar View in Display Settings Options, Browse list editor, Browse short list, and so on).

For location-independent naming to work, there must be a name space that holds registered information about where the calendars are.

Calendar Registration

When you run Calendar with `useFNS` set on, Calendar will automatically attempt to register your calendar into the name space. Once it has been registered, someone can use just your username to browse your calendar. If you subsequently move your calendar, change the User Calendar Location in theDisplay Settings dialog box and the registered calendar address in the name space will automatically be updated the next time you restart Calendar. You can also update the information in the name space outside Calendar using the FNS command, `fnbind`.

In an NIS environment, auto-registration is not supported because NIS does not support dynamic updates of arbitrary data. In addition, `fnbind` only succeeds when run by `root` on the NIS master.

Naming Service Dependencies

In Solaris 2.5, FNS works with NIS+ only.

Build Dependencies

For CDE developers that build `dtcm`, you need to have the appropriate FNS package installed on the build machine. For a Solaris 2.5 or earlier target, you need to have the Solaris 2.5 `SUNWfns` package. These packages can be picked up from the OSNet gates (`/ws/on297-gate/packages`, for example) or from the packages directory of a specific Solaris release.

dtcm_delete

Use `dtcm_delete` from the command line to delete appointments from your calendar. For example:

```
system% dtcm_delete -d 11/1/94

Appointments for Tuesday November 1, 1994:

 1) 10:00am-11:00am one-on-one

 2) 11:30am-12:30pm workout

 3) 12:30:pm-1:00pm eat lunch

Item to delete (number)? 3

Appointments for Tuesday November 1, 1994:

 1) 10:00am-11:00am one-on-one

 2) 11:30am-12:30pm workout
```

When you don't want to delete any more items, press Return.

Using Federated Naming with Calendar

If your site uses Federated Naming Service (FNS), calendar naming can be *location independent*: you can name a calendar without including its host machine. For example, to name the calendar of user `jsmith` without FNS, you need to enter `jsmith`@*hostmachine*; with FNS you can enter `jsmith` alone.

The default behavior of Calendar is unchanged; you can name calendars using the form *username@hostname*. To use the new way of naming calendars, you need to set the resource `useFNS`. You can turn this resource on either manually by editing your `.desksetdefaults` file or through the Display Settings dialog box. (Choose Options from the File menu and Display Settings from the Category options menu in the Options dialog box. Click the Calendar Names: Use Federated Naming checkbox and then click OK.)

```
Appointments for Monday October 31, 1994:

  1) Halloween

  2) 2:30pm-3:30pm Staff meeting

  3) 6:00pm Trick-or-treating

  4) 7:15pm-10:00pm Choir practice
```

2. **To choose the calendar, date, or range of time for which to look up appointments, use the following syntax:**

`dtcm_lookup [-c` *calendar*`] [-d` *date*`] [-v` *view*`]`

For example:

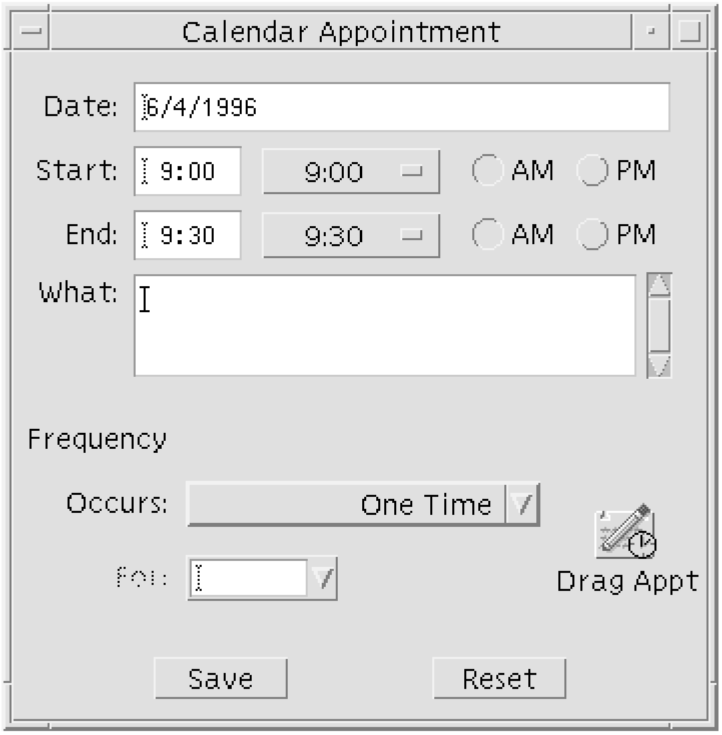
```
system% dtcm_lookup -c hamilton@artist -d 10/28/94 -v day

Appointments for Friday October 28, 1994:

  1) 9:00am-10:00am Project meeting

  2) 1:30pm-2:00pm Testing
```

dtcm_insert

Use `dtcm_insert` from the command line to insert appointments on your calendar. For example:

```
system% dtcm_insert -d 11/1/94 -s 11:30am -e 12:30pm -w workout

Appointments for Tuesday November 1, 1994:

 1) 10:00am-11:00am one-on-one

 2) 11:30am-12:30pm workout

 3) 12:30pm-1:00pm eat lunch
```

Calendar automatically prints the appointments scheduled so you can see that the new appointment was inserted.



Date: 6/4/1996

Start: 9:00 9:00 ○ AM ○ PM

End: 9:30 9:30 ○ AM ○ PM

Occurs: One Time

2. **Type a date in the Date field.**

   Remember to use the date format set in the Date Format dialog box.

3. **Choose the Start and End times for the appointment.**
4. **Type a description of the appointment in the What field.**
5. **Choose a frequency for the appointment from the Occurs menu.**
6. **Click Save to write the appointment contents to the file you specified on the command line.**

dtcm_lookup

Use `dtcm_lookup` to view appointments on your calendar.

1. **Type** `dtcm_lookup` **at the command line to view appointments for the default view.**

   For example, if Day view is the default, to view appointments for the current day:

```
system% dtcm_lookup
```

- Use the `–d` option to specify the directory in which to save the original calendar file which is saved in a filed called `calorig.calendar`.

  If this option is not specified, the backup file is placed in the `/var/spool/calendar` directory.

  See the `sdtcm_convert(1)` man page for more details and examples of usage.

Examples

To convert the calendar `user1` to version 4 data format and also prune the calendar:

```
% sdtcm_convert -v 4 -s 1/1/94 user1
```

To check data integrity of the calendar `user1`:

```
% sdtcm_convert user1
```

If no option is specified, `sdtcm_convert` will check the calendar file for data integrity.

dtcm_editor

Use the standalone Appointment Editor to create a Calendar-formatted appointment and save it in a file.

1. **Type** `dtcm_editor` ***filename*** **at the command line.**

   The standalone Appointment Editor is displayed.

Note - `sdtcm_convert` is automatically invoked when performing an OS upgrade to 2.6.

`sdtcm_convert` must be run by superuser or the owner of the calendar. Superuser can run `sdtcm_convert` on any calendar; a regular user can only run `sdtcm_convert` on his or her own calendar. Note that `sdtcm_convert` can be used only on calendars located on the local host.

The version 3 data format is fixed and limited. In order to take advantage of the new features supported by the calendar API, version 3 calendars should be converted to the version 4 data format.

Note - OpenWindows Calendar Manager does not support the version 4 data format. If you need to switch back to OpenWindows Calendar Manager and you have a version 4 calendar, you should convert your calendar to the version 3 data format before switching the server. Be aware, however, that data not supported in the version 3 data format (for example, all calendar attributes except the access list, entry attributes such as date of creation or date of last update, and so on) will be lost.

Options for `sdtcm_convert` are listed and described below.

- Use the `-v` option to specify the data version of output.

  Valid values are 3 (OpenWindows calendar data format) and 4 (the extensible data format). If this option is not specified, the output data version is the same as that of the specified calendar and no data conversion is done.

Note - The data version of a calendar is displayed in the About Calendar dialog box of Calendar, accessible from the Help menu.

- Use the `–s` option to specify the date to prune the calendar.

  Appointments starting before the specified date are pruned. One-time appointments with a start date on or after the specified date are included. Repeating appointments are truncated such that the first appointment in the sequence will happen on or after the specified date and those sequences that end before the specified date are removed. If this option is not specified, no appointments are pruned.

- Use the `–c` option to specify the value for the character set attribute.

  The value should be a valid Sun-specific locale name (`C` or `de,` for example). The CDE platform-independent equivalent of the locale name is stored in the calendar. If this option is not specified, the CDE platform-independent name of the current locale associated with the process is used. This option is used when converting version 3 data to version 4 data and is ignored otherwise.

```
test
```

```
sportv4
```

To add a calendar with your login name to the host you are logged in to:

```
% sdtcm_admin -a
```

By default the `–a` option will create the calendar *<login>@<localhost>*. Other calendars can be created on the host by using the `–c` option.

To create the calendar `buildschedule` on the local host, `aha`:

```
% sdtcm_admin -a -c buildschedule@aha
```

To create the calendar `sleepy` on the remote host `totoro`:

```
% sdtcm_admin -a -c sleepy@totoro
```

To remove the calendar with your login name from the host you are logged in to:

```
% sdtcm_admin -d
```

By default the `-d` option will remove the calendar *<login>@<localhost>*. For example, if `kasso` is logged into `aha` and runs `sdtcm_admin -d` with no other options, the following response will be displayed:

```
Delete the calendar kasso@aha [y/n]?
```

Respond `y` or `n`.

To remove the calendar `old` on the host `aha`:

```
% sdtcm_admin -d -c old@aha
```

You can only remove calendars for which you have Owner privileges. If you attempt to remove a calendar that you do not own, you will see an error message:

```
Delete the calendar old@aha [y/n]? y

sdtcm_admin: Could not delete calendar because: Permission denied.
```

sdtcm_convert

Use`sdtcm_convert` to convert Calendar data format, prune a calendar, or check data integrity. Use it to convert version 3 (OpenWindows) calendar data format to version 4 (the extensible calendar data format), and vice versa.

system or remotely on a host on the network. Use `sdtcm_admin` to list calendars that exist on a host, or to grant and revoke access to users to a specific calendar. Options to `sdtcm_admin` include:

`–l`	Lists calendars on your system in a single column
`–h`	Lists calendars on other hosts
`–a`	Adds a new calendar to a system (by default, *login@localhost*)
`–c`	Add a named calendar to a system
`–d`	Delete a calendar from a system (by default, removes)

See the `sdtcm_admin(1)` man page for more details and examples of the other options.

Examples

To list calendars on your system:

```
% sdtcm_admin -l

kasso

vacation

test

foobar

sleepy
```

To list calendars on another host:

```
% sdtcm_admin -l -h totoro

ytso

root
```

To save your changes and leave the dialog box displayed, click Apply.

To erase your changes and leave the dialog box displayed, click Reset.

To erase your changes and close the dialog box, click Cancel.

▼ To Change the Default Time Zone

You can set Calendar to view your or another calendar's appointments in a time zone other than your local one.

1. **Choose Time Zone from the View menu.**
2. **Choose the Custom Time setting.**
3. **In the Hours field, edit the number of hours before or after Greenwich Mean Time that you want your calendar set to.**

   For example, to synchronize your calendar for Pacific Standard Time, choose GMT+8 hours. For Finland, choose GMT-2 hours. For Japan, choose GMT-9 hours. You may have to adjust by one hour for daylight, or summer, time.
4. **To revert to your own time zone, click the My Time setting in the Time Zone dialog box.**
5. **Click OK to apply changes and close the dialog box.**

Other Calendar Tools

Calendar includes several command-line interface tools:

- `sdtcm_admin` - Use to create and administer calendars
- `sdtcm_convert` - Use to convert data format or prune a calendar
- `dtcm_editor` - Use to edit appointments
- `dtcm_lookup` - Use to view calendar appointments
- `dtcm_insert` - Use to insert calendar appointments
- `dtcm_delete` - Use to delete calendar appointments

sdtcm_admin

Use `sdtcm_admin` from the command line to create and administer calendars. This tool can be used to add or remove a calendar on a local

▼ To Change the Printer Settings for Future Print Jobs

To print a Calendar view or appointment or To Do list using the default printer settings, see “To Print Current Day, Week, Month, or Year Views” on page 270. To change the printer settings for future print jobs:

1. **Choose Options from the File menu.**

   The Options dialog box is displayed.

2. **Choose Printer Settings from the Category menu.**

   The Printer Settings dialog box is displayed.

3. **Select Printer or File.**
4. **Type the name of your default printer.**
5. **Edit the Options field to specify print command-line options, if any.**

   For example, to save paper, you may want to specify `-o nobanner` to suppress header pages.

6. **Edit the page dimensions or position, if necessary.**
7. **Edit the number of units, if desired.**

   For example, if you are printing Week view and you set Units to 2, you will print the current week and the next week.

8. **Edit the number of copies if you want more than one.**
9. **Choose the desired privacy option for the information you want printed.**

   See Step 7 of “To Change Appointment Editor Defaults” on page 277 for privacy options.

10. **To save your changes and close the dialog box, click OK.**

    To save your changes and leave the dialog box displayed, click Apply.

    To erase your changes and leave the dialog box displayed, click Reset.

    To erase your changes and close the dialog box, click Cancel.

▼ To Change the Date Format

1. **Choose Options from the File menu.**
2. **Choose Date Format from the Category menu.**

   The default date format in Calendar is MM/DD/YYYY.

3. **Choose the desired date order option.**
4. **Choose the desired date separator.**
5. **To save your changes and close the dialog box, click OK.**

Public	Enables another user to display the time and text of your appointments marked Others See Time and Text
Semiprivate	Enables another user to display the time and text of your appointments marked Others See Time Only
Private	Enables another user to display the time and text of your appointments marked Others See Nothing

9. **Click Add to add *username* or `world` to the Access list with the permissions and access rights you've chosen.**

Note - Individual user access overrides world access; if everyone (world) has browse access only, and user X has browse and insert access, user X can browse and insert entries in the current calendar.

---

10. **To grant the selected access and permissions and close the dialog box, click OK.**

    To grant the selected access and permissions and leave the dialog box displayed, click Apply..

    To erase your changes and leave the dialog box displayed, click Reset.

    To erase your changes and close the dialog box, click Cancel.

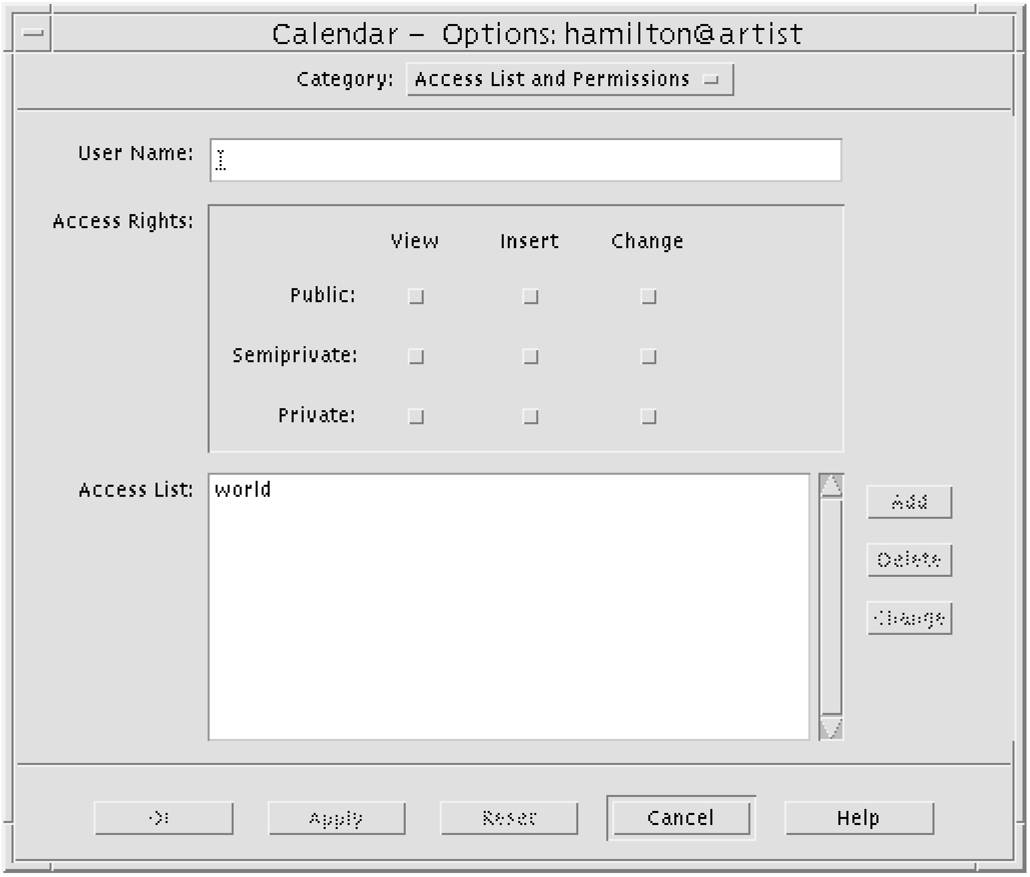
To Deny Access to Your Calendar

1. **Choose Options from the File menu.**
2. **Choose Access List and Permissions from the Category menu.**
3. **Select the user to whom you want to deny access in the Access list.**
4. **Click Remove Name (Calendar data version 3,** Figure 11–1**) or Delete (Calendar data version 4,** Figure 11–2**) to remove the user from the Access list.**
5. **To remove access for the specified user and close the dialog box, click OK.**

    To remove access for the specified users and leave the dialog box displayed, click Apply.

    To erase your changes and leave the dialog box displayed, click Reset.

    To erase your changes and close the dialog box, click Cancel.


Calendar – Options: hamilton@artist
User Name:
Access Rights:
View
Insert
Change
Public:
Semiprivate:
Private:
Add
Delete
Change
OK
Apply
Reset
Cancel
Help

Category: Access List and Permissions

Access List: world

Figure 11–2 Access List and Permissions dialog box – Version 2

7. **In the User Name field, type *username@hostname* for the user to whom you want to grant access. To grant access to everyone, type `world` in the User Name field.**

   The default permission is for view access to public appointments only.

8. **Select View, Insert, or Change permissions and Public, Semiprivate, or Private access rights.**

   Permissions control whether others can perform specific operations on your calendar. You can choose more than one permission.

   Access rights control the specific types of appointments others can perform operations on.‘

5. **Click Add Name to add *username* or `world` to the Access list with the permissions you've chosen.**

Note - Individual user access overrides world access; if everyone (world) has browse access only and user X has browse and insert access, user X can browse and insert entries in the current calendar.

---

6. **To grant the selected access and close the dialog box, click OK.**

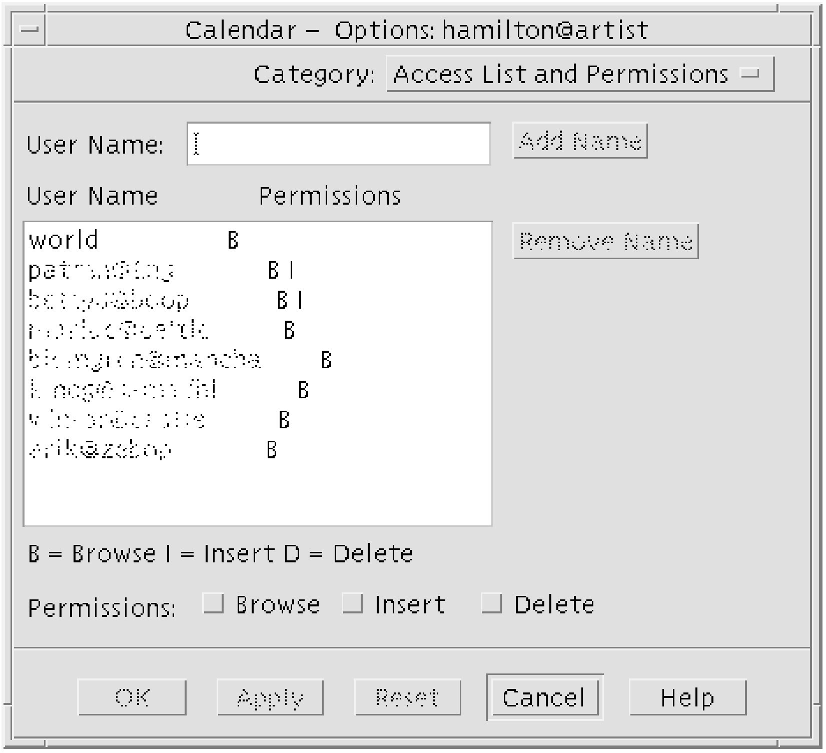
   To grant the selected access and leave the dialog box displayed, click Apply.

   To erase your changes and leave the dialog box displayed, click Reset.

   To erase your changes and close the dialog box, click Cancel.

Note - If your Access List and Permissions dialog box resembles Figure 11–2 below, follow the instructions after the figure.

Note - Depending on the version of your calendar, your Access List and Permissions dialog box may look different than the one pictured in Figure 11–1. If so, go to Figure 11–2 and follow the instructions after that figure.



Calendar – Options: hamilton@artist
Category: Access List and Permissions
User Name:
Add Name
Remove Name
OK
Apply
Reset
Cancel
Help

User Name	Permissions
world	B
[illegible]	B I
[illegible]	B I
[illegible]	B
[illegible]	B
[illegible]	B
[illegible]	B
erik@zebop	B

B = Browse I = Insert D = Delete

Permissions: ☐ Browse ☐ Insert ☐ Delete

Figure 11–1 Access List and Permissions dialog box – Version 1

3. **In the User Name field, type *username@hostname* for the user to whom you want to grant access. To grant access to everyone, type `world` in the User Name field.**

   The default permission is for browse access only.

4. **Select Browse, Insert, and/or Delete permissions.**

Browse	The default – enables others to see information in your calendar
Insert	Others can add appointments or To Do items to your calendar
Delete	Others can delete appointments or To Do items from your calendar

To Set the Time Boundaries on Day and Week Views

Time boundaries are the earliest and latest hours you want displayed in your calendar.

1. **Choose Options from the File menu.**
2. **Choose Display Settings from the Category menu.**
3. **Move the Begin and End sliders to adjust the earliest and latest hours you want displayed on your calendar.**
4. **Select 12 Hour or 24 Hour time display.**
5. **Click Apply.**
6. **Click Cancel to close the Options dialog box.**

To Set the Default Calendar View

Calendar displays the default Calendar view each time you start it. The initial default view is by month. You may want to set the default to the view you use most often, such as Week view.

1. **Choose Options from the File menu.**
2. **Choose Display Settings from the Category menu.**
3. **Select Day, Week, Month, or Year from the Default View options.**
4. **Click Apply.**
5. **Click Cancel to close the Options dialog box.**

Changing Access and Permissions

You can set access to your calendar, controlling what others can do in your calendar. To determine whether you have access to other calendars, see “To Determine Whether You Have Access to Other Calendars” on page 272.

To Grant Access to Your Calendar

1. **Choose Options from the File menu.**
2. **Choose Access List and Permissions from the Category menu.**

   The Access List and Permissions dialog box is displayed.

The time interval fields are active for each reminder you select. They specify the time *before* an appointment that the reminder is activated.

7. **Choose a privacy option from the Privacy menu.**

Others See Time Only	The default – displays only the time of an appointment so others can see you're busy
Others See Time and Text	Displays the time and text of an appointment in your calendar
Show Nothing	Displays nothing about an appointment in your calendar for maximum privacy

8. **Click Apply to apply the new defaults to all future appointments.**
9. **Click Cancel to close the Calendar Options dialog box.**

Changing the Display Settings

You can customize many parts of the Calendar display:

- Determine the initial calendar that displays
- Set time boundaries
- Set the default view

To Set the Initial Calendar Displayed

You can set Calendar to display a calendar other than your own when you first start it.

1. **Choose Options from the File menu**

   The Calendar Options dialog box is displayed.
2. **Choose Display Settings from the Category menu.**
3. **Double-click in the Initial Calendar View field and type *calendar-name@hostname* for the calendar you want to view each time you start Calendar.**
4. **Click Apply.**
5. **Click Cancel to close the Options dialog box.**

To File Manager

1. **Use the Appointment Editor to create an appointment but don’t click Insert.**
2. **In an open File Manager window, navigate to a folder where you want to save the appointment in a file.**
3. **With both the File Manager window and Calendar Appointment Editor visible on your screen, drag the Drag Appt icon from the Appointment Editor and drop it on the File Manager window.**

   The appointment is saved in a text file in the folder where you dropped it.

   For more information about File Manager, see Chapter 5.

Customizing Calendar

Calendar provides Options dialog boxes to change the settings for all future appointments. To change the settings for *individual* appointments, see “To Set Appointment Options” on page 265.

▼ To Change Appointment Editor Defaults

1. **Choose Options from the File menu.**

   The Calendar Options dialog box is displayed.

2. **Choose Editor Defaults from the Category menu.**
3. ***Optional*. Change the default appointment duration in the Duration field.**
4. ***Optional*. Change the default appointment start time by choosing from the Start menu.**
5. **Select Beep, Flash, Popup, or Mail reminders.**

Beep	Causes your system to emit an electronic beep
Flash	Causes your calendar to flash
Popup	Displays a reminder dialog box
Mail	Sends electronic mail

6. **Edit the default time intervals if necessary.**

3. **Display the Calendar view containing the day on which you scheduled the appointment.**
4. **Double-click that day to open the Appointment Editor.**

   Verify that the appointment is scheduled for the correct day and time.

   For more information on using Mailer, see Chapter 8.

From File Manager

If you have a file containing a formatted appointment:

1. **In an open File Manager window, navigate to a folder containing a file with a formatted appointment.**
2. **With both the formatted appointment and Calendar visible on your screen, drag the formatted appointment file to Calendar and drop it.**

   Calendar schedules your appointment.
3. **Double-click that day to open the Appointment Editor.**

   Verify that the appointment is scheduled for the correct day and time.

   For more information about File Manager, see Chapter 5.

▼ To Drag an Appointment from Calendar to Another Application

From Calendar, you can drag an appointment icon to Mailer to mail it to someone or to File Manager to save it in your file system.

To Mailer

1. **Use the Appointment Editor to create an appointment but don't click Insert.**
2. **Start Mailer and choose New Message from the Compose menu.**

   Make sure both the Appointment Editor and Mailer's Compose window are visible on your screen.
3. **Drag the Drag Appt icon from the Appointment Editor and drop it on Mailer's attachment list.**

   The pointer changes to an appointment icon representing the moving file.

   Mailer displays your appointment as a text file in the attachment list.
4. **Compose and address your mail message and send it.**

   For more information on using Mailer, see Chapter 8.

```
<tab>End:<tab>hh:mm pm

<tab>What:<tab>description line 1

<tab><tab>description line 2
```

An example might be:

```
 ** Calendar Appointment **

 Date: 11/22/94

 Start: 10:00 am

 End: 11:00 am

 What: Staff meeting

  Monet conference room
```

4. **Insert any additional text into the mail message.**
5. **Address the message to the recipient and include the subject of the message.**
6. **Send the message.**

   For information about using Mailer, see Chapter 8.

▼ To Drag an Appointment from Another Application to Calendar

From Mailer or File Manager, and possibly other applications, you can drag an appointment icon to Calendar to schedule it.

From Mailer

1. **In Mailer’s Message Header List, click the header containing the formatted appointment.**
2. **Drag the header to Calendar and drop it.**

   The pointer changes to an icon representing the moving file.

   Calendar schedules your appointment and prints a message in the message area stating that the appointment was scheduled.

If you don’t have insert access on all the calendars, you can send mail to notify others about the group appointment. See “To Mail Reminders to a Group Using Calendar” on page 274.

11. **Click Cancel to close the Group Appointment Editor.**

To Mail Reminders to a Group Using Calendar

Once you’ve set up a group appointment (date, start and end times, description, repeat interval), you may want to mail the group a reminder. With the group appointment displayed in the Group Appointment Editor:

1. **Click More to display additional options.**
2. **Click Mail.**

   Calendar displays a Compose window containing an appointment attachment. The appointment attachment is pre-addressed to the selected users and automatically filled out with the date and appointment start and end times.
3. **Click Deliver in the Compose window.**

   Calendar mails the reminder to the selected users.

   Recipients of a mail message with a calendar-formatted reminder can drag the message from the mailer header window and drop it on their calendars to automatically schedule the pre-formatted appointment.

To Create an Appointment Message Using a Mail Program

1. **Start Mailer (or your regular mail program).**
2. **Open a compose window or create a blank message.**
3. **Add a section to the message that includes exactly the following format. Replace <tab> with a tab character, <blank line> with a blank line, and replace the italicized format information with actual data.**

```
<tab>** Calendar Appointment **

<blank line>

<tab>Date:<tab>mm/dd/yyyy

<tab>Start:<tab>hh:mm am
```

Note - To add appointments or To Do items to other calendars, ask the owners to grant you *insert access*. To find out how to grant or deny access to your calendar by others, see “Changing Access and Permissions” on page 279.

Scheduling Appointments on Other Calendars

Once you’ve browsed calendars for free times and have permission to insert appointments on other calendars, you can schedule a group appointment.

Use the Group Appointment Editor to insert, change, or delete a group appointment on your and other calendars. If you don’t have insert access to other calendars, you can use the Group Appointment Editor to mail notices of group appointments to other users.

▼ To Schedule a Group Appointment

1. **Choose Compare Calendars from the Browse menu.**
2. **Click one or more entries in the Browse list.**

   Notice that the grid overlays calendars one on top of another and displays busy times shaded darker and available times unshaded.
3. **Click in an unshaded time block in the grid.**
4. **Click Schedule.**

   The Group Appointment Editor is displayed with the fields for date, time, and mail automatically filled out.
5. **Type (or edit) the group appointment start time in the Start field.**
6. **Type (or edit) the group appointment end time in the End field.**
7. **In the What field, type the appointment description, such as its location or purpose.**
8. **Click More.**
9. **Choose the repeat interval and duration for the group appointment.**
10. **Click Insert to add the group appointment to the selected calendars.**

By default, Calendar allows the “world” (all users) to have browse permission. Only the calendar owner has insert and delete permission. To change access and permissions, see “Changing Access and Permissions” on page 279.

▼ To Add or Delete Calendars in the Browse List

To add:

1. **Choose Menu Editor from the Browse menu.**
2. **Type *calendar-name@hostname* in the User Name field.**
3. **Click Add Name.**
4. **Click OK to add the calendar to the Browse list and close the dialog box.**

To delete:

1. **Select a calendar name in the Browse list.**
2. **Click Remove Name.**
3. **To delete the calendar from the Browse list and close the dialog box, click OK.**

   To delete the calendar and leave the dialog box displayed, click Apply.
4. **To erase your changes and leave the dialog box displayed, click Reset.**

   To erase your changes and close the dialog box, click Cancel.

▼ To Determine Whether You Have Access to Other Calendars

1. **Choose Compare Calendars from the Browse menu.**
2. **Select one or more entries in the Browse list that you want to check for access.**
3. **Click Schedule to open the Group Appointment Editor.**
4. **Look at the Calendar Access list.**

   The Calendar Access list displays the calendar names that you selected in the Compare Calendars dialog box.

   A “Y” in the Access column means you have insert access. An “N” means you don’t.

▼ To Change the Print Options for a Single Print Job

1. **Choose Print from the File menu.**

   The Print dialog box is displayed.

2. **Double-click in the Printer Name field to select the contents and type a printer name.**
3. **Choose the view or list you want to print from the Report Type menu.**
4. **Click the arrows next to the Copies field to adjust the number of copies to be printed or type the number.**
5. ***Optional.* Change the range of time to print in the From or To fields.**
6. ***Optional.* Add printer options in the Print Command Options field.**

   For example, to save paper, you may want to specify `-o nobanner` to suppress header pages.

7. **To print Calendar data to a file instead of to a printer, select Print to file.**

   Click again on this setting to deselect it.

8. **Edit the file name, if desired.**
9. **Click Print.**
10. **Click Close to close the Print dialog box.**

Browsing Calendars on a Network

If you know the names of other calendars on a network, you can use Calendar to browse those calendars. A practical example is to set up a meeting or appointment for several people. You can use Calendar to check for free times.

To browse other calendars and possibly to insert an appointment, you need:

- The calendar names in the form *calendar-name@hostname*, such as `kent@dailyplanet`
- To add calendars to the Browse list
- To determine if you have access to other calendars

Note - Calendar doesn’t yet provide a way for you to look up other calendar names. Call or talk to people and get them to tell you their *calendar-name@hostname* information.

To Use the To Do Editor To Mark an Item

1. **Click the To Do Editor icon.**
2. **Select the To Do item in the To Do list.**
3. **Click Completed to mark the item completed.**

   To return the item's state to pending, click Completed again.
4. **Click Change.**

   This changes the item's state to completed.
5. **Click Cancel to close the To Do Editor.**

Printing Calendars, Appointment, or To Do Lists

You can print any of the four Calendar views, plus appointment and To Do lists. Calendar uses the default printer settings when you choose Print Current View from the File menu. To customize printer settings, see "To Change the Printer Settings for Future Print Jobs" on page 284.

▼ To Print Current Day, Week, Month, or Year Views

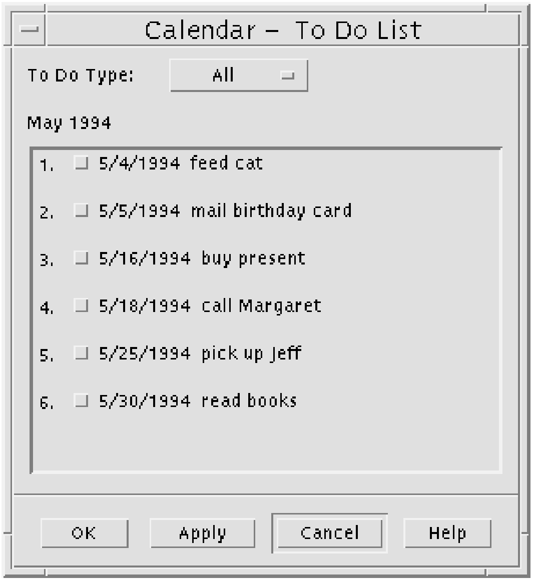
1. **Display the Calendar view you want to print.**
2. **Choose Print Current View from the File menu.**

▼ To Print Your Appointment or To Do List

1. **Display the Calendar view containing the day for which you want to print an appointment or To Do list.**
2. **Select that day.**
3. **Choose Print from the File menu.**

   The Print dialog box is displayed.
4. **Choose Appointment List or To Do List from the Report Type menu.**
5. **Specify a printer in the Printer Name field.**
6. **Click Print.**

1. **Display the view of the calendar that you want the To Do list to show.**
2. **Choose To Do List from the View menu.**



To Do Type: All

May 1994

1. ☐ 5/4/1994 feed cat
2. ☐ 5/5/1994 mail birthday card
3. ☐ 5/16/1994 buy present
4. ☐ 5/18/1994 call Margaret
5. ☐ 5/25/1994 pick up Jeff
6. ☐ 5/30/1994 read books

To Do items are listed chronologically and show a check box beside each item, due date, and description. For example, if you are viewing by day, the To Do List displays the day's To Do items.

Marking To Do Items Completed

Calendar keeps track of the state of To Do items: whether they're *completed* or *pending*. In the To Do List dialog box, you can choose to display all To Do items, only completed items, or only pending items.

If you make a To Do list and then want to check off an item on the list, use one of the two methods described below.

To Mark an Item Directly in the To Do List

1. **Choose To Do List from the View menu.**
2. **Click the check box beside the To Do item you've completed.**
3. **Click Apply or OK.**

   This changes the item's state to completed.

   To return the item's state to pending, click the check box again and apply your changes.

▼ To Insert a To Do Item

1. **Click the To Do Editor icon.**
2. **Type or edit the due date for the item in the Due Date field.**
3. **Type a description of the To Do item in the What field.**
4. **Click Insert.**
5. **Click Cancel to close the To Do Editor.**

▼ To Change a To Do Item

1. **In Day, Week, or Month view, display the day for which you want to change a To Do item.**
2. **Select that day.**
3. **Click the To Do Editor icon.**
4. **Select the To Do item in the To Do list.**
5. **Edit the due date or the description of the To Do item.**
6. **Click Completed to change the status of the To Do item, if applicable.**
7. **Click Change.**
8. **Click Cancel to close the To Do Editor.**

▼ To Delete a To Do Item

1. **Click the To Do Editor icon to open it.**
2. **Select the To Do item in the To Do list.**
3. **Click Delete.**
4. **Click Cancel to close the editor.**

▼ To View a To Do List

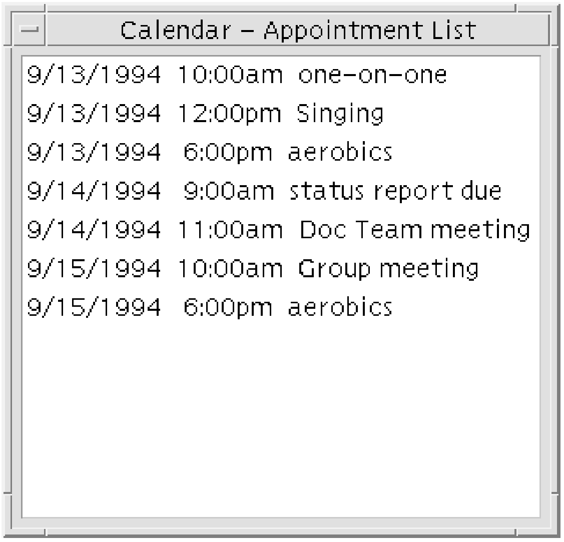
This section describes how to create a list of To Do items and display it on your system. If you want to print your To Do list, see “Printing Calendars, Appointment, or To Do Lists” on page 270.

5. **Click Show Appointment to display the entire appointment.**
6. **Click Close to close the Find dialog box.**

▼ To View an Appointment List

This section describes how to create an appointment list and display it on your system. If you want to print your Appointment list, see "Printing Calendars, Appointment, or To Do Lists" on page 270.

1. **Display the view of the calendar that you want the appointment list to show.**
2. **Choose Appointment List from the View menu.**



```
9/13/1994  10:00am  one-on-one
9/13/1994  12:00pm  Singing
9/13/1994   6:00pm  aerobics
9/14/1994   9:00am  status report due
9/14/1994  11:00am  Doc Team meeting
9/15/1994  10:00am  Group meeting
9/15/1994   6:00pm  aerobics
```

Appointments are listed chronologically and show date, time, and description. For example, if you are viewing by week, the Appointment List displays the week's appointments.

To Do Items

Use the To Do Editor to insert, update, or delete To Do items in your Calendar.

Note - If you are inserting multiple appointments one after another, be sure to click Clear between insertions. This will reset options that you may not want to carry over from one appointment to the next.

---

9. **Click Cancel to close the Appointment Editor.**

▼ To Change an Appointment

1. **Click the Appointment Editor icon.**
2. **Select the appointment in the appointment list that you want to change.**
3. **Edit the appointment date, start or end time, description, reminders, frequency, or privacy.**
4. **Click Change.**
5. **Click Cancel to close the Appointment Editor.**

▼ To Delete an Appointment

1. **Click on the Appointment Editor icon to open it.**
2. **Select the appointment in the appointment list.**
3. **Click Delete.**
4. **Click Cancel to close the editor.**

▼ To Find an Appointment

1. **Choose Find from the View menu.**

   The Find dialog box is displayed

2. **Type some text in the in the Find field that can become a keyword for the search; for example,** `conference`**.**

   The Find field is not case-sensitive.

   By default, Calendar searches the past and future six months in your calendar. If you want to change the search range, click Search all to search your entire calendar (can take a long time) or edit the dates in the Search from fields.

3. **Click Find.**

   Appointments with matching text are displayed in the Find window.

4. **Select the desired appointment in the list.**

The default appointment duration is one hour. If your appointment is longer or shorter, edit the time in the End field.

4. **Type a description of the appointment in the What field.**

   For example, you may want to enter the appointment's location and purpose.

   If you want to add optional settings to an appointment, see "To Set Appointment Options" on page 265.

5. **Click Insert.**

   The appointment is added to your calendar.

6. **Click Cancel to close the Appointment Editor.**

▼ To Set Appointment Options

1. **Set up a basic appointment, as described above.**
2. **Click the More button in the Appointment Editor to display additional appointment options.**
3. **Select the desired appointment in the Appointment Editor list.**
4. **Select Beep, Flash, Popup, or Mail (or more than one, in combination) for the types of reminders you want.**
5. **Edit the reminder intervals and the Mail To entry if necessary.**
6. ***Optional*. To repeat the appointment more than once, choose an option from the Occurs menu, and then choose an option from the For menu.**

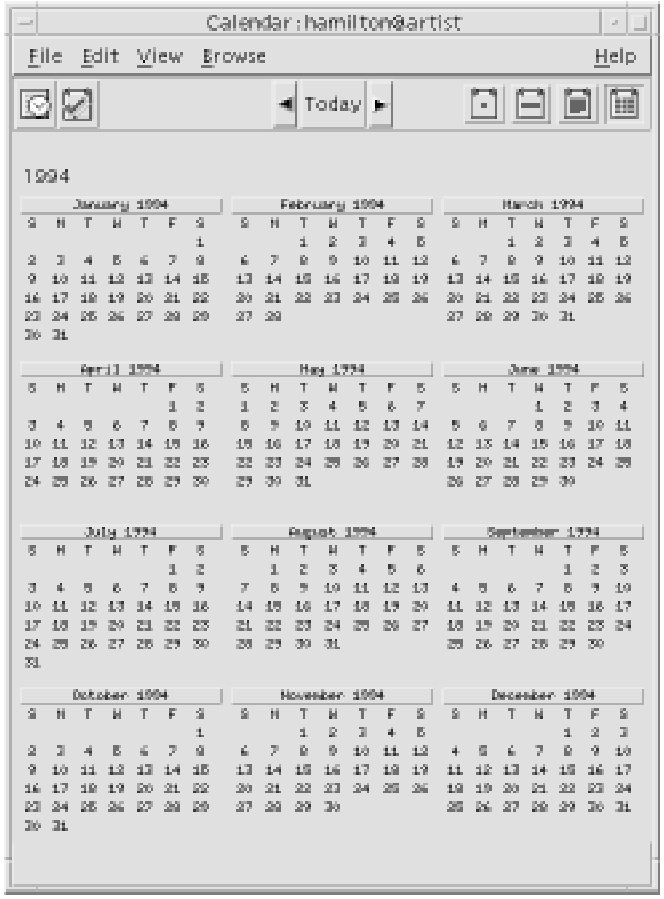
   If you don't see the interval you want, choose Repeat Every from the Occurs menu, and type the desired interval in days, weeks, or months.

7. **Choose an option from the Privacy menu.**

Others See Time and Text	**Displays full appointment to others**
Others See Time Only	Displays only time commitment, not description
Others See Nothing	Displays nothing to others

8. **Click Change.**

   If you set the appointment options at the same time as setting up a basic appointment, click Insert at this step.

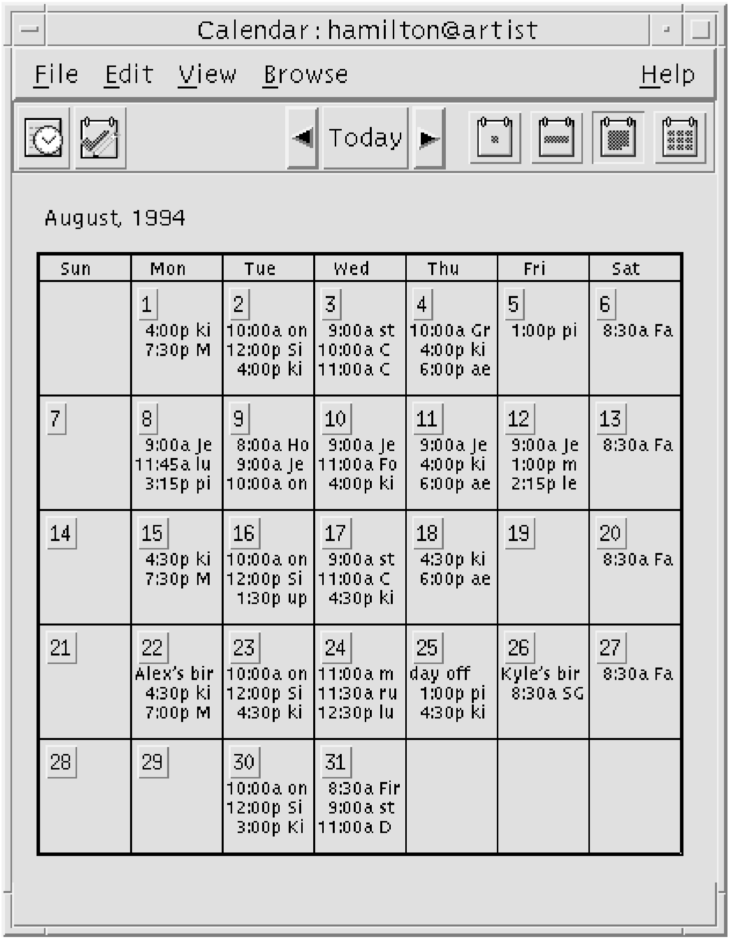

Calendar : hamilton@artist
File
Edit
View
Browse
Help
Today
1994
January 1994
February 1994
March 1994
April 1994
May 1994
June 1994
July 1994
August 1994
September 1994
October 1994
November 1994
December 1994

Appointments

Use the Appointment Editor to insert, change, or delete appointments on your calendar.

▼ To Schedule a Basic Appointment

1. **In Day, Week, or Month view, display the day for which you want to schedule an appointment.**
2. **Double-click that day to open the Appointment Editor.**
3. **Choose the Start and End times.**

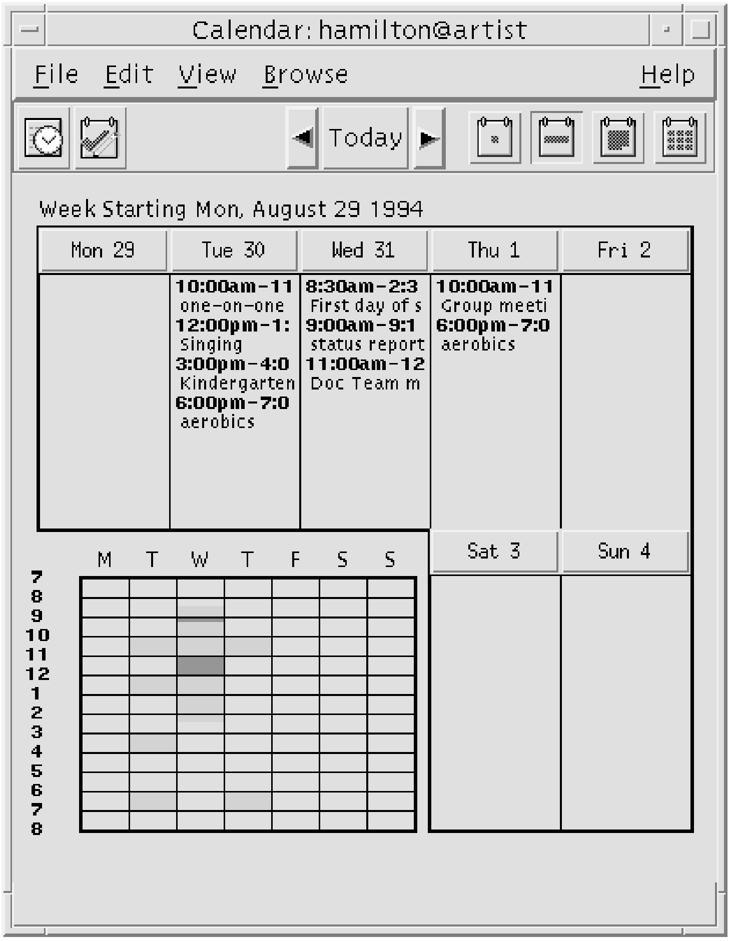


August, 1994

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 4:00p ki 7:30p M	2 10:00a on 12:00p Si 4:00p ki	3 9:00a st 10:00a C 11:00a C	4 10:00a Gr 4:00p ki 6:00p ae	5 1:00p pi	6 8:30a Fa
7	8 9:00a Je 11:45a lu 3:15p pi	9 8:00a Ho 9:00a Je 10:00a on	10 9:00a Je 11:00a Fo 4:00p ki	11 9:00a Je 4:00p ki 6:00p ae	12 9:00a Je 1:00p m 2:15p le	13 8:30a Fa
14	15 4:30p ki 7:30p M	16 10:00a on 12:00p Si 1:30p up	17 9:00a st 11:00a C 4:30p ki	18 4:30p ki 6:00p ae	19	20 8:30a Fa
21	22 Alex's bir 4:30p ki 7:00p M	23 10:00a on 12:00p Si 4:30p ki	24 11:00a m 11:30a ru 12:30p lu	25 day off 1:00p pi 4:30p ki	26 Kyle's bir 8:30a SG	27 8:30a Fa
28	29	30 10:00a on 12:00p Si 3:00p Ki	31 8:30a Fir 9:00a st 11:00a D			

Year View

Year view displays a year calendar. Appointments are not displayed. Clicking on a month name in Year view changes the Calendar display to Month view.


Calendar: hamilton@artist
File
Edit
View
Browse
Help
Today
M T W T F S S
7
8
9
10
11
12
1
2
3
4
5
6
7
8

Week Starting Mon, August 29 1994

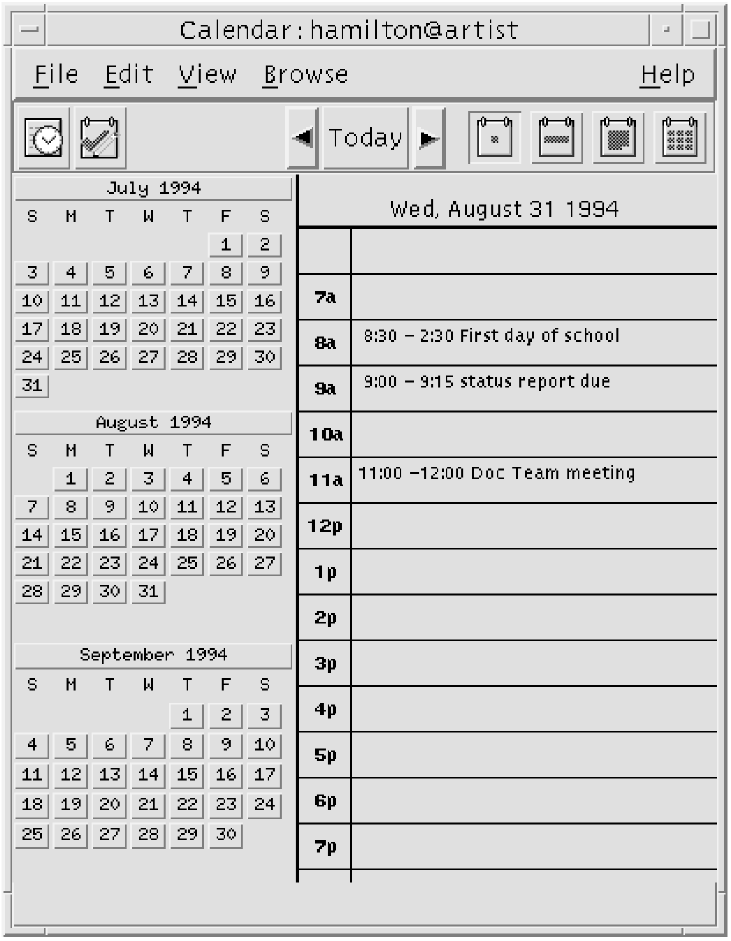
Mon 29	Tue 30	Wed 31	Thu 1	Fri 2
	10:00am-11 one-on-one **12:00pm-1:** Singing **3:00pm-4:0** Kindergarten **6:00pm-7:0** aerobics	**8:30am-2:3** First day of s **9:00am-9:1** status report **11:00am-12** Doc Team m	**10:00am-11** Group meeti **6:00pm-7:0** aerobics	

Sat 3	Sun 4

Month View

Month view displays the calendar you are viewing with one month's appointments in the window. The selected day is highlighted.

Clicking on a day in Month view changes the Calendar display to Day view.



July 1994

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 1994

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 1994

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Wed, August 31 1994

7a	
8a	8:30 – 2:30 First day of school
9a	9:00 – 9:15 status report due
10a	
11a	11:00 –12:00 Doc Team meeting
12p	
1p	
2p	
3p	
4p	
5p	
6p	
7p	

Week View

Week view displays the calendar you are viewing with one week's appointments in the window. The selected day is highlighted.

Week view also provides a week grid showing at a glance the times that are scheduled (shaded) and the times that are available (unshaded).

Clicking on a day name in the Week view changes the Calendar display from Week view to Day view.

Calendar Views

The Calendar view is the day, week, month, or year displayed in the main Calendar window.

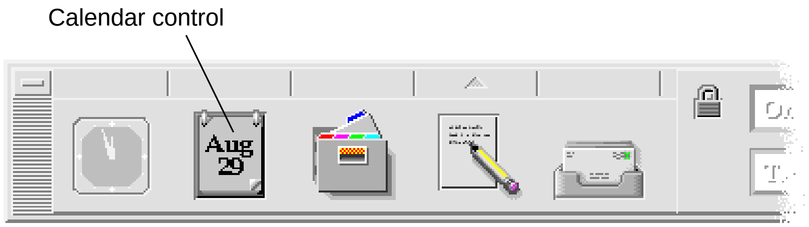
Day View

Day view displays the calendar you are viewing with one day's appointments in the window. Day view also provides a three-month mini-calendar that displays the month you are viewing and the previous and next months.

Clicking on a day in the three-month mini-calendar changes the Day view to display the selected day. Clicking on a month name in the mini-calendar changes the Calendar display from Day view to Month view.

TABLE 11–1 Calendar Tool Bar Icons

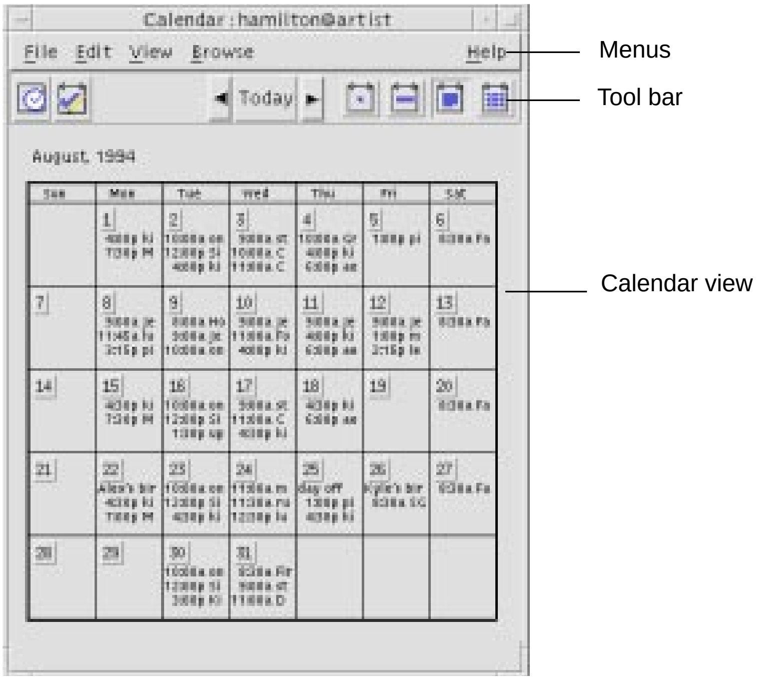
Control	Function
🕒	*Appointment Editor icon* opens the Appointment Editor so you can insert, delete, or edit Calendar appointments.
☑	*To Do Editor icon* opens the To Do Editor so you can create, modify, update, or set reminders for things you have to do.
◀	*Previous View arrow* changes the Calendar view to display the view before the current view. For example, if you are viewing August in Month view, clicking the Previous View arrow changes the Calendar display to July.
Today	*Today* changes the Calendar view to display the current day in the format you are viewing. For example, if you are viewing by month, clicking Today displays the current month.
▶	*Next View arrow* changes the Calendar view to display the view after the current view. For example, if you are viewing August in Month view, clicking the Next View arrow changes the Calendar display to September.
📅	*Day View icon* displays the calendar you are viewing with one day’s appointments in the window plus a three-month mini-calendar.
📅	*Week View icon* displays the calendar you are viewing with a week’s appointments in the window plus a week grid showing scheduled times.
📅	*Month View icon* displays the calendar you are viewing with a month’s appointments in the window.
📅	*Year View icon* displays the calendar you are viewing with a year in the window. Appointments are not displayed.


Calendar control
Aug
29

♦ **Type `dtcm` to start Calendar from the command line.**

Calendar Main Window

The menus and tool bar controls are at the top of the main window. The selected Calendar view is displayed in the lower part of the main window.


Calendar : hamilton@artist
File
Edit
View
Browse
Help
Today
August, 1994
Sun
Mon
Tue
Wed
Thu
Fri
Sat
Menus
Tool bar
Calendar view

Calendar Tool Bar

Calendar’s tool bar provides controls for quick navigation through calendars. The tool bar controls and their functions are described in Table 11–1.

CHAPTER **11**

Using Calendar

Calendar is a desktop application that enables you to schedule appointments and To Do items, set reminders, make and print appointment and To Do lists, browse other calendars, and schedule group appointments.

- "Calendar Startup" on page 257
- "Calendar Main Window" on page 258
- "Calendar Views" on page 260
- "Appointments" on page 264
- "To Do Items" on page 267
- "Printing Calendars, Appointment, or To Do Lists" on page 270
- "Browsing Calendars on a Network" on page 271
- "Scheduling Appointments on Other Calendars" on page 273
- "Customizing Calendar" on page 277
- "Other Calendar Tools" on page 285
- "Using Federated Naming with Calendar" on page 292

Calendar Startup

You can start Calendar in one of two ways:

♦ **Click the Calendar control in the Front Panel.**

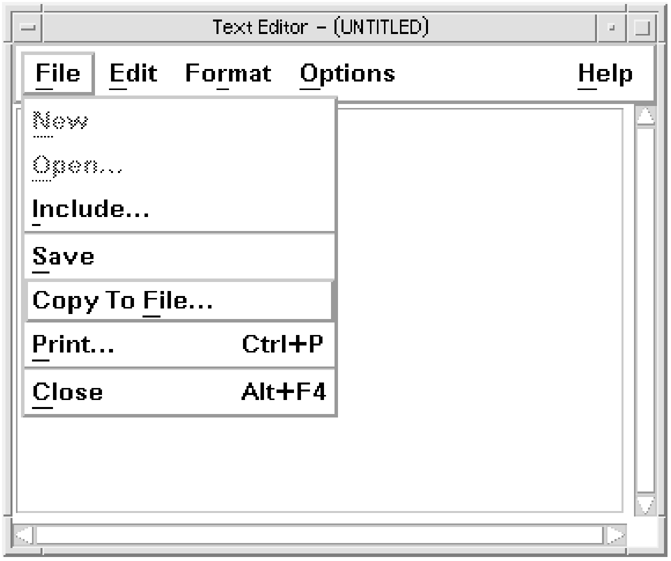

Text Editor – (UNTITLED)
File
Edit
Format
Options
Help
New
Open...
Include...
Save
Copy To File...
Print... Ctrl+P
Close Alt+F4

Figure 10–15 Text Editor with modified File menu

Recovering a File

If Text Editor is interrupted due to a system error, it attempts to save your changes in a recovery file in your current folder. The recovery file is named #*filename*#, where *filename* is the name of the document. If you had never named your document, the recovery file name is `#UNTITLED#`.

▼ To Recover a File

1. **Start Text Editor.**
2. **Open the recovery file.**
3. **Save the document using your original file name or provide a new name for a previously unsaved document.**

Text Editor and Other Applications

Other applications can use Text Editor as a tool to edit documents or other types of information. Under certain conditions, an application may choose to restrict your editing choices. In the example below, the File menu has been modified. The Save As command has been replaced with a Copy To File command and the New and Open commands are not available.

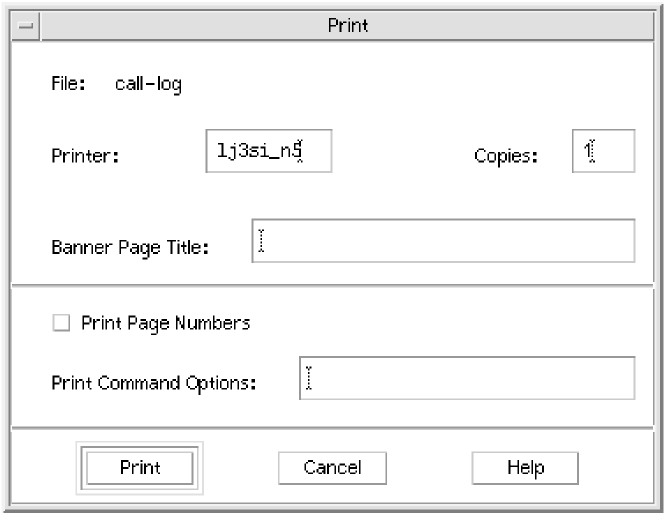

Print
File:
call-log
Printer:
lj3si_n5
Copies:
1
Banner Page Title:
☐ Print Page Numbers
Print Command Options:
Print
Cancel
Help

Figure 10–14 Print dialog box

3. ***Optional*. Set any of these printing options:**
    - Type the number of copies to print.
    - Type text to appear on the printer banner page.
    - Click Print Page Numbers if you want to number the pages.
    - Type command-line printer options.
4. **Click Print.**

   The Print dialog box closes when you print your document. To close the dialog box without printing your file, click Cancel.

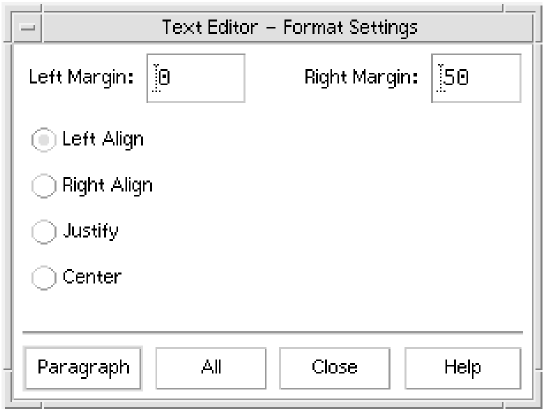
▼ To Print a Closed Document

1. **Display the document's file icon in File Manager.**
2. **Drag the file icon to the Printer control in the Front Panel.**

   The Print dialog box is opened.
3. ***Optional*. Set printing options.**
4. **Click Print.**

To Format a Document

1. **Choose Settings from the Format menu.**



Text Editor – Format Settings

Left Margin: 0 Right Margin: 50

● Left Align

○ Right Align

○ Justify

○ Center

Figure 10–13 Format Settings dialog box

2. **Enter margins.**

   The default left margin is 0 and the right margin is dynamically set to the width of the Text Editor window. Margins are specified as a number of character columns.

3. **Select left, right, justify (block style), or center alignment.**

4. **Determine the scope of the formatting:**

   - To format a single paragraph, place the cursor in the paragraph, then click Paragraph.
   - To format the entire document, click All.

5. **After closing the dialog box, choose Paragraph or All from the Format menu to apply the settings.**

To Print an Open Document

1. **Open the document in Text Editor.**

2. **Choose Print from the File menu or press Control+P.**

   The Print dialog box displays the name of your system's printer and enables you to set printing options. By default, your document is printed on your system printer. If desired, you can direct your job to a different printer.

4. **To find additional occurrences, press Return or click Find again.**

▼ To Find and Change Text

1. **Choose Find/Change from the Edit menu or press Control+F.**
2. **Type the text you want to find in the Find field.**
3. **Type the replacement text in the Change To field.**
4. **Press Return or click the Find button to locate the next occurrence of the text.**
5. **Click Change to replace a single occurrence.**
6. **To find and change additional occurrences, click Find and then Change.**

   Or, click Change All to replace all occurrences.

⚠ **Caution -** There is no Undo for Change All.

---

7. **Click Close when you are done.**

▼ To Find and Delete Text

1. **Choose Find/Change from the Edit menu or press Control+F.**
2. **Type the text you want to delete in the Find field.**
3. **Leave the Change To field blank.**
4. **Press Return or click Find to locate the next occurrence.**
5. **Click Change to delete a single occurrence.**
6. **To find and change additional occurrences, click Find and then Change.**

   Or, click Change All to replace all occurrences.
7. **Click Close when you are done.**

Formatting and Printing Documents

Once your editing is complete, format your document by choosing margins and text alignment.

▼ To Include a File Using Drag and Drop

When using drag and drop, the contents of the file are copied into the Text Editor window at the position of the insertion cursor. The original file remains intact.

1. **Click in your document where you want to include the file.**
2. **Drag the file icon that you want to include into the Text Editor window.**

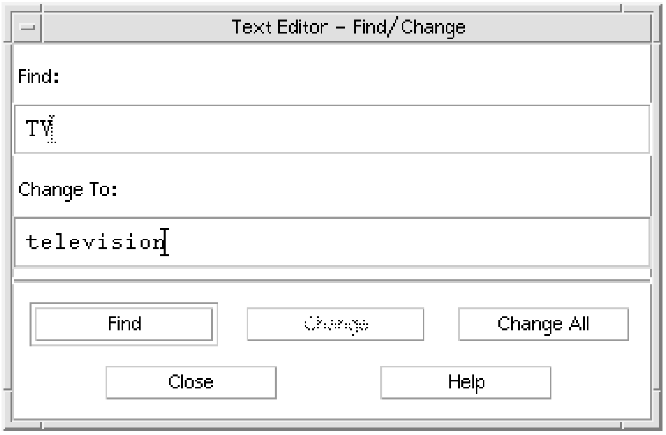
Searching a Document

You can search for a word or phrase in your document. The Find command begins from the position of the insertion cursor and proceeds through the entire document. You can automatically replace or delete occurrences found in your document.

Searches are case sensitive. To find all occurrences, search for both lowercase and uppercase instances.

▼ To Find Text

1. **Choose Find/Change from the Edit menu or press Control+F.**



Find: TV

Change To: television

Figure 10–12 Find/Change dialog box

2. **Type the text you want to find in the Find field.**
3. **Press Return or click the Find button to locate the next occurrence of the text.**

To Set Your Default Dictionary Locale

1. **Click Options in the Spelling Checker dialog box.**
2. **Choose Main Dictionary as the Category.**
3. **Determine your main dictionary locale**:
   - To have your Main Dictionary match the default locale installed on your system, select Set Dictionary to Match Locale Language.
   - To override the system default locale, Set Dictionary To and choose the desired locale.
4. **To save your changes and close the dialog box, click OK.**

Using Drag and Drop

You can use drag and drop to move or copy text between Text Editor documents or other applications. You can also include a file into your document using drag and drop.

▼ To Move Text Using Drag and Drop

1. **Select the text that you want to move.**
2. **With the pointer on the selection, press and hold mouse button 1, and drag to where you want to insert the text.**
3. **Release the mouse button.**

   The text is inserted into your document relative to the position of the drag icon.

▼ To Copy Text Using Drag and Drop

1. **Select the text you want to copy.**
2. **With the pointer on the selection, press and hold the Control key and mouse button 1, and drag to where you want to copy the text.**
3. **Release the Control key and mouse button.**

   The text is copied relative to the position of the drag icon.

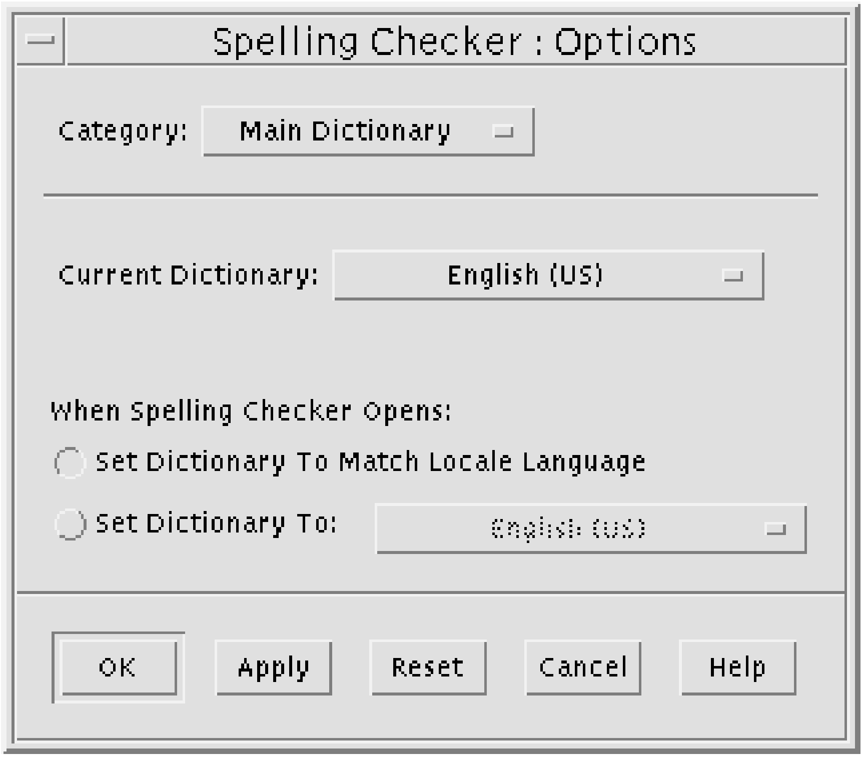
Note - You can also double-click the dictionary name in the dialog box.

Now other users can import your dictionary. You can send your personal dictionary to another user or tell them where it is in your file system.

To Set Your Current Dictionary Locale

1. **Click Options in the Spelling Checker dialog box.**
2. **Choose Main Dictionary as the Category.**

   The Main Dictionary dialog box is displayed.



Category: Main Dictionary

Current Dictionary: English (US)

When Spelling Checker Opens:

○ Set Dictionary To Match Locale Language

○ Set Dictionary To: English (US)

Figure 10–11 Main Dictionary dialog box

3. **Choose the desired locale as the Current Dictionary.**

Note - This locale setting is for the current Spelling Checker session only. The next time you restart Spelling Checker it will run with your default locale.

---

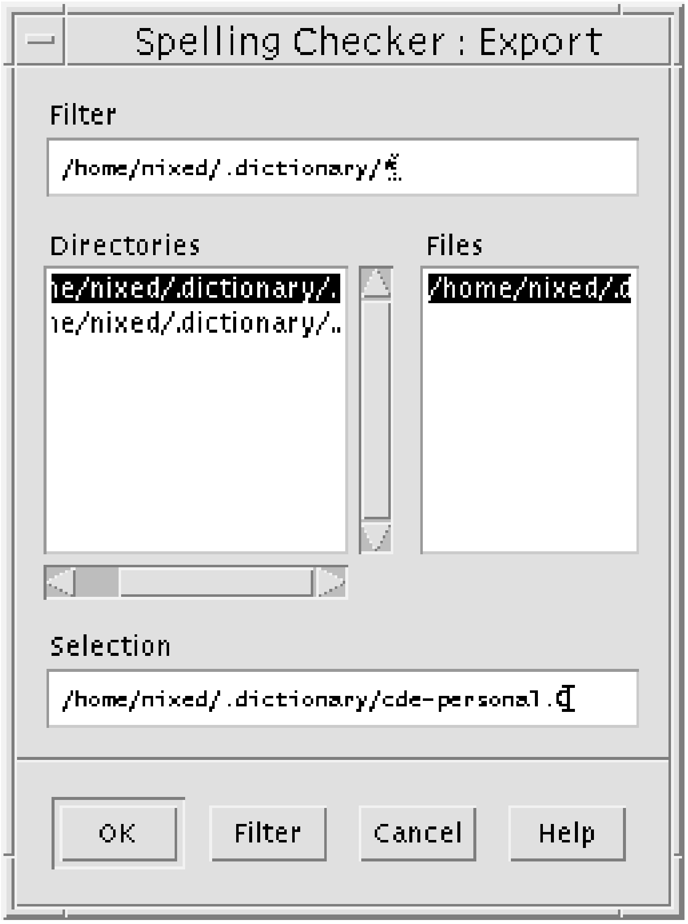
4. **To save your changes and close the dialog box, click OK.**

5. **In the dialog box that appears, choose whether you want to append the imported personal dictionary to your own personal dictionary, or overwrite your own personal dictionary with the imported one.**

To Export Your Personal Dictionary

1. **Click Options in the Spelling Checker dialog box.**
2. **Click Export in the Spelling Checker Options dialog box.**

   The Spelling Checker Export dialog box is displayed.



Filter: /home/nixed/.dictionary/*

Directories:
e/nixed/.dictionary/.
e/nixed/.dictionary/..

Files:
/home/nixed/.d

Selection: /home/nixed/.dictionary/cde-personal.

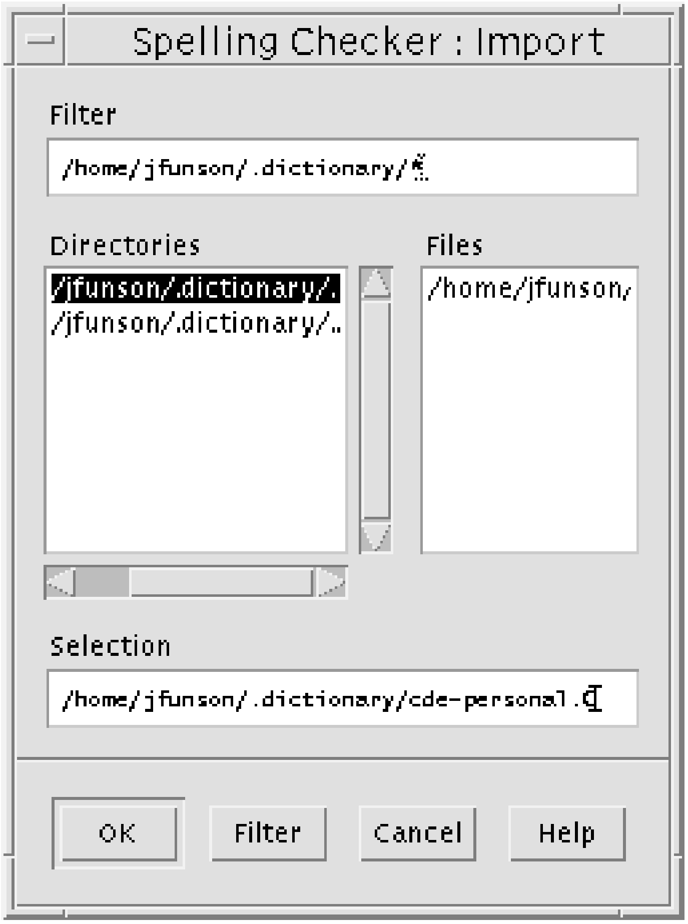
Figure 10–10 Personal Dictionary Export dialog box

3. **Select the dictionary you want to export in the Files list, or type the dictionary name in the Selection field.**
4. **Press Return or click OK.**

To Import Another User’s Personal Dictionary

1. **Click Options in the Spelling Checker dialog box.**
2. **Click Import in the Spelling Checker Options dialog box.**

   The Spelling Checker Import dialog box is displayed.


Spelling Checker : Import
Filter
Directories
Files
Selection
OK
Filter
Cancel
Help

Filter: /home/jfunson/.dictionary/*

Directories: /jfunson/.dictionary/.
 /jfunson/.dictionary/..

Files: /home/jfunson/

Selection: /home/jfunson/.dictionary/cde-personal.d

Figure 10–9 Personal Dictionary Import dialog box

3. **Select the dictionary you want to import in the Files list, or type the dictionary name in the Selection field.**
4. **Press Return or click OK.**

Note - You can also double-click the dictionary name in the dialog box.

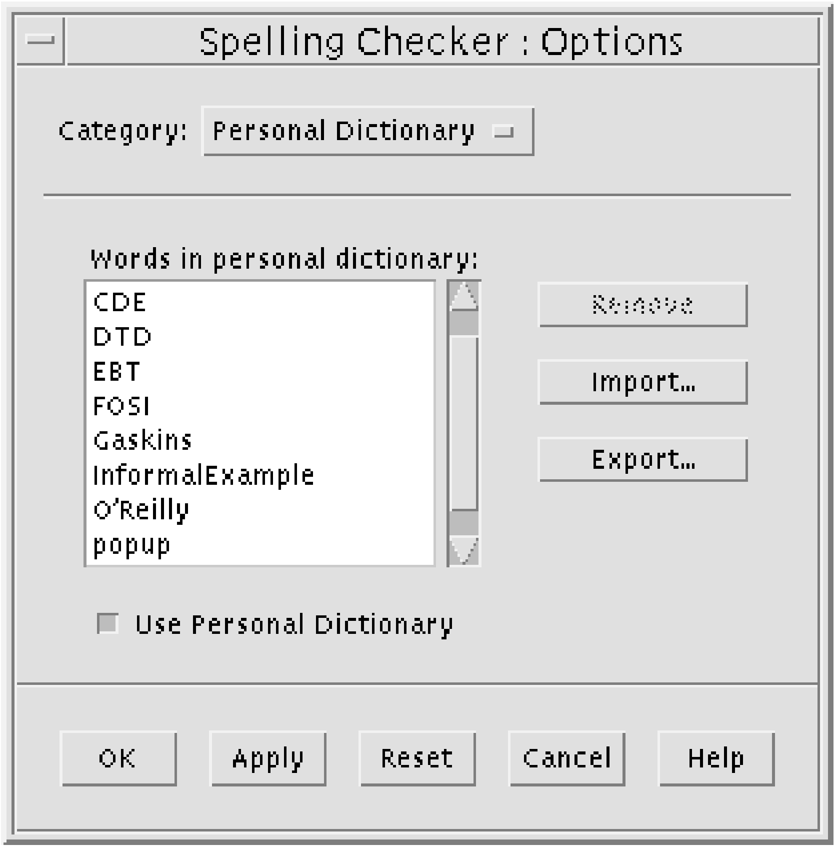

Spelling Checker : Options
Category:
Personal Dictionary
Words in personal dictionary:
CDE
DTD
EBT
FOSI
Gaskins
InformalExample
O'Reilly
popup
Remove
Import...
Export...
Use Personal Dictionary
OK
Apply
Reset
Cancel
Help

Figure 10–8 Personal Dictionary dialog box

3. **Deselect the Use Personal Dictionary checkbox.**
4. **Click OK to save your changes and close the dialog box.**

   Spelling Checker will now run only with your Main Dictionary.

To Remove a Word From Your Personal Dictionary

1. **Click Options in the Spelling Checker dialog box.**
2. **Choose Personal Dictionary as the Category.**
3. **Select the word in the scrolling list.**

   To select more than one word, select the first word and then Shift-Click (or Control-Click) to choose the other words. You can drag choose contiguous words.
4. **To delete the word from the list, click Remove.**
5. **To save your changes and close the dialog box, click OK.**

- If the suggested replacement is correct, click Change to correct this occurrence, or Change All to change all occurrences. (You cannot Undo a Change All.)
- If you see the correct replacement in the list, select it and click Change or Change All.
- If the correct replacement is not in the list, type it in the suggestion field and click Change or Change All.
- If the word is correct and you want to add it to your Personal Dictionary, click Learn Word.
- If the word is correct but you do not want to add it to your Personal Dictionary, click Skip to skip this occurrence, or Skip All to skip all occurrences.

2. **Continue through the misspelled words found by the Spelling Checker.**
3. **To stop the Spelling Checker and leave the dialog box displayed, click Stop Check.**

   To stop Spelling Checker and close the dialog box, click Close.

Customizing Spelling Checker Dictionaries

When you run Spelling Checker, it uses both your Personal Dictionary and Main Dictionary. You can edit your Personal Dictionary and set your Main Dictionary.

You can run Spelling Checker with or without your Personal Dictionary. You can also remove words from your Personal Dictionary, import another user's Personal Dictionary, and export your Personal Dictionary to make it accessible to other users. When you import another user's Personal Dictionary, you can choose whether you want to append the imported Personal Dictionary to your own Personal Dictionary, or overwrite your own Personal Dictionary with the imported one.

Spelling Checker automatically sets your Main Dictionary to the default locale installed on your system. You can change the Main Dictionary to a different locale whenever Spelling Checker starts or change the locale just for the current session.

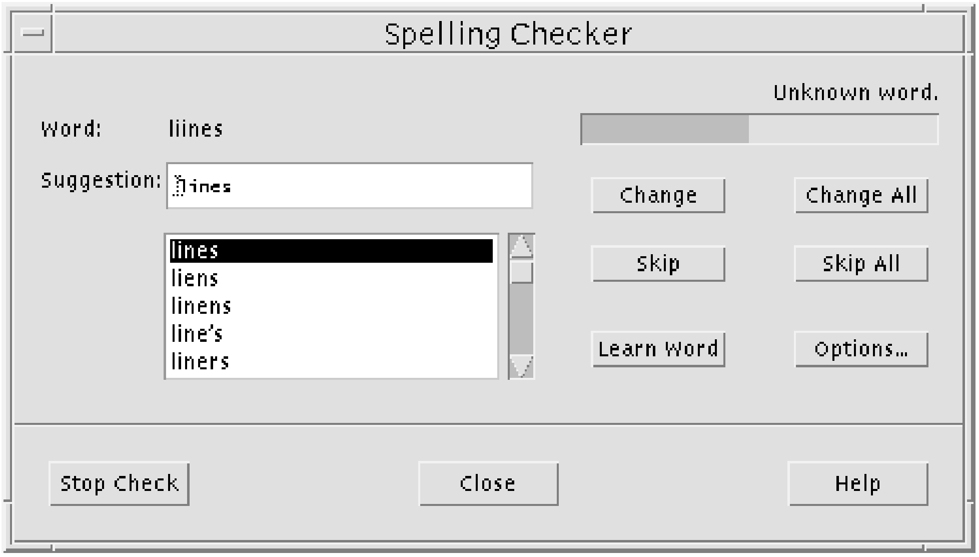
To Run Spelling Checker Without Your Personal Dictionary

1. **Click Options in the Spelling Checker dialog box.**
2. **Choose Personal Dictionary as the Category.**

5. **To find and change additional single occurrences, click Find and then Change.**
6. **Click Close when you are done.**

Note - If your Spelling Checker dialog box resembles Figure 10–7, follow the instructions after the figure.

The Spelling Checker dialog box displays a misspelled or unrecognized word and lists suggestions. To start a new spelling check while the Spelling Checker dialog box is open, click Start Check.


Spelling Checker
Unknown word.
Change
Change All
Skip
Skip All
Learn Word
Options...
Stop Check
Close
Help

Word: liines

Suggestion: lines

lines
liens
linens
line's
liners

Figure 10–7 Spelling Checker dialog box - Version 2

1. **Take action on the first word found by the spelling checker:**

Correcting Misspelled Words

You can correct misspelled words with the Spelling Checker. You can also customize your Personal Dictionary and Main Dictionary; see “Customizing Spelling Checker Dictionaries” on page 244 for more information.

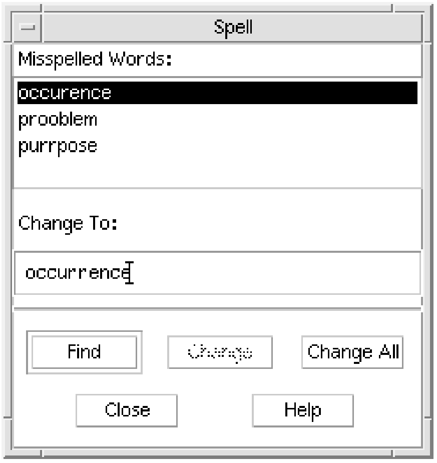
▼ To Correct Misspelled Words

1. **Choose Check Spelling from the Edit menu.**

Note - Your Spelling Checker dialog box may look different than the one pictured in Figure 10–6. If so, go to Figure 10–7 and follow the instructions after that figure.

The Spell dialog box lists misspelled or unrecognized words.

The Check Spelling (Version 1) feature is only available for the English language.



Misspelled Words:
occurence
prooblem
purrpose

Change To:
occurrence

Figure 10–6 Spell dialog box - Version 1

2. **Select the misspelled word in the Misspelled Word list that you want to find and press Return. Or, just double-click the word.**

   The next occurrence of the word is highlighted in your document.

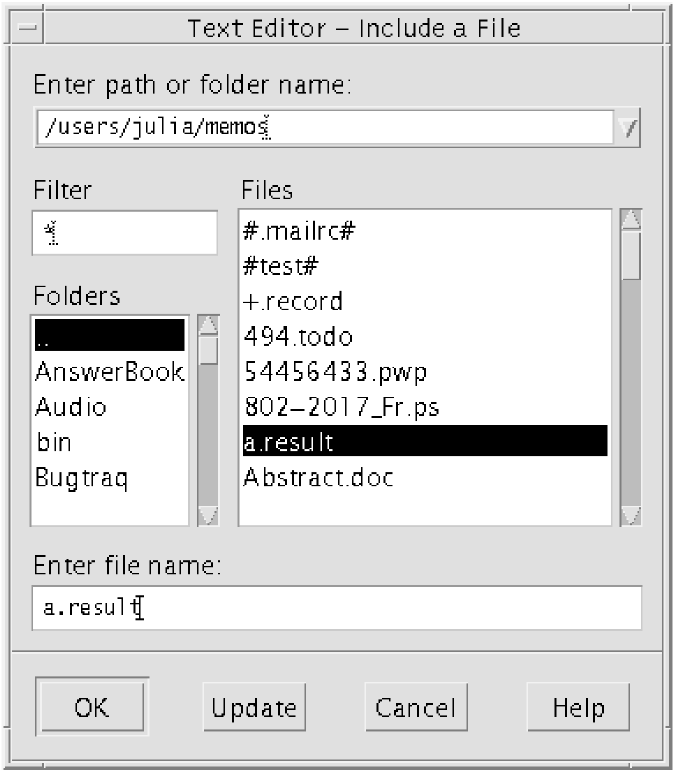
3. **Type the correct word into the Change To field.**

4. **Click Change to correct a single occurrence.**

   Or, click Change All to replace all occurrences.

2. **Choose Include from the File menu.**

   The Include a File dialog box lists files and folders on your system. You can browse the documents listed, or change to a new folder to locate other files on your system.


Text Editor – Include a File
Folders
..
AnswerBook
Audio
bin
Bugtraq
Files
#.mailrc#
#test#
+.record
494.todo
54456433.pwp
802–2017_Fr.ps
a.result
Abstract.doc
OK
Update
Cancel
Help

Enter path or folder name: /users/julia/memos

Filter: *

Enter file name: a.result

Figure 10–5 Include a File dialog box

3. **Select the document you want to insert in the Files list.**
4. **Press Return or click OK.**

Note - To include a file from a CD-ROM or diskette that has been mounted, choose `/cdrom/`*cd_name* or `/floppy/`*floppy_name* through the menu button at the end of the text field, Enter path or folder name. Select the file name and click OK.

▼ To Undo an Edit

♦ **Choose Undo from the Edit menu or press Control+Z.**

Undo reverses the last cut, paste, clear, delete, change, include, or format operation.

▼ To Copy Text

1. **Select the text to be copied.**
2. **Choose Copy from the Edit menu or press Control+C.**

   A copy of the text is stored on a clipboard where it can be accessed or replaced by other applications.
3. **Click where you want to insert the text.**
4. **Choose Paste from the Edit menu or press Control+V.**

   You can also use drag and drop to copy text (see "To Copy Text Using Drag and Drop" on page 249).

Note - Use this shortcut to copy a word or phrase: Select the text, move the pointer to where you want to insert the text, and click mouse button 2. This is a quick way to copy text into a dialog box.

▼ To Move Text (Cut and Paste)

1. **Select the text.**
2. **Choose Cut from the Edit menu or press Control+X.**

   The text is erased from the document and stored on a clipboard where it can be accessed or replaced by other applications.
3. **Move the cursor to where you want to insert the text.**
4. **Choose Paste from the Edit menu or press Control+V.**

   You can also use drag and drop to move text (see "To Move Text Using Drag and Drop" on page 249).

▼ To Include a File

You can insert a text file into your document using a menu command or by dragging a file icon into the Text Editor window (see "To Include a File Using Drag and Drop" on page 250).

1. **Position the cursor where you want to insert the text file.**

Note - When using UNIX key bindings, the Delete key deletes the previous character rather than the character that follows the cursor.

▼ To Set Overstrike Mode

As you type, new characters are inserted. If you want to type over existing characters, change to Overstrike mode.

- Choose Overstrike from the Options menu. To return to Insert mode, choose Overstrike again from the menu.
- Or, use the Insert key to switch between Insert and Overstrike mode.

  When Overstrike mode is on, the cursor changes to a solid block. If you use Overstrike mode often, you may want to display the status line (see “To Display the Status Line” on page 227) because it indicates whether Overstrike mode is on or off.

▼ To Type Over Text

1. **Select the text.**
2. **Type the replacement text.**

   You can also choose Overstrike from the Options menu to turn off Insert mode and type over the text directly.

▼ To Delete Text

1. **Select the text.**
2. **Choose Delete from the Edit menu or press the Delete key.**

   Deleted text cannot be pasted, but it can be recovered with the Undo command (see “To Undo an Edit” on page 240).

   If you intend to paste the text that you delete, use the Cut command (see “To Move Text (Cut and Paste)” on page 240).

▼ To Clear Text

The Clear command replaces the selected text with spaces or blank lines.

1. **Select the text to be cleared.**
2. **Choose Clear from the Edit menu.**

Control+C	Copy selected text
Control+X	Cut selected text
Control+V	Paste selected text
Control+F	Find/Change text
Control+Z	Undo a cut, delete, clear, include, copy, or paste command

UNIX Key Bindings

UNIX™ key bindings enable you to use a set of extended Emacs keys, such as Alt+B (back word) or Control+N (next line), in Text Editor. To enable UNIX key bindings (which are set off by default) you edit a file in your home directory.

To Enable UNIX Key Bindings

1. **Add the following line to the .Xdefaults file in your home directory:**

   ```
   #include "/usr/dt/app-defaults/language/UNIXbindings"
   ```

   Replace language with the name of your language environment.

   If the .Xdefaults file does not exist, create the file in your home directory.

2. **Log out of your current session.**

3. **Log in and restart Text Editor.**

   Some Text Editor menu accelerators conflict with UNIX key bindings. When UNIX key bindings are enabled, Text Editor provides alternate menu accelerators for these commands:

Command	**Alternate Menu Accelerator**
Find/Change (Control+F)	Control+S
Paste (Control+V)	Shift+Insert
Print (Control+P)	No alternate accelerator
Undo (Control+Z)	Control+_

   If you want to modify these menu accelerators, copy the contents of the `/usr/dt/app-defaults/`*language*`/UNIXbindings` file into your `.Xdefaults` file and then make your changes.

Text to Select	**Action**
Cursor to beginning of document	Shift+Control+Home
Cursor to end of document	Shift+Control+End
All text	Control+/
Deselect all text	Control+\

Editing Text

Minor edits can be made using the editing keys. You may also want to copy, move, or delete portions of text, find and change a word or phrase, or check the spelling of your document.

Editing Keys

Key	**Action**
Backspace	Deletes the character before the cursor
Delete	Deletes the character following the insertion cursor
Control+Backspace	Deletes the previous word
Shift+Backspace	Deletes characters from the cursor to the beginning of the line
Control+Delete	Deletes all the characters from the cursor to the end of the current line
Insert	Toggles Overstrike and Insert mode

Menu Shortcut Keys

You can also use these shortcut keys when making edits.

Word	Double-click the word
Line	Triple-click the line
All text	Quadruple-click in the text

Secondary Selection

This method enables you select text and replace it with another selection, which is used as the replacement text.

To Replace Text Using Secondary Selection

1. **Select the text that you want to replace.**
2. **Move the pointer to the beginning of the text you want to replace the first selection with. Hold down the Alt key and mouse button 2 and drag to the end of the text you want to use.**

   The text is underlined.

Note - If your keyboard does not have an Alt key, ask your system administrator to identify the corresponding key.

---

3. **Release the Alt key and mouse button.**

   The underlined text overwrites your first selection.

▼ To Select Text with the Keyboard

Text to Select	**Action**
Text block	Move the cursor to the beginning of the text block. Hold down the Shift key and an arrow key to move the cursor to the end of the text block.
Cursor to beginning of line	Shift+Home
Cursor to end of line	Shift+End
Cursor to beginning of paragraph	Shift+Control+Up Arrow
Cursor to end of paragraph	Shift+Control+Down Arrow

3. **Type the line number you want to go to and press Return.**

▼ To Scroll a Document

- **Select and drag the vertical scroll bar to view more text. Use the horizontal scroll bar to view long lines.**

You can also use the scrolling keys:

Key	Scroll Movement
Page Up	Up one page
Page Down	Down one page
Control+Page Up	Left one page
Control+Page Down	Right one page

Selecting Text

Before using edit commands such as cut and paste, you must select the text. You can select text using the mouse or the keyboard.

▼ To Select Text with the Mouse

1. **Click at the beginning of the text you want to select.**
2. **Press and hold mouse button 1 and drag to the end of the text.**

   To deselect text, click any area in the window.

Note - To modify a selection you have made, press and hold the Shift key and mouse button 1. Then drag forward or backward to adjust the amount of selected text. Or, hold down the Shift key and one of the arrow keys to change the selection.

You can also use these shortcuts for selecting text:

Moving the Cursor in a Document

As you enter and edit text, you move the insertion cursor using the mouse and keyboard cursor keys. Using the mouse, move the pointer to the new location in the document and click mouse button 1.

You can also use the keyboard cursor movement keys:

Key	Cursor Movement
Up Arrow	Up one line
Down Arrow	Down one line
Left Arrow	Left one character
Right Arrow	Right one character
Control+Left Arrow	Move left to previous word
Control+Right Arrow	Move right to next word
Home	Beginning of the current line
End	End of the current line
Control+Up Arrow	Beginning of the previous paragraph
Control+Down Arrow	Beginning of the next paragraph
Control+Home	Beginning of the document
Control+End	End of the document
Control+G	To the Line field in the status line

Note - If your keyboard uses different key labels, ask your system administrator to identify the corresponding keys.

▼ To Go to a Specific Line

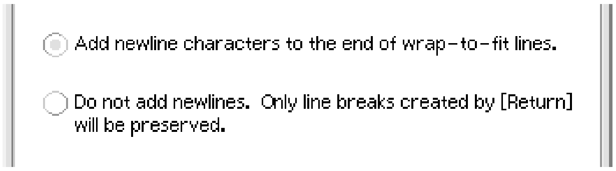
1. **Display the status line (see** "To Display the Status Line" on page 227**).**
2. **Press Control+G or click in the Line field of the status line.**

Using Wrap To Fit

Wrap To Fit controls whether lines are automatically wrapped to fit the width of the window. When Wrap To Fit is set on, lines are broken automatically at the edge of the window. Because these line breaks are dynamic, you can resize the Text Editor window and the text automatically adjusts to fit the new window width.

When you save your document, you decide whether to add a line break to each of the wrapped lines, or to retain the dynamic line endings. When you save your document, you choose one of these options:

- Add a newline character (hard return) to the end of each wrapped line to preserve each line ending as it currently appears.
- Or, preserve only line breaks that were created by pressing Return.



● Add newline characters to the end of wrap-to-fit lines.

○ Do not add newlines. Only line breaks created by [Return] will be preserved.

To Set Wrap To Fit On or Off

♦ **To set Wrap To Fit on, choose Wrap To Fit in the Options menu. To set Wrap To Fit off, choose it from the menu again.**

Entering Special Characters

Different systems often use certain key combinations to insert special characters. In some instances, a key combination may be reserved by Text Editor. For example, a Text Editor mnemonic for displaying a menu might conflict with a key sequence you want to use on your keyboard.

To insert the correct character you may need to override the reserved behavior by preceding the key combination with Control+Q.

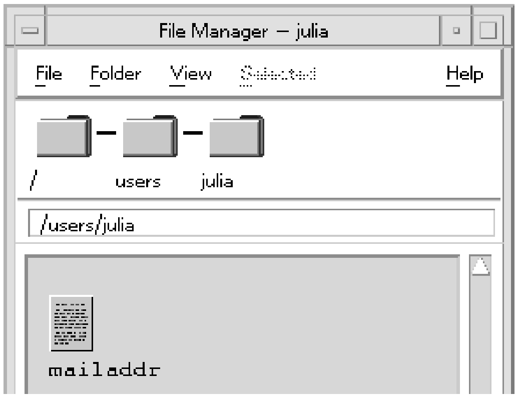

File Manager — julia
File
Folder
View
Selected
Help
/
users
julia
/users/julia
mailaddr

Figure 10–4 Document file icon

2. **Open the document in one of the following ways:**
   - Double-click the document.
   - Select the document, then choose Open from the File Manager Selected menu.
   - Drag the document file icon to the Front Panel and drop the icon on the Text Editor control.

Entering Text

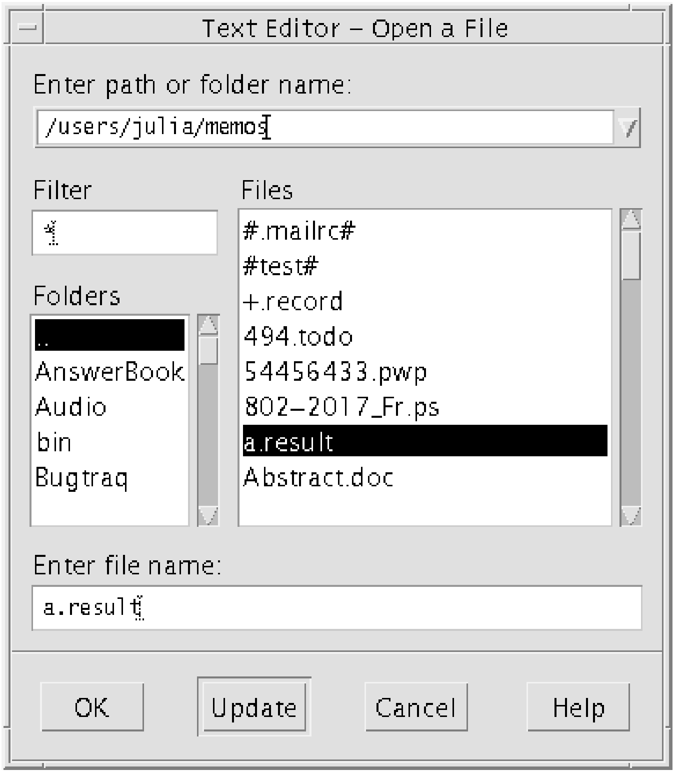
As you create a document, you type and edit text. A cursor (`I`) shows your current position. Characters are inserted unless you set Overstrike mode (see “To Set Overstrike Mode” on page 239).

▼ To Enter New Text

♦ **Click in the document and start typing.**

To start a new line, press Return. Or, you can use the Wrap To Fit option to automatically wrap text at the edge of the window.

To start a paragraph, press Return twice.


Text Editor – Open a File
Filter
Files
Folders
..
AnswerBook
Audio
bin
Bugtraq
#.mailrc#
#test#
+.record
494.todo
54456433.pwp
802–2017_Fr.ps
a.result
Abstract.doc
OK
Update
Cancel
Help

Enter path or folder name: /users/julia/memos

Filter: *

Enter file name: a.result

Figure 10–3 Open a File dialog box

2. **Select the name of the document you want to open, or type the document name in the Enter file name field.**

3. **Press Return or click OK.**

Note - You can also use this shortcut: double-click the document name in the dialog box.

Note - To save a file from a CD-ROM or diskette that has been mounted, choose `/cdrom/`*cd_name* or `/floppy/`*floppy_name* through the menu button at the end of the text field, Enter path or folder name. Select the file name and click OK.

To Open an Existing Document from File Manager

1. **Display the document's file icon in a File Manager window.**

▼ To Save a Document to the Original File

♦ **Choose Save from the File menu to save your work and continue editing your document.**

If you used Wrap To Fit, the Save dialog box includes an additional choice about handling line endings (see "Using Wrap To Fit" on page 233).

Opening an Existing Document

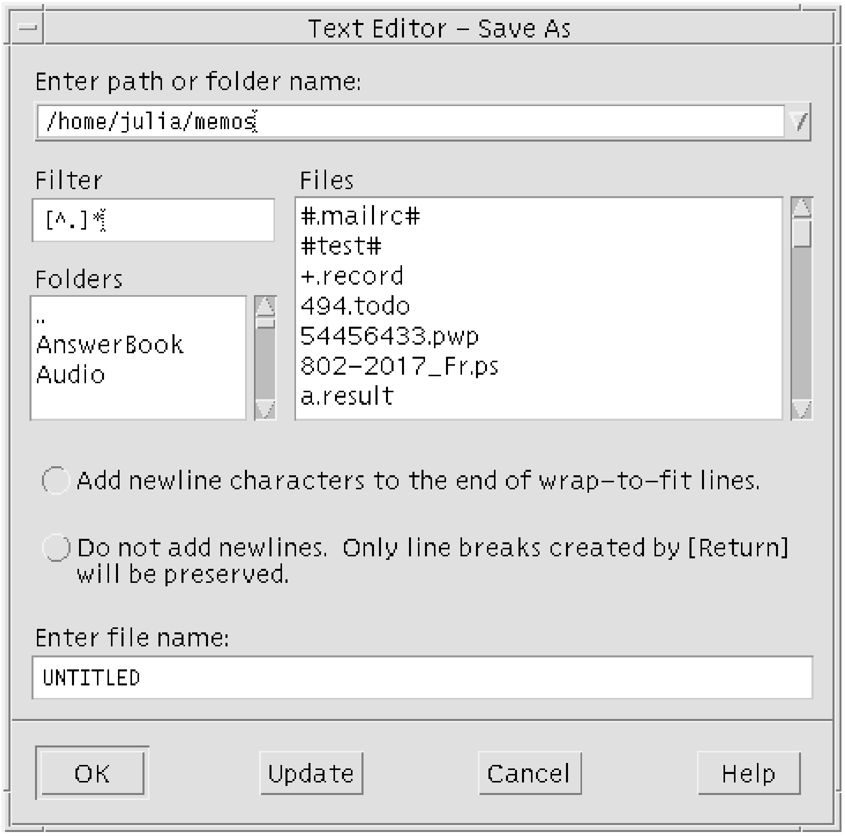
You can open an existing document in these ways:

- Open the document in Text Editor.
- Select the file icon in File Manager and choose Open from the File Manager Selected menu.
- Double-click the file icon in File Manager.
- Drag the document's file icon to the Text Editor control in the Front Panel.

To Open an Existing Document from Text Editor

1. **Choose Open from the File menu.**

   The Open a File dialog box lists files and folders in your current folder. You can browse the documents listed, or change to a new folder to locate other files on your system.



Enter path or folder name: /home/julia/memos

Filter: [^.]*

Folders:
..
AnswerBook
Audio

Files:
#.mailrc#
#test#
+.record
494.todo
54456433.pwp
802-2017_Fr.ps
a.result

○ Add newline characters to the end of wrap-to-fit lines.

○ Do not add newlines. Only line breaks created by [Return] will be preserved.

Enter file name: UNTITLED

Figure 10–2 Save As dialog box

2. ***Optional*. If you do not want to save the file to the current folder, choose a subfolder or indicate a different folder.**
    - For a subfolder, select the subfolder in the Folders list and press Return.
    - For a different folder, use the .. (go up) icon to change to a folder or type its path name in the Enter path or folder name field.
3. **Type a new file name in the Enter file name field.**
4. **Press Return or click OK.**

Note - To save your document to a diskette that has been mounted, choose `/floppy/`*floppy_name* through the menu button at the end of the text field, Enter path or folder name. Type a name in the Enter file name text field and click OK.

Opening and Saving Documents

You can create a new document or open an existing document. Opening a document displays the contents of a selected file in the Text Editor window.

Saving a document stores the edited contents into a file. You can save a document to its original file or to a new file.

▼ To Create a New Document

A new document named (UNTITLED) is created when you start Text Editor. To enter text in your document, see “Entering Text” on page 232. You provide a new file name when you save the document.

After finishing a document, you can create another document using the New command.

♦ **Choose New from the File menu.**

The Text Editor window is cleared and a new document is created. If you have not saved your current document, a dialog box is displayed that enables you to save your document.

▼ To Save a Document to a New File

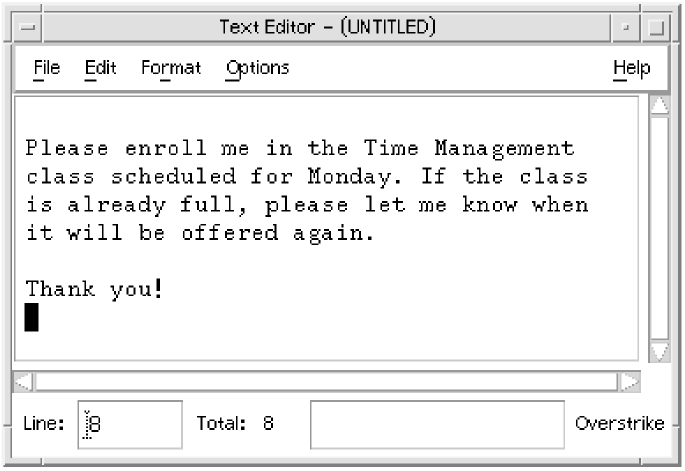
1. **Choose Save As from the File menu.**

   The Save As dialog box lists files and folders located in your current folder. You can store your document in the current folder, a subfolder, or a folder that you specify.

   If you used Wrap To Fit, the dialog box includes an additional choice about handling line endings. If Wrap To Fit is set off, the dialog box omits this choice (see “Using Wrap To Fit” on page 233).

Text Editor Window

You create and edit a document in the Text Editor window. The title bar displays the name of the current document. A new document is named (UNTITLED).



```
Please enroll me in the Time Management
class scheduled for Monday. If the class
is already full, please let me know when
it will be offered again.

Thank you!
```

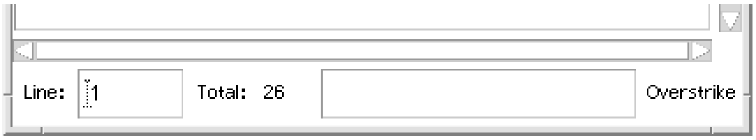
Line: 8 Total: 8

Figure 10–1 Text Editor window

You can optionally display a status line that reports the number of lines in your document and enables you to go to a specific line number.

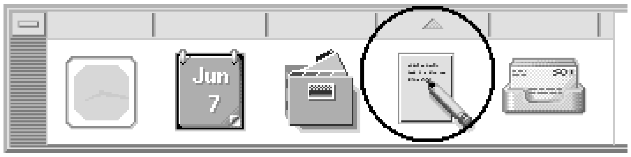
▼ To Display the Status Line

The status line displays the line number where the insertion cursor is located and the total number of lines in the document. It also reports Text Editor messages and indicates whether Overstrike mode is active.

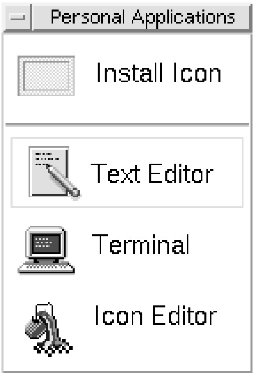


Line: 1 Total: 26

- ♦ **Choose Status Line from the Options menu. To remove the status line, choose Status Line again from the menu.**



- Or, open the Personal Applications subpanel in the Front Panel and click the Text Editor control.


Personal Applications
Install Icon
Text Editor
Terminal
Icon Editor

Text Editor can also be started from the command line by typing this command in a Terminal window:

`dtpad` *filename* `&`

The file name is optional.

Note - If the path `/usr/dt/bin` has not been set in your `.cshrc` file, then type `/usr/dt/bin/dtpad` to run Text Editor from the command line.

▼ To Close Text Editor

♦ **Choose Close from the File menu or press Alt+F4.**

Note - If your keyboard does not have an Alt key, ask your system administrator to identify the corresponding key.

CHAPTER **10**

Using Text Editor

This chapter describes how to create and edit short documents such as memos, mail messages, or resource files using Text Editor.

- " Opening and Closing Text Editor " on page 225
- "Text Editor Window" on page 227
- "Opening and Saving Documents " on page 228
- "Moving the Cursor in a Document " on page 234
- "Entering Text" on page 232
- "Editing Text" on page 237
- "Correcting Misspelled Words" on page 242
- "Searching a Document " on page 250
- "Formatting and Printing Documents " on page 251

Opening and Closing Text Editor

There are several ways to start Text Editor from your desktop.

▼ To Open Text Editor

- Click the Text Editor control in the Front Panel.

▼ To Show a Printer's Properties

1. **Select a printer in the Print Manager window or the printer in the Printer Jobs window.**
2. **Choose Properties from the Selected menu or from the printer's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).**

▼ To Change a Printer's Icon

1. **Select a printer in the Print Manager window or the printer in the Printer Jobs window.**
2. **Choose Properties from the Selected menu or from the printer's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).**
3. **Click Find Set.**
4. **Select the new icon you wish to use.**

   If the icon you want is not visible, choose another folder from the Icon Folders menu. This dialog box will only display icons that have a complete set of all three sizes.
5. **After you have selected an icon, click OK.**
6. **Click OK in the Properties dialog box.**

▼ To Change a Printer's Icon Label

1. **Select a printer in the Print Manger window or the printer in the Printer Jobs window.**
2. **Choose Properties from the Selected menu or from the printer's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).**
3. **Type the new icon label in the Icon Label field.**
4. **Click OK.**

▼ To Display the Print Manager Problem Flag

1. **Start Print Manager.**
2. **Choose Set Options from the View menu.**
3. **Select Problem Flag to have a flag icon displayed next to printers when a problem is found with one of them.**

   For more information on the problem, you can double-click the Flag icon.
4. **Click OK.**

▼ To Determine Which Printers Are Shown

1. **Start Print Manager.**
2. **Choose Modify the Show List from the View menu.**

   Printers that are visible in the Print Manager window have highlighted names.
3. **Click a non-highlighted printer to make it visible in the Print Manager window.**

   Click a highlighted printer to remove it from the main window. You can also use Select All to show all the printers or Deselect All to hide all the printers.
4. **Click OK.**

Printer Properties

The following properties can be displayed:

- Icon label
- Icons
- Description
- Printer queue
- Printer queue status
- Device name
- Device status

- Details – Displays job owner, size, job number, and the date and time each job was submitted
- Show Labels – Displays a description of each details row to the left of the job list area

---

Note - The term “not available” may appear in some fields to indicate that the print server is not supplying that information

---

4. **Click OK.**

▼ To Change the Update Frequency

1. **Start Print Manager.**
2. **Choose Set Options from the View menu.**
3. **Adjust the interval gauge to specify how frequently printers are queried for information about their print jobs. The default is every 30 seconds.**
4. **Click OK.**

▼ To Determine Which Jobs Are Displayed

1. **Start Print Manager.**
2. **Choose Set Options from the View menu.**
3. **Select which jobs you want shown:**
   - Only Mine – Displays just your print jobs
   - Everyone’s – Displays all print jobs
4. **Click OK.**

▼ To Display the Print Manager Message Line

1. **Start Print Manager.**
2. **Choose Set Options from the View menu.**
3. **Select Message Line to display a message line at the bottom of the Print Manager window.**

   The message line shows the number of printers on your system and the number that are currently hidden. It also presents messages telling you when printer updates are being done.
4. **Click OK.**

1. **Open the Personal Printers subpanel (by clicking the arrow above the Printer control in the Front Panel) and verify that the icon for the printer you want to move to the Front Panel appears.**

   If the printer is not in the Personal Printers subpanel, add it by following the steps in "To Add a Printer to the Personal Printers Subpanel" on page 220.

2. **In the subpanel, point to the printer icon you want to add to the Front Panel and select Put In Main Panel from the icon's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).**

   To verify that the printer has been changed, click the Printer control in the Front Panel and check the name of the icon in the Printer Jobs window that appears.

▼ To Add a Printer to the Personal Printers Subpanel

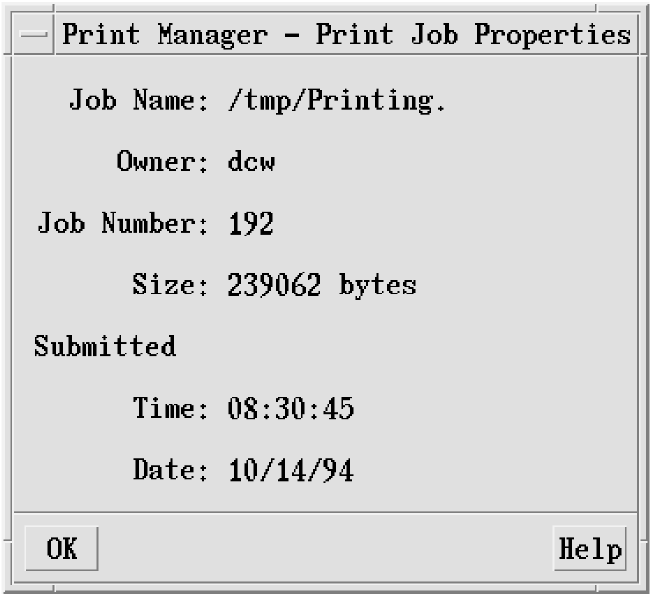
1. **Open the Personal Printers subpanel (by clicking the arrow above the Printer control in the Front Panel).**
2. **Start Print Manager.**
3. **Drag a printer icon from the Print Manager window to the Install Icon control in the open subpanel.**

Changing the Print Manager Display

This section describes how to change display parameters in Print Manager.

▼ To Change How Printers and Print Jobs Are Displayed

1. **Start Print Manager.**
2. **Choose Set Options from the View menu.**
3. **Select how you want the print jobs represented:**
   - Large Icon – Displays printers and print jobs as large icons
   - Small Icon – Displays printers and print jobs as small icons
   - Name Only – Displays printer and print jobs as only text



Job Name: /tmp/Printing.

Owner: dcw

Job Number: 192

Size: 239062 bytes

Submitted

Time: 08:30:45

Date: 10/14/94

To Display Print Job Properties

1. **Select a print job.**
2. **Choose Properties from the Selected menu or the print job's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).**

   The properties are displayed.

Printers and the Front Panel

The printer shown in the Front Panel is usually your default printer. You can change it to another printer, or add a printer to the Personal Printers subpanel.

▼ To Change the Front Panel Printer

Note - This does not change your default printer assignment. To find out how to change the default printer, see "To Change the Default Printer" on page 210.

---

4. **Once you have found a job, you can go directly to it in Print Manager or cancel it. To go to a found job, select the job and click Goto. To cancel a found job, select it and click Cancel Print Jobs.**

▼ To Cancel a Print Job

1. **Select a print job in the Print Manager or Printer Jobs window.**
2. **Choose Cancel from the Selected menu or from the print job's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).**
3. **Click Yes in the confirmation dialog box.**

Print Job Properties

The following properties can be displayed for print jobs:

- Job name
- Job owner
- Job number
- Job size
- Time job submitted
- Date job submitted

Note - The term "not available" may appear in some fields to indicate that the print system is not supplying that information.

---

displays an icon for each of the jobs waiting to be printed on it, and each job's position in line, job name, and owner.

▼ To Open a Printer Icon

There are three ways to open a printer:

- Click the Open [+] button to the left of the printer icon.
- Select a printer, then choose Open from the Selected menu or from the printer's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).
- Double-click the printer icon.

Note - Your job will not appear in the Print Manager or Printer Jobs window if there are no jobs waiting to be printed when you send your job to the printer.

▼ To Close a Printer Icon

Close a printer if you don't want to see the jobs waiting to be printed on it.

- Click the Close [-] button to the left of the printer icon.
- Select a printer, then choose Close from the Selected menu or from the printer's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).

▼ To Find a Print Job

1. **Choose Find from the Printers menu.**

   Find is available in Print Manager but not in the Printer Jobs application.

2. **Type the name of the print job you want to find in the Job Name field.**

   For example, typing `cat` will find all jobs that include the fragment "cat" in their name, such as "Catchall" and "catalog," regardless of case.

   To find jobs with the name "cat" only, you would select Exact match.

   To find only jobs that match your capitalization, deselect Ignore case.

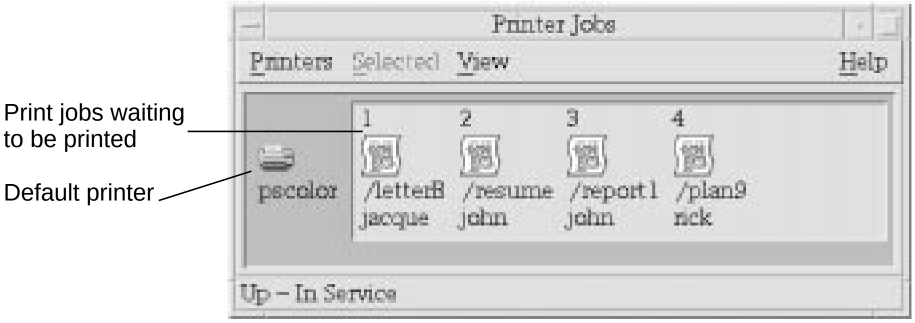
Note - Find only finds print jobs that list you as the owner and it searches all printers, even those that are not currently displayed.

---

3. **Click Start Find.**

Printer Jobs Application

The Printer Jobs application is the application you see when you open a single printer from the Front Panel. The Printer Jobs application is a simplified version of Print Manager that shows only a single printer instead of all the printers on your system. The functions that are available inside Printer Jobs work the same way as they do in Print Manager.

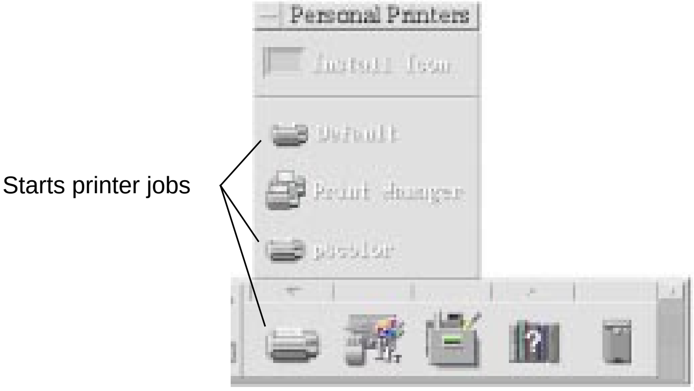

Printer Jobs
Printers
Selected
View
Help
1
2
3
4
pscolor
/letterB
jacque
/resume
john
/report1
john
/plan9
rick
Up – In Service

Print jobs waiting to be printed

Default printer

To Start the Printer Jobs Application

♦ **Click the Printer control in the Front Panel.**

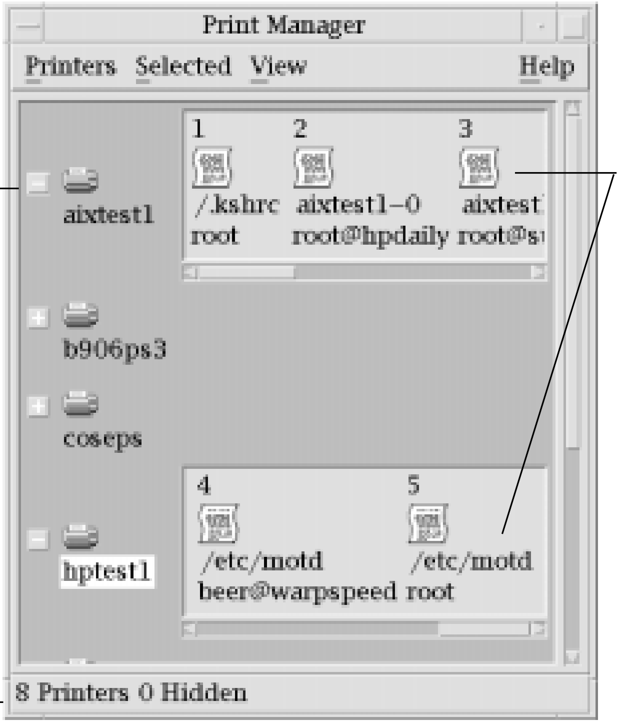

Personal Printers
Install Icon
Default
Print Manager
pscolor

Starts printer jobs

Note - The pscolor printer is only shown in the figure as an example of a printer that has been added to a system. It will not be on your subpanel.

Displaying Print Job Information

Information about the jobs waiting to be printed on a printer is displayed when you open a printer icon. A display area to the right of the printer icon


Print Manager
Printers
Selected
View
Help
aixtest1
1
/.kshrc
root
2
aixtest1–0
root@hpdaily
3
aixtest
root@s
b906ps3
coseps
hptest1
4
/etc/motd
beer@warpspeed
5
/etc/motd
root
8 Printers 0 Hidden

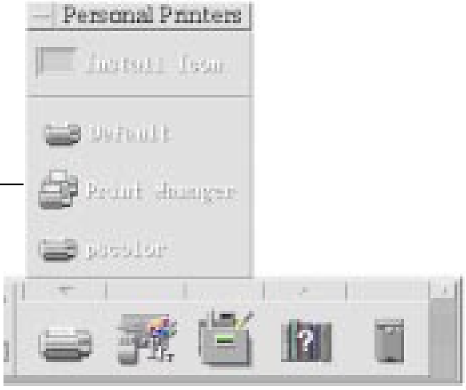
Printer open/close button

Print jobs waiting to be printed

Message line

To Start Print Manager

♦ **Click the Print Manager control in the Personal Printers subpanel in the Front Panel.**


Personal Printers
Install Icon
Default
Print Manager
pscolor

Starts Print Manager

Printer	The destination for the print job. The text field initially displays the printer on which you dropped the data file. In this example, the document was dropped on a printer named `lj4_n5`.
Copies	The number of copies to print. The default is 1.
Banner Page Title	A title to appear on the banner page. The banner page is a sheet of paper that the printer prints before it prints the first page of your document.
Print Page Numbers	Prints page numbers on each page. If page numbering is selected, Print Manager will not display the true name of your document. Instead, the name in the jobs list will be STDIN:XXXXX, where XXXXX is a five-digit number.
Print Command Options	Other options that change the way printing is done. See the next section for more details on using this field.

Print Command Options

You can use the Print Command Options text field in the Print dialog box to set other print options. Type the proper `lp` command flag in the text field for the print option you want to use. To see a list of the `lp` command flags, type `man lp` in a Terminal window.

For example, one of the `lp` flags is `–m`. This flag tells the print server to send you a mail message that tells you when it is done printing your document. To use this flag you would type `–m` in the Print Command Options field of the Print dialog box. Then when your document is done printing, a message appears in your mailbox from the printer.

Printer Applications

After you submit a document (print job) for printing, you can use the Print Manager or Printer Jobs applications to find out about the progress of the printing. Printer Jobs gives you information about jobs on a single printer. Print Manager shows all the printers that are on your system.

Print Manager

The Print Manager window is shown below. To find out how to modify it, see “Changing the Print Manager Display” on page 220.

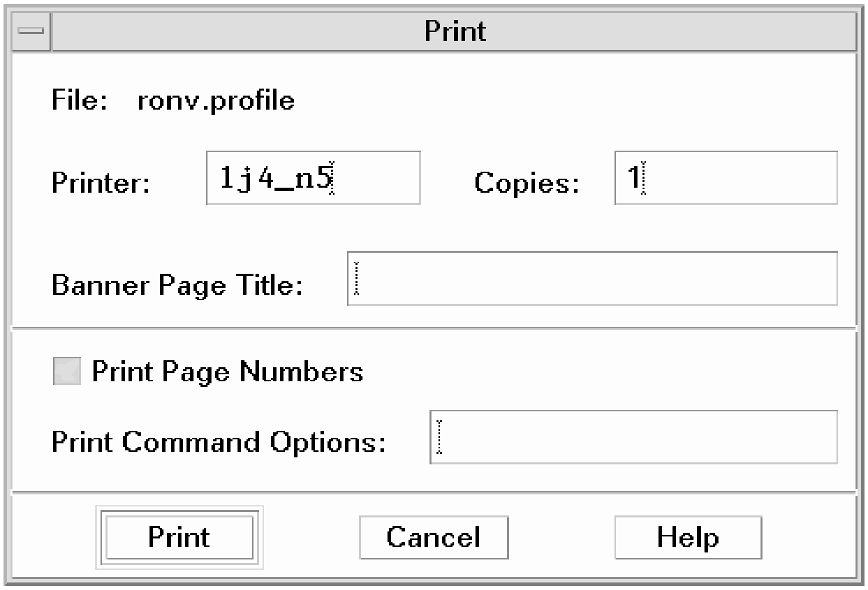
Note - If you submit a job to a printer that is down (flag is showing), it may never be printed even though it appears in the jobs list.

The system displays a Print dialog box for specifying various print options.

3. ***Optional*. Use the text fields in the Print dialog box to set additional print options. (See** "Setting Print Options Using the Print Dialog Box" on page 213**.)**
4. **Click OK in the Print dialog box to send the job to the printer.**

Setting Print Options Using the Print Dialog Box

The desktop displays the Print dialog box when you print text, PCL, PostScript, and data files (see Table 9–1).



Print

File: ronv.profile

Printer: 1j4_n5

Copies: 1

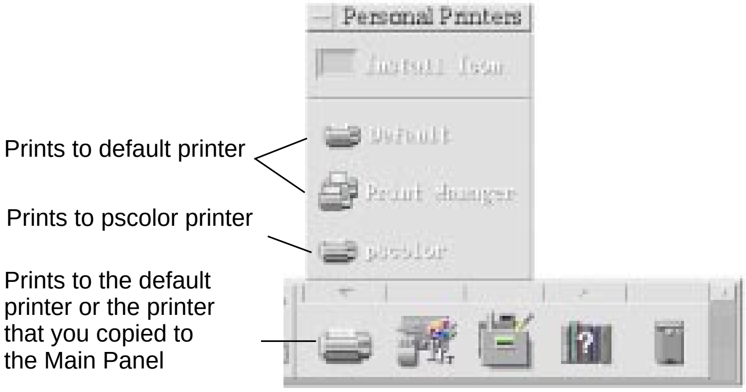
Banner Page Title:

☐ Print Page Numbers

Print Command Options:

When application data files, such as word processor documents, are submitted for printing, they may display their own unique Print dialog boxes.

Use the Print dialog box to set these print options:


Personal Printers
Install Icon
Default
Print Manager
pscolor
Prints to default printer
Prints to pscolor printer
Prints to the default printer or the printer that you copied to the Main Panel

---

Note - pscolor will not show on your system. It is only included as an example of a printer that has been added to a system.

---

2. ***Optional*. Use the text fields in the Print dialog box to set additional print options. (See** "Setting Print Options Using the Print Dialog Box" on page 213**.)**
3. **Click OK in the Print dialog box to send the job to the printer.**

▼ To Print Using File Manager

1. **Select the file in File Manager.**
2. **Choose Print from the Selected menu or the file's pop-up menu.**

   The system displays a Print dialog box for specifying various print options.
3. ***Optional*. Use the text fields in the Print dialog box to set additional print options. (See** "Setting Print Options Using the Print Dialog Box" on page 213**.)**
4. **Click OK in the Print dialog box to send the job to the printer.**

▼ To Print Using Print Manager

1. **Start Print Manager from the Personal Printers subpanel.**
2. **Drag a file from File Manager to a printer icon in Print Manager.**

   In Print Manager, you can submit a document by dropping it on a printer icon or into the jobs list area to the right of a printer.

TABLE 9–1 Types of Data That Can Be Printed (Initial Configuration) *(continued)*

Type of Data	Data Type Requirement	Description
PCL	File name ends with.pcl,or content is recognized as PCL data	Printer Control Language files (requires a PCL printer)
Data	Contains text data	The default data type assigned to all files containing ASCII data that do not match other data types

If applications are installed on your system that create other types of files, your system administrator can add printing capabilities for them.

Note - Ensure that your destination printer is capable of printing PostScript™ or PCL files before you try to print them.

Submitting a File to a Printer

There are many ways to submit a file to a printer:

- Using the Front Panel
- Using File Manager
- Using Print Manager
- Using applications

▼ To Print Using the Front Panel

1. **Drag a single file or multiple files from File Manager to the Printer control in the Front Panel or to a Printer icon in the Personal Printers subpanel.**

   The system then displays a Print dialog box for specifying print options. A Print dialog box appears for each file you drag to the Printer control.

▼ To Change the Default Printer

To designate a different printer as the default printer:

1. **Go to your home folder and open the file `.dtprofile`.**
2. **Add or edit a line that sets a value for the LPDEST environment variable:**

```
LPDEST=printer_device; export LPDEST
```

If you are using `csh` the syntax is:

```
setenv LPDEST printer_device
```

Note - This change will take effect the next time you log out and back in again.

For example, the following line would change the default printer to the printer whose device name is `laser3d`.

```
LPDEST=laser3d; export LPDEST
```

If you are using `csh` the syntax is:

```
setenv LPDEST laser3d
```

Printing Files

The desktop can print different types of files, as listed in Table 9–1.

TABLE 9–1 Types of Data That Can Be Printed (Initial Configuration)

Type of Data	Data Type Requirement	Description
Text file	File name ends with.txt	Text files containing ordinary (ASCII) text data
PostScript	File name ends with .ps, or content is recognized as PostScript data	PostScript files (requires a PostScript printer)

CHAPTER **9**

Printing

You can easily print files, find or cancel print jobs, and get information about printers and print jobs through the desktop.

- "Your Default Printer" on page 209
- "Printing Files" on page 210
- "Printer Applications" on page 214

Your Default Printer

Your system may have more than one printer that you can use for printing. One of the printers will be designated as the *default* printer. The default printer is the printer that your desktop automatically uses if you submit a document for printing and you don't specify a printer name. When you first open your desktop, the default printer is shown in the Front Panel.

To find out how to display a printer other than your default printer in the Front Panel, see "To Change the Front Panel Printer" on page 219.

▼ To Determine the Default Printer

♦ **To find out the name of your default printer, double-click the Default printer control in the Personal Printers subpanel in the Front Panel.**

This starts the Printer Jobs application. The name under the printer icon is the name of your default printer.

TABLE 8–6 Keyboard Mnemonics and Shortcuts *(continued)*

Task	**Mnemonic**	**Keyboard Shortcut**
Rename	Alt+A, then R	
Select All	Alt+A, then S	
Show List	Alt+A, then L	
Open	Alt+A, then O	
Print	Alt+A, then P	
Compose Format menu		
Word Wrap	Alt+R, then W	
Settings	Alt+R, then S	
Change Char Set	Alt+R, then C	Control+Y
Use Template	Alt+R, then T	
Use Draft	Alt+R, then D	
Include Signature	Alt+R, then I	
Signature	Alt+R, then E	
Vacation Message	Alt+R, then V	
Aliases	Alt+R, then A	
Add Bcc:	Alt+R, then B	
Miscellaneous		
Move between buttons or fields	Tab	
Select multiple messages	Shift+Click	
Select discontiguous messages	Control+Click	

TABLE 8–6 Keyboard Mnemonics and Shortcuts *(continued)*

Task	**Mnemonic**	**Keyboard Shortcut**
Include	Alt+F, then I	
Save As	Alt+F, then A	
Save Outgoing Mail	Alt+F, then M	
Send	Alt+F, then S	F3
Send As	Alt+F, then N	
Close	Alt+F, then C	Alt+F4
Compose Edit menu		
Undo	Alt+E, then U	Control+Z
Cut	Alt+E, then T	Control+X
Copy	Alt+E, then C	Control+C
Paste	Alt+E, then P	Control+V
Paste Special	Alt+E, then L	
Clear	Alt+E, then E	
Delete	Alt+E, then D	Del
Select All	Alt+E, then S	
Find/Change	Alt+E, then F	Control+F
Check Spelling	Alt+E, then K	
Compose Attachments menu		
Add File	Alt+A, then F	
Save As	Alt+A, then A	
Delete	Alt+A, then D	
Undelete	Alt+A, then U	

TABLE 8–6 Keyboard Mnemonics and Shortcuts *(continued)*

Task	Mnemonic	Keyboard Shortcut
Compose Window	Alt+O, then C	
Message View	Alt+O, then M	
Move Menu Setup	Alt+O, then P	
Notification	Alt+O, then N	
Signature	Alt+O, then S	
Templates	Alt+O, then T	
Toolbar	Alt+O, then R	
Vacation Message	Alt+O, then V	
Advanced	Alt+O, then D	
Move menu		
Inbox	Alt+E, then I	
Select Mailbox	Alt+E, then S	
Other Mailboxes	Alt+E, then O	
Help menu		
Overview	Alt+H, then V	
Tasks	Alt+H, then T	
Reference	Alt+H, then R	
Messages	Alt+H, then M	
On Item	Alt+H, then O	
Using Help	Alt+H, then U	
About Mailer	Alt+H, then A	
Compose File menu		

TABLE 8–6 Keyboard Mnemonics and Shortcuts *(continued)*

Task	Mnemonic	Keyboard Shortcut
New Message	Alt+C, then M	Control+N
New, Use Template	Alt+C, then N	
Forward	Alt+C, then F	
Forward, no Attachments	Alt+C, then S	
Reply	Alt+C, then R	Control+R
Reply to All	Alt+C, then A	
Reply, Include Message	Alt+C, then I	
Reply to All, Include Message	Alt+C, then E	
Continue Composing Draft	Alt+C, then C	
View menu		
Next	Alt+V, then N	
Previous	Alt+V, then P	
Abbreviated Headers	Alt+V, then H	
Change Char Set	Alt+V, then C	Control+Y
By Date/Time	Alt+V, then D	
By Sender	Alt+V, then S	
By Subject	Alt+V, then B	
By Size	Alt+V, then Z	
By Status	Alt+V, then T	
Options menu		
Basic	Alt+O, then B	Control+I
Aliases	Alt+O, then A	

TABLE 8–6 Keyboard Mnemonics and Shortcuts *(continued)*

Task	**Mnemonic**	**Keyboard Shortcut**
Show Views	Alt+X, then S	
Select All Messages	Alt+X, then A	
New Mailbox	Alt+X, then N	
Rename Mailbox	Alt+X, then R	
Delete Mailbox	Alt+X, then X	
Open Mailbox	Alt+X, then O	
Destroy Deleted Messages	Alt+X, then D	
Close	Alt+X, then C	Alt+F4
Message menu		
Open	Alt+M, then O	
Copy Selected Text	Alt+M, then X	Control+S
Select All Text	Alt+M, then T	
Save As Text	Alt+M, then A	
Attachments	Alt+M, then H	
Copy To Mailbox	Alt+M, then C	
Print One	Alt+M, then E	
Print	Alt+M, then P	Control+P
Search	Alt+M, then S	
Delete	Alt+M, then D	Control+D
Undelete Last	Alt+M, then L	
Undelete From List	Alt+M, then U	
Compose menu		

- Filter – Shows the filter criteria; an asterisk (*) shows all files. You can enter wildcard characters to display only those files that match a suffix. For example, *.doc lists only those files with a `.doc` suffix.
- Folders – Lists the folders in the current directory.
- Files – Lists the files within the current folder.
- Enter file name – Shows the name of the mailbox. You can either type in the name or select it from the list.

You can:

- Click Open Mailbox (or whatever action is specified in the leftmost button) to perform the operation and dismiss the dialog box.
- Click Update to display a new list of files after changing the filter key or changing to a new folder.
- Click Cancel to halt the operation without applying the changes and dismiss the dialog box.
- Click Help to display information about this dialog box.

Using Mailer Mnemonics and Keyboard Shortcuts

You can use keyboard alternatives to the mouse, called *mnemonics*, to navigate and perform some functions in Mailer. The mnemonics and shortcuts in Table 8–6 apply to Mailer only. Letters shown in uppercase should be typed as lowercase.

For more information on keyboard shortcuts, see Appendix A.

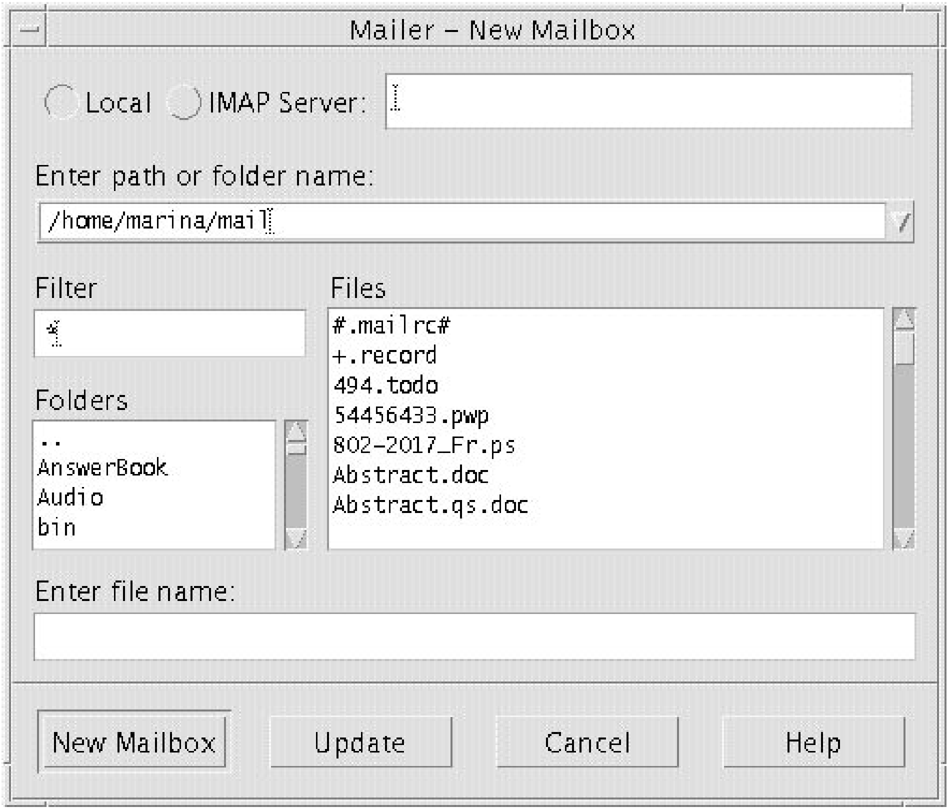
Note - Some Mailer shortcuts may interfere with UNIX key bindings. For more information on these bindings, see Chapter 10.

TABLE 8–6 Keyboard Mnemonics and Shortcuts

Task	Mnemonic	Keyboard Shortcut
Mailbox menu		
Check for New Mail	Alt+X, then M	Control+M

Using the File Selection Dialog Box

When you perform certain functions (like opening a mailbox or saving a message), there is a standard method to access your file system. From a File Selection dialog box, you are presented with a place to enter a path or folder name or a place to select from the folders and files in your file system.



Enter path or folder name: /home/marina/mail

Filter: *

Folders:
- ..
- AnswerBook
- Audio
- bin

Files:
- #.mailrc#
- +.record
- 494.todo
- 54456433.pwp
- 802-2017_Fr.ps
- Abstract.doc
- Abstract.qs.doc

Enter file name:

Figure 8–7 File Selection dialog box

The title bar and the buttons of the dialog box vary, depending on the operation you wish to perform.

The fields are:

- Local or IMAP Server – Specifies the mail server type. If you select IMAP Server, type its name in the text field.
- Enter path or folder name – Indicates the path to the item. It can be a location anywhere in your file system. If folders or file names are selected, the path appears here.

▼ To Customize Mail Notification

To determine how Mailer signals the arrival of new mail:

1. **Choose Notification from the Options menu.**
2. **Under "Signal new mail with," specify whether you want Mailer to beep, the Header window to flash, or Mailer to play an audio file when new mail arrives. You can choose to have all three signals if you desire.**

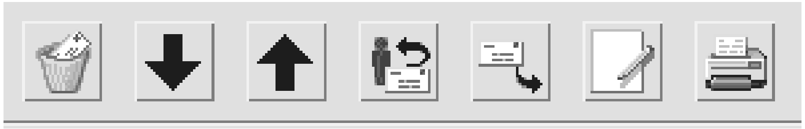
   Set the number of beeps and flashes by clicking on the up or down arrow under Beeps and Flashes.

   To play an audio file, either type the full path name of the file in the Sound File text field, or click Select to specify that file in a File Selection dialog box.

Configuring the Appearance of the Toolbar

From the settings in the Toolbar Options dialog box, you can change the appearance of the Toolbar buttons (as icons or with text), determine which buttons display, and set the order in which they are displayed.

By default, the following commands appear as icons: Delete; Next; Previous; Reply, Include Message; Forward; New Message; and Print One.



To Customize the Toolbar

1. **Choose Toolbar from the Options menu.**

   The Toolbar Options dialog box is displayed. Under Commands is a list of the commands you can choose to be displayed in the Toolbar, either as icons or with text. Those commands you have chosen to be displayed in the Toolbar are shown in the Toolbar scrolling list.
2. **Select Icons or Text as your preference for the display.**
3. ***Optional*. Click Add or Remove to add or remove a selected command from the Toolbar.**
4. ***Optional*. Click Move Up or Move down to change the order in which the buttons are displayed.**
5. **Click OK or Apply to make your changes take effect.**

▼ To Change the Character Marker for Included Text in a Reply

Having a marker for text you include when you reply to a message sets it off from the text you want to add. Mailer provides a right-angle bracket (>) as the default. You can customize this marker to a character of your choice.

1. **Choose Compose Window from the Options menu.**

   The Compose Window Options dialog box is displayed.

2. **Type the character you want to use under Indent Characters For Included Message.**
3. **Click OK or Apply to make your changes take effect.**

▼ To Set How Often Mailer Checks for Messages

1. **Choose Basic from the Options menu.**

   The Basic Options dialog box is displayed.

2. **Increase or decrease the setting in the "Check for new mail every" field.**
3. **Click OK or Apply to make your changes take effect.**

▼ To Add Custom Fields to the Format Menu

Besides the To, Subject, Cc, and Bcc fields in the Format menu of a Compose window, you may want to add your own fields, such as Reply-To, Return-Receipt-To, and so on.

1. **Choose Compose Window from the Options menu.**

   The Compose Window Options dialog box is displayed.

2. **Type a name in the Header Name field as it will appear in the Compose window header (for example, Return-Receipt-To).**
3. ***Optional*. Type a default entry for the defined header field in the Default Value field (for example, your email address).**
4. **Click Add to add the values to the scrolling list.**

   To change a custom field, select it and edit the Header Name or Default Value field, as appropriate, then click Change.

   To remove a custom field, select it and click Delete.

5. **Click OK or Apply to make your changes take effect.**

Note - You can also drag a calendar appointment attachment from the attachment list to Calendar. See "To Drag an Appointment from Another Application to Calendar" on page 275 in Chapter 11.

Customizing Mailer

Once you have used Mailer for some time, you may want to change some of its defaults. The Options menu provides you with these choices:

- Basic
- Aliases
- Compose Window
- Message View
- Move Menu Setup
- Notification
- Signature
- Templates
- Toolbar
- Vacation Message
- Advanced

The following sections describe some of the customizations you can do using the options in these dialog boxes.

▼ To Display Message Numbers in Your Mailbox

1. **Choose Basic from the Options menu.**

   The Basic Options dialog box is displayed.

2. **Select the Display message numbers option.**
3. **Click OK or Apply to make your changes take effect.**

   The numbering appears on the left side of your Message Header List.

4. ***Optional*. Choose Rename from the Attachments menu to change the name of a selected attachment.**

   If you drag and drop messages from the Message Header List in the main window to the attachment list, Mailer creates one mailbox that contains all of the messages.

▼ To Save an Attachment to Your File System

1. **Select the attachment you want to save.**
2. **Choose Save As from the Attachments menu.**
3. **In the File Selection dialog box, indicate where you want to save the attachment.**
4. **Type a new name, if desired, for the file.**
5. **Click Save.**

   The file is saved to the selected location.

Note - You can also drag and drop an attachment to File Manager. See Chapter 5 for more information.

▼ To Attach a File from File Manager

1. **Select the file within File Manager.**
2. ***Optional*. If the attachment list is not displayed, choose Show List from the Attachments menu in a Compose window.**
3. **Drag the file from File Manager and drop it onto the attachment list in a Compose window.**
4. **Send the message as usual.**

Note - You can also drag an attachment from the attachment list to File Manager. See Chapter 5.

▼ To Attach a Calendar Appointment

1. **Create the calendar appointment in Calendar.**
2. **Drag the appointment from the Calendar Appointment Editor dialog box and drop it onto the attachment list in the Compose window.**
3. **Send the message as usual.**

intro.pg1.ps

Figure 8–6 Example of an attachment icon

2. **Choose Open from the Attachments submenu in the Message menu, or double-click the attachment icon.**

Note - If Open does not appear on the Attachments submenu, you cannot open the attachment.

▼ To Print an Attachment

1. **Select the attachment.**
2. **Choose Print from the Attachments submenu in the Message menu.**

Note - If your system does not provide the ability to print attachments, or if the attachment cannot be printed, the Print item will not be available.

▼ To Add an Attachment

1. **Compose your email message.**
2. **Choose Add File from the Attachments menu in the Compose window.**

   The Mailer - Attachments - Add dialog box is displayed. See “Using the File Selection Dialog Box” on page 202 for more information.
3. **Select a file to attach and click Add.**

   The attachment is added to the attachment list in the lower portion of the Compose window.

   To remove an attachment you just added, select its icon and choose Delete from the Attachments menu.

   To restore a deleted attachment, choose Undelete from the Attachments menu.

▼ To Print a Message with Specific Options

1. **Select the message to be printed.**

   Shift+Click selects several messages in a row by moving the highlight up or down the Message Header List. Control+Click selects discontiguous messages from the list, one at a time.

2. **Choose Print from the Message menu.**

3. **Set the options you want to change:**

   - Type a new printer name in the Printer field.
   - Indicate the number of copies in the Copies field.
   - Type a banner page title in the Banner Page Title field.
   - Select Print Page Numbers to print page numbers in your document.
   - Type print command options in the Print Command Options field.

4. **Click Print.**

▼ To Print a Message Using Drag and Drop

1. **Select the message to be printed.**

2. **Drag the message onto the Printer control in the Front Panel.**

   The Print dialog box is displayed.

3. **Set the print options as desired and click Print.**

   For more information, see "To Print a Message with Specific Options" on page 196.

Note - For information on how to change the print action, see the section, "Customizing Mail Printing," in *Common Desktop Environment: Help System Author's and Programmer's Guide*

Working with Attachments

An attachment is an image, document, or executable file that you send or receive with your email.

▼ To View an Attachment

1. **Select the attachment icon in the attachment list.**

- To alter what is in the Path/Mailbox Name field once a mailbox name is selected, edit that field and click Change.
- To delete a mailbox name from the scrolling list, select it and click Delete.
- To display the mailboxes in alphabetical order, click Alphabetize.
- To change the position of a selected mailbox in the scrolling list, click Move Up or Move Down.

5. **Click OK or Apply.**

To Change the Number of Mailboxes Displayed in the Move Menu and Copy To Mailbox Submenu

To change the number of mailboxes that are displayed on these menus:

1. **Choose Move Menu Setup from the Options menu.**

   The Move Menu Setup Options dialog box is displayed.

2. **Increase or decrease the number of mailboxes you have recently opened in the "Display up to: Recently visited mailboxes" field.**

3. **Click OK or Apply to make the change take effect.**

   Up to the desired number of mailboxes now appear on the Move menu and the Copy To Mailbox submenu of the Message menu.

Printing Mail Messages

You can print messages with the default options, or set different print options before starting the print job.

▼ To Print a Copy of a Message with Default Options

1. **Select the message to be printed in the Message Header List.**

   Shift+Click selects several messages in a row by moving the highlight up or down the Message Header List. Control+Click selects discontiguous messages from the list, one at a time.

2. **Choose Print One from the Message menu.**

▼ To Change the Default Mailbox Directory

1. **Choose Move Menu Setup from the Options menu.**

   The Move Menu Setup Options dialog box is displayed.

2. **Type the directory name in the Default Mailbox Folder field.**

3. ***Optional*. Type the IMAP server name in the IMAP Filing Server field.**

   You can also specify the default mailbox folder for your IMAP server by editing the Default IMAP Folder field; the default is *HomeDirectory*`/Mail`.

4. **Click OK or Apply.**

Customizing the Open, Move, and Copy To Menus

Once you have set up a number of mailboxes, you may discover that there are several mailboxes you use frequently. You can customize your Move menu, the Open Mailbox submenu of the Mailbox menu, and the Copy To Mailbox submenu of the Message menu to show these key mailboxes. Opening and filing to mailboxes is much more efficient this way.

Adding the names of the mailboxes that you recently opened to the Move Menu and Copy To Mailbox submenu of the Message menu can save you time when you next move or copy messages to these mailboxes.

To Add Mailboxes to the Open, Move, and Copy To Menus

1. **Choose Move Menu Setup from the Options menu.**

   The Move Menu Setup Options dialog box is displayed.

2. **Select Local or IMAP Server to specify the server where the mailboxes are located.**

   If you select IMAP Server, type the server name in the text field.

3. **Type the path to the mailbox under Path/Mailbox Name, then click Add.**

   The mailbox is added to the Move menu, as well as the Open Mailbox submenu of the Mailbox menu and the Copy To Mailbox submenu of the Message menu.

4. ***Optional.* Make further customizations:**

- Choose Select Mailbox from the Move menu (or the Copy To submenu of the Message menu) and select the desired mailbox in the File Selection dialog box.
- Choose Other Mailboxes from the Move menu (or the Copy To submenu of the Message menu) and indicate the desired mailbox.
- Drag and drop messages to other mailboxes.

  See "To Drag and Drop Messages to Other Mailboxes" on page 193 for more information.

  For convenience, you can:

- Add mailboxes where you frequently file messages to your Move menu (and the Copy To submenu of the Message menu).

  For information on adding mailboxes to your Move menu, refer to "Customizing the Open, Move, and Copy To Menus" on page 194.

- Set your Move menu to display the most recently visited mailboxes.

  For details, refer to "To Change the Number of Mailboxes Displayed in the Move Menu and Copy To Mailbox Submenu" on page 195.

To Drag and Drop Messages to Other Mailboxes

1. **Make sure Mailer is open on the desktop and its Message Header List is visible.**
2. **Open the mailbox to which you want to move the message and make sure you can see the Message Header List.**
3. **Select the message to be moved.**
4. **Drag the message and drop it onto the appropriate mailbox Message Header List.**

   The message is moved to the end of the target mailbox.

   You can also drag and drop a message to the file icon of the target mailbox in File Manager. With this method, Mailer places a copy of the message in the target mailbox instead of moving it.

▼ To Delete a Mailbox

1. **Choose Delete Mailbox from the Mailbox menu.**

   The File Selection dialog box is displayed.

2. **Select or type the mailbox name and location of the mailbox you want to delete, then click Delete.**

   The mailbox is deleted.

To Rename a Mailbox

1. **Choose Rename Mailbox from the Mailbox menu.**

   The File Selection dialog box is displayed.

2. **Select or type the name and location of the mailbox you want to rename, then click Rename.**

   The Rename Mailbox dialog box is displayed.

3. **Type the mailbox name in the New mailbox name field.**
4. **Click Rename.**

▼ To Open a Mailbox

1. **Choose Open Mailbox from the Mailbox menu.**
2. **Choose one of the following items in the submenu:**
   - Inbox – The mailbox where you receive email by default
   - Sent Mail – The file that contains your outgoing messages (*HomeDirectory*`/Mail/sent.mail` by default). This item is active only if you have saved outgoing messages in this file.
   - Select Mailbox – A mailbox that you specify from the File Selection dialog box
   - Other Mailboxes – One of the mailboxes in the default mailbox directory
   - The mailboxes that you opened, or moved or copied messages to previously in this Mailer session

▼ To Close a Mailbox

To close a mailbox:

♦ **Choose Close from the Mailbox menu or Window menu, or press Alt+F4.**

When the last open mailbox is closed, Mailer exits.

Filing Messages in Other Mailboxes

You can file some incoming messages by manually moving or copying them into specific mailboxes.

To Manually File Messages in Other Mailboxes

♦ **Select the messages that you want to file and do one of the following:**

▼ To Check Spelling

You can use the spelling checker in Mailer to verify and correct the spelling in the message you are composing.

1. **Choose Check Spelling from the Edit menu in the Compose window.**

   The Spell dialog box is displayed, showing the first instance of a potentially misspelled word under Word. Suggestions for the correct spelling are displayed in a scrolling list. For details, see "To Correct Misspelled Words " on page 242 in Chapter 10.

Note - The spelling checker is case sensitive.

---

2. **Click Close to exit the Spell dialog box.**

Creating and Using Mailboxes

You may want to file certain mail messages for safekeeping. All your messages are received by default in the mailbox (Inbox). Since keeping all your mail messages in your Inbox probably is not practical, you may want to set up other mailboxes to store groups of messages together.

Mailboxes help you organize your mail. You can create mailboxes by project, by user, by email list, or any other system that works for you. You should place these mailboxes in the default mailbox directory *HomeDirectory*/`Mail`.

To find out how to change the default mailbox directory, see "To Change the Default Mailbox Directory" on page 194.

▼ To Create a Mailbox

1. **Choose New Mailbox from the Mailbox menu.**

   The File Selection dialog box is displayed.

2. **Specify the mailbox name and location.**

   See "Using the File Selection Dialog Box" on page 202 for details.

3. **Click New.**

   The new mailbox is created in *HomeDirectory*/`Mail`, the default mailbox directory, and opened.

   To find out how to change this directory, see "To Change the Default Mailbox Directory" on page 194.

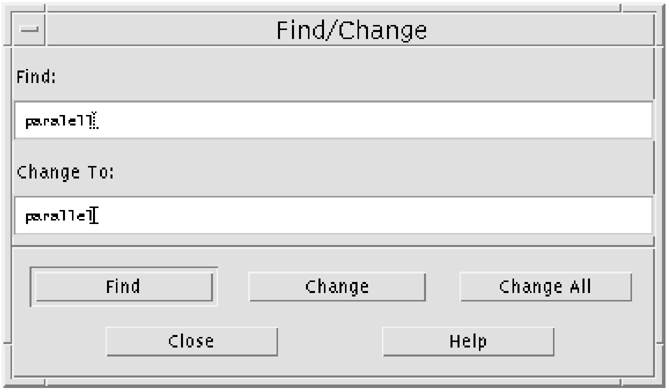
Word Wrap	Toggles the text entry mode that causes lines to automatically wrap at the edge of the message. Note that if you have Word Wrap on and the recipient's window is of a different size, you may cause display problems.
Settings	Displays a dialog box for setting margins and paragraph alignment, and applying format settings to your message.

For more information on editing functions, see Chapter 10.

▼ To Find or Change Text

1. **Choose Find/Change from the Compose Edit menu.**

   The Find/Change dialog box is displayed.



Find: paralell

Change To: parallel

Figure 8–5 Mailer Find/Change dialog box

2. **Type (or copy and paste) the text you want to locate in the Find field.**
3. ***Optional*. To automatically change the located text to replacement text, type the replacement text in the Change To field.**
4. **Select the appropriate option:**
   - Click Find to find and select the text.
   - Click Change to change the first instance.
   - Click Change All to change all instances.
5. **Click Close to dismiss the dialog box.**

TABLE 8–5 Mailer Compose Window Editing Options

Undo	Reverses the last editing action in the text area.
Cut	Removes the selected text and stores it on the clipboard. Only one selection can be stored at a time. If text is already there, the most current selection overwrites it.
Copy	Stores a copy of the selected text on the clipboard. Only one selection can be stored at a time. If text is already there, the most current selection overwrites it.
Paste	Inserts the contents of the clipboard at the insertion point.
Paste Special (Bracketed or Indented)	Inserts the contents of the clipboard at the insertion point surrounded above and below by Begin and End Included Message text, or by indented markers.
Clear	Removes the selection and leaves the resulting white space.
Delete	Removes the selection and the resulting white space.
Select All	Selects all the text in the text area.
Find/Change	Opens a dialog box for you to search for words or phrases in your message and make changes to occurrences that are found.
Check Spelling	Runs the spelling checker on your mail message and displays a dialog box that lists words that might be spelled incorrectly. You can Find, Change, or Change All instances of a word.

For more information on editing functions, see Chapter 10.

Formatting Text

You can use two of the Format menu options in the Compose window to make formatting changes to the message you are composing.

Sending Mail Messages in MIME or Sun Mail Tool Format

Mailer sends messages in MIME format (a published standard officially known as RFC 1521 or RFC-MIME). If your email recipients see confusing codes like `=20` or `=09` in the messages that you send, their mail applications are not MIME-compliant.

You can solve this problem by having your email recipients use a MIME-compliant mail application. If that is not possible, then send your email in Sun Mail Tool format. However, most MIME-compliant mail readers do *not* understand this proprietary format.

To Send Mail Messages in MIME or Sun Mail Tool Format

1. **Choose Send As from the Compose File menu.**
2. **Choose either Internet MIME or Sun Mail Tool from the submenu.**

   Your message is sent in the selected format.

   If you do not specify a format, the default is Internet MIME. To change this default:

1. **Choose Advanced from the Options menu.**

   The Advanced Options dialog box is displayed.

2. **Deselect the option, "Send mail in MIME format."**
3. **Click OK.**

Editing and Formatting Outgoing Messages

While composing an outgoing message, you can use Mailer to edit and format your text, as well as check the spelling.

Editing Text

You can use the Edit menu options in a Compose window to change the message text you are composing.

4. **In the Compose window for the message in which you want to include your signature, choose Include Signature from the Format menu.**

▼ To Create an Automatic Reply (Vacation Message)

If you plan to be away from your mail for a period of time, such as during a vacation, you can set up an automatic reply to alert the senders of your incoming mail about your absence.

1. **Choose Vacation Message from the Options menu.**

   The Vacation Message Options dialog box is displayed.

2. **Select On next to Vacation.**

3. **Type the date you want the vacation reply to start under Start Date.**

   The default is today’s date.

4. **Type the End Date.**

   Your vacation message takes effect at 12:01 a.m. or later of the Start Date, and ends at 12:01 a.m. of the End Date. If the start and end dates are the same, then the vacation notifier ends at midnight of the End Date.

5. ***Optional*. Under “Interval between replies to repeat senders,” set a number for the interval during which the sender will receive one automatic reply from you.**

   The default is seven days. which means the senders of your incoming mail will receive only one automatic reply from you within seven days of your absence, regardless of how many messages they send you during that period.

6. **Type a subject and the text for your vacation message.**

   The default for this field is “Out of the office.” If you use the variable `$SUBJECT` in your message, the subject of the incoming mail will be quoted in your vacation message. For example:

   I am on vacation, and will read your message regarding “`$SUBJECT`” when I return.

7. **Click OK or Apply.**

   Once your vacation message is on, Mailer adds `[Vacation]` to the mailbox name on the title bars of your Inbox and other mailboxes until your vacation message is off.

Note - To stop sending your vacation message before the End Date, select Off next to Vacation, then click OK or Apply.

Using a Signature

A signature is text you can include with each mail message that you send. For example, a typical signature might include your name, job title, company name, and so on:

```
John Person
Marketing Manager
ABC Products, Inc.
Email: john.person@mymachine
Phone: (100) 555-1234
```

You can either include this signature with each email message, or choose to include it on an individual message basis.

To Create a Signature

1. **Choose Signature from the Options menu in the main window or the Format menu in a Compose window.**

   The Signature Options dialog box is displayed.

2. **Type the text for the signature in the Signature text pane.**
3. **Click OK or Apply.**

   Your signature is saved in the default file *HomeDirectory*`/.signature`. You can change this default location by typing a new path in the Save signature to Path/File field.

To Include a Signature in All Messages

1. **Choose Signature from the Options menu in the main window or the Format menu in a Compose window.**

   The Signature Options dialog box is displayed.

2. **Select the "Include signature in every message" option.**
3. **Click OK or Apply.**

To Include a Signature Only in Specific Messages

1. **Choose Signature from the Options menu in the main window or the Format menu in a Compose window.**

   The Signature Options dialog box is displayed.

2. **Deselect the "Include signature in every message" option.**
3. **Click OK or Apply.**

To Use a Draft

1. **Choose Continue Composing Draft from the Compose menu, then choose the draft you would like to work on from the submenu.**

   The Compose window opens with the draft loaded.

Note - If the Compose window is already open, you can load the draft by choosing its name from the Use Draft submenu of the Format menu.

---

2. **Continue with your edits and send the message as usual.**

   After you have clicked Send, Mailer posts a message that asks if you want to delete that draft from the file system once the message is sent.

▼ To Include Multiple Messages in a New Message

1. **From the Message Header List, select the email messages to be included in your new message.**

   Shift+Click selects several messages in a row by moving the highlight up or down the Message Header List. Control+Click selects discontiguous messages from the list, one at a time.

2. **Choose Forward from the Compose menu.**
3. **Compose and send your message as usual.**

▼ To Include a Text File in a Mail Message

You can drag and drop a text file from File Manager to a Compose window or follow these steps:

1. **Choose New Message from the Compose menu.**

   A Compose window is displayed.

2. **Choose Include from the File menu in the Compose window.**
3. **Select the text file to be included in your email message.**
4. **Click Include.**

   The file is included in the text area of your message.

5. **Compose and send your message as usual.**

To Use a Template

1. **From the main window, choose New, Use Template from the Compose menu, then choose the template you would like to use from the submenu.**

   The Compose window opens with the template loaded.

Note - If the Compose window is already open, you can load the template by choosing its name from the Use Template submenu of the Format menu in the Compose window.

---

2. **Edit the headers and body, as necessary, and send the message as usual.**

   For more details, See "Editing and Formatting Outgoing Messages" on page 188.

Using a Draft to Compose a Mail Message

Occasionally, while composing a message, you may want to save it as a draft, then continue to work on it later before sending it as a message. A draft is intended for one-time use only. Once you click Send after working on a draft in the Compose window, Mailer deletes it from your file system.

To Create a Draft

1. **Choose New Message from the Compose menu.**

   A Compose window is displayed.

2. **Compose the message as you normally would.**
3. **Choose Draft Message from the Save As button at the bottom of the window, or from the Save As submenu of the File menu.**

   The Mailer Save As Draft dialog box is displayed.

4. **Type a file name under Draft Name.**
5. **Click Save.**

   Mailer saves the draft in the default mailbox *HomeDirectory*/`MailDrafts`.

Note - You can also save the message body only as text by choosing Text from the Save As button.

Selecting Default Char Set means that your message is sent in the default encoding for your machine.

The display of the message in your Compose window does not change; however, Mailer delivers it in the selected character set when you click Send.

Note - Mailer converts only the text of the outgoing message, not its header or attachments.

Using a Template to Compose a Mail Message

You can save a message as a template for use repeatedly, such as a template for a status report that you send out monthly. The status report template might contain, for example, the addresses, subject, and headings for the message body. You could use that template and fill in the contents before emailing it as a status report every month.

To Create a Template

1. **Choose Templates from the Options menu of the Mail Options dialog box.**

   The Templates Options dialog box is displayed.

2. **Click the New Template button.**

   A Compose window is displayed.

3. **Type the headers and template body.**

4. **Choose Template from the Save As button menu at the bottom of the window, or from the Save As submenu of the File menu.**

   The Mailer Save As Template dialog box is displayed.

5. **Type the template name in the text field, and click Save.**

   The template is saved in the default directory *HomeDirectory*/`MailTemplates`. Its name and path are displayed in the Templates scrolling list.

   You can save an attachment as part of a template. Doing so is equivalent to copying the attachment there. Editing or moving the source of the attachment after it has been included in the template does not affect the attachment in the template.

You can save the message you are composing at any time by choosing Text from the Save As submenu of the File menu or from the Save As button menu at the bottom of a Compose window.

7. ***Optional.* Choose Include Signature from the Compose Format menu to place your signature in the text area if you have deselected "Include signature in every message" in the Signature Options dialog box.**

   See "Using a Signature" on page 186 for details.

8. ***Optional.* To format the text to the width of your Compose window, select the text and choose Word Wrap from the Compose Format menu.**

9. ***Optional.* Add files to the message as attachments, if necessary.**

   To find out how to do so, see "To Add an Attachment" on page 197.

10. ***Optional.* Choose Save Outgoing Mail from the Compose File menu to save a copy of the message to the file that stores your outgoing messages (*HomeDirectory*/`Mail/sent.mail` by default).**

    To change the default file name, choose Basic from the Options menu and edit the "Save a copy of outgoing mail in" field.

11. **Click the Send button, choose Send from the Compose File menu, or press F3.**

    The Compose window closes, and the message is sent.

Note - Clicking Close removes the Compose window and discards your message. Be sure to save any text you might want later before closing a Compose window.

To Change the Character Set of an Outgoing Message

If you need to send an email message to a machine that uses a different encoding from the one for your machine, you can convert its text to your recipient's encoding.

1. **After typing your message in the Compose window, choose Change Char Set from the Format menu or press Control+Y, the keyboard accelerator.**

   Mailer displays the name of a character set (for example, ISO-2022-JP) in the footer of the Compose window.

2. **Choose the Change Char Set menu item or press Control+Y again to cycle through the choices until the correct one is displayed.**

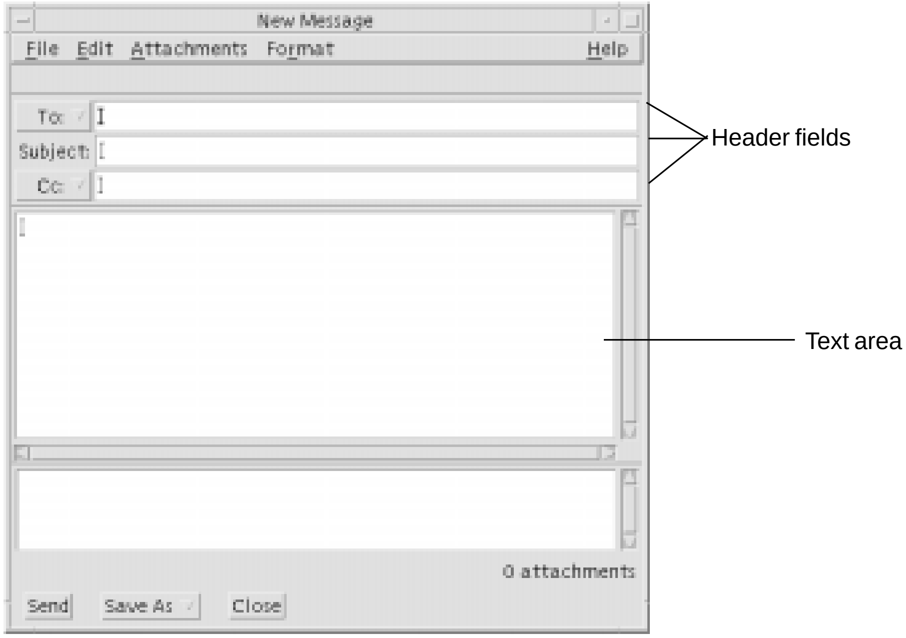


Figure 8–4 Mailer Compose window

3. **Type the email address of the recipient in the To field and press Return.**

   You can address a message to one or more people, or to an alias.

   If one or more of the email addresses contains a space, then separate the email addresses with commas; otherwise, separate them with commas or spaces.

   Alternatively, if you have created aliases, use the To button menu to access them.

   For information on aliases, see "Using Aliases" on page 179.

4. ***Optional*. Type the topic or title of the message in the Subject field and press Return.**

5. ***Optional*. Type the email addresses of users you want to be carbon copy recipients of this message in the Cc field, or, if you have created aliases, use the Cc button menu to access any aliases that you have set up.**

6. **Once your message is addressed, press Return to go to the text area and compose the message.**

   To insert a text file, see "To Include a Text File in a Mail Message" on page 185. Also see "Using a Template to Compose a Mail Message" on page 183 and "Using a Draft to Compose a Mail Message" on page 184.

   To find out about editing text in your message, see "Editing Text" on page 188 or "Formatting Text" on page 189.

The name you give to your alias can be descriptive of a group of users, or just a name you will remember.

To Create, Modify, or Delete an Alias

1. **Choose Aliases from the Options menu in the main window, from the Format menu in a Compose window, or from the To or Cc button menu in the Compose window.**

The Aliases Options dialog box is displayed.

1. **Type the name for your alias in the Alias field.**
2. **Type the user addresses that will make up the alias in the Addresses field.**

   Each of these addresses should be in the form *username@hostname*, separated by a comma, space, or both.
3. **Click Add to add the information in the Alias and Addresses fields to the scrolling list.**
4. ***Optional*. To change an alias, select it and edit the Alias or Addresses field, as appropriate, then click Change.**
5. ***Optional*. To remove an alias, select it and click Delete.**
6. **Click OK or Apply to make the settings take effect.**

▼ To Address, Compose, and Send a Mail Message

Once you have the receiving party's email address, you can send a message.

Note - If this is the first time you are using email and if you know your own email address, you can use these procedures to send a test message to yourself.

---

1. **If Mailer is not already started, click the Mailer control in the Front Panel.**

   The Inbox is displayed.
2. **Choose New Message from the Compose menu.**

   The (New Message) Compose window is displayed.

To Edit a View

1. **Select a view in the Custom Views list.**
2. **Click Edit.**

   The Search dialog box is displayed with the fields filled in with the search criteria for that view.
3. **Edit the fields.**

   If Mailer cannot display the search criteria in the Basic window, then it loads the search script in a text area in the Advanced window for you to edit.
4. **Click Save as View.**

   Mailer displays the view name in the Enter View Name field.
5. **Click OK to save the view with the same name.**

   Alternately, type a new name for the view and click OK to save it.

To Rearrange the Order of the List Under Custom Views:

- **Select a view under Custom Views. Click the up or down arrow button to move the view up or down the list.**

Sending Mail Messages

An email address is like your personal address for receiving electronic mail messages. This is also the way you send messages to other email users. The format used for email addresses is *username@hostname*. Your system administrator uses this format to set up email addresses.

This section gives you most of the information you need to address, compose, and send a message to another user.

Using Aliases

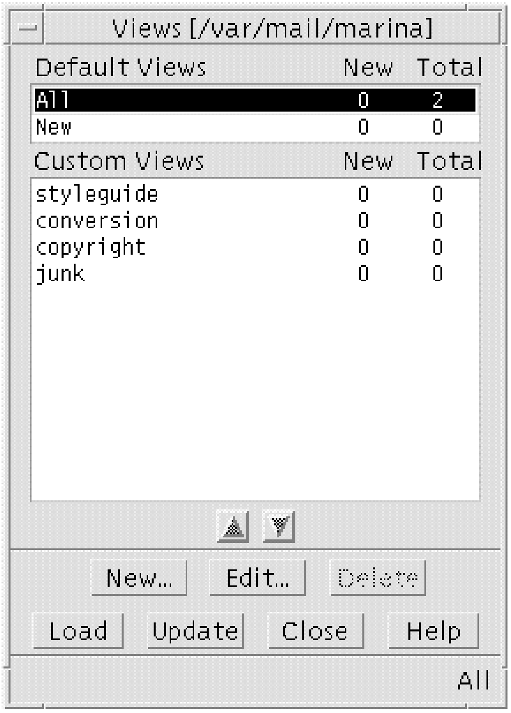
An alias is a private name for one or more user names (or user addresses). By creating a distribution list of user addresses to which you frequently send mail and giving the list a name, you can just type the name of the alias instead of typing each address in the To or Cc field every time you send messages.

To Display, Delete, or Update Views

1. **Choose Show Views from the Mailbox menu.**

   If the Search dialog box is open, you can also click Show Views in that dialog box.

   The Views dialog box is displayed.



Default Views	New	Total
All	0	2
New	0	0

Custom Views	New	Total
styleguide	0	0
conversion	0	0
copyright	0	0
junk	0	0

   Listed are:

   - Default Views: Message statistics for the entire mailbox (All) and messages that you have not yet read (New)
   - Custom Views: Message statistics for the views that you have created. Mailer displays the name of the view being loaded in the title bar of the main window.

2. **To display a view, double-click the view in the list, or select it and click Load.**

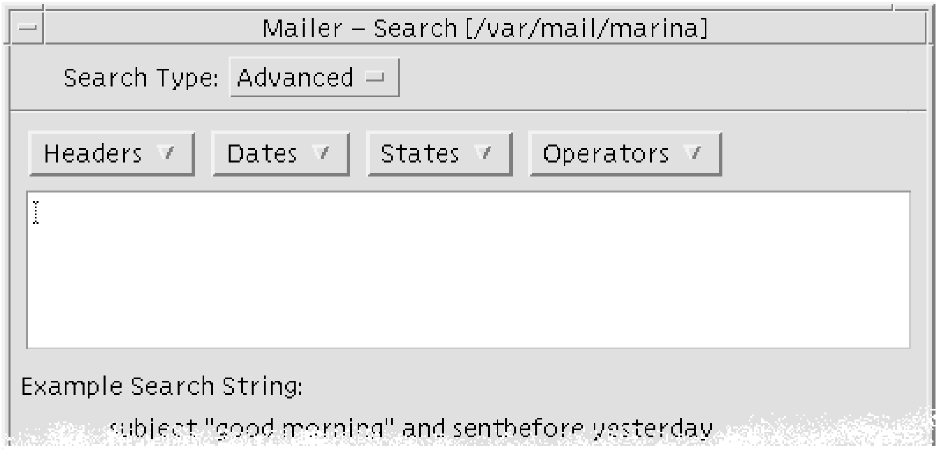
   The messages that match the search criteria for that view are displayed in the mailbox.

3. ***Optional*. To update views, click Update.**

   Mailer revises the message statistics for all of the views for the mailbox.

4. ***Optional*. To delete a view, select it and click Delete.**

5. **Click Close to close the dialog box.**



Example Search String:

subject "good morning" and sentbefore yesterday

2. **Type your script in the text area.**

   Choose keywords from the menus to help you create the script.

   The keywords are *not* case sensitive.

Using Views

Occasionally, you may want to display only the messages in your mailbox that match one or more search criteria, such as messages to or from a certain individual. You can do so by defining the criteria and saving them as a view.

To Create a View

1. **Choose Search from the Message menu.**

   The Mailer Search dialog box is displayed.

2. **Specify your search criteria.**
3. **Click Save As View.**

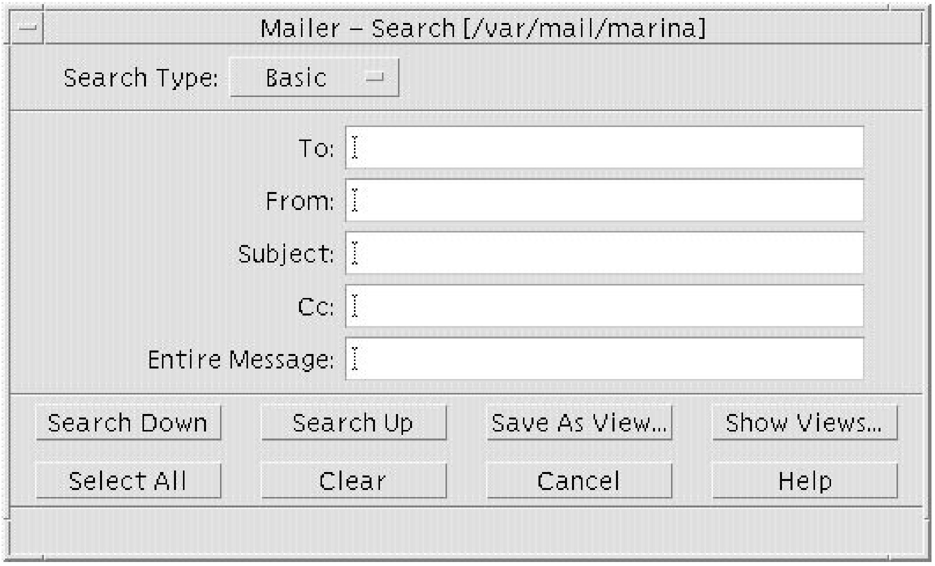
   The Mailer Save As View dialog box is displayed.

4. **Type a name in the Enter View Name field.**

   You cannot use All or New as a view name; they are listed under Default Views. You may want to use a name that reflects the search criteria.

5. **Click OK.**

   Mailer creates a new view and places it in the Custom Views list in the Views dialog box. To see the list, click Show Views in the Search dialog box or choose Show Views from the Mailbox menu.


Mailer – Search [/var/mail/marina]
To:
From:
Subject:
Cc:
Entire Message:
Search Down
Search Up
Save As View...
Show Views...
Select All
Clear
Cancel
Help

Search Type: Basic

Figure 8–3 Mailer Search dialog box

2. **Type the text you want to search for in the appropriate field.**

   You can search for a match on one or more of the To, From, Subject, or Cc fields. If you type the criteria in multiple fields, Mailer searches for messages that match *all* of the criteria.

   Within each field, Mailer considers the input as one criterion even if there are multiple strings separated by spaces or commas. For example, if you type `wood smith` in the To field, Mailer looks for a message that is addressed to `wood smith`, not `wood` or `smith`.

   The fields are *not* case-sensitive.

3. **Click Search Down or Search Up to find the next or previous matching message in your mailbox. To find all the matches, click Select All.**

Note - To remove all the text in the fields in the Search dialog box, click Clear.

To Create Advanced Search Scripts

1. **Choose Advanced from the Search Type menu.**

   The Advanced Search dialog box is displayed.

TABLE 8–4 Search Operators *(continued)*

Operator	Explanation
`~ (not)`	A symbol that represents the logical not operator. Place it in front of the search keyword, for example: ~ `text "good morning"`
`(`	A symbol that denotes the beginning of an expression
`)`	A symbol that denotes the end of an expression

Search scripts are not case sensitive.

Here are some examples:

To search for messages that were sent from `john` in April with either “urgent” or “important” in the subject line:

```
from john and (subject urgent or subject important) and during april
```

To search for messages that were sent from `bill` with no carbon copy to `tigerteam` and not yet read:

```
from bill and ~(cc tigerteam) and unread
```

To search for messages that were addressed to `bill` or sent with a carbon copy to `bill`, with “monthly report” in the message, including the headers and attachments:

```
(to bill or cc bill) and text ‘‘monthly report’’
```

To Find a Mail Message Within a Mailbox

1. **Choose Search from the Message menu.**

   The Search dialog box is displayed.

TABLE 8–3 States Search Keywords *(continued)*

Keyword	Explanation
`UNDELETED*`	
`RECENT*`	
`FLAGGED*`	
`ANSWERED*`	
`UNANSWERED*`	
`KEYWORD*`	
`UNKEYWORD*`	
`DRAFT*`	
`UNDRAFT*`	
`ALL*`	A keyword that denotes all the messages in the mailbox
`LARGER*`	A keyword that requires two arguments, such as `smaller 300`, the numeric denoting bytes
`SMALLER*`	Same as above

Table 8–4 lists and describes the search operators.

TABLE 8–4 Search Operators

Operator	Explanation
`AND`	
`OR`	

TABLE 8–2 Dates Search Keywords *(continued)*

Keyword	**Explanation**
`TODAY`	An argument for the keywords that are associated with dates, such as `before`
`YESTERDAY`	Same as above
`LASTWEEK`	Same as above
`THISMONTH`	Same as above
`LASTMONTH`	Same as above
`JANUARY..DECEMBER`	
`SUNDAY..SATURDAY`	

Table 8–3 lists and describes the States keywords.

TABLE 8–3 States Search Keywords

Keyword	**Explanation**
`READ`	
`UNREAD`	
`NEW*`	
`OLD*`	
`DELETED*`	A keyword for messages that you have deleted, but not permanently

TABLE 8–1 Headers Search Keywords *(continued)*

Keyword	Explanation
`CC`	
`TEXT`	A keyword that pertains to the entire message, including headers and attachments
`BCC`	
`HEADER*`	A keyword to use according to the syntax: `header` *HeaderName HeaderValue*, such as `header x-sun-charset us-ascii`
`BODY*`	A keyword that applies to the message text and the text attachments, but not the headers

Table 8–2 lists and describes the Dates keywords.

Note - The date format is dd-mmm-yyyy (for example, `02-Apr-1996`).

TABLE 8–2 Dates Search Keywords

Keyword	Explanation
`BEFORE`	
`SINCE`	
`ON`	
`DURING`	
`SENTSINCE*`	
`SENTBEFORE*`	
`SENTON*`	

To remove the confirmation notice that appears each time you close the mailbox and asks if you want to destroy deleted messages, deselect “Show confirmation notice.”

3. Click OK or Apply to make your changes take effect.

Searching for Mail Messages Within a Mailbox

You can search for mail messages within a mailbox according to the search criteria that you define. Basic search criteria fields in the Basic window of the Search dialog box include: the addressees (To), the sender (From), the subject (Subject), the carbon copy recipients (Cc), and the message text, including the headers (Entire Message).

By creating a search script in the Advanced window of the Search dialog box with keywords and arguments, you can define more sophisticated search criteria for finding messages.

The tables that follow show the keywords you can use in search scripts, grouped under the following categories:

- Headers – Keywords that denote the headers or the text part of the messages (Table 8–1)
- Dates – Keywords that indicate when the messages were sent (Table 8–2)
- States – Keywords that describe the status of the messages (Table 8–3)
- Operators – Keywords that join together other keywords to form a search criterion (Table 8–4)

Note - Those keywords you can type manually but are not available through the menus in the Advanced window of the Search dialog box are marked with an asterisk (*).

TABLE 8–1 Headers Search Keywords

Keyword	Explanation
`TO`	
`FROM`	
`SUBJECT`	

▼ To Delete a Mail Message

To remove a message from the Message Header List:

1. **Select the message for deletion.**

   You can drag to select multiple messages. Shift+Click selects several messages in a row by moving the highlight up or down the Message Header List. Control+Click selects discontiguous messages from the list, one at a time.

2. **Choose Delete from the Message menu, or click the Delete button in the Toolbar.**

   The messages are deleted from the list.

Note - Even if a message has been deleted, you can get it back unless you made your deletions permanent by choosing Destroy Deleted Messages from the Mailbox menu. See the following section.

▼ To Undelete a Mail Message

Do one of the following to undelete a mail message:

- To restore a message you just deleted, choose Undelete Last from the Message menu.
- To restore an earlier message, choose Undelete from List from the Message menu, then select one or more messages from the list of deleted messages, and click the Undelete button.

Note - To make the deletions in the list permanent, choose Destroy Deleted Messages from the Mailbox menu.

▼ To Destroy Deleted Messages When Closing the Mailbox

You can set your options so that when you close your mailbox, the messages you deleted will be permanently destroyed. Doing so means that once you close your mailbox, you cannot restore the messages that you deleted.

1. **Choose Basic from the Options menu.**

   The Basic Options dialog box is displayed.

2. **Select “When I close the mailbox” under Destroy Deleted Messages.**

▼ To Forward a Message

1. **Select the message you want to forward.**
2. **Choose Forward from the Compose menu, or click the Forward button on the Toolbar.**

   The text of the message to be forwarded is displayed within a new message, as well as its attachments, if any.

   If you do not want to forward the attachments, choose Forward, no Attachments.
3. **Type the addresses of the message recipients in the To or Cc fields, or use the To or Cc button menus to access any aliases that you have set up.**
4. **Add any additional text and click Send.**

   See "To Address, Compose, and Send a Mail Message" on page 180 for more information.

▼ To Edit an Incoming Message

1. **Select the message you want to change.**
2. **Choose Forward from the Compose menu.**
3. **Address the message to yourself.**
4. **Edit the message in the Compose window and send it.**

Note - You may want to create a separate mailbox for these edited messages as they can add to the size of your Inbox.

▼ To Save an Incoming or an Outgoing Message as Text

1. **For an incoming message: Select the message, then choose Save As Text from the Message menu.**

   For an outgoing message: Choose Text from the Save As submenu of the File menu in a Compose window.
2. **Type a file name and location in the File Selection dialog box that appears, then click Save or Append to either save the message to a new file or append it to an existing file.**

   If you click Save and a file by that name already exists, you are asked whether you want to overwrite the file or cancel the operation.

By Date/Time	Sorts messages with the most recent at the bottom
By Sender	Sorts messages alphabetically by sender name
By Subject	Sorts messages alphabetically by subject
By Size	Sorts messages from the smallest to the largest
By Status	Sorts messages together by read and new (useful if you read your mail in non-sequential order)

The message headers are rearranged and redisplayed in the mailbox in the new order.

Acting on Your Mail Messages

After reading your email, you may want to reply to, search for, delete, and (possibly) undelete some messages.

▼ To Reply to a Message

1. **Select the message to which you want to reply.**
2. **Decide on the type of reply:**
   - To reply to the sender, choose Reply from the Compose menu.

     A Compose window is displayed with the email address of the recipient and the message subject filled in.
   - To reply to the sender and all recipients, choose Reply to All from the Compose menu.

     A Compose window is displayed with the email addresses of the recipients and the subject of the message filled in.
   - To reply to the sender or all recipients and include a copy of the message, choose Reply, Include Message or Reply to All, Include Message from the Compose menu.

     A Compose window is displayed that includes the text of the message with the email addresses of the recipients and the subject filled in. Attachments are not included in the reply.
3. **Type your reply and click Send.**

   For more information, see “To Address, Compose, and Send a Mail Message” on page 180.

▼ To Read a Mail Message

1. **Choose Check for New Mail from the Mailbox menu to retrieve any new messages that have been delivered to your mailbox.**
2. **Click to select the message to be viewed from the Message Header List.**

   The text of the message is displayed in the message view area.

   Use the Next and Previous buttons on the Toolbar or options on the View menu to continue to select and read messages in the message view area.

   To open a message into a separate window for reading:

♦ **Select the message and choose Open from the Message menu. From this window, the Edit and Attachments menus become available.**
The message remains in the separate window even when you select another message in your Message Header List. You can then view two messages at the same time.

▼ To Change the Character Set of an Incoming Message

On occasion, you may receive an email message from a machine that uses an encoding that is different from the default encoding for your machine. To be able to read the message, change the character set for your machine to one that matches the message’s encoding (for example, US-ASCII).

1. **Select the message in the Message Header List.**
2. **Choose Change Char Set from the View menu or press Control+Y, the keyboard accelerator.**

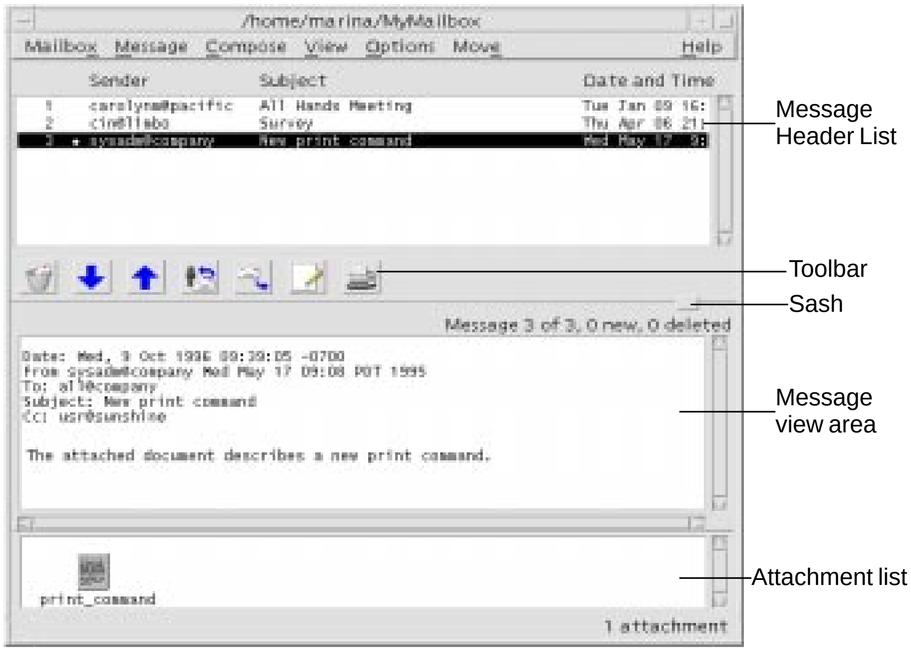
   Mailer displays the name of a character set (for example, US-ASCII) in the footer immediately below the Toolbar icons.
3. **Choose the Change Char Set menu item or press Control+Y again to cycle through the choices until the correct one is displayed.**

   Selecting Default Char Set displays your message in the default encoding for your machine.

   Mailer converts the text of the message to the character set that you selected, not its header or attachments.

Sorting Mail Messages

You can use the options on the View menu to order your messages.


/home/marina/MyMailbox
Mailbox
Message
Compose
View
Options
Move
Help
Message Header List
Toolbar
Sash
Message view area
Attachment list
print_command

```
   Sender              Subject                  Date and Time
1    carolynm@pacific    All Hands Meeting        Tue Jan 09 16:
2    cin@limbo           Survey                   Thu Apr 06 21:
3  ◆ sysadm@company      New print command        Wed May 17  9:
```

```
Message 3 of 3, 0 new, 0 deleted

Date: Wed, 9 Oct 1996 09:39:05 -0700
From sysadm@company Wed May 17 09:08 PDT 1995
To: all@company
Subject: New print command
Cc: usr@sunshine

 The attached document describes a new print command.

1 attachment
```

Figure 8–2 Mailer main window

The main window contains the following areas:

Message Header List	Displays information about mail messages
Toolbar	Contains buttons for tasks that you perform frequently
Sash	Resizes the Message Header List and message view area
Message view area	Contains header fields and message text
Attachment list	Displays icons of mail message attachments, if any

Viewing Your Mail Messages

Once you've started Mailer and begun to collect email messages, you'll want to read and perhaps sort them.

To change this default, see “To Change the Default Mailbox Directory” on page 194.

2. **Type your login name in the Login field.**
3. **Type your password in the Password field.**
4. **Determine when you want Mailer to load attachment contents when it loads messages.**

   To have Mailer load both the message text and attachment contents when it retrieves a message, select Always under Retrieve attachments.

   To have Mailer load the message text but not the attachment contents when it retrieves a message, select When Open under Retrieve attachments. Mailer will retrieve the contents of the attachment when you double-click the attachment icon.
5. **Click Login.**

   Your IMAP Inbox opens.

Using the Mailer Main Window

The Mailer main window is shown in Figure 8–2.

Starting Mailer

♦ **Click the Mailer control in the Front Panel.**

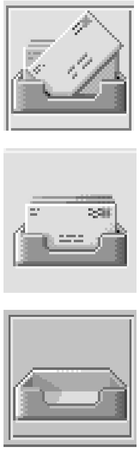


Figure 8–1 Mailer icons showing new, read, and no mail

When you start Mailer for the first time on your system, it looks for a local or remote Internet Messaging Access Protocol (IMAP) mailbox in your email setup.

- If the setup does not indicate the type of mailbox you have, Mailer prompts you to specify the mailbox type.
- If the setup indicates that your mailbox is local, Mailer opens your Inbox (which usually resides in the directory `/var/mail/`*username)*.
- If the setup indicates that your mailbox is remote, Mailer opens the Mailer Login dialog box so you can log in to the IMAP server.

After Mailer starts, the mailbox is displayed, along with message headers and a view of the selected message.

Logging In to Your IMAP Inbox

With the Login dialog box displayed, do the following:

1. **Type the server name in the IMAP Server field.**

   The name that you type in this field becomes the default. Next time you log in, Mailer displays it in the IMAP Server field.

CHAPTER **8**

Using Mailer

Mailer is a desktop application for sending, receiving, and managing your electronic mail (email) messages.

- “Starting Mailer” on page 164
- “Logging In to Your IMAP Inbox” on page 164
- “Using the Mailer Main Window” on page 165
- “Viewing Your Mail Messages” on page 166
- “Acting on Your Mail Messages” on page 168
- “Sending Mail Messages” on page 179
- “Editing and Formatting Outgoing Messages” on page 188
- “Creating and Using Mailboxes” on page 191
- “Printing Mail Messages” on page 195
- “Working with Attachments” on page 196
- “Customizing Mailer” on page 199
- “Using the File Selection Dialog Box” on page 202
- “Using Mailer Mnemonics and Keyboard Shortcuts ” on page 203

The instructions in this chapter assume you are familiar with basic desktop skills and keyboard navigation.

For more information, see Chapter 1 and Appendix A. Many of the tasks you do in Mailer can be done using drag and drop.

1. **Click the Style Manager Startup control.**
2. **Click Set Home Session.**
3. **Click OK in the confirmation dialog box that appears.**
4. **Click OK in the Startup dialog box.**

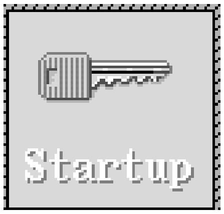
   If you have never set a home session, the system default session is used when you select Return to Home session.

▼ To Set Your Logout Confirmation Preference

1. **Click the Style Manager Startup control.**
2. **Select On or Off for Logout Confirmation.**

   If you set Logout Confirmation to On, whenever you log out you will be asked for confirmation that you want to log out.
3. **Click OK.**

Customizing Startup and Logout



You can change the following options for startup and logout:

- Session started when you log in
- Session to be your home session
- Logout confirmation preference

Whenever you are logged into the desktop, you are working in a *current session*. By default, when you log out, the desktop saves your current session and restores it the next time you log in.

You can also save a *home session*, a session you want to be able to return to regardless of what you do during the current session.

▼ To Change How Your Next Session Starts

1. **Click the Style Manager Startup control.**
2. **Select the settings you want:**
    - Resume current session: Starts your next session the way you left your last one including any setting, client, or resource modifications
    - Return to Home session: Starts the session you set as your home session
    - Ask me at Logout: Select this if you want to be asked at logout whether to restart the current session or restore the home session

   To define a new home session based on your current session, select Set Home Session.
3. **To save your changes, click OK.**

▼ To Set a Home Session

When setting a home session, be sure to first select and save your desired startup settings.

To Change Window Behavior

1. **Click the Style Manager Window control.**
2. **Select the settings you want:**
   - Point In Window To Make Active: Makes a window active when the mouse pointer enters it
   - Click In Window To Make Active: Makes a window active when the mouse pointer enters it and you click mouse button 1
3. **To save your changes, click OK.**
4. **Click OK when asked to Restart the Workspace Manager.**

To Change How Active Windows Are Displayed

1. **Click the Style Manager Window control.**
2. **Select the settings you want:**
   - Raise Window When Made Active: Select this if you want a partially concealed window to be brought to the top when it becomes active
   - Allow Primary Windows On Top: Select this if you want the main window to be displayed on top of secondary windows when you click the primary window
   - Show Contents During Move: Select this if you want to move the whole window during a window move instead of just moving the outline at first
3. **To save your changes, click OK.**
4. **Click OK when asked to Restart the Workspace Manager.**

To Change Where Window Icons Are Displayed

1. **Click the Style Manager Window control.**
2. **Select the settings you want:**
   - Use Icon Box: Displays your window icons in an icon box
   - Place On Workspace: Displays your window icons on the workspace backdrop
3. **To save your changes, click OK.**
4. **Click OK when asked to Restart the Workspace Manager.**

list item. The last screen saver selected will be displayed to the right of the list.

- Start Saver: Sets the number of minutes from the last pointer movement or keystroke before the screen saver starts. When this value is changed, the new value goes into effect immediately, even before you click OK.
- Time per Saver: Specifies the number of minutes each selected screen saver runs before the next one starts.

3. **To save the changes, click OK. To return to the default settings, click Default.**

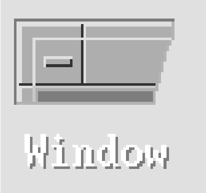
To Change Screen Lock Settings

If the screen saver and screen lock are both enabled (On) and the Start Lock value is smaller than the Start Saver value, when the screen lock times-out it replaces the contents of the screen with the currently selected screen savers. If Start Lock is greater than Start Screen, then the automatic screen lock simply continues the current screen saver.

If the screen saver is disabled (Off) and automatic screen lock is enabled (On), when the screen lock times-out the contents of the screen are not covered with a screen saver.

1. **Click the Style Manager Screen control.**
2. **Select the settings you want:**
    - Screen Lock: Enables (On) or disables (Off) Screen Lock on a timeout. When this setting is changed, the new setting goes into effect immediately, even before the dialog box is closed.
    - Start Lock: Specifies the number of minutes from the last pointer move or keystroke before the screen lock starts. When this value is changed, the new value goes into effect immediately, even before you click OK.
3. **To save the changes, click OK. To return to the default settings, click Default.**

Windows



You can change the window focus policy, how active windows are displayed, and where window icons are displayed.

they appear in the list. A setting of 0 (zero) results in only the last background (the one currently in the preview area) being used.

3. **To save the changes, click OK. To return to the default settings, click Default.**

Screen with Lock Extensions

You can customize the screen saver or screen lock, or return the settings to the default. If your system does not support lock on timeout, see “Screen without Lock Extensions” on page 156.

If you have a color display, bright colors on the screen can burn into the picture tube. Setting the screen to go blank or be covered prevents this from happening.

Power Management

If you select a blank background screen, and your hardware is capable of turning the power off, it does so to save energy.

To disable power management when using Solaris CDE, change the Style Manager’s screen saver default blank screen to a screen pattern. It can also be disabled by running the following command in a terminal emulator window:

```
% xset s noblank
```

To Change Screen Saver Settings

1. **Click the Style Manager Screen control.**
2. **Select the settings you want:**
   - Screen Saver: Enables (On) or disables (Off) the screen saver immediately, even before you click OK. When Screen Saver is On the Start Saver slider is active.
   - Screen Saver List: Displays the available screen savers in a multiple-select list. Select or deselect a screen saver by clicking on the

Power Management

If you select a blank background screen, and your hardware is capable of turning the power off, it does so to save energy.

To disable power management when using Solaris CDE, change the Style Manager's screen saver default blank screen to a screen pattern. It can also be disabled by running the following command in a terminal emulator window:

```
% xset s noblank
```

To Change Screen Blanker Settings

1. **Click the Style Manager Screen control.**
2. **Select the settings you want:**
    - Screen Blanker: Enables (On) or disables (Off) the screen blanker immediately, even before you click OK. When Screen Blanker is On the Start Blanker slider is active.
    - Start Blanker: Specifies the number of minutes from the last pointer movement or keystroke before the screen is blanked. When this value is changed, the new value goes into effect immediately, even before you click OK.
3. **To save the changes, click OK. To return to the default settings, click Default.**

To Change Front Panel Lock Settings

1. **Click the Style Manager Screen control.**
2. **Select the settings you want:**
    - Use Backgrounds For Lock: Enables the lock backgrounds.
    - Transparent Lock: Backgrounds are not used when the screen is locked.
    - Backgrounds List: Displays the available backgrounds in a multiple-select list. Select or deselect a background by clicking on the list item. The last background selected will be displayed to the right of the list.
    - Time Per Background: Specifies the number of minutes each selected background runs before the next one starts when the screen is being saved. The backgrounds are cycled through in the same sequence as

provided.) A new double-click speed does not take effect until the next time you log in.

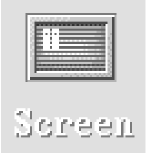
- Acceleration: Sets how fast the mouse pointer moves across the display.
- Threshold: The distance in pixels the pointer moves at a slow speed before moving at the accelerated rate.

3. **To save the changes, click OK. To return to the default settings, click Default.**

▼ To Change Beep Settings

1. **Click the Style Manager Beep control.**
2. **Select the settings you want:**
   - Volume: Determines the volume of the beep (turned off at 0%)
   - Tone: Determines the pitch of the beep from 82 to 9000 Hertz
   - Duration: Determines the length of the beep
3. **To save the changes, click OK. To return to the default settings, click Default.**

Screen without Lock Extensions



You can customize the screen blanker or Front Panel lock, or return the settings to the default. If your system supports lock on timeout, see “Screen with Lock Extensions” on page 158.

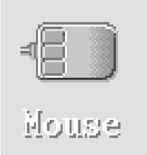
If you have a color display, bright colors on the screen can burn into the picture tube. Setting the screen to go blank or be covered prevents this from happening.

- Screen blanking when not in use
- Window focus, movement, and icon behavior

▼ To Change Keyboard Behavior

1. **Click the Style Manager Keyboard control.**
2. **Select the settings you want:**
   - Auto Repeat: Sets characters to repeat when you hold down their keys
   - Click Volume: Determines the volume of key clicks (turned off at 0%)
3. **To save the changes, click OK. To return to the default settings, click Default.**

▼ To Change Mouse Behavior



1. **Click the Style Manager Mouse control.**
2. **Select the settings you want:**
   - Handedness: Reverses mouse buttons 1 and 3.
   - Button 2: Determines whether the middle mouse button is used to extend selections (Adjust) or drag-and-drop objects (Transfer). If Adjust is selected, transfer actions (drag) will require the use of mouse button 1.
   - Double-Click: Determines the maximum time between clicks of a double-click. (Test the speed by double-clicking in the mouse picture

To View Font Attributes

1. **Click the Style Manager Font control.**
2. **Click the Attributes button.**

   The Font Attribute dialog box appears. It provides name and location information on the font size and font group you selected. This information varies according to the alias family (system, user, user bold) and character set you choose from the combo boxes at the top of the dialog box.
3. **Click Close to dismiss the Font Attribute dialog box.**

Backdrops

You can select a backdrop pattern to cover each of your workspaces (the screen area underneath your windows). A unique backdrop for each workspace adds variety and helps you to quickly identify the workspace you are in.

To Select a Backdrop

1. **Switch to the workspace where you want the backdrop.**
2. **Click the Style Manager Backdrop control.**
3. **Select a backdrop.**
4. **Click Apply.**

Customizing System Behavior

You can adjust the following settings for system devices:

- Keyboard click volume and character repeat
- Mouse button click settings, double-click speed, pointer acceleration, and pointer movement threshold
- Beeper volume, tone, and duration

To Select a Font Size

1. **Click the Style Manager Font control.**
2. **Select a font size under Size.**
3. **Click OK to enable newly started applications to use the selected typeface, or click Cancel to cancel the operation.**

To Select a Font Group

1. **Click the Style Manager Font control.**
2. **Select a font group under Font Group.**
3. **Look at the Preview window labels and text, which show the new font typeface.**
4. **Click OK to enable newly started applications to use the selected typeface, or click Cancel to cancel the operation.**

To Add a Font Group

1. **Click the Style Manager Font control.**
2. **Choose Add in the Font dialog box.**
3. **Choose a font group from the System scrolling list and a font group from the User scrolling list.**
4. **Click OK to open the Font Group Name dialog box.**
5. **Enter a name in the New Font Group Name field of the Font Group Name dialog box for the new font group.**

   You can enter any non-blank name that you want.
6. **Click OK to add a font group to the Font dialog box scrolling list.**

To Delete a Font Group

1. **Click the Style Manager Font control.**
2. **Select a font group from the Font Group scrolling list on the Font dialog box.**
3. **Click the Delete button.**

   The Delete Font Group dialog box appears.
4. **Click OK to delete the font group from the Font Group scrolling list.**

To Delete a Palette

1. **Click the Style Manager Color control.**
2. **Select the palette from the Palettes list.**
3. **Click Delete.**
4. **Click OK in the Delete Palette dialog box.**

   When you delete a palette, Style Manager prefixes the name of the palette with a ~ and stores a copy in the *HomeDirectory*`/.dt/palettes` directory.

To Restore a Deleted Palette

1. **Open a File Manager view showing *HomeDirectory*`/.dt/palettes`.**
2. **For system-supplied palettes, delete the file ~*palette_name*`.dp`.**

   For user-added palettes, rename the deleted palette from ~*palette_name*`.dp` to *palette_name*`.dp`.
3. **Restart Style Manager (close, then reopen).**

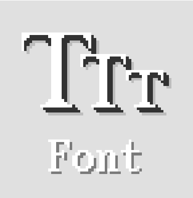
To Change the Number of Colors Used by the Desktop

1. **Click the Style Manager Color control.**
2. **Click Number of Colors in the Color dialog box.**
3. **Select an option to set the number of colors used by the desktop.**

   See “Colors” on page 148.
4. **Click OK.**

   You must log out and back in for the change to take effect.

Fonts



The font size and font group you select in Style Manager is used on titles, menu bars, window labels and text. The new font size and font group is used as applications are started. Existing windows will not reflect the change.

3. **Double-click a color button to open the Modify Color dialog box, or click a color button and then click Modify.**
4. **Adjust the settings for the level of red, green, blue, brightness, or hue by adjusting the corresponding slider.**

   The old and new color samples will be displayed in the upper left corner of the Modify Color dialog box.
5. **Click OK in the Modify Color dialog box.**
6. **Repeat steps 2-4 to modify another color button.**
7. **Click OK in the Color dialog box.**

To Grab a Color from the Workspace

1. **Click the Style Manager Color control.**
2. **Select a palette in the Color dialog box.**
3. **Double-click a color button to open the Modify Color dialog box, or click a color button and then click Modify.**
4. **Click Grab Color to display the grab pointer.**
5. **Move the pointer to an area of color on the screen that you want to grab.**
6. **Click to make that color the new color.**

Note - This causes the desktop to use one more color so applications have one fewer color available to them.

To Create a Custom Palette

You can create your own palette by copying and modifying an existing palette.

1. **Click the Style Manager Color control.**
2. **Choose Add in the Color dialog box.**
3. **Type the new palette name and click OK in the Add Palette dialog box.**
4. **Modify the palette.**
5. **Click OK in the Color dialog box.**

   Adding a palette makes a copy of the currently selected palette with a unique name. You then create your custom palette by modifying the copy and the original palette is not changed.

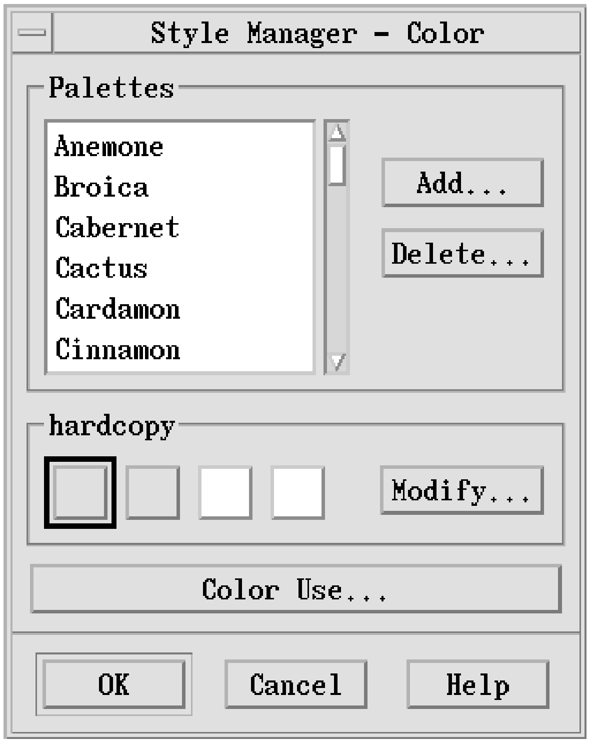
4. Text and list areas

If you have two color buttons, they will be used as follows (buttons numbered from left to right):

1. Active window borders
2. Everything else

To Select a Palette

1. **Click the Style Manager Color control.**
2. **Select a palette from the Palettes list.**


Style Manager - Color
Palettes
Anemone
Broica
Cabernet
Cactus
Cardamon
Cinnamon
Add...
Delete...
hardcopy
Modify...
Color Use...
OK
Cancel
Help

3. **Click OK.**

   Workspace colors come from predefined color palettes. The Color dialog box lists the palettes that came with your system plus any palettes you have added.

To Modify an Existing Palette

1. **Click the Style Manager Color control.**
2. **Select a palette in the Color dialog box.**

While you can't use more colors than your display allows, you can reduce the number of colors used by the desktop by choosing a lower-valued color usage.

For example, if you have a high-color display and have selected More Colors for Desktop but you want to run a color-rich application such as a computer-aided design (CAD) program, you should choose More Colors for Applications or Most Colors for Applications to decrease the number of colors that the desktop uses. The remaining colors are available for the CAD program.

Color Buttons

Your display type and the Number of Colors selection determine the number of color buttons that make up a palette. You will have two, four, or eight color buttons in the Color dialog box. The different color buttons in the palette control the colors used for different areas of the screen.

If you have eight color buttons, they will be used as follows (buttons numbered from left to right, top to bottom):

1. Active window borders
2. Inactive window borders
3. Switch for workspace 1 and every fourth additonal workspace (workspace 5, 9, ...)
4. Text and list areas
5. Main window background and switch for workspace 2 and every fourth additional workspace (workspace 8, 12, ...)
6. Dialog box background and menu bar and switch for workspace 3 and every fourth additional workspace (workspace 7, 11, ...)
7. Switch for workspace 4 and every fourth additional workspace (workspace 6, 10, ...)
8. Front Panel background

If you have four color buttons, they will be used as follows (buttons numbered from left to right):

1. Active window borders
2. Window bodies:
   a. Inactive window borders
   b. Main window and dialog box backgrounds and menu bar
   c. Front Panel background
3. Workspace switches and backgrounds

Keyboard–Key click volume and character repeat capability

Mouse–Mouse button click settings, double-click speed, pointer acceleration, and pointer movement threshold

Beep–Beeper volume, tone, and duration

Screen–Number of minutes before your screen blanks and whether your screen is covered and locked at that time

Window–How a window acquires focus, if the window raises when it receives focus, and where window icons are placed

Startup–How your session begins and ends

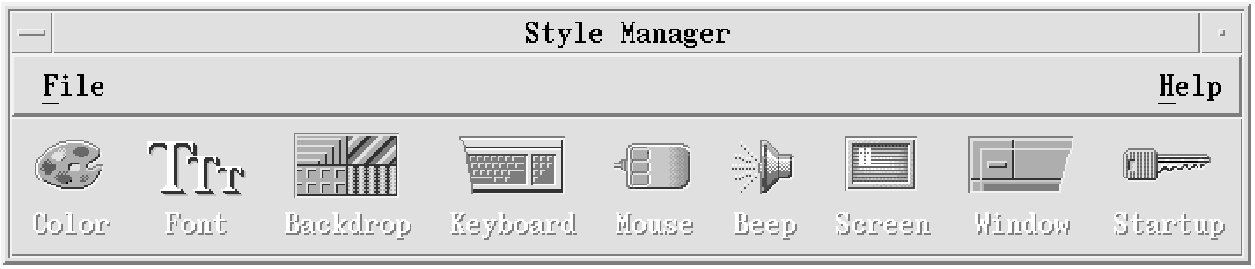


Figure 7–2 Style Manager controls

Customizing Screen Appearance

You can change the following aspects of your screen appearance:

- Workspace colors
- Workspace backdrops
- Font sizes and font groups

Colors

You set your workspace colors through a color palette. The number of color buttons in the palette is determined by your display type and the Number of Colors selection.

The default is More Colors for Applications, which keeps the number of colors used on a high-color display to a minimum. To increase the number of color buttons on a high-color display, select More Colors for Desktop in the Number of Colors dialog box and restart the current session.

CHAPTER 7

Customizing the Desktop Environment

Style Manager can be used to customize the appearance of the desktop.

- " Customizing Screen Appearance" on page 148
- "Customizing System Behavior" on page 154
- "Customizing Startup and Logout" on page 161

Introducing Style Manager

To start Style Manager:

♦ **Click the Style Manager control in the Front Panel.**

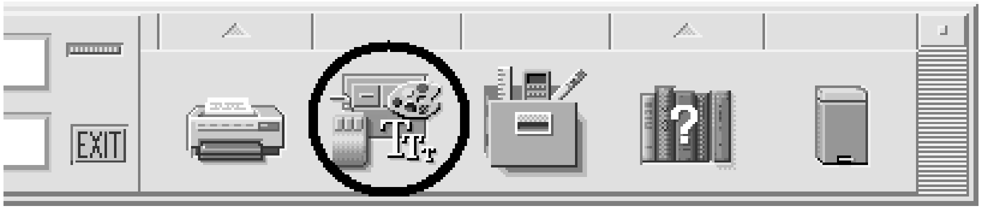


Figure 7–1 Style Manager Front Panel control

The Style Manager controls and the items that they control are:

Color–Workspace colors and palettes

Font–Application font sizes and font groups

Backdrop–Workspace backdrop patterns

For example, the following command runs the load meter program `xload` in the background:

```
/usr/bin/X11/xload &
```

▼ To Start an Application on Another System Using a Terminal Emulator

There are two ways to use a command line to start an application on another system:

- Using `rlogin`
- Using `remsh`

Using rlogin

When you use `rlogin`, you use your terminal emulator to log in to a different (remote) system. You then run the command to start the application on that system.

1. **Use the `rlogin` command to log in to the system containing the application.**

```
rlogin remote_system_name
```

   For example:

```
rlogin systemA
```

2. **Type the command to start the application. Use the `–display` option to send the window back to your display.**

   For example, assuming your own system's display name is `MySystem:0`:

```
/usr/bin/X11/xload -label systemA -display MySystem:0
```

Using remsh

The term `remsh` stands for "remote shell." It provides a one-step way to run an application, since you do not have to log in before running the command.

♦ **Type the command:**

```
remsh remote_system_name -n command
```

The command must include the `–display` option to send the window back to your display.

For example:

```
remsh systemA -n /usr/bin/X11/xload -display MySystem:0
```

▼ To Replace the Main Panel Personal Applications Control

Initially, the Main Panel contains the Text Editor control. You can replace the Text Editor control with the control of your choice.

1. **Add the application you want in the Main Panel to the Personal Applications subpanel.**

   See “To Put an Application in the Personal Applications Subpanel” on page 143.

2. **In the Personal Applications subpanel, point to the control you want in the Main Panel and choose Copy to Main Panel from the control’s pop-up menu.**

Running Applications from a Terminal Emulator Window

A terminal emulator is an application whose window provides a command line. The command line lets you type commands into your system—for example, operating system commands, script names, or commands that run applications.

All applications have a command that users can type to start them. The application’s documentation usually describes how to use the command.

The desktop provides a terminal emulator called `dtterm`. Your system may include other terminal emulators.

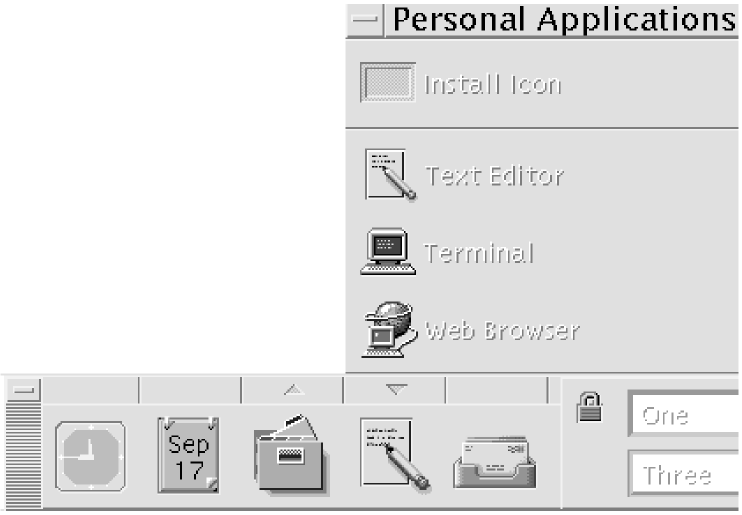
To open a terminal emulator window, click the Terminal control in the Personal Applications subpanel.

For more information on using `dtterm`, see Chapter 12.

▼ To Start an Application on Your System Using a Terminal Emulator

♦ **Type the command that starts the application into the terminal emulator window.**

If the application has its own window, you should add an ampersand character (&) to the end of the command. This runs the application ‘‘in the background,’’ which lets you continue using the terminal emulator window while the application is running.



Initially, it contains:

Install Icon–Drop zone for adding applications to the subpanel.

Text Editor–Duplicates the control in the Main Panel. Opens the desktop Text Editor.

Terminal–Starts the desktop terminal emulator for entering commands manually.

Web Browser–Starts the Web browser to which your PATH defaults.

▼ To Put an Application in the Personal Applications Subpanel

1. **Open the application group containing the application you want to add.**
2. **Display the subpanel to which you want to add the application.**
3. **Drag the application from Application Manager to the Install Icon control in the Personal Applications subpanel.**

▼ To Run an Application from the Personal Applications Subpanel

♦ **To run the application, click its control.**

If the application icon that was installed in the subpanel is a drop zone, the control is a drop zone too. You can run an application by dragging a data file from File Manager to its control.

- Places an action icon in your home folder.

  You can move or copy that icon to other locations—for example, to a personal application group that you've created.

Registering Applications

When an application is registered in Application Manager, it has its own application group. This application group is available to all users on the system.

Registering applications is an advanced task, since it requires you to be the root user. For instructions, see the *Advanced User's and System Administrator's Guide*.

Running Applications Using File Manager

If an application uses data files, it may be configured so that the application can be started from File Manager using any of its data files.

▼ To Run an Application from File Manager

- Double-click an application's data file.

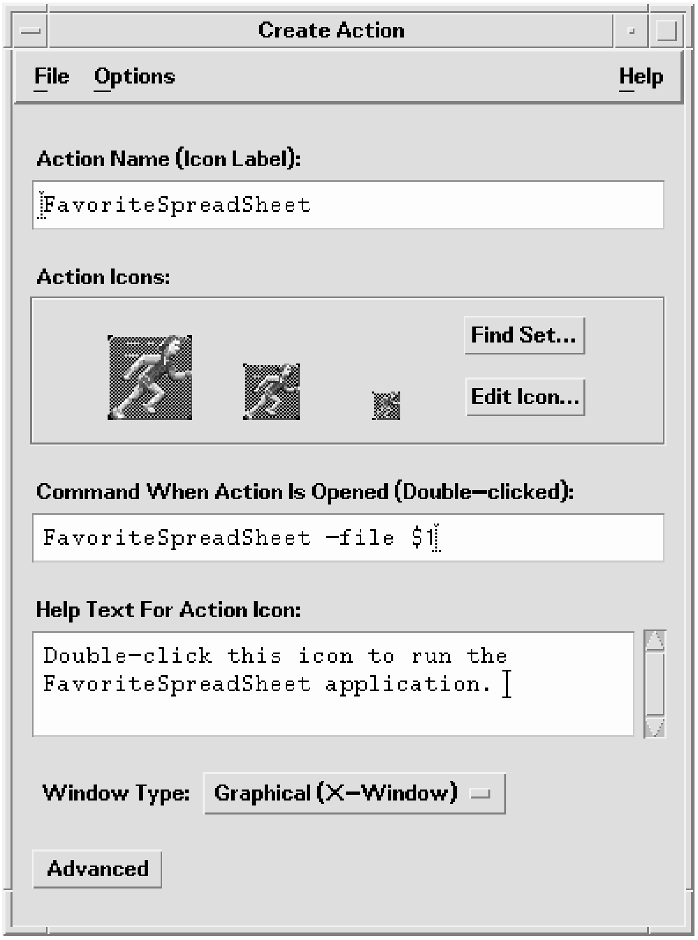
  For example, double-clicking a bitmap file (a file whose name ends with `.bm`) runs Icon Editor.
- *Or*, select an application's data file and choose Open from the icon's pop-up menu or from the Selected menu.

Running and Organizing Applications Using the Front Panel

The Personal Applications subpanel is a container for applications you use frequently.

‘‘macro’’ called an *action*. You can also create a data type for the *data_file*s if you like.

The desktop includes a tool called Create Action that makes it easy to create actions and data types. To open the Create Action window, double-click the Create Action icon in the Desktop_Tools application group.



Action Name (Icon Label): FavoriteSpreadSheet

Command When Action Is Opened (Double–clicked): FavoriteSpreadSheet –file $1

Help Text For Action Icon: Double–click this icon to run the FavoriteSpreadSheet application.

Window Type: Graphical (X–Window)

Figure 6–6 Create Action window

To see online instructions for using the window:

1. **Choose Tasks from the Create Action window’s Help menu.**
2. **Click the hyperlink “To Create an Action With Create Action.”**

   Create Action:

   - Creates an action for your application

File Names in Application Manager

In File Manager and Application Manager, files and folders are represented as icons, and these icons are usually labeled with the file name. Action icons are sometimes an exception to this rule.

In most cases you see the action icon’s label instead of the action file name. Normally, you do not need to know the action file name. However, there are situations where you may see the file name.

For example, if you use the Copy File dialog box to copy the icon (by selecting the file and choosing Copy to from the Selected menu), the dialog box will display the file name.

Folder Location of Application Manager

Application Manager behaves very much like File Manager. This is because Application Manager is a File Manager view of a special folder on your system used to gather registered applications. Ordinarily, you do not need to know the location of this special folder. However, its location may be useful to you if you are trying to troubleshoot problems.

Login Manager creates the Application Manager folder each time you log in. Its location is:

```
/var/dt/appconfig/appmanager/special_folder_name
```

where *special_folder_name* is a name assigned by the system that is unique for your system and login name.

Caution - You should *never* attempt to directly modify the *special_folder_name* folder from a command line.

Creating Personal Actions and Data Types

The desktop provides a tool that helps you create icons for running scripts, applications, and other commands. You may want to use this tool if you have a personal application your system administrator has not configured for you.

For example, suppose you have your own favorite spreadsheet application that you usually start by typing a command into a terminal emulator window:

```
FavoriteSpreadSheet -file data_file
```

You can create an icon that runs this command so that you won’t have to continue manually typing it. To do this, you must create a special desktop

- Open the Desktop_Tools application group and double-click Reload Applications.
- *Or*, log out and log back in.

▼ To Create a Personal Application Group

A personal application group is an application group that you can alter, since you have write permission to it.

1. **From your home folder, change to the** `.dt/appmanager` **subfolder.**
2. **Create a new folder.**

   The folder name will become the name of the new application group.
3. **Double-click Reload Applications in the Desktop_Apps application group.**

   Your new application group will become registered at the top level of Application Manager.

▼ To Add Applications to a Personal Application Group

- Copy icons from other application groups to the personal application group.

  For example, you can copy (by pressing Control and dragging) the Calculator icon from the Desktop_Tools application group to your new personal application group.
- Create an action for an application and then place an application (action) icon in the personal application group. See "Creating Personal Actions and Data Types" on page 140.

Advanced Application Manager Concepts

This section describes several advanced Application Manager concepts:

- The relationship between file names and icon labels
- The folder location of Application Manager
- Creating personal actions and data types
- Where to obtain additional information about customizing Application Manager

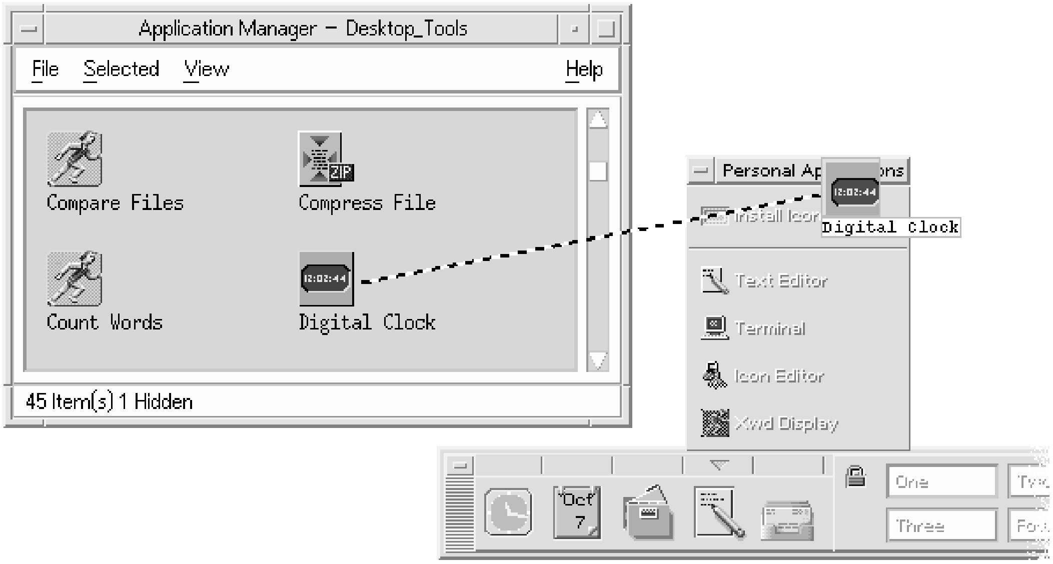

Application Manager – Desktop_Tools
File
Selected
View
Help
Compare Files
Compress File
Count Words
Digital Clock
45 Item(s) 1 Hidden
Personal Ap
ons
Install Icon
Digital Clock
Text Editor
Terminal
Icon Editor
Xwd Display
Oct
7
One
Two
Three
Four

Figure 6–5 Installing an application (action icon) in the Front Panel

▼ To Put an Application Icon on the Workspace Backdrop

This procedure copies an application icon from Application Manager to the workspace (backdrop). This makes the icon available when you don't have an Application Manager window open.

1. **Open the application group containing the application you want to add.**
2. **Drag the application from Application Manager to the workspace backdrop.**

▼ To Update Application Manager

The contents of your Application Manager are built each time you log in. Each time it is built, it searches certain system and network locations for applications.

If your system administrator adds an application to your system or to an application server while you are in a session, you must update your Application Manager if you want the new application to be registered immediately.

There are two ways to update Application Manager:

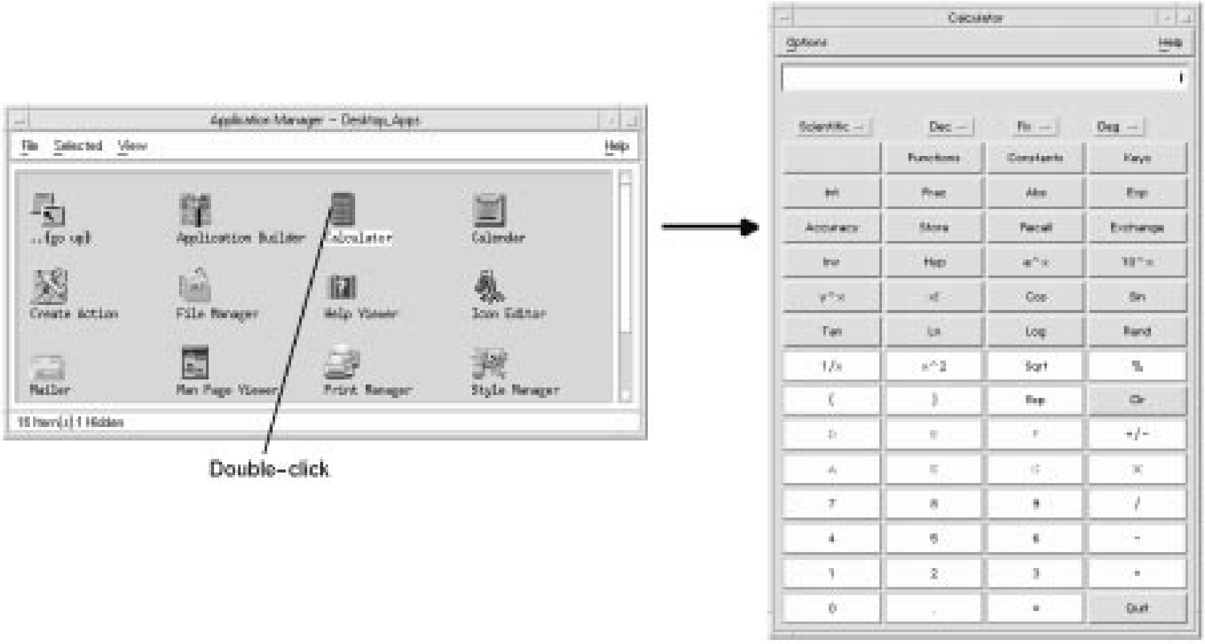

Application Manager – Desktop_Apps
File
Selected
View
Help
..(go up)
Application Builder
Calculator
Calendar
Create Action
File Manager
Help Viewer
Icon Editor
Mailer
Man Page Viewer
Print Manager
Style Manager
10 Item(s) 1 Hidden
Double-click
Calculator
Options
Help
Scientific
Dec
Fix
Deg
Functions
Constants
Keys
Int
Frac
Abs
Exp
Accuracy
Store
Recall
Exchange
Inv
Hyp
e^x
10^x
y^x
x!
Cos
Sin
Tan
Ln
Log
Rand
1/x
x^2
Sqrt
%
(
)
Bsp
Clr
D
E
F
+/-
A
B
C
X
7
8
9
/
4
5
6
-
1
2
3
+
0
.
=
Quit

Figure 6–4 Opening an application window from Application Manager

▼ To Get Help on an Application Icon

From the Icon’s Pop-up Menu

1. **Point to the icon and press mouse button 3 to display its pop-up menu.**
2. **Choose Help from the pop-up menu.**

From the Help Menu

1. **Choose On Item from the Help menu.**
2. **Click the icon on which you want help.**

▼ To Put an Application Icon in the Front Panel

1. **Display the application’s icon in Application Manager.**
2. **Display the subpanel to which you want to add the application.**
3. **Drag the action icon from Application Manager to the Install Icon control in the subpanel.**

Information–Icons representing frequently used help topics

System_Admin–Tools used by system administrators

Application Manager Menus and Commands

Since Application Manager is closely related to the File Manager window, it uses most of the same menus, commands, and other features.

For more information about using the Application Manager menus and dialog boxes, see Chapter 5.

Solaris User Registration

With this version of Solaris, system administrators and users can now register with Sun Microsystems, establishing themselves as users of Solaris. Registering enables users to receive information about new Sun products and services.

The registration process can be invoked from the CDE desktop by running the User Registration application located in the Application Manager's desktop tools folder. The following procedure describes how to run an application from Application Manager.

▼ To Run an Application from Application Manager

1. **Open Application Manager.**
2. **Double-click the application group's icon to display its contents.**
3. **Double-click the application's action icon.**

Each application group is a folder containing one or more icons that you use to start applications.

An icon that starts an application is called an *action icon* or *application icon*.

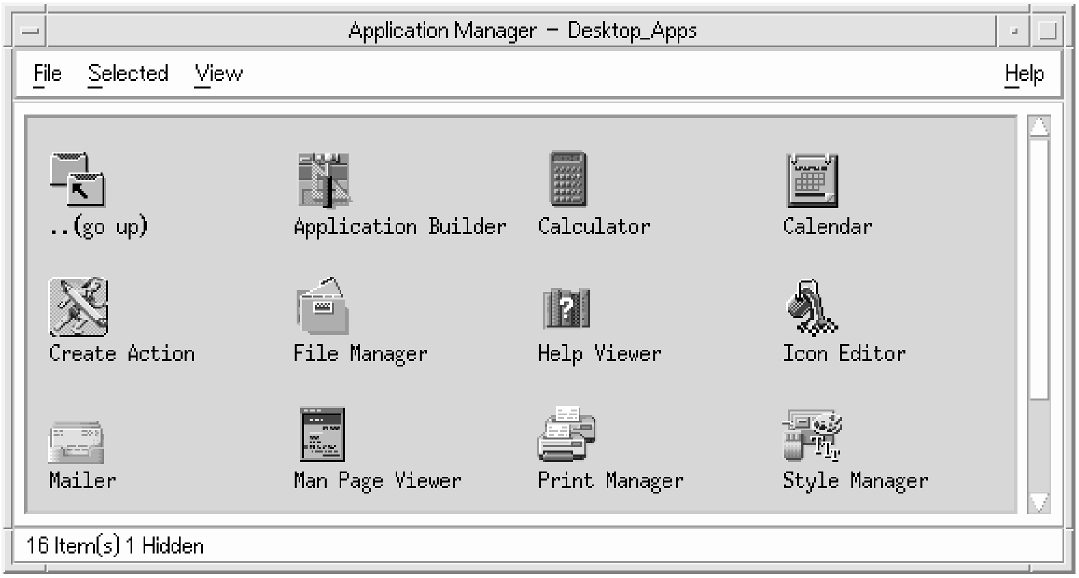

Application Manager – Desktop_Apps
File
Selected
View
Help
..(go up)
Application Builder
Calculator
Calendar
Create Action
File Manager
Help Viewer
Icon Editor
Mailer
Man Page Viewer
Print Manager
Style Manager
16 Item(s) 1 Hidden

Figure 6–3 Action (application) icons in the Desktop_Apps application group

Some application groups contain other useful application files such as sample data files, templates, and ‘‘read me’’ files.

The application groups in your Application Manager are either built in or registered by your system administrator. Application registration is a process by which an application lets the desktop know of its presence.

The application groups in Application Manager are gathered together each time you log in. The application groups may be located on your system or on other systems throughout the network.

Built-In Application Groups

The desktop provides these built-in application groups that are containers for various tools and utilities available on your system:

Desktop_Apps–Desktop applications such as File Manager, Style Manager, and Calculator

Desktop_Tools–Desktop administration and operating system tools such as User Registration, Reload Application, `vi` text editor, and Check Spelling

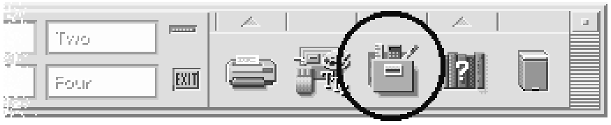

Two
Four
EXIT

Figure 6–1 Application Manager control

Application Manager Window

The Application Manager window is a special File Manager view of a special folder on your system. It looks very much like a File Manager window, except that the iconic and text path are not shown.

The top level of Application Manager is special because other folders and files are never created directly in it. Instead, folders in other locations are gathered into this location automatically when you log in.

Contents of Application Manager

The top level of Application Manager contains a set of application groups.

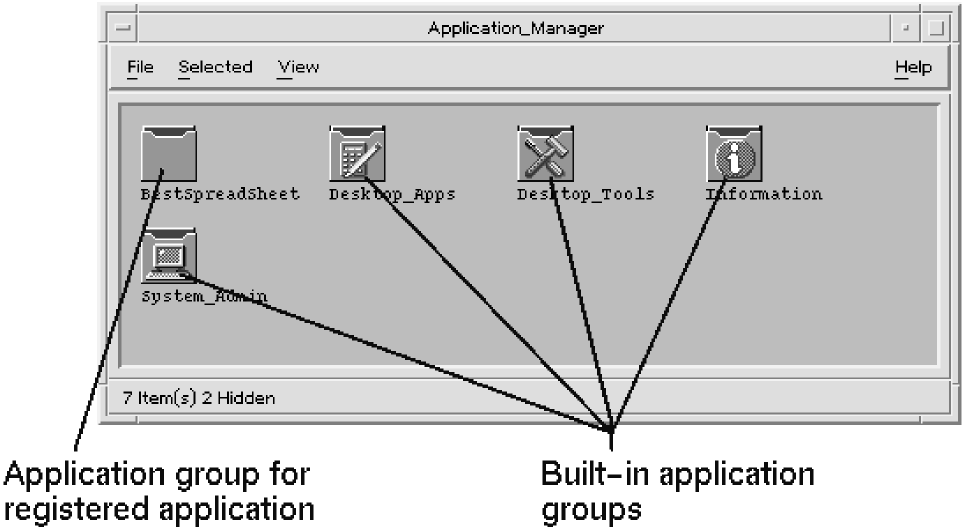

Application_Manager
File
Selected
View
Help
BestSpreadSheet
Desktop_Apps
Desktop_Tools
Information
System_Admin
7 Item(s) 2 Hidden
Application group for registered application
Built-in application groups

Figure 6–2 Top level of Application Manager

CHAPTER **6**

Running Applications from the Desktop

This chapter covers several ways to run applications from the desktop.

- "Running Applications Using Application Manager" on page 133
- "Running Applications Using File Manager" on page 142
- "Running and Organizing Applications Using the Front Panel" on page 142
- "Running Applications from a Terminal Emulator Window" on page 144

Running Applications Using Application Manager

Application Manager is a container for the applications and other tools available on your system. Most of the applications and tools in Application Manager were placed there by your system administrator or are built into the desktop.

Although configuring Application Manager is primarily a system administration task, you can also make personal customizations to Application Manager.

To open application manager:

- Click the Application Manager control in the Front Panel.

- *Or,* select the file or folder's icon, then choose Put in Trash from the Selected menu.
- *Or,* drag the file or folder's icon and drop it onto the Trash Can control in the Front Panel.
- *Or,* drag the file or folder's icon to an open Trash Can window.

To Create Files and Folders on a Diskette

1. **Choose New File or New Folder from the File menu.**
2. **Type a name in the New File Name field of the New File dialog box or New Folder Name field of the New Folder dialog box.**
3. **Click OK or press Return.**

   To close the New File or New Folder dialog box without creating a new file or folder, click Cancel or press Escape.

Note - You cannot create files or folders on a CD-ROM.

To Eject a Diskette or CD-ROM

1. **Choose Eject from the File Manager window File menu.**
2. **Remove the diskette or CD-ROM from the disk drive.**

To Copy Files or Folders to a Diskette

1. **Select the icon for the file or folder you want to copy.**
2. **Choose Copy to from the Selected menu.**

   The Copy Object dialog box appears.
3. **Type a full path name in the Destination Folder text field.**

   Use `/floppy` as the directory name. For example, if you want to copy the file `report` onto a diskette named `john`, you would type `/floppy/john`.
4. **Type the file or folder name in the Name for copy text field.**

   In the above example, you would type `report`.
5. **Click OK or press Return.**

Note - You cannot copy files or folders to a CD-ROM.

To Move Files or Folders to a Diskette

1. **Select the icon for the file or folder you want to move.**
2. **Choose Move to from the Selected menu.**

   The Move Object dialog box appears.
3. **Type a full path name in the Destination Folder text field.**

   Use `/floppy` as the directory name. For example, if you want to move the file `report` onto a diskette named `john`, you would type `/floppy/john`.
4. **Click OK or press Return.**

Note - You cannot move files or folders to a CD-ROM.

To Delete Files or Folders From a Diskette

- Choose the Put in Trash command from the file or folder icon’s pop-up menu (displayed by pressing Shift+F10 or mouse button 3).

2. **Select Open Floppy from the Folders subpanel on the Front Panel, or from the File Manager File menu.**

   If the diskette is formatted and readable by the system, File Manager displays a view of the diskette's contents. If the diskette is unformatted or is unreadable by the system, File Manager displays the Unreadable Floppy dialog box.

Note - If your system has more than one disk drive, File Manager opens one window for each readable diskette you insert when you choose Open Floppy from the File menu.

To View Files and Folders on a CD-ROM

♦ **Insert the CD-ROM into a CD-ROM drive.**

File Manager displays a window containing a view of the CD-ROM contents.

If you close the CD-ROM's File Manager window, you can reopen it by selecting Open CD-ROM from either the File Manager File menu or from the Folders Subpanel on the Front Panel.

To Format a Diskette

1. **Choose Format Floppy from the diskette's File Manager window File menu.**

   The Format Floppy dialog box appears.

2. **Select one of the three formatting options (UNIX, MS-DOS, NEC-DOS).**
3. **Click Format or press Return.**
4. ***Optional*. To rename the diskette, type the new name in the Floppy Name text field and press Return.**

To Rename a Diskette

1. **Choose Rename Floppy from the diskette's File Manager window File menu.**

   The Rename Floppy dialog box appears.

2. **Type the new name in the Floppy Name text field.**
3. **Click Rename or press Return.**

Note - The File Selection dialog box enables you to perform certain tasks, such as Open or Save As, on the files in file systems for all mounted CD-ROMs and diskettes, as well as for your home folder. You can choose your home folder or mounted CD-ROMs and diskettes through the menu button at the end of the Enter path or folder name text field.

Dragging and Dropping Files and Folders

When you drag a file or folder icon from a *regular folder window*, the default drag-and-drop behavior is:

- A copy operation when you drop the icon onto a diskette window.
- A move operation when you drop the icon onto a folder window.
- A move operation when you drop the icon onto the Trash Can or to the Trash window.

When you drag a file or folder icon from a *diskette window*, the default drag-and-drop behavior is:

- A copy operation when you drop the icon onto another diskette window.
- A copy operation when you drop the icon onto a folder window.
- A move operation when you drop the icon onto the Trash Can or to the Trash Can window.

When you drag a file or folder icon from a *CD-ROM window*, the default drag-and-drop behavior is:

- A copy operation when you drop the icon onto a diskette window.
- A copy operation when you drop the icon onto a folder window.

Note - You cannot drag and drop files or folders onto a CD-ROM.

Removable Media Manipulation Skills

This section describes tasks that you can perform using diskettes and CD-ROMs with File Manager.

To View Files and Folders on a Diskette

1. **Insert the diskette into a disk drive.**

2. **When the file is displayed, it may be empty or there may be text already in the file. In either case, add the following four lines of text to the file:**

```
Dtfile*smallIconWidth:24

Dtfile*smallIconHeight:24

Dtfile*largeIconWidth:38

Dtfile*largeIconHeight:38
```

   When you type in these lines, replace the default numbers at the end of each line with the new display area size you want.

3. **Choose Save from the File menu.**
4. **Choose Close from the File menu.**

Note - The change will not take effect until you exit the desktop and log back in. If you should want to return to the default display area size, type the default sizes back in or just remove the four lines you added, and then exit and restart the desktop.

Using Removable Media with File Manager

File Manager enables you to use *removable media*, such as diskettes and CD-ROMs, on the workspace. You can view the contents of your diskettes or CD-ROMs if you have a system with at least one diskette drive or one CD-ROM drive and you are running Solaris CDE 1.1 or later.

Removable media are mounted on your file system in removable media folders. File Manager enables you to view the contents of the removable media without having to know the location of these folders.

File Manager restricts the view of a diskette or CD-ROM window to the removable media folder and its subfolders. You cannot navigate out of the folder `/floppy/`*diskette_name* when you view the diskette labeled /*diskette_name* or navigate out of the folder `/cdrom/`*cdrom_name* when you view the CD-ROM labeled /*cdrom_name*.

Icon Browsing

Files with names that end in `.pm` or `.bm` contain icons. These are the files that File Manager uses to build icons. By default, you must open these files to see the icons they contain. If you enable icon browsing, File Manager displays the contents of `.pm` or `.bm` files so you don't have to open them to see what they look like.

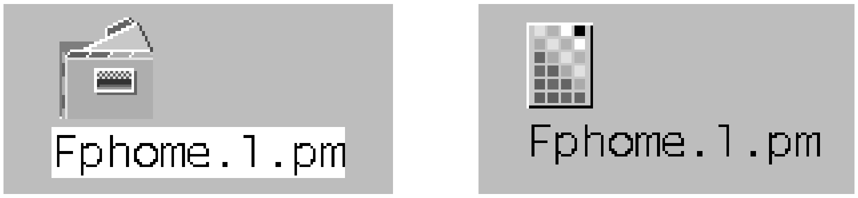


Figure 5–4 Icon with icon browsing enabled (left) and disabled (right)

To Enable Icon Browsing

1. **Copy the file /usr/dt/examples/types/*language*/IconBrowse.dt into your /*HomeDirectory*/.dt/types folder.**
2. **Open Application Manager and double-click Reload Actions in the Desktop_Tools application group.**
3. **Restart File Manager.**

Note - The maximum default display area for icons is 38x38 pixels. So, if a picture file is larger than 38x38, the picture will be clipped and only the top left 38x38 pixels will be shown. You can increase the size of the display area for icons if you want larger images to be fully visible (see "To Change the Icon Display Area Size" on page 126). However, a larger display size area will slow down the opening of folders, and icons will be spread further apart in folder views.

To Disable Icon Browsing

1. **Remove your personal copy of the IconBrowse.dt file.**
2. **Open Application Manager and double-click Reload Actions in the Desktop_Tools application group.**

▼ To Change the Icon Display Area Size

1. **Open a Terminal window and type** `dtpad ~/.Xdefaults`**.**

below.) The default hidden data types are DOT_FILE, DOT_FOLDER, and CURRENT_FOLDER.

▼ To Show or Hide Files and Folders

♦ **Choose Show Hidden Objects from the View menu.**

Choosing the command a second time again reverses the toggle (from shown to hidden and back again).

The criterion for hiding or showing a file or folder is based on its data type. Use the Set Filter Options command to change which data types are shown and hidden. (See “ To Specify Which Data Types Are Hidden” on page 125 below.) The default hidden data types are DOT_FILE, DOT_FOLDER, and CURRENT_FOLDER.

▼ To Specify Which Data Types Are Hidden

1. **Choose Set Filter Options from the View menu.**

   Data types that have already been chosen to be hidden are highlighted.

2. **In the Select File Types to be Hidden box, select the data types you want to be hidden. File types that are already being hidden are highlighted.**

   Or, to reset the default filter list (DOT_FILE, DOT_FOLDER, and CURRENT_FOLDER), click Defaults.

3. ***Optional.* Type a name pattern into the Also Hide (Optional) field specifying additional file and folder names to be hidden.**

   The filter list specifies which files are not to be displayed. If you select all object types or type * into the Filter String field, then no files are displayed. If you type `*.txt`, then any file whose name ends in `.txt` will be added to the filter list and not displayed.

   Advanced users: The Filter String may be any regular expression. Refer to the regexp(5) man page for more information.

4. **Click OK.**

   If you want to view the results before closing the dialog box, click Apply.

   To reset to the default filter list, choose Defaults. This resets the default values but does not apply them until you click Apply or OK.

If you have Placement set to As Placed, icons are sorted only when you choose Clean Up from the View menu or when you click Apply in the Set View Options dialog box. If Placement is set to Rows and Columns, the icons are sorted each time there's a change to the folder's contents, or when you choose Update from the View menu.

▼ To Re-Sort (Clean Up) Objects

The Clean Up command sorts the objects in the current view (according to the settings in the Set View Options dialog box) and lines them up in a grid pattern. The settings in other File Manager windows are not affected.

♦ **Choose Clean Up from the View menu.**

The Clean Up command is unavailable if you have the Placement preference set to Rows and Columns.

▼ To Save the Current Preferences as Your Default

When you apply changes using the Set View Options and Set Filter Options dialog boxes, the changes only apply to the current session. If you want to save the preferences so they will be used the next time you open File Manager:

1. **Set the preferences that you want and apply them (using Set View Options and Set Filter Options in the View menu).**
2. **Choose Save As Default Options from the View menu.**
3. **Click OK.**

   These changes to the default view will not take effect until the next time you click the File Manager control in the Front Panel.

   After saving the current preferences, all new File Manager views you open use the new preferences and filter list.

Hiding Files and Folders

Hidden files and folders are those whose file types are selected in the *filter list*.

The criterion for hiding or showing a file or folder is based on its data type. Use the Set Filter Options command to change which data types are shown and hidden. (See " To Specify Which Data Types Are Hidden" on page 125

To implement the chosen options and leave the Set View Options dialog box open, click Apply.

You can alter the appearance of files and folders in the folder view by changing the settings in the Show box in the Set View Options dialog box. Changes to the preferences are only for the current session. To make them permanent, see "To Save the Current Preferences as Your Default " on page 124.

▼ To Change How Objects Are Represented

1. **Choose Set View Options from the View menu.**
2. **Select the representation you prefer from the Representation box.**
   - By Name Only: Icons will not be displayed in File Manager. File Manager indicates objects that are folders by adding a slash (/) after their names. Executable programs have an asterisk (*) after their name.
   - By Large Icons: This is the default. The objects in File Manager will appear with their name and large icon.
   - By Small Icons: The objects in File Manager will appear with their name and small icon.
   - By Name, date, size, ...: The objects in File Manager will appear with their file date, size, and so on in addition to the file name and icon.
3. **Click OK or Apply.**

▼ To Change the Order Icons Are Sorted

1. **Choose Set View Options from the View menu.**
2. **Select the sort order you prefer from the Order box, and the direction from the Direction box.**
   - Alphabetically: A to Z (Ascending) or Z to A (Descending). Icons with names that start with capital letters appear first. Icons with names that start with lowercase letters are at the bottom.
   - By File Type: By object type. For example, files, folders and actions are different types of objects. Within each group of the same type, the icons are sorted alphabetically (based on the order the data types are read into the database).
   - By Date: By date the files were last modified, oldest to newest (Ascending) or newest to oldest (Descending).
   - By Size: By file size, smallest to largest (Ascending) or largest to smallest (Descending).
3. **Click OK or Apply.**

option by Folders, then Files.) Clicking the button expands the folder to show the filenames.

You can alter the appearance of files and folders in the tree view by changing the settings in the Show box in the Set View Options dialog box. Changes to the preferences are only for the current session. To make them permanent, see "To Save the Current Preferences as Your Default " on page 124.

If you double-click a folder in tree view, a new view of that folder opens that is not in tree view mode.

▼ To Display the Tree View

The tree view shows a folder and the files and folders beneath it.

1. **Change to the folder where you want the tree view to start.**
2. **Choose Set View Options from the View menu.**
3. **Select By Tree in the Show box.**
4. **Select one of the tree view options:**

   Folders only–The tree shows folders only. To view files, double-click a folder name. This is the default view.

   Folders, then Files–Folders only appear at first. Click the [+] button next to each folder to view its contents. First click shows subfolders. Second click shows files that are inside. When you click the button the third time, the folder contracts again.

   Folders and Files–The tree shows both folders and files automatically.
5. **To implement the chosen options and close the Set View Options dialog box, click OK.**

   To implement the chosen options and leave the Set View Options dialog box open, click Apply.

▼ To Display the Folder View

The folder view will show a folder and all the files and folders in that folder.

1. **Change to the folder that you want to view.**
2. **Choose Set View Options from the View menu.**
3. **Select By Single Folder in the Show box.**
4. **To implement the chosen options and close the Set View Options dialog box, click OK.**

To implement the chosen option and leave the Set View Options dialog box open, click Apply.

Using the Tree View

The tree view resembles an outline. Files and folders contained in a folder are listed beneath that folder in an indented list

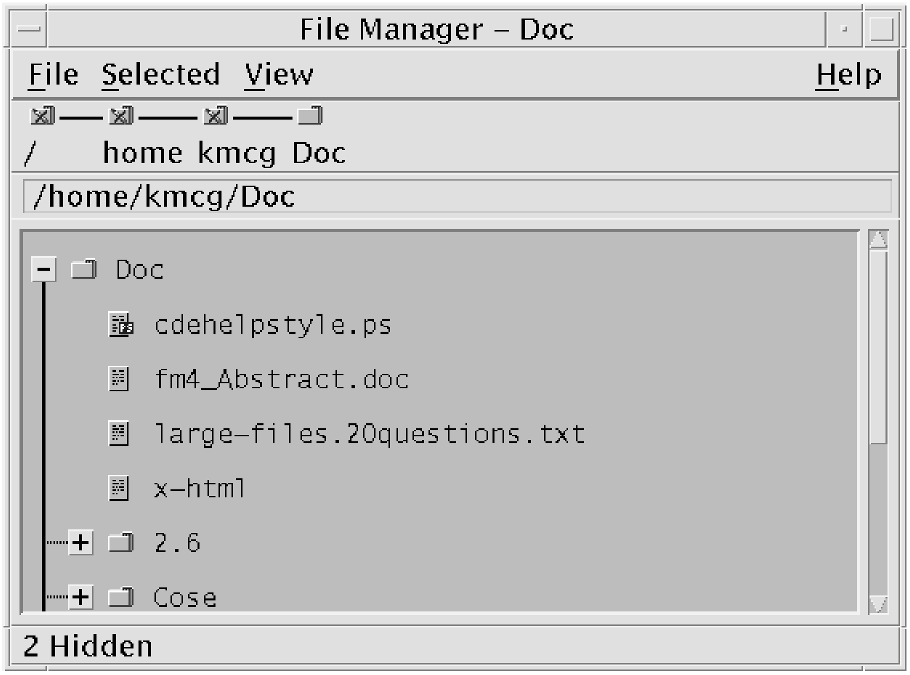

File Manager – Doc
File
Selected
View
Help
/
home kmcg Doc
/home/kmcg/Doc
Doc
cdehelpstyle.ps
fm4_Abstract.doc
large-files.20questions.txt
x-html
2.6
Cose
2 Hidden

Figure 5–3 File Manager tree view

In the tree view, a folder can have three states. The states are shown and changed using the buttons to the left of the folder. You can also open and close the tree branches by selecting a folder and then pressing the + and - keys on your keyboard (these are the keys in the center, not the numeric keypad):

+-The folder is in its closed state. None of the folder's contents are shown. Clicking the button expands the folder partially or fully, depending on the tree view option currently in effect.

--The folder is in its fully expanded state. All objects in the folder are shown. Clicking the button fully closes the folder.

+/--The folder is in its partially expanded state. The only contents shown are the folders it contains. (This view is possible only when using tree view

Customizing File Manager Views

File Manager provides several ways to see the contents of folders. You can:

- Change the basic viewing structure from one folder at a time to seeing a tree view. See “To Display the Tree View” on page 122.
- Determine the sort order of objects. See “To Change the Order Icons Are Sorted” on page 123.
- Hide (filter) certain objects. See “To Show or Hide Files and Folders” on page 125.
- Change the style used for objects – names and small or large icons, names alone, or a long list of names plus properties.

▼ To Configure the Headers

1. **Choose Set View Options from the View menu.**
2. **Determine which headers to display:**
   - Select Iconic Path to show current folder path as a string of folder icons at the top of the window.
   - Select Text Path to show the current folder’s full path name in a text field above the view pane.
   - Select Message Line to show a count of the number of files in the folder. The line will appear at the bottom of the window.
3. **To implement the chosen option and close the Set View Options dialog box, click OK.**

   To implement the chosen option and leave the Set View Options dialog box open, click Apply.

▼ To Configure How Icons are Placed

1. **Choose Set View Options from the View menu.**
2. **Determine how you want to have the icons placed:**
   - Select As Placed to leave icons where they are dropped.
   - Select Rows and Columns to automatically align the icons you drop into a grid.
3. **To implement the chosen option and close the Set View Options dialog box, click OK.**

3. **Type the folder where you want the search to begin into the Search Folder field. (By default, this field contains the name of the current folder.)**

   Find will search this folder and all of its subfolders.

4. **Click Start or press Return.**

   File Manager begins searching the Search Folder and the folders it contains for files that match the name you provided. Matches that are found are listed in the Files Found list. Once you have found an object, you can select it and click Open Folder to open the folder it is in or Put in Workspace to place its icon on the current backdrop.

   To stop the search, click the Stop button or press Return.

▼ To Find a File by Contents

1. **Choose Find from the File menu.**

2. ***Optional*. You can use the File or Folder Name text field to narrow, and therefore speed up, the search.**

   If you enter a partial name (using wildcards) File Manager examines only the files that match the File or Folder Name field. If you leave the File or Folder Name field empty, File Manager searches every file within the search folder. Names can be specified using the same *regular expression* syntax allowed by the `grep` command. (Refer to the grep man page for more information.)

3. **Type the text string you want to search for into the File Contents field.**

   Case is ignored for this string (upper- and lowercase letters are equivalent). You do not have to use complete words. For example, if you type `fi` it will find both fish and File.

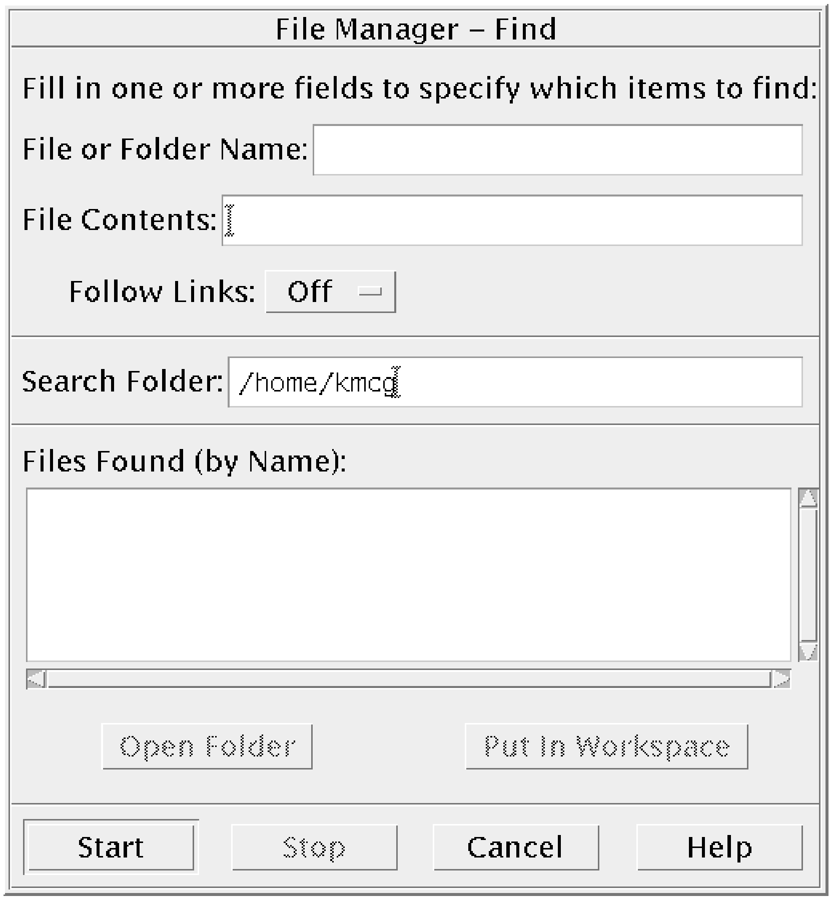
   Contents can be specified using the same *regular expression* syntax allowed by the `grep` command. (Refer to the grep man page for more information.)

4. **Type the name of the folder where you want the search to begin into the Search Folder field. (By default, this field contains the name of the current folder.)**

5. **Click Start or press Return.**

   File Manager begins searching the search folder and the folders it contains for files that contain the File Contents string. Matches that are found are listed in the Files Found list. Once you have found an object, you can select it in the list and then click Open Folder to open the folder it is in or Put In Workspace to place its icon on the current backdrop.

   To stop the search at any time, click the Stop button or press Return.


File Manager – Find
Fill in one or more fields to specify which items to find:
File or Folder Name:
File Contents:
Files Found (by Name):
Open Folder
Put In Workspace
Start
Stop
Cancel
Help

Follow Links: Off

Search Folder: /home/kmcg

2. **Type the name of the file or folder you want to find into the File or Folder Name field.**

   When you specify a file or folder name, you can include wildcard characters such as asterisk (`*`) and question mark (`?`). The `*` matches any string of characters (including no characters), and `?` matches any single character. For example:

   `ba*`-matches all names that begin with the string ba

   `ba?`-matches all three-character names that begin with the string ba

   `*.dt`-matches all names that end with the `.dt` suffix

   `*.???`-matches all names that have a three-character suffix

   The file name and contents can be specified using the same *regular expression* syntax allowed by the `find` command. (Refer to the find man page and grep man page for more information.)

▼ To Remove an Object from the Workspace

1. **Switch to the workspace where the object resides.**
2. **Locate the object's icon on the desktop.**
3. **Choose Remove From Workspace from the object's pop-up menu.**

   Removing an object from the workspace does not alter the original object; that is, the object still exists in File Manager.

Locating Files

Keeping track of many files can quickly become difficult. File Manager helps by providing the ability to search for a file or folder by name. You can also search for files based on the contents of the file.

▼ To Find an Object by Name

1. **Choose Find from the File menu.**

Workspace pop-up menu is similar to the pop-up menu available within File Manager windows, but contains a few different commands.

▼ To Put a File or Folder on the Workspace Backdrop

This procedure creates a copy of the icon on the workspace backdrop. Any changes you make to the copy on your workspace backdrop will also be made to the original that is still in File Manager.

1. **Switch to the workspace where you want to display the object.**
2. **Then:**
   - Drag and drop the object's icon onto the workspace.
   - *Or,* select the icon, then choose the Put in Workspace command from the Selected menu or from the icon's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).

   You can repeat these steps to put an icon on the desktop in as many workspaces as you want.

▼ To Display the Pop-up Menu for a Workspace Object

Mouse

1. **Point to the object's icon.**
2. **Press mouse button 3.**
3. **Choose a command from the menu by dragging to the command then releasing the mouse button.**

Keyboard

1. **Move the highlight to the object's icon using Alt+Tab.**
2. **Press Shift+F10.**
3. **Choose a command from the menu by using the direction keys to highlight the command, then press Return.**

   To cancel the menu without choosing a command, press Esc.

8. **Use the Apply Changes To option button to choose the scope of the permissions changes.**

   For files, the options are This File Only (default), All Files in Parent Folder, and All Files in Parent Folder and its Subfolders. For folders, the options are This folder only (default) and This folder and its Subfolders.

9. **Click OK to apply the current settings and dismiss the dialog box. Click Apply to apply the settings without dismissing the dialog box.**

Using File Manager Objects on the Desktop

The desktop lets you put any file or folder icon directly on the backdrop of the current workspace for quick access. Any icon you drop on the desktop stays where you put it.

File Manager provides a way to view all the objects in your file system. However, the object is only visible when you are viewing the folder it is in.

To make an object more accessible, you can put it directly on the workspace backdrop. The desktop is that area or surface on which windows appear to lie. When an object is placed there, it is called a *workspace object*. There is a separate desktop for each workspace.

Placing an object on the workspace does not alter the original file or folder. In fact, the icon that appears on the workspace is really just a shortcut for accessing the real file or folder. Any operation you perform on the workspace object is actually performed on the file or folder it represents.

Workspaces in the Desktop

You can have several workspaces on your desktop, so you can set up your working environment by putting the files and folders in the workspaces where you use them most, or in more than one workspace if needed.

Pop-up Menus

Each workspace object has its own pop-up menu, displayed with mouse button 3 or by pressing Shift+F10 when the icon is selected. This menu contains commands for manipulating the object, including all the actions that appear in the File Manager’s Selected menu when the object is selected. The

7. **Continue to add as many ACL entries of type Default User or Default Owning Group as you want.**
8. **Use the Apply Changes To option button to choose the scope of the changes.**

   The options are This folder only (default) and This folder and its Subfolders.
9. **Click OK to apply the current settings and dismiss the dialog box. Click Apply to apply the settings without dismissing the dialog box.**

Permissions Mask

ACL-enabled files and folders have a *mask* defined whose default permissions are the group permissions for the file or folder. The mask is the maximum allowable permissions granted to any user on all ACL entries and for Group basic permissions. It does not restrict Owner or Other basic permissions. For example, if a file's mask is read-only, then you cannot create an ACL with write or execute permission for a user without changing the mask value.

Use the mask as a quick way to limit permissions for users and groups.

▼ To Modify the Mask

1. **In File Manager, select the icon of the file or folder whose mask you want to modify.**
2. **Choose Properties from the File Manager Selected menu or from the icon's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).**

   The Permissions dialog box appears.
3. **Click the Show Access Control List button if the folder has no ACL defined.**

   If the folder has an ACL defined, it will be visible when you open the Permissions dialog box.
4. **Select the Mask entry in the Access Control List Permissions scrolling list.**

   The current mask permissions appear in the Effective column.
5. **Click the Change button.**
6. **Click the Permission check boxes to reflect the values you want for the mask.**
7. **Click the Change button in the Change Access List Entry dialog box.**

To Delete Required ACL Default Entry Types

1. **In File Manager, select the icon of the folder for which you want to delete an ACL Default entry.**
2. **Choose Properties from the File Manager Selected menu or from the icon's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).**

   The Permissions dialog box appears.
3. **Select required ACL Default entry and click Delete.**

   A message appears to remind you that once you delete one of the required default ACL entries, the other three are automatically deleted for you.
4. **Click Delete in the confirmation dialog box.**
5. **Use the Apply Changes To option button to choose the scope of the change.**

   The options are This folder only (default) and This folder and its Subfolders.
6. **Click OK to apply the current settings and dismiss the dialog box. Click Apply to apply the settings without dismissing the dialog box.**

To Set Optional ACL Default Entry Types

1. **In File Manager, select the icon of the folder for which you want to set an optional ACL Default entry type.**
2. **Choose Properties from the File Manager Selected menu or from the icon's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).**

   The Permissions dialog box appears.
3. **Click the Show Access Control List button if the folder has no ACL defined.**

   If the folder has an ACL defined, it will be visible when you open the Permissions dialog box.
4. **Click Add and select an ACL entry of type Default User or Default Owning Group.**

   If the ACL does not contain the required default entries, they will also be created, with permissions set to no-read, no-write, no-execute.
5. **Click the Permission check boxes to set the permissions for the Default entry.**
6. **Click Add in the Add Access List Entry dialog box.**

- The file or folder Other value is `otto_other` and `otto_other` has no-read, no-write, and no-execute permission on that file or folder

Also, the file or folder has a Mask entry in the Access Control List Permissions scrolling list with value rw (read, write).

If Carla also adds an optional ACL of type Default User (Default Group) for the `Project1` folder, then any file or folder subsequently placed in `Project1` will inherit an ACL of type User (Group).

To Set Required Default Entry Types

1. **In File Manager, select the icon of the folder for which you want to set the required ACL Default entry types.**
2. **Choose Properties from the File Manager Selected menu or from the icon's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).**

   The Permissions dialog box appears.
3. **Click the Show Access Control List button if the folder has no ACL defined.**

   If the folder has an ACL defined, it will be visible when you open the Permissions dialog box.
4. **Click Add and select an ACL entry of type Default Owning User, Default Owning Group, Default Other, or Default Mask.**

   A message appears reminding you that the other required ACL Default entries will also be added.
5. **Click the Permission check boxes to set the permissions for the Default entry.**
6. **Click Add in the Add Access List Entry dialog box.**

   The other three required ACL Default entries are automatically created for you, with permissions set to no-read, no-write, no-execute.
7. ***Optional*. Change the permissions for the required ACL Default entries that were automatically created in above.**
8. **Use the Apply Changes To option button to choose the scope of the changes.**

   The options are This folder only (default) and This folder and its Subfolders.
9. **Click OK to apply the current settings and dismiss the dialog box. Click Apply to apply the settings without dismissing the dialog box.**

Setting Default Permissions through an Access Control List

When you create a file or folder within a folder, it inherits the basic permissions set by the system administrator. (To determine the current defaults, create a new file or folder and then choose Properties from the Selected menu to view the permissions.)

You can use an Access Control List to set default basic permissions yourself for any file or folder that is created within a folder. The ACL for that folder must contain entries for all four of the following *required* Default entry types: Default Owning User, Default Owning Group, Default Other, and Default Mask. An ACL can contain only one entry of each required type.

The file or folder inherits the values for Owner, Group, and Other from the person who creates it and inherits the basic permissions from the required ACL Default entry types on the containing folder. ACL entries of these types do not have names associated with them.

You can also set *optional* Default entry types—Default User and Default Group— for any file or folder that is created within a folder. You can create as many Default User or Default Group ACL entries as you want. You must specify the name of the user or group when you create the ACL entry.

Any ACL in which you want to put a Default User or Default Group entry must also contain one of each required entry type.

Example

Suppose that the values for Owner and Group for a user named Carla are `otto` and `otto_staff`, respectively. The value for Other (call it `otto_other`) is everyone at Carla's company except for Carla and the members of `otto_staff`. Carla creates these required Default ACLs on her folder named `Project1`:

- Default Owning User with permissions rwx (read, write, execute)
- Default Owning Group with permissions rx (read, execute)
- Default Other with permissions no-read, no-write, no-execute
- Default Mask with permissions rw (read, write)

Any file or folder subsequently placed in the `Project1` folder inherits these basic permissions from `Project1`:

- The file or folder Owner value is `otto` and `otto` has read, write, and execute permission on that file or folder
- The file or folder Group value is `otto_staff` and `otto_staff` has read and execute permission on that file or folder

6. **Click the Change button in the Change Access List Entry dialog box.**
7. **Use the Apply Changes To option button to choose the scope of the change.**

   For files, the options are This File Only (default), All Files in Parent Folder, and All Files in Parent Folder and its Subfolders. For folders, the options are This folder only (default) and This folder and its Subfolders.
8. **Click OK to apply the current settings and dismiss the dialog box. Click Apply to apply the settings without dismissing the dialog box.**

▼ To Delete an Access Control List Entry

1. **In File Manager, select the icon of the file or folder for which you want to delete an ACL entry.**
2. **Choose Properties from the File Manager Selected menu or from the icon's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).**

   The Permissions dialog box appears.
3. **Select the entry in the Access Control List Permissions scrolling list that you want to delete.**
4. **Click the Delete button.**

   A dialog box appears asking you to confirm this deletion. If you delete any of the four required ACL default entries, all ACL default entries will be deleted. See "Setting Default Permissions through an Access Control List" on page 111 for a description of required and optional default ACL entries.

Note - Removing all entries (except Mask) removes the entire Access Control List.

---

5. **Use the Apply Changes To option button to choose the scope of the change.**

   For files, the options are This File Only (default), All Files in Parent Folder, and All Files in Parent Folder and its Subfolders. For folders, the options are This folder only (default) and This folder and its Subfolders.
6. **Click OK to apply the current settings and dismiss the dialog box. Click Apply to apply the settings without dismissing the dialog box.**

6. **Enter the name associated with the chosen Type, if it has one in the Name field.**
7. **Click the Permission check boxes to reflect the values you want for the new ACL entry.**

   The footer status line on the bottom of the dialog box informs you if the permissions you request are restricted by the mask.
8. **Click the Add button in the Add Access List Entry dialog box.**
9. **Use the Apply Changes To option button to choose the scope of the change.**

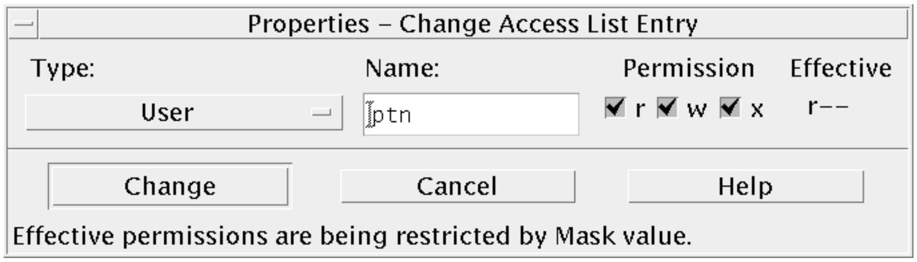
   For files, the options are This File Only (default), All Files in Parent Folder, and All Files in Parent Folder and its Subfolders. For folders, the options are This folder only (default) and This folder and its Subfolders.
10. **Click OK to apply the current settings and dismiss the dialog box. Click Apply to apply the settings without dismissing the dialog box.**

▼ To Change an Access Control List Entry

1. **In File Manager, select the icon of the file or folder for which you want to change an ACL entry.**
2. **Choose Properties from the File Manager Selected menu or from the icon's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).**

   The Permissions dialog box appears.
3. **Select the entry in the Access Control List Permissions scrolling list that you want to change.**
4. **Click the Change button.**

   The Change Access List Entry dialog box appears.



Type: User

Name: ptn

Permission: ☑ r ☑ w ☑ x

Effective: r--

Effective permissions are being restricted by Mask value.

5. **Click the Permission check boxes to reflect the values you want for the ACL entry.**

   The footer status line at the bottom of the dialog box informs you if the permissions you request are restricted by the mask.

If the file or folder has an ACL, it appears in the scrolling list labeled Access Control List Permissions. If the file or folder has no ACL, the scrolling list is hidden.

The Requested column shows the permissions that the owner requests for each ACL entry. These permissions are restricted by the mask, and the actual ACL entry permissions appear in the Effective column. See "Permissions Mask" on page 114 for a discussion of the mask.

Note - To create, modify, or view ACLs on a file or folder, it must reside on a Solaris 2.5 or later server or system, and you must be running Solaris 2.5 or later.

▼ To Add an Access Control List Entry

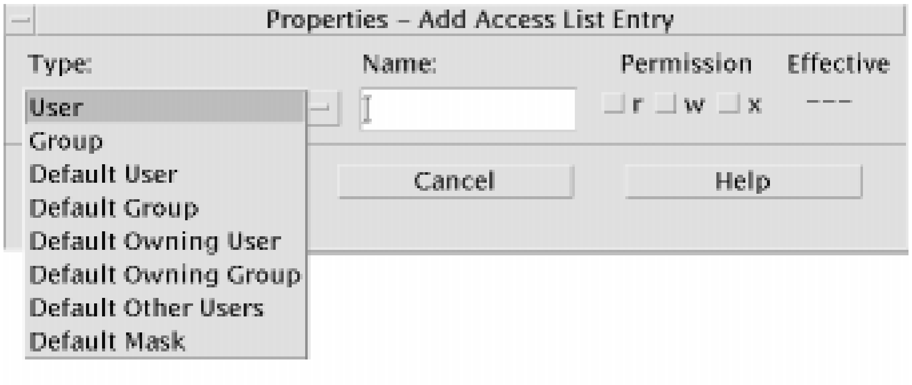
Note - Adding the first Access Control List entry creates the Access Control List.

---

1. **In File Manager, select the icon of the file or folder whose ACL you want to modify.**
2. **Choose Properties from the File Manager Selected menu or from the icon's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).**

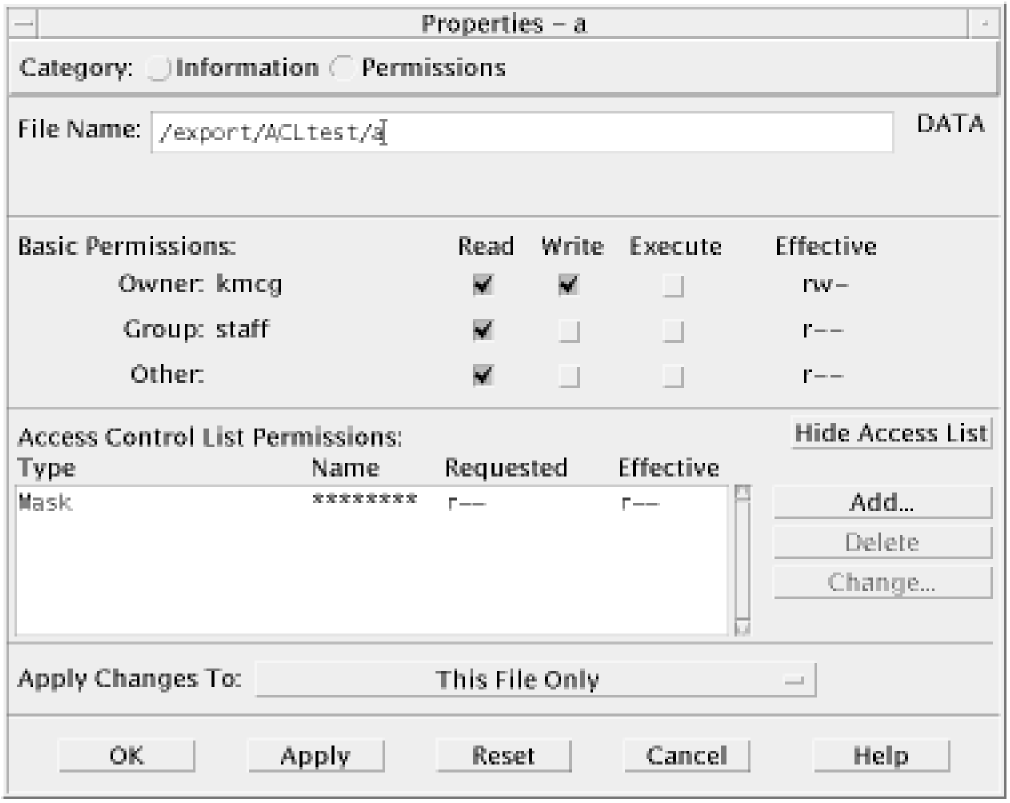
   The Permissions dialog box appears.
3. **Click the Show Access Control List button if the ACL portion of the Permissions dialog box is not visible.**
4. **Click the Add button.**

   The Add Access List Entry dialog box appears.


Properties – Add Access List Entry
Type:
Name:
Permission
Effective
User
Group
Default User
Default Group
Default Owning User
Default Owning Group
Default Other Users
Default Mask
☐ r ☐ w ☐ x

Cancel
Help

5. **Select an option from the Type option button.**


Properties – a
Category:
Information
Permissions
Hide Access List
Add...
Delete
Change...
OK
Apply
Reset
Cancel
Help

File Name: /export/ACLtest/a DATA

Basic Permissions:	Read	Write	Execute	Effective
Owner: kmcg	☑	☑	☐	rw-
Group: staff	☑	☐	☐	r--
Other:	☑	☐	☐	r--

Access Control List Permissions:

Type	Name	Requested	Effective
Mask	********	r--	r--

Apply Changes To: This File Only

You must be the owner of the file or folder to create or modify basic permissions or ACLs for that file or folder. If you are not the owner, all fields in the Properties dialog box are displayed as read-only.

Note - ACL terminology in this section refers to terminology used in the Properties GUI. Command-line terminology may be slightly different.

To View an Access Control List

1. **In File Manager, select the icon of the file or folder whose Access Control List (ACL) you want to view.**
2. **Choose Properties from the File Manager Selected menu or from the icon’s pop-up menu (displayed by pressing Shift+F10 or mouse button 3).**

   The Properties dialog box appears.

▼ To Browse and Edit Properties of Multiple Files and Folders

1. **Open the Properties dialog box by typing `sdtfprop&` at the command line.**

   You can edit the File Name text field and click Browse to open the File Selection dialog box only if you open the Properties dialog box from the command line.

2. **Click Browse or type the name of a file or folder in the File Name field.**
3. **Browse or edit the file or folder properties.**
4. **Click OK to apply the current settings and dismiss the dialog box. Click Apply to apply the settings and continue the browsing and editing process.**

Access Control Lists

ACLs enable you to define file or folder permissions for the owner, owner's group, others, and specific users and groups, and default permissions for each of these categories. You can set up only one ACL per file or folder. An ACL consists of ACL *entries*. Each entry has a user type associated with it, much as basic permissions have Owner, Group, or Other associated with them.

If you want to grant file or folder access to a particular user or group, use the User or Group type ACL entry, respectively. You must specify the name of the user or group when you create the ACL entry. For example, you can use an ACL to grant a friend read permission on your resume, while protecting it from being read by the rest of the world (besides yourself).

To create, modify, or view ACLs on a file or folder, it must reside on a Solaris 2.5 or later server or system, and you must be running Solaris 2.5 software or later. Such files and folders are called *ACL-enabled*. To set, modify, and view basic permissions and ACLs using the Properties Graphical User Interface (GUI), you must be running CDE 1.1 or later.

4. **Use the Apply Changes To option button to choose the scope of the changes.**

   For files, the options are This File Only (default), All Files in Parent Folder, and All Files in Parent Folder and its Subfolders. For folders, the options are This folder only (default) and This folder and its Subfolders.

5. **Click OK on the Permissions dialog box to apply the current settings and dismiss the dialog box. Click Apply to apply the settings without dismissing the Permissions dialog box.**

   If you want to modify the permissions for another file or folder, select the object and choose Properties from the Selected menu. If you display the Properties dialog box by typing `sdtfprop&` on the command line, you can click Browse in the dialog box and select the file or folder name to modify properties.

   See "Permissions Mask" on page 114 for a discussion of the mask.

▼ To Change File or Folder Ownership

Note - You must have logged in as the system administrator (root user) in order to change the ownership of a file or folder. If you do not have permission to change the properties, some of the controls in the Permissions dialog box are unavailable.

---

1. **In File Manager, select the icon of the file or folder whose ownership you want to modify.**

2. **Choose Properties from the File Manager Selected menu or from the icon's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).**

   The Permissions dialog box appears.

3. **To change the owner, type the new owner name into the Owner text field. To change the owning group, type the new group name into the Group text field.**

   You can specify a different owning group only if you are also a member of another group, even if you are not the file or folder owner.

4. **Click OK to apply the current settings and dismiss the dialog box. Click Apply to apply the settings without dismissing the Permissions dialog box.**

▼ To View a File or Folder's Permissions

1. **In File Manager, select the icon of the file or folder whose permissions you want to view.**
2. **Choose Properties from the File Manager Selected menu, or from the icon's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).**

   The Permissions dialog box is the default view.
3. **Examine the file or folder's Basic Permissions in the Effective column ("r" stands for Read permission, "w" stands for Write permission, and "x" stands for Execute permission).**
   - Owner – The permissions granted to the file or folder's owner
   - Group – The permissions granted to the file or folder's group
   - Other – The permissions granted to everyone besides the owner and group

---

Note - The Read, Write, and Execute columns in the dialog box represent requested permissions, and may be different than the permissions that are actually in effect (which are shown in the Effective column). The requested permissions may not be in effect because of the mask (see "Permissions Mask" on page 114).

If you want to look at the permissions for another file or folder, select the object and choose Properties from the Selected menu. If you display the Properties dialog box by typing `sdtfprop&` on the command line, you can click Browse in the dialog box and select the file or folder name to view properties.

▼ To Modify Basic Permissions

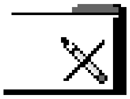
1. **In File Manager, select the icon of the file or folder whose permissions you want to modify.**
2. **Choose Properties from the File Manager Selected menu or from the icon's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).**

   The Permissions dialog box appears.
3. **Click the check boxes to set the Owner, Group, and Other permissions.**

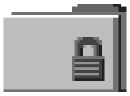
   The mask restricts the Group permissions, but does not affect Owner or Other permissions. The actual read, write, and execute permissions that Owner, Group, and Other receive appear in the Effective column.

- *Execute Permission* – For a file, allows access to run the file (for executable files, scripts, and actions). For a folder, allows access to search and list the folder's contents.

If you do not have permission to write inside a folder, the folder will look like this:



If you do not have read or execute permission for a folder, the folder will look like this:



Basic User Types

For a file or folder, the three basic types of users are:

- *Owner* – The user who owns the file or folder. Only a system administrator (root user) can change the owner of a file or folder.
- *Group* – Users who have been grouped together by the system administrator. For example, the members of a department might belong to the same group. This group is the owning group and usually includes the file or folder's owner.
- *Other* – All other users on the system besides the owner and owning group.

Examples

To make a folder private:

- Change the folder's properties, giving yourself (the owner) read, write, and execute permission, but giving no permissions for group and other. This means that only you and the root user can view the contents of the folder.

To make an object that you've created available for everyone to use but protect it so it isn't inadvertently overwritten:

- Change the file's properties, giving read and execute permission to owner, group, and other. Don't give anyone write permission.

- *Or*, choose Put back from the object's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).

▼ To Delete a File or Folder Permanently

When you delete a file permanently, it cannot be recovered (unless you have a backup mechanism.)

1. **Open the Trash Can.**
2. **Select the objects you want to empty from the Trash Can.**

Select individual objects, or choose Select All from the File menu.

1. **Choose Shred from the File menu or from the object's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).**
2. **Click OK in the confirmation dialog box.**

File and Folder Ownership and Security

The traditional UNIX file and folder protection scheme provides *read*, *write*, and *execute* permissions for three user types: *owner*, *group*, and *other*. These are called *basic permissions*.

Access Control Lists (ACLs) provide greater control over file and folder permissions than do basic permissions. ACLs enable you to define file or folder permissions for the owner, owner's group, others, and specific users and groups, and default permissions for each of these categories.

Basic Permissions

The permissions on a file or folder specify how it can be accessed. These permissions apply to the basic user types as well as to the ACL default types described in "Setting Default Permissions through an Access Control List" on page 111.

- *Read Permission* – Allows access to retrieve, copy, or view the contents of the object.
- *Write Permission* – For a file, allows access to change the contents of the file. For a folder, allows access to create or delete objects from the folder.

▼ To Execute Other Actions

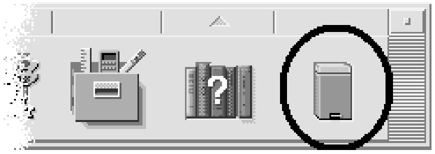
1. **Select the object's icon.**
2. **Choose the action you want to execute from the Selected menu or from the object's pop-up menu.**

Deleting Objects to the Trash Can

The Trash Can collects the files and folders that you delete. They are not actually removed from the file system until the trash is "emptied." You can only change your mind and *restore* a file you've put in the Trash Can if the Trash Can hasn't been emptied.

▼ To Open the Trash Can Window

♦ **Click the Trash Can control in the Front Panel.**



▼ To Put an Object in the Trash Can

- Choose Put in Trash from the object's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).
- *Or,* select the object's icon, then choose Put in Trash from the Selected menu.
- *Or,* drag the object's icon and drop it onto the Trash Can control in the Front Panel.
- *Or,* drag an object's icon to the open Trash Can window.

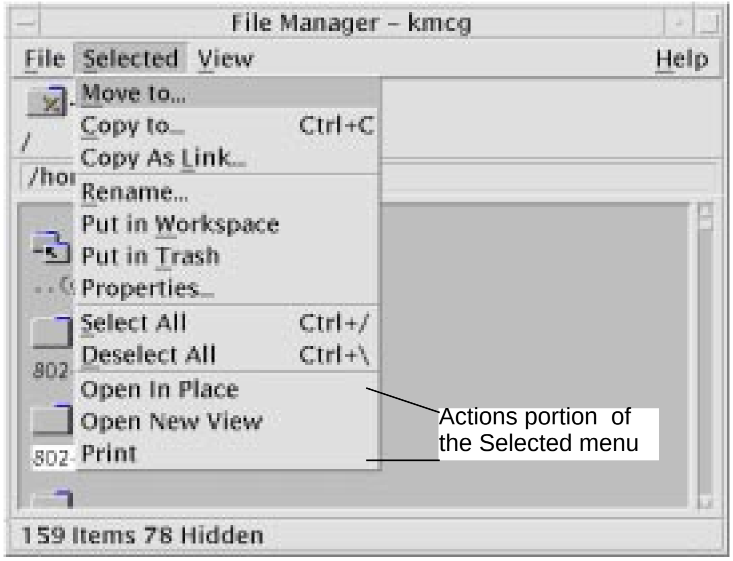
▼ To Put Back a File or Folder from the Trash Can

- Drag the object from the Trash Can window to File Manager.
- *Or,* in the Trash Can window, select the object you want to restore and choose Put back from the File menu.

Executing an Action for a File or Folder

Actions act on objects, and are a basic part of working with them. For example, printing the contents of an object uses the Print action. Starting an application for a data file object uses an Open action, or some other application action.

The Selected menu contains a list of commands followed by a list of actions you can use with the selected icon. The contents of the actions portion of the Selected menu change depending on the type of icon that is currently selected.


File Manager – kmcg
File
Selected
View
Help
Move to...
Copy to... Ctrl+C
Copy As Link...
Rename...
Put in Workspace
Put in Trash
Properties...
Select All Ctrl+/
Deselect All Ctrl+\
Open In Place
Open New View
Print
/hor
802-
159 Items 78 Hidden

Actions portion of the Selected menu

The action listed at the top of the action portion of the menu (the default action) is the action that will be taken when you double-click a file or folder. In the menu shown in the figure, the default action is Open In Place.

▼ To Execute the Default Action

The default action is the first action listed in the actions portion of the Selected menu.

♦ **Double-click the object's icon.**

- Double-click a folder icon.
- Select a folder icon and choose Open In Place from the Selected menu to open the folder in the current window, or Open New View from the Selected menu to open it in a new window.
- Choose the Open In Place or Open New View command from the folder's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).
- Double-click a folder in the iconic path to change the view to that folder.
- Select (click) the current folder line to change it into a text field. Type the name of the path you want and then press Return.
- In the current folder line, double-click a segment of the current path. For example, if the current folder is /users/tom/.dt/types, you can change to the /users/tom folder by double-clicking the word tom.
- Choose Go To from the File menu. Enter the folder's full path name in the Destination Folder text field of the Go To window.

▼ To Go to Your Home Folder

♦ **Choose Go Home from the File menu.**

▼ To Change to the Parent Folder

- Choose Go Up from the File menu
- *Or,* double-click the .. (go up) icon.

▼ To Open a Terminal Window in the Current Folder

This procedure opens a terminal emulator window with the same current folder as the File Manager window. This is a quick way to type a command to affect the contents of the folder you are currently viewing.

♦ **Choose Open Terminal from the File menu.**

Note - You must have execute permission for a folder before you can open a Terminal window from it.

To find out how to use terminal emulators, see Chapter 12.

Mouse

1. **Make the source and destination folders visible:**
   - Open a File Manager view of the contents of the destination folder.
   - Or, open a File Manager view that shows the icon of the closed destination folder.
2. **Select the file or folder to be copied.**
3. **Press *and hold* the Shift key and the Control key while dragging and dropping the icon of a file or folder onto the icon of a new folder.**

   When you drop the icon, File Manager creates symbolic link in the new folder that points to the original file or folder. Make sure that you release the mouse button before you release the Shift key and the Control key. Otherwise, you will move instead of link the file or folder.

Keyboard

1. **Use the Tab and arrow keys to move the highlight to the icon of the file or folder to which you want to link.**
2. **Press the Spacebar to select the icon.**
3. **Choose Copy as Link from the Selected menu.**
4. **Type a name into the Destination Folder text field including the path for the name of the folder where you want this link icon to appear. If you want this link icon to have a different name that the original icon, type a new name in the Name for copy text field.**
5. **Click OK or press Return.**

Navigating to Folders and Subfolders

Each File Manager window (also called a *view*) shows the contents of a single folder.

If you are not familiar with hierarchical file systems, see "Basic File System Concepts" on page 86.

▼ To Change to Another Folder

You can change to another folder in any of the following ways:

3. **Choose Move to from the Selected menu.**

4. **Type a name into the Destination Folder text field.**

   For example, if you want to move the file report into the folder `/u/john`, you would type `/u/john`.

5. **Click OK or press Return.**

   If you move a folder, the entire folder and its contents are moved.

▼ To Copy a File or Folder

Mouse

1. **Make the source and destination folders visible:**

   Open a File Manager view of the contents of the destination folder or the icon of the closed destination folder.

2. **Select the file or folder to be copied.**

3. **Press and hold the Control key.**

4. **Drag the file or folder and drop it onto the destination folder.**

   Make sure that you release the mouse button before you release the Control key. Otherwise, you will move instead of copy the file or folder.

Keyboard

1. **Select the icon.**

2. **Choose Copy to from the Selected menu.**

3. **Type a name into the Destination Folder text field.**

   Note that this must be the new full path name for the file. For example, if you want to copy the file report into the folder `/u/john`, you would type `/u/john`.

4. **Click OK or press Return.**

   To close the Copy File dialog box without copying a file, click Cancel or press Esc.

▼ To Create a Symbolic Link

A link icon is a copy of an icon that points to the same file or folder as the original icon. Any changes you make after opening the link icon will also appear when you access the file or folder using the original icon.

For more information on permissions and how to set them, see "File and Folder Ownership and Security" on page 102.

- Whether it is linked to another file. A linked file is a representation of another file. Linked files provide a way for you to have one file that appears to exist in two or more folders.

▼ To Create a New File or Folder

1. **Choose New File or New Folder from the File menu.**
2. **Type the name into the New File or New Folder field.**
3. **Click OK or press Return.**

   To close the New File or New Folder dialog box without creating a new file or folder, click Cancel or press Esc.

   There are two other ways to create objects:

   - Copy an existing object, then rename the copy (see "To Copy a File or Folder" on page 97).
   - Create a new file within an application. For example, Text Editor creates a new file when you save a new document.

▼ To Move a File or Folder

Note - If you attempt to move a file or subfolder from a folder where you do not have permission to make changes, File Manager may create a copy of the object, and display an error message indicating that you cannot delete the original file.

Mouse

1. **Make the source and destination folders visible:**

   Open a File Manager view of the contents of the destination folder or the icon of the closed destination folder.

2. **Select the file or folder to be moved and drag it to the destination folder.**

   If you move a folder, the entire folder and its contents are moved.

Keyboard

1. **Use the Tab and direction keys to move the highlight to the file or folder to be moved.**
2. **Press the Spacebar to select the object.**

- Owner Name – The name of the file or folder's owner
- Group Name – The name of the group to which the file or folder belongs
- Size – The size of the file or folder
- Last Accessed – The date on which the file or folder was last accessed
- Last Modified – The date on which the file or folder was last modified

---

Note - If you want to view the information for another file or folder, select the object, choose Properties from the Selected menu, and click the Information radio button. If you bring up the Properties dialog box by typing `sdtfprop&` on the command line, you can click Browse in the dialog box and select the file or folder name to view properties.

Opening a File or Folder

The most basic action you can perform on an object is to open it. "Open" is a very general term, and the action taken depends on the type of object you are opening. For example, opening a folder changes the File Manager view to show the contents of that folder. Opening a data file usually starts the application that created the file and loads the data file.

To Open a File or Folder

- Double-click the icon.

  Double-clicking an icon executes the object's *default action,* which is always the first action in the Actions portion of the Selected menu. For most data files, the default action opens the file by starting the appropriate application and loading the file.
- *Or,* select the icon, then go to the menu bar and choose Open (or Open In Place or Open New View) from the Selected menu.
- *Or,* choose an Open item from the icon's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).

Manipulating Files and Folders

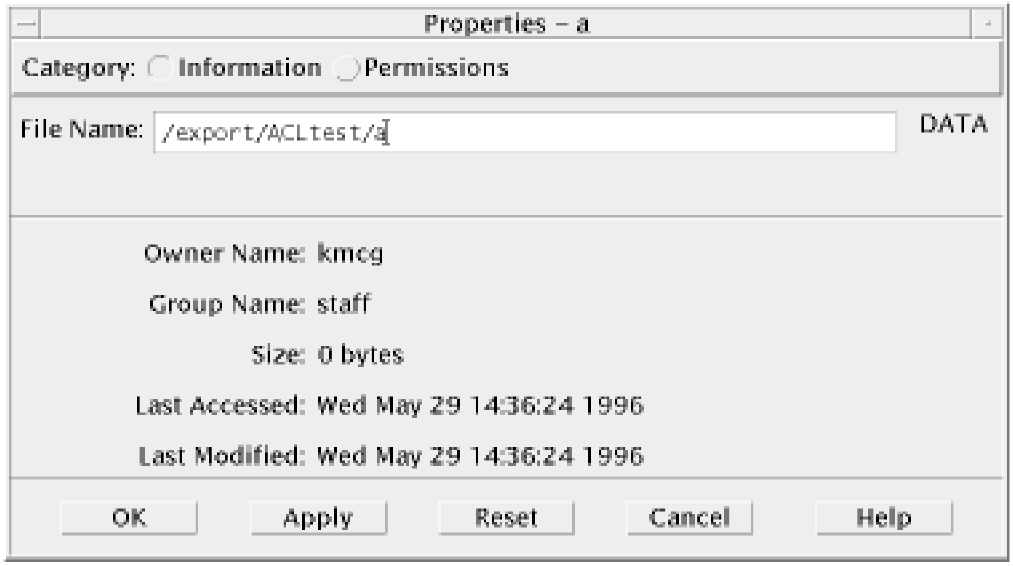
The major identifying features of a file or folder are:

- Its name and location in the folder hierarchy.
- Its owner permissions (properties).

- For an introduction to creating data types and actions, see “Creating Personal Actions and Data Types” on page 140 in Chapter 6.

▼ To View a File or Folder’s Information

Use the Information dialog box to view information about a file or folder.



File Name: /export/ACLtest/a

Owner Name: kmcg

Group Name: staff

Size: 0 bytes

Last Accessed: Wed May 29 14:36:24 1996

Last Modified: Wed May 29 14:36:24 1996

1. **In File Manager, select the icon of the file or folder whose information you want to view.**
2. **Choose Properties from the File Manager Selected menu, or from the icon’s pop-up menu (displayed by pressing Shift+F10 or mouse button 3).**

The Properties dialog box appears.

1. **Click the Information radio button.**
2. **Examine the information about the file or folder:**

Mouse

1. **Select the file or folder name by clicking the name beneath its icon.**
2. **Type the new name.**
3. **Press Return. If you click outside the name without first pressing Return, your changes will be lost.**

   To cancel a rename operation, press Esc.

Keyboard

1. **Use the Tab and arrow keys to move to the icon for the file or folder you want to rename.**
2. **Press the Spacebar to highlight (select) the icon name.**
3. **Choose Rename from the Selected menu.**
4. **Type the new name.**
5. **Press Return.**

   To cancel a rename operation, press Esc.

▼ To Get Help on a File or Folder

The description displayed when you ask for help on an icon describes the data type associated with the file or folder. The description is specified in the data-type definition.

Mouse

- Select the file or folder, then press F1.
- *Or,* put the mouse pointer on the object and select help from the object's pop-up menu (displayed by pressing mouse button 3).
- *Or,* choose On Item from the Help menu, then click the file or folder's icon.

Keyboard

♦ **Use the Tab and arrow keys to move to the icon, then press F1.**

See Also

- To find out more about how to use Help, see Chapter 3.

the view window outside the boundaries of the individual file or folder objects.

Mouse

1. **Point to the icon whose pop-up menu you want to display and press mouse button 3.**

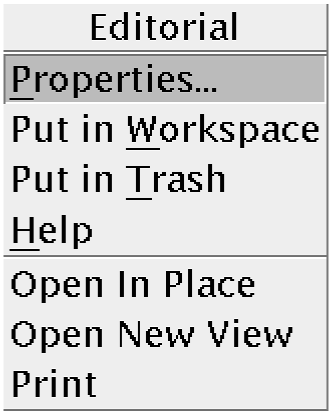

Editorial
Properties...
Put in Workspace
Put in Trash
Help
Open In Place
Open New View
Print

Figure 5–2 Sample pop-up menu

2. **To choose a command from the menu, drag to the command, then release. Or, click the command.**

Keyboard

1. **Using the Tab and direction keys, move the highlight to the icon whose menu you want to display.**
2. **Press Shift+F10.**
3. **To choose a command from the menu, use the direction keys to highlight the command, then press Return.**
4. **To cancel the menu without choosing a command, press Esc.**

▼ To Rename a File or Folder

Note - You can't rename actions.

---

4. **Release the mouse button.**

   So, the motion for dropping an object is *press…drag…release*.

   To cancel a drag in progress, press Esc before releasing the mouse button.

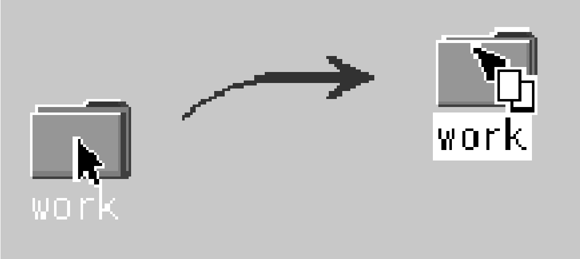


Figure 5–1 Drag icon showing the object being dragged

If more than one icon is selected, you drag the entire group by dragging any of the selected icons.

Note - You cannot drag and drop an object without a mouse or other pointing device.

Basic Drag-and-Drop Tasks

- To move a file to another folder, drop the icon on the destination folder's icon. Or, if both the source and destination folders are open, drag the icon from the source folder's view window and drop it onto the background of the folder's view window.
- To place an icon for a file or folder on the backdrop of your current workspace, drop the file or folder icon outside of any window. A desktop object is really just a *reference* to the real object, which remains in the File Manager view, unchanged.
- To print a file, drop the file icon onto the Printer control in the Front Panel (or one of the printers in the Personal Printers subpanel).
- To delete a file or folder, drop the file or folder icon onto the Trash Can control in the Front Panel.

If you try to drop an icon in a location that does not support dropped objects, the icon snaps back to its original location in File Manager or on the desktop.

▼ To Display a Pop-up Menu

Each object in File Manager has a pop-up menu. The File Manager window itself has a pop-up menu viewable when the pointer is placed in a location in

Keyboard

1. **Use the Tab and arrow keys to move the highlight to the icon you want to select.**
2. **Press the Spacebar.**

To deselect a file or folder, select another icon or click an empty area within the File Manager window.

▼ To Select Multiple Files and Folders

Selecting multiple files is useful if you want to delete several files at once, or move a group of files to a new folder. Note that when you select more than one object, the Actions portion of the Selected menu will be empty.

When multiple icons are selected, dragging any one of the selected icons drags the whole group. The Selected menu and various menu commands that apply only to a single object are inactive.

Mouse

- Press mouse button 1 in a blank area of the view, drag the mouse to draw a box around the icons you want to select, then release the mouse button.

  Or, you can click mouse button 1 to select the first icon, then hold down the Control key and click mouse button 1 to select each additional icon. This method is useful when the icons you want to select are not located next to each other.

- To remove a single icon from a selected group, hold the Control key down and click the icon you want to remove.

Keyboard

1. **Select the first file or folder icon by pressing the Spacebar.**
2. **For each additional icon you want to select, move the highlight to it, then press Control+Spacebar.**

▼ To Drag and Drop a File or Folder

1. **Put the mouse pointer over the file or folder.**
2. **Press and hold mouse button 1.**
3. **Drag the icon to where you want to drop it.**

See Also

- "To Change to Another Folder" on page 98
- "To Find an Object by Name " on page 117
- "To Find a File by Contents " on page 119

If you still want to learn more about your computer's file system, refer to the online help or documentation for your operating system. There are also many commercial books available that cover the basics of file systems and file management.

Basic File Management Skills

To get started using File Manager, you need to learn a few basic skills. Each icon in File Manager represents an object that you can manipulate in a variety of ways, including:

- Object selection
- Dragging and dropping
- Using pop-up menus
- Renaming objects
- Getting online help on objects
- Opening objects
- Viewing information about an object

▼ To Select a Single File or Folder

When you select the icon of a file or folder, its name is highlighted. Many choices in File Manager's menus apply to the currently *selected* file or folder. The Selected menu contains choices that affect only the currently selected objects. The contents of this menu will change as you select different kinds of objects in the view area.

Mouse

♦ **Click once on the icon.**

Paths

The location of a file is often specified by listing the folders and subfolders that lead to the file—this list is called a *path*. A file's path is visible in two places in File Manager. First it is shown in the iconic path as a string of folders. Second, it is shown in a text form in the text path line above the view area. These two areas can be turned off. (See "To Configure the Headers" on page 120 for more information.)

Paths and Path Names

The path to an object is a way to specify where the object is located in the file system. There are two ways to specify the path: absolute path and relative path.

Absolute Paths

A path is an *absolute path* if it begins at the root folder. The *root folder* is the single common folder on your system where the hierarchy begins. If a path begins with a slash (/), it is an absolute path specified from the root folder. For example, the following is an absolute path to the file letter:

```
/usr/dt/config/letter
```

Relative Paths

A path is *relative* if it describes the location of a file or folder as it relates to the current folder. If you are in a folder and you want to move down the folder tree, you don't need to type the absolute path name. You can just type the path starting with the name of the next folder in the path. If a path does not begin with a slash, it is a relative path. For example, if the current folder is `/usr/dt` and you want to move to the folder `/usr/dt/config/letters`, you would use the following relative path:

```
config/letters
```

Two special folder names are useful when specifying relative paths. The "." folder (sometimes called "dot") represents the current folder. The ".." folder (sometimes called "dot-dot") represents the *parent* folder—the folder one level up in the folder hierarchy. For example, if your current folder is /usr/dt/config, then the relative path to the Dtwm file becomes:

```
../app-defaults/language/Dtwm
```

because the file is in the /usr/dt/app-defaults/*language* folder, one level above the current folder and in the `app-defaults`/*language* subfolder.

Files

A *file* is a container that holds information. Most of the files you use contain information (data) in some particular format—a document, a spreadsheet, a chart. The format is the particular way the data is arranged inside the file. The format of a file is known as its *data type*.

When File Manager is in one of its icon-view modes, you can identify the data type of a file by the icon used to represent the file. Each data type has a different icon.

Most application programs understand a limited number of data types. For example, a document editor probably cannot read a spreadsheet file. The desktop helps you recognize different types of files using a data-type database. In most cases, when you double-click a file, the desktop will automatically launch the application that understands that file's data type.

The maximum allowable length of a file name varies from system to system. Some operating systems do not allow file names longer than 14 characters. If necessary, consult with your system administrator.

Folders

A *folder* is a container for files, similar to a folder in a file cabinet. In fact, File Manager uses a folder icon to represent a folder. A folder can contain other folders—sometimes called subfolders. With folders and subfolders, you can create multiple layers of organization that form a hierarchy. In other contexts, folders are often referred to as *directories*.

Within any single folder, each file name must be unique. However, files in different folders may have the same name.

As you navigate from folder to folder, your current location is referred to as the *current folder*.

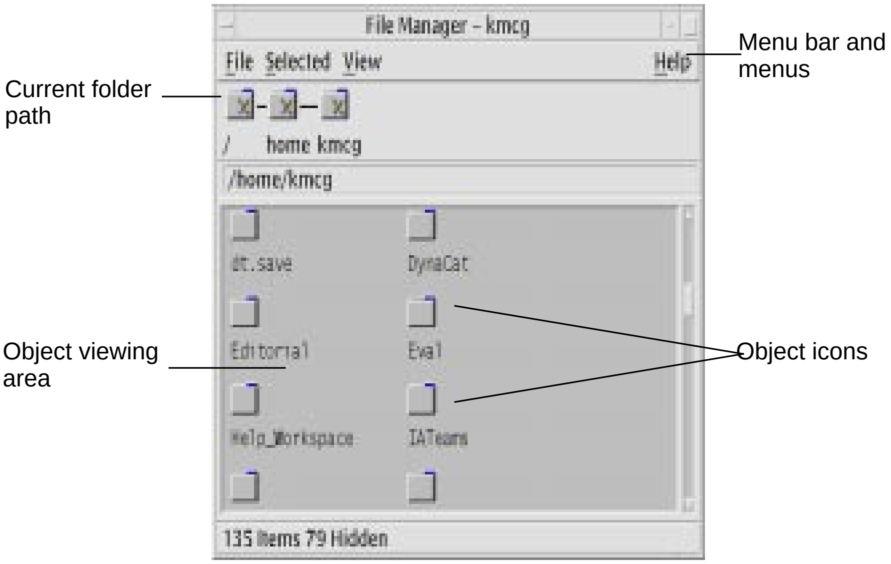
Objects

Since files and folders are both represented in File Manager as icons, the term *object* is used to describe them both. Objects are discrete things on the desktop that you can create and manipulate.

On the desktop, applications can also be represented as objects. For example, Application Manager contains objects representing the applications available on your system.

Introducing the File Manager Window and Desktop

The File Manager main window is a view of a folder on your system. The folder you are currently viewing is called the *current folder*.


File Manager – kmcg
File Selected View
Help
Menu bar and menus
Current folder path
/ home kmcg
/home/kmcg
dt.save
DynaCat
Editorial
Eval
Help_Workspace
IATeams
Object viewing area
Object icons
135 Items 79 Hidden

Current folder path–displays the path to the current folder

Menu bar and menus–Contain the commands available in File Manager

Object viewing area–Shows the objects (files and folders) in the current working folder

Object icons–Icons representing the files and folders in the current folder

Basic File System Concepts

This section describes basic file system concepts.

CHAPTER **5**

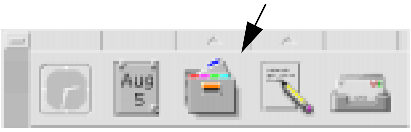
Managing Files with File Manager

Use File Manager to create, find, and use desktop objects: files, folders, and applications. Each object is represented by an icon in File Manager.

- "Introducing the File Manager Window and Desktop" on page 86
- "Basic File System Concepts" on page 86
- "Basic File Management Skills" on page 89
- "Manipulating Files and Folders" on page 95
- "Navigating to Folders and Subfolders" on page 98
- "File and Folder Ownership and Security" on page 102
- "Deleting Objects to the Trash Can" on page 101
- "Using File Manager Objects on the Desktop" on page 115
- "Locating Files" on page 117
- "Customizing File Manager Views" on page 120
- "Using Removable Media with File Manager" on page 127

To open File Manager:

♦ **Click the File Manager control in the Front Panel.**



6. **Save the configuration file.**

7. **Create another file in the *HomeDirectory*/`.dt/types` directory.**

   The file name must end with `.fp`. For example. you might create a new file *HomeDirectory*/`.dt/types/DeleteBlank.fp`.

8. **Open the file for editing.**

9. **Open the file `/usr/dt/appconfig/types/`*language*`/dtwm.fp` in another editor window.**

   This file is read-only. You will not have to write to it.

10. **In `/usr/dt/appconfig/types/`*language*`/dtwm.fp`, find the definition for the switch control you are replacing.**

    For example, this is the definition for the Blank control:

```
CONTROL Blank
 {
  TYPE     blank
  CONTAINER_NAME     Switch
  CONTAINER_TYPE     SWITCH
  POSITION_HINTS     3
  ICON     FpblnkS
  HELP_TOPIC     FPOnItemSwitch
  HELP_VOLUME     FPanel
 }
```

11. **Copy the definition for the control you are replacing from `/usr/dt/appconfig/types/`*language*`/dtwm.fp` to the new configuration file.**

    For example, you would copy the definition for the Blank control to the new file *HomeDirectory*/`.dt/types/DeleteBlank.fp`.

12. **Add the line `DELETE True` to the end of the definition, within the curly braces:**

```
CONTROL Blank
 {
  …  HELP_VOLUME     FPanel
  DELETE     True
 }
```

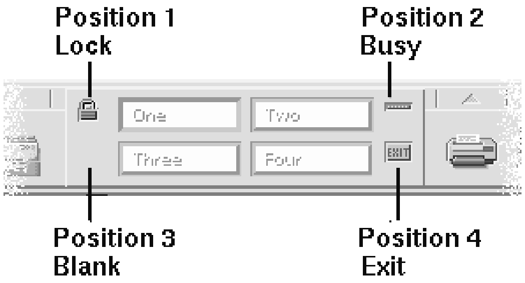
13. **Save the file.**

14. **Choose Restart Workspace Manager from the Workspace menu.**

▼ To Customize the Controls in the Workspace Switch

This is an advanced task that requires you to create a Front Panel configuration file. Advanced customization is covered in *Advanced User's and System Administrator's Guide.*

Initially, the workspace switch has the four positions shown below.



Use this procedure to replace one of these controls. (Blank is also a control.)

1. **Install the application you want placed in the switch into the Personal Applications subpanel.**

   For example, if you want to add a Display System Load control to the switch, drag it from the Desktop_Tools application group to the Personal Applications subpanel.

2. **Locate the Front Panel configuration file created automatically when you installed the control in the Personal Applications subpanel. The definition is located in the directory *HomeDirectory*/`.dt/types/fp_dynamic`.**

   For example, when Display System Load is added to the Personal Applications subpanel, it creates the file `Xload1.fp`.

3. **Move the file from the *HomeDirectory*/`.dt/types/fp_dynamic` directory to the *HomeDirectory*/`.dt/types` directory.**

4. **Open the file in the *HomeDirectory*/`.dt/types` directory for editing.**

   Edit the lines that define the `CONTAINER_TYPE` and `CONTAINER_NAME` to the following:

```
CONTAINER_TYPE      SWITCH
 CONTAINER_NAME      Switch
```

5. **Edit the line that defines the position (`POSITION_HINTS`). For example, to put the control in the Blank location, set:**

```
POSITION_HINTS     3
```

- The Front Panel's pop-up menus

Customizing Workspaces

You can use the Front Panel workspace switch to rename workspaces and change the number of workspaces.

▼ To Rename a Workspace

1. **Point to the workspace button of the workspace you want to rename.**
2. **Choose Rename from the button's pop-up menu (displayed by presssing Shift+F10 or mouse button 3).**

   The workspace button turns into a text field.
3. **Edit the text field.**
4. **Press Return.**

▼ To Add Workspaces

1. **Point to any area in the workspace switch and press mouse button 3 to display the pop-up menu.**
2. **Choose Add Workspace from the pop-up menu.**

   The new workspace, named New, is placed at the end of the set of workspaces.
3. **Rename the workspace (see** "To Rename a Workspace" on page 82 **above).**

▼ To Remove Workspaces

If you remove a workspace that contains windows, those windows are moved to the next workspace.

1. **Point to the workspace button of the workspace you want to remove.**
2. **Choose Delete from the button's pop-up menu (displayed by presssing Shift+F10 or mouse button 3).**

To Add a Subpanel

1. **Point to a control in the Main Panel that does not have a subpanel.**
2. **Choose Add Subpanel from the control's pop-up menu.**

To Remove a Subpanel

1. **Point to the control whose subpanel you want to remove.**
2. **Choose Delete Subpanel from the control's pop-up menu.**

▼ To Replace a Control in the Main Panel

The easiest way to replace a control in the Main Panel is to exchange it with a subpanel control. If the control does not have a subpanel, you can create one temporarily or permanently.

1. **If the control you want to replace does not have a subpanel, create one by choosing Add Subpanel from the control's pop-up menu.**
2. **Display the new subpanel.**
3. **If the control you want to put in the Main Panel is not already in the subpanel, add it to the subpanel.**

   See "To Add an Application or Other Icon to a Subpanel" on page 80.
4. **Choose Copy to Main Panel from the subpanel control's pop-up menu.**

▼ To Remove All User Customizations

Note - This procedure does not affect advanced customizations made by manually editing Front Panel configuration files.

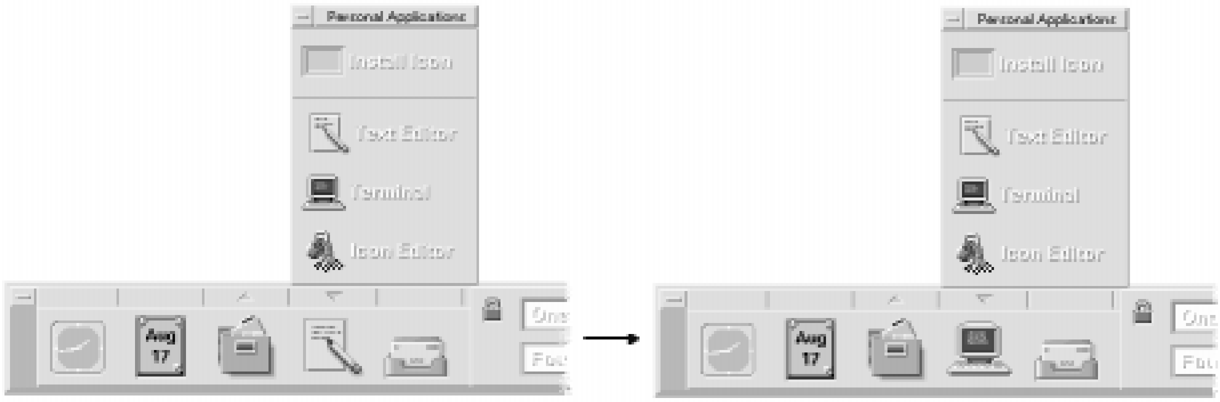
---

1. **Open Application Manager and double-click the Desktop_Tools application group icon.**
2. **Double-click Restore Front Panel.**

   The screen will go blank for several seconds while the Workspace Manager is restarted.

   The Restore Front Panel action removes all customization made using:

   - The Install Icon control


Personal Applications
Install Icon
Text Editor
Terminal
Icon Editor
Aug
17
Personal Applications
Install Icon
Text Editor
Terminal
Icon Editor
Aug
17

▼ To Add an Application or Other Icon to a Subpanel

You can add any type of File Manager or Application Manager icon to the Front Panel. However, the most convenient use for this feature is adding application icons.

1. **Display the object's icon in File Manager or Application Manager.**
2. **Display the subpanel to which the object is to be added.**
3. **Drag the object to the Install Icon control and drop it on the control.**

How Installed Icons Work

The behavior of controls added to the Front Panel using the Install Icon control depend on the type of icon that was dropped.

File —the same behavior as the file's icon in File Manager

Folder—opens a File Manager view of the folder

Application group—opens an Application Manager view of the application group

Application icon—the same behavior as the application's icon in File Manager or Application Manager

Adding and Removing Subpanels

Any control in the Main Panel can have a subpanel.

- Drag URL text onto the Personal Bookmarks window. This creates a new file. The new file name is `Untitled.url` unless there is another file in your Personal Bookmarks folder with that name. In that case, a dialog box appears telling you to rename the new file.
- Drag URL text onto the Personal Bookmarks control on the Front Panel. This creates a new file with a `.url` extension.

You can create a bookmark using any URL that is normally available, such as URLs with http addresses.

Sharing Bookmarks

If you drop URL text or a bookmark file or folder onto the Front Panel mail icon, a mail compose window appears with the corresponding bookmark as an attachment.

Customizing the Front Panel

There are two types of Front Panel customization:

- Easy customization

  This is customization you can do using the desktop's interface, including:

  - Adding controls to subpanels
  - Interchanging Main Panel and subpanel controls
  - Adding subpanels
  - Adding and deleting workspaces
  - Renaming workspaces

- Advanced customization

  This is customization that requires you to create or edit a Front Panel configuration file. For more information, see the *Advanced User's and System Administration Guide.*

▼ To Put a Subpanel Control in the Main Panel

1. **Point to the subpanel control you want to put in the Main Panel.**
2. **Choose Copy to Main Panel from the control's pop-up menu.**

If you want to ensure that the default is always HotJava, change

```
MAP_ACTION   SDtWebClient
```

to

```
MAP_ACTION SDtHotJava
```

in your `user-prefs.dt` file.

The `user-prefs.dt` file belongs in your `<home-directory>/.dt/types` directory. To create a `user-prefs.dt` file, copy the `/usr/dt/appconfig/types/C/user-prefs.dt` file and save it in your `<home-directory>/.dt/types` directory as `user-prefs.dt`.

Bookmarks

A bookmark is a file containing a Web URL, or a folder or attachment containing bookmarks. The Sample Bookmarks folder in the Application Manager Information folder contains examples of bookmarks. Clicking on a bookmark's icon brings up your default web browser with the web page displayed that is described by the bookmark URL. Double click on the `index.html` icon in the Sample Bookmarks folder to read about bookmarks.

Personal Bookmarks

The Folders subpanel of the Front Panel contains a Personal Bookmarks control. When you click on the control, a File Manager view appears on the desktop. It is initially empty. You can create bookmarks to put in this folder. These web URLs are then easily accessible through the Front Panel.

Creating Bookmarks

You can create bookmarks in any of the following ways:

- Copy an existing bookmark: Use the File Manager Selected menu to copy an existing bookmark into your Personal Bookmarks folder, or hold down the Control key and drag the icon onto the opened Personal Bookmarks File Manager window or the Personal Bookmarks control on the Front Panel.

TABLE 4–6 Help Subpanel Controls *(continued)*

	Name	Click Behavior	Drop Behavior	Indicator Behavior
	On Item Help	Provides on-item help for the Front Panel. Click this control, then click the control on which you want help.	None	None
	AnswerBook2	Displays AnswerBook2 viewer if you have AnswerBook2 installed.	None	None

Using the Web Browser

The Personal Applications subpanel of the Front Panel contains a Web Browser control. When you click the control, your `PATH` environment is searched for the `netscape` command (for the Netscape browser) or `hotjava` command (for the HotJava browser).

If the `netscape` command is found, the Netscape browser is launched. If the `hotjava` command is found, the HotJava browser is launched. If neither is found, an error dialog box appears reporting the failure to find a browser.

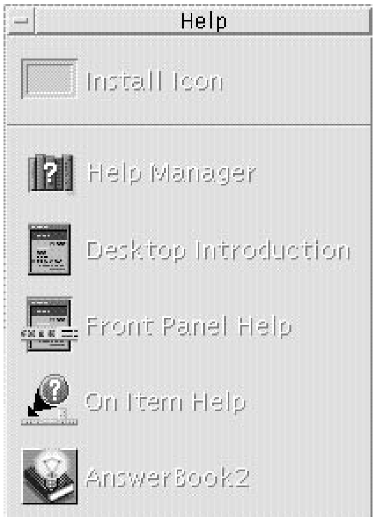
The `SdtWebClient` action is used to launch your system's default web browser. If you want to ensure that the default is always Netscape, change

```
MAP_ACTION   SDtWebClient
```

to

```
MAP_ACTION SDtNetscape
```

in your `user-prefs.dt` file.


Help
Install Icon
Help Manager
Desktop Introduction
Front Panel Help
On Item Help
AnswerBook2

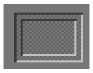
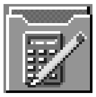
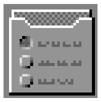
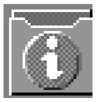
The following table describes the Help subpanel controls.

TABLE 4–6 Help Subpanel Controls

	Name	**Click Behavior**	**Drop Behavior**	**Indicator Behavior**
	Install Icon	None	Installs an icon dragged from File Manager or Application Manager into the subpanel	None
	Help Manager (duplicate of Main Panel control)	Opens a Help Viewer window displaying the top level of help information	Dropping a master volume file (`*.sdl`) opens that help volume	None
	Desktop Introduction	Displays the help volume “Introducing the Desktop”	None	None
	Front Panel Help	Displays the Front Panel help volume	None	None

The following table describes the Applications subpanel controls.

TABLE 4–5 Applications Subpanel Controls

Icon	Name	Click Behavior	Drop Behavior	Indicator Behavior
	Install Icon	None	Installs an icon dragged from File Manger or Application Manager into the subpanel	None
	Applications	Opens an Application Manager window	None	None
	Desktop_Apps	Opens the Desktop_Apps folder	None	None
	Desktop_Controls	Opens the Desktop_Controls folder	None	None
	Information	Opens the Information folder	None	None

Help Subpanel

The Help subpanel enables you to access the Help Manager, Desktop Introduction, and Front Panel help volumes, and On Item help and AnswerBook2.

TABLE 4–4 Personal Printers Subpanel Controls

	Name	Click Behavior	Drop Behavior	Indicator Behavior
	Install Icon	None	Installs an icon dragged from File Manger or Application Manager into the subpanel	None
	Default printer (duplicate of Main Panel control)	Display the status of print jobs on the default printer	Prints the file on the default printer or another printer of your choice	None
	Print Manager	Starts the desktop Print Manager	Prints the file on the default printer	None

Applications Subpanel

Use the Applications subpanel for system applications and tools you use frequently.

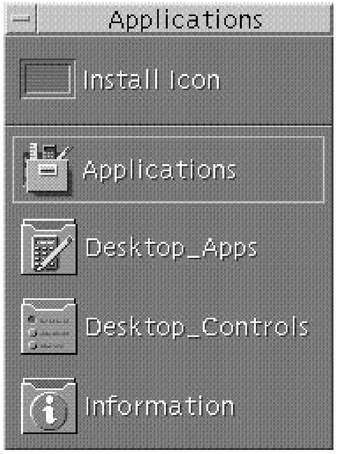
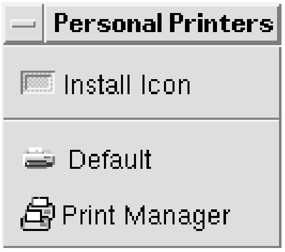

Applications
Install Icon
Applications
Desktop_Apps
Desktop_Controls
Information

TABLE 4–3 Personal Applications Subpanel Controls

	Name	Click Behavior	Drop Behavior	Indicator Behavior
	Install Icon	None	Installs an icon dragged from File Manger or Application Manager into the subpanel	None
	Text Editor (duplicate of control in Main Panel)	Starts the desktop Text Editor application	Opens the file in a new Text Editor window	None
	Terminal	Starts the desktop Terminal Emulator	None	None
	Web Browser	Starts the HotJava web browser if PATH contains the `hotjava` command	None	None

Personal Printers Subpanel

Use the Personal Printers subpanel for printers you use frequently.



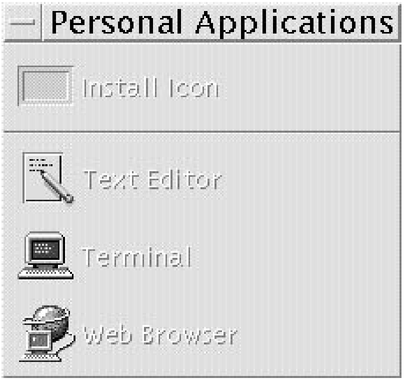
The following table describes the Personal Printers subpanel controls.

TABLE 4–2 Folders Subpanel Controls *(continued)*

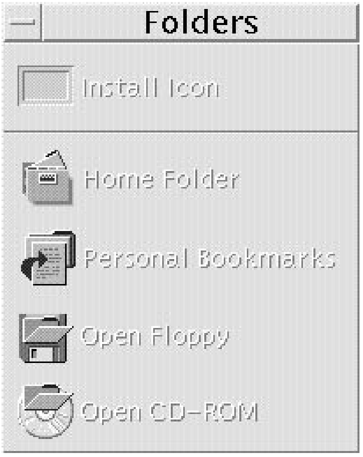
	Name	Click Behavior	Drop Behavior	Indicator Behavior
	Open Floppy	Opens one File Manager window for each readable floppy diskette you insert	None	Not Applicable
	Open CD-ROM	Opens a File Manager window for each CD-ROM you insert	None	Not Applicable

Personal Applications Subpanel

Use the Personal Applications subpanel for applications you use frequently. The default applications are Text Editor, Terminal, and Icon Editor.


Personal Applications
Install Icon
Text Editor
Terminal
Web Browser

The following table describes the Personal Applications subpanel controls.


Folders
Install Icon
Home Folder
Personal Bookmarks
Open Floppy
Open CD-ROM

The following table describes the File Manager subpanel controls:

TABLE 4–2 Folders Subpanel Controls

	Name	Click Behavior	Drop Behavior	Indicator Behavior
	Install Icon	None	Installs an icon dragged from File Manger or Application Manager into the subpanel	None
	Home Folder	Opens your home folder displaying the top level file and folder information	Opens a File Manager view of the dropped folder	None
	Personal Bookmarks	Opens your Personal Bookmarks folder displaying bookmarks	Dropping text onto the control creates a file with a `.url` extension in the Personal Bookmarks folder	None

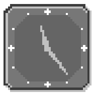
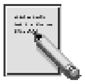
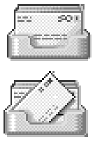
TABLE 4–1 Main Panel Controls *(continued)*

	Name	Click Behavior	Drop Behavior	Indicator Behavior
	Personal Printers (Default)	Displays the status of the default printer	Prints the file on the printer	None
EXIT	Exit	Begins logout from the current session	None	None
	Style Manager	Opens the desktop Style Manager application	None	None
	Applications (Application Manager)	Opens an Application Manager window	None	None
	Help	Opens a Help Viewer window displaying the top level of help information	Dropping a master volume file (`*.sdl`) opens a Help Viewer window with that help volume	None
	Trash Can	Opens the Trash Can window	Moves the file to the Trash Can	Different appearance when empty and non-empty

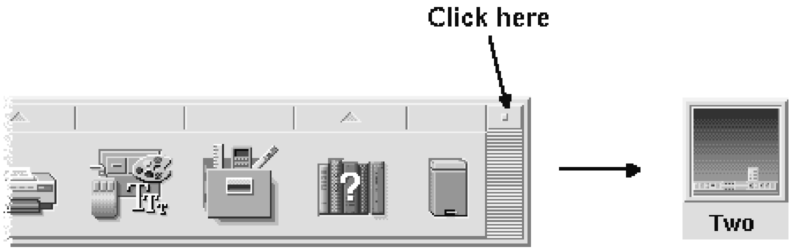
Folders Subpanel

Use the File Manager subpanel to access your home folder or to open a floppy diskette or CD-ROM that you have inserted into a disk drive.

TABLE 4–1 Main Panel Controls

	Name	Click Behavior	Drop Behavior	Indicator Behavior
	Clock	None	None	Current time of day
	Calendar	Starts the desktop Calendar application	Dropping an appointment file adds the appointment to the calendar	Current date
	Folders (File Manager)	Opens a File Manager view of your home folder	Dropping a folder opens a File Manager view of that folder	None
	Personal Applications (Text Editor)	Starts the desktop Text Editor application	Opens the file in a new Text Editor window	None
	Mailer	Starts the desktop Mailer application	Opens the contents of the file in Mailer's New Message window	Changes appearance when new mail arrives
	Lock	Locks the display and keyboard. You must type your password to unlock the system.	None	None
One Two Three Four	Workspace switch	Changes workspaces	None	Indicates current workspace
	Busy light	None	None	Blinks when the system is running an action

♦ **Click the Front Panel's minimize button.**



The Front Panel window icon is labeled with the workspace name.

Tour of the Front Panel

This section introduces the contents of the Main Panel and the subpanels:

- Folders subpanel
- Personal Applications subpanel
- Personal Printers subpanel
- Applications subpanel
- Help subpanel

Your Front Panel may be customized with different or additional controls.

Main Panel

The Main Panel is the horizontal window at the bottom of the display

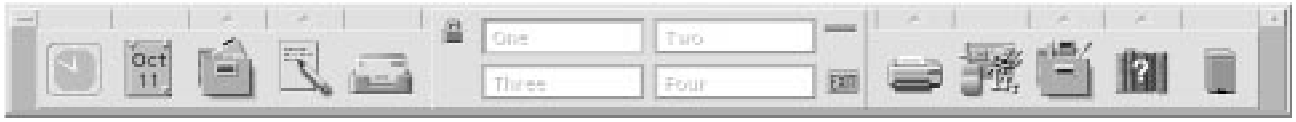


Table 4–1 describes the Main Panel controls.

Front Panel Help

You can get help on:

- Individual controls
- Using and configuring the Front Panel

To Get On Item Help on a Front Panel Control

♦ **Choose Help from the control's pop-up menu.**

Or:

1. **Display the Help subpanel.**
2. **Click the On Item Help control.**
   The pointer changes shape.
3. **Click the control on which you want help.**

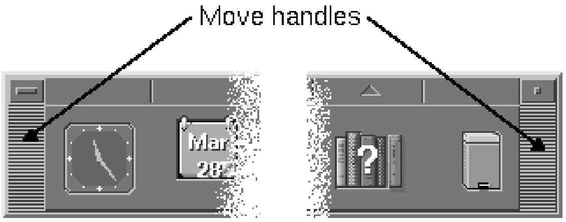
To Get Help on Using and Configuring the Front Panel

1. **Display the Help subpanel.**
2. **Click the Front Panel Help control.**
   This displays the Help Viewer and Front Panel help volume.

▼ To Move the Front Panel or a Subpanel

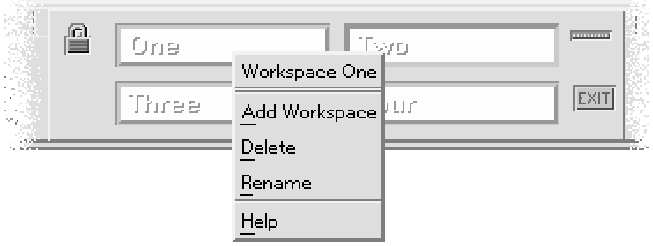
Subpanels are moved like other windows—by dragging the title bar.

The Main Panel is moved using its move handles.



▼ To Minimize the Front Panel

Minimizing the Front Panel turns it into an icon.


One
Two
Three
Four
EXIT
Workspace One
Add Workspace
Delete
Rename
Help

The workspace button pop-up menu includes these items:

Add Workspace—adds a workspace to your list of workspaces

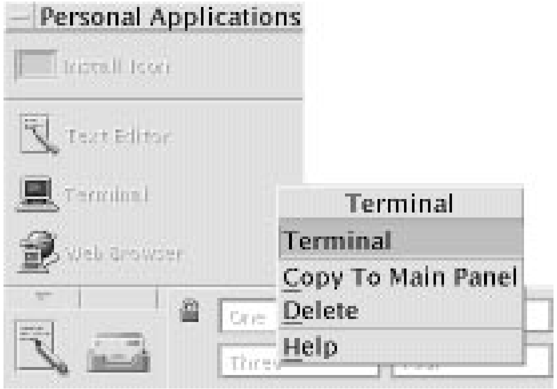
Delete—deletes the workspace

Rename—changes the button into a text field for editing the name

Help—displays help for the workspace switch

Subpanel Controls

The pop-up menus for subpanels include a command for making the control the current Main Panel control.


Personal Applications
Install Icon
Text Editor
Terminal
Web Browser
One
Three
Terminal
Terminal
Copy To Main Panel
Delete
Help

The pop-up menu for subpanel controls includes these items:

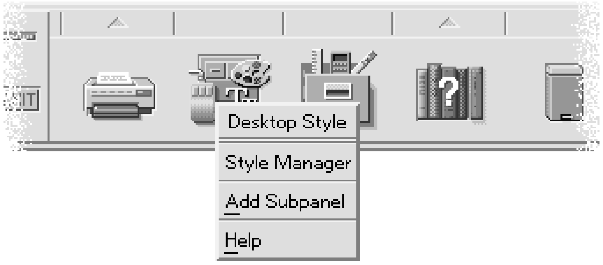
Copy to Main Panel—duplicates the control in the Main Panel, replacing the current Main Panel control

Delete—deletes the control from the subpanel

Help—displays On Item help for the control

Main Panel Controls

If the control starts an application, the first entry in the menu is a command that starts the application. Choosing the menu item has the same effect as clicking the control.



In addition, the pop-up menu may contain these items:

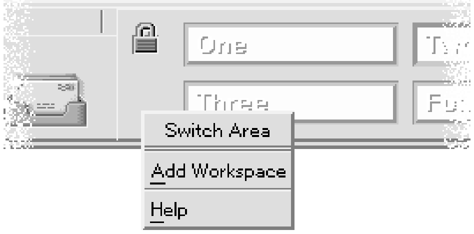
Add Subpanel—adds a subpanel to the control

Delete Subpanel—removes the subpanel and its contents

Help—displays On Item help for the control

Switch Area

The switch area is the portion of the workspace switch not occupied by other controls or workspace buttons.



The switch area pop-up menu contains these items:

Add Workspace—adds a workspace and creates a workspace button in the workspace switch

Help—displays help for the workspace switch

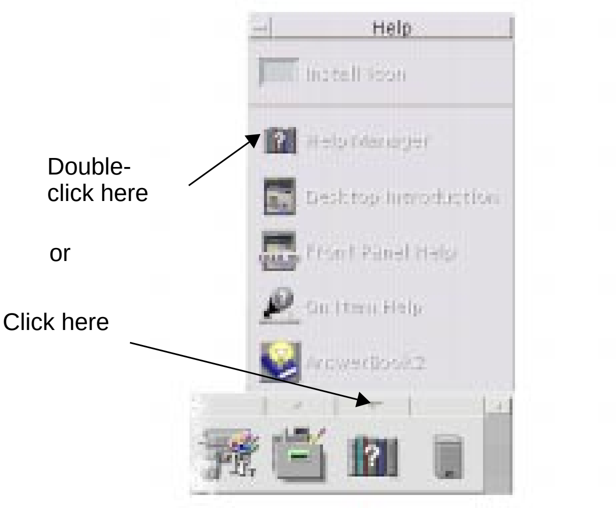
Workspace Buttons

Use the workspace buttons to change workspaces. Each button has its own menu.

▼ To Close a Subpanel

The subpanel closes automatically when you choose a control unless you have moved the subpanel from its original location.

- Click the arrow control for the subpanel.
- *Or*, double-click the window button in the upper left corner of the subpanel


Help
Install Icon
Help Manager
Desktop Introduction
Front Panel Help
On Item Help
AnswerBook2

Double-click here

or

Click here

Front Panel Pop-Up Menus

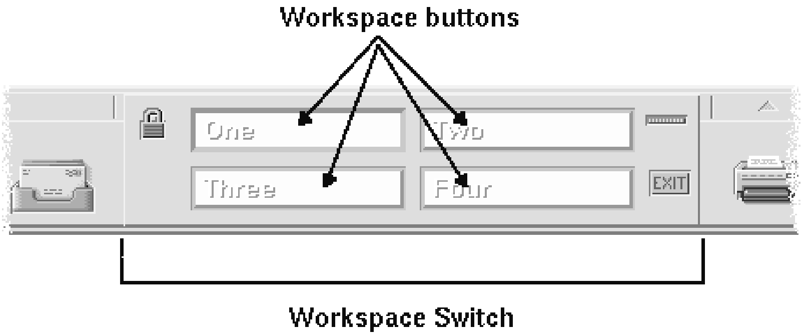
Each control in the Front Panel has a pop-up menu. The menu is different for each control.

To Display a Front Panel Pop-Up Menu

1. **Point to the control.**
2. **Press and hold down mouse button 3.**

Contents of the Pop-Up Menus

The contents of the pop-up menu depend on the behavior of the control and its location.


Workspace buttons
One
Two
Three
Four
EXIT
Workspace Switch

Each workspace occupies the entire display, as though your display has several layers. Workspaces multiply the amount of display area available for windows.

Basic Front Panel Skills

This section covers basic skills for using Front Panel controls and subpanels.

▼ To Activate a Front Panel Control

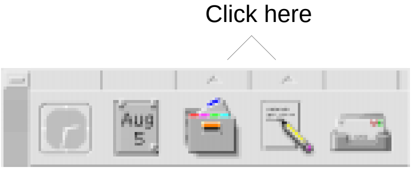
- ♦ **Click or double-click the control.**

Some controls do not have a click action—for example, the Clock control and the busy light.

▼ To Open a Subpanel

Controls that have subpanels have an arrow button on top of the control.

- ♦ **Click the arrow button above the control.**


Click here
Aug
5

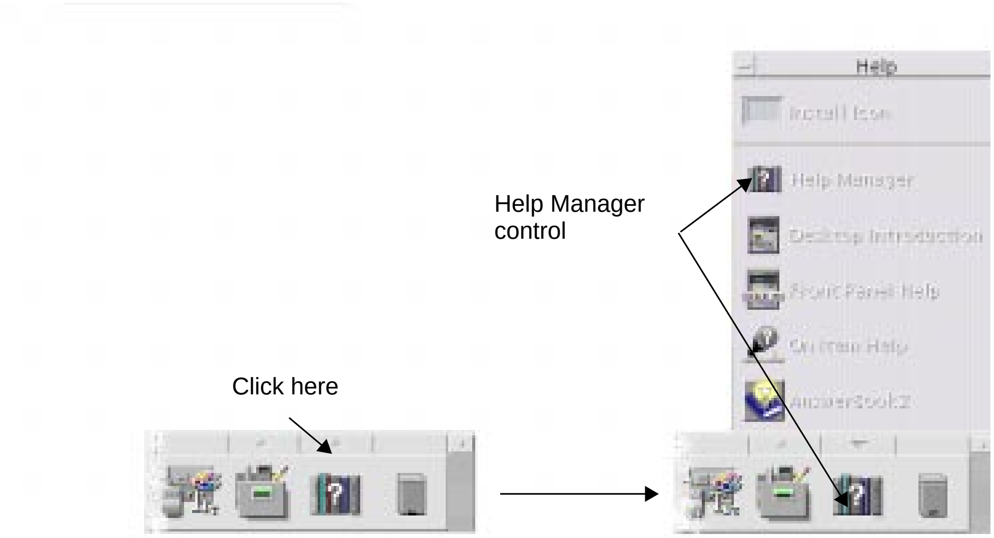
Many of the controls in the Front Panel start applications when you click them—for example, the File Manager and Style Manager controls.

Some controls are drop zones—for example, the Printer and Trash Can controls. You can drag a file from File Manager or Application Manager to the control.

Certain controls, such as the clock and busy light, are indicators that tell you something about the state of your system. Other controls have a dual purpose; for example, the Calendar and Mailer controls are both indicators (showing today's date and the arrival of new mail, respectively) and buttons for starting applications.

Subpanels

If a control in the Main Panel has an arrow button on top of it, then that control has a subpanel.


Help
Install Icon
Help Manager
Desktop Introduction
Front Panel Help
On Item Help
AnswerBook2
Help Manager control
Click here

Subpanels always contain:

- An Install Icon control. Use this control to customize the subpanel.
- A labelled copy of the control in the Main Panel.

The Workspace Switch

The workspace switch contains the buttons you use to change from one workspace to another. The workspace switch also contains several controls.

CHAPTER 4

Using the Front Panel

The Front Panel is a special desktop window that contains a set of controls for doing common tasks. The Front Panel moves with you as you switch workspaces.

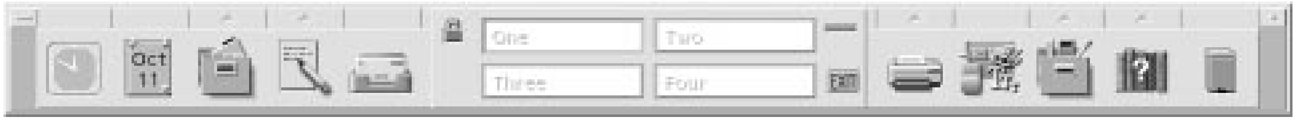
- "Front Panel Elements" on page 61
- "Basic Front Panel Skills" on page 63
- "Tour of the Front Panel" on page 68
- "Customizing the Front Panel" on page 79
- "Customizing Workspaces" on page 82

Front Panel Elements

The two main elements of the Front Panel are the Main Panel and the subpanels. The Main Panel includes the workspace switch.

Main Panel

The Main Panel is the horizontal window at the bottom of the display.



It contains a number of controls you use often, including the workspace switch, which contains buttons for changing to other workspaces.

When you restart your application, it will use the new color values for the topic tree and topic display area in its help windows.

For example, these resource entries change the foreground and background colors of the topic tree (TocArea) and topic display area (DisplayArea) for an application named DtCardCatalog.

```
DtCardCatalog*DtHelpDialog*TocArea.foreground:  yellow
DtCardCatalog*DtHelpDialog*TocArea.background:  blue
DtCardCatalog*DtHelpDialog*DisplayArea.foreground:  yellow
DtCardCatalog*DtHelpDialog*DisplayArea.background:  blue
DtCardCatalog*DtHelpQuickDialog*DisplayArea.foreground:  yellow
DtCardCatalog*DtHelpQuickDialog*DisplayArea.background:  blue
```

Quick help windows do not have a topic tree, so the TocArea resource is omitted.

To Set the Printer Resource for an Application

♦ **Edit your HomeDirectory/.Xdefaults file by adding this resource:**

```
application_name*printer                    printer.name
```

If you do not have an .Xdefaults file, create the file in your home directory.

Example

You want to direct all printed help topics of an application named ImageScan to a printer named laser2 rather than to your default printer.

Add this resource to your .Xdefaults file:

```
ImageScan*printer:              laser2
```

Modifying Help Window Colors

You can change the colors of the topic tree or topic display area of a help window by setting application resources. Choosing constrasting colors is important. This ensures that text (foreground color) will be visible against the background color.

▼ To Change Help Window Colors for an Application

1. **Edit your HomeDirectory/.Xdefaults file by adding these resources:**

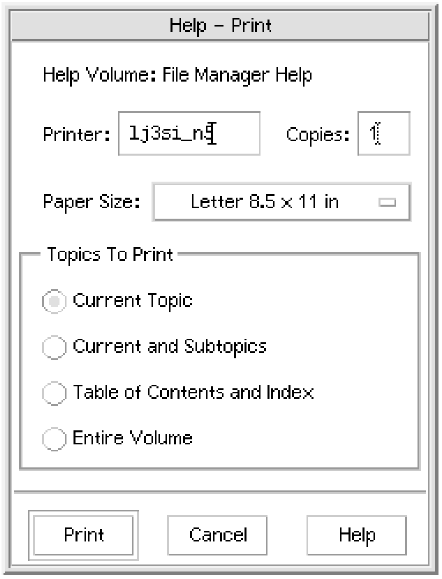
```
application_name*DtHelpDialog*DisplayArea.foreground:    color
application_name*DtHelpDialog*DisplayArea.background:    color
application_name*DtHelpDialog*TocArea.foreground:    color
application_name*DtHelpDialog*TocArea.background:    color
application_name*DtHelpQuickDialog*DisplayArea.foreground:    color
application_name*DtHelpQuickDialog*DisplayArea.background:     color
```

   Substitute the name of the application whose help windows you want to change for application_name.

   You can ask your system administrator for a list of colors that you can use or refer to your system documentation.

2. **Save and close the file.**

You can use the default values in the Print dialog box and skip to step 5 or enter new values for your print job.



Help Volume: File Manager Help

Printer: lj3si_n9

Copies: 1

Paper Size: Letter 8.5 x 11 in

Topics To Print

● Current Topic

○ Current and Subtopics

○ Table of Contents and Index

○ Entire Volume

2. **Optional. Type the name of the printer that you want to use.**
3. **Optional. Type the number of copies to print.**
4. **Optional. Click the paper size button to choose a paper size.**
5. **Select the topic or topics you want to print.**

   Current Topic (the default)—prints only the current topic

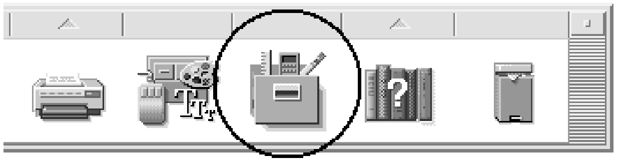
   Current and Subtopics—prints the current topic and its subtopics

   Table of Contents and Index—prints the help volume table of contents and index

   Entire Volume—prints the contents of the help volume including the table of contents and index
6. **Click Print.**

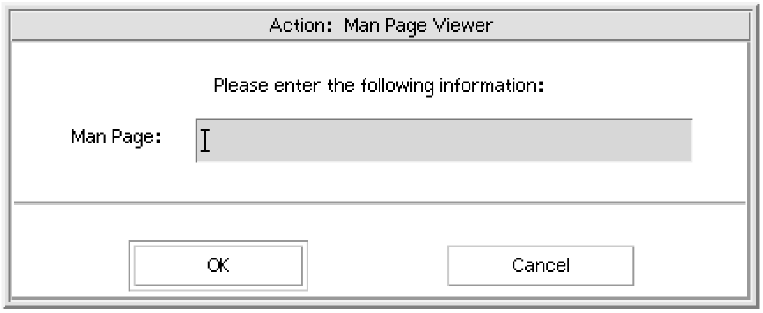
Printing Configuration

The Print dialog box displays the name of your default printer. You can change the default printer name by modifying the LPDEST environment variable. You can also change the printer for a specific application by modifying the application's application defaults file.



2. **Double-click the Desktop_Apps icon.**
3. **Double-click the Man Page Viewer icon.**

   A dialog box is displayed, prompting you to enter a man page name.



Action: Man Page Viewer

Please enter the following information:

Man Page:

4. **Type the name of the man page you want to see and press Return.**

   The man page is displayed in a quick help window.
5. **Click Close to dismiss the man page.**

Printing Help Topics

Sometimes you may want to have a printed version of a help topic for a particular application. You can print an individual help topic, a table of contents and index, or the entire help volume. Printing options, such as paper size, number of copies, and destination printer, can also be set in the Print dialog box.

Printed help topics are directed to your default printer unless you provide a different printer name in the dialog box. Printed output is text only.

▼ To Print a Help Topic

1. **Choose Print from the File menu. (In a quick help window, click the Print button.)**

Note - The New Window command is only available in the Help Manager help window (see "Browsing Help on Your System " on page 52.

Displaying Documentation Online

Online manuals can be displayed by choosing AnswerBook2 from the Help subpanel.

Displaying a Man Page

Manual reference pages, traditionally known as "man pages," can be displayed using the Man Page Viewer action. The action icon is located in the Desktop_Apps folder in Application Manager.

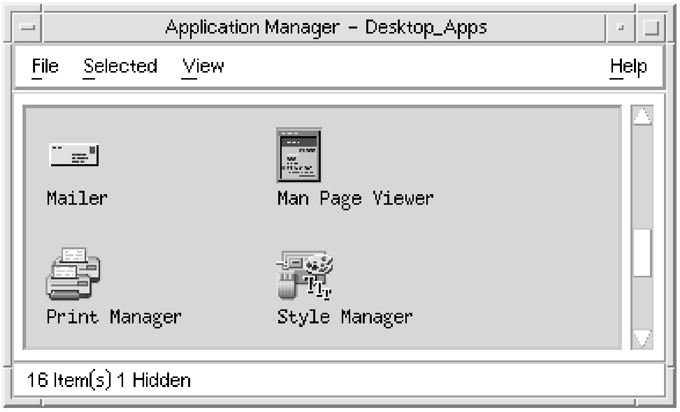

Application Manager – Desktop_Apps
File
Selected
View
Help
Mailer
Man Page Viewer
Print Manager
Style Manager
16 Item(s) 1 Hidden

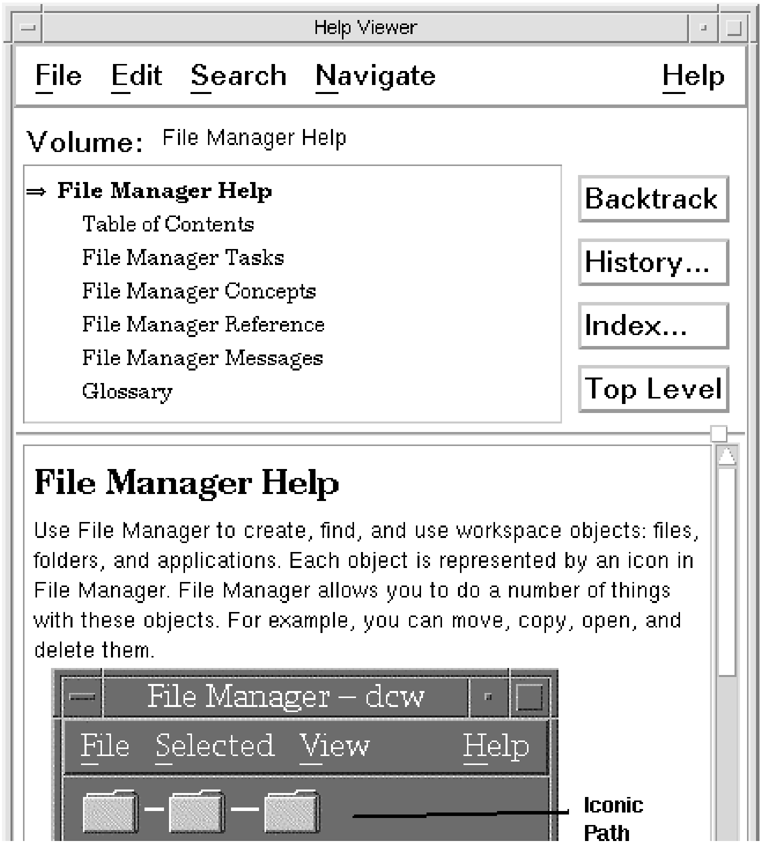
Figure 3–12 Man Page action icon

▼ To Display a Man Page

1. **Click the Application Manager control in the Front Panel.**

3. **Scroll the list of help volumes until you see File Manager Help.**
4. **Click File Manager Help.**

   File Manager's help is displayed. This is the same help information you would see if you opened File Manager and chose Overview from the Help menu.


Help Viewer
File
Edit
Search
Navigate
Help
Backtrack
History...
Index...
Top Level
File Manager – dcw
File
Selected
View
Help
Iconic
Path

Volume: File Manager Help

⇒ **File Manager Help**
Table of Contents
File Manager Tasks
File Manager Concepts
File Manager Reference
File Manager Messages
Glossary

File Manager Help

Use File Manager to create, find, and use workspace objects: files, folders, and applications. Each object is represented by an icon in File Manager. File Manager allows you to do a number of things with these objects. For example, you can move, copy, open, and delete them.

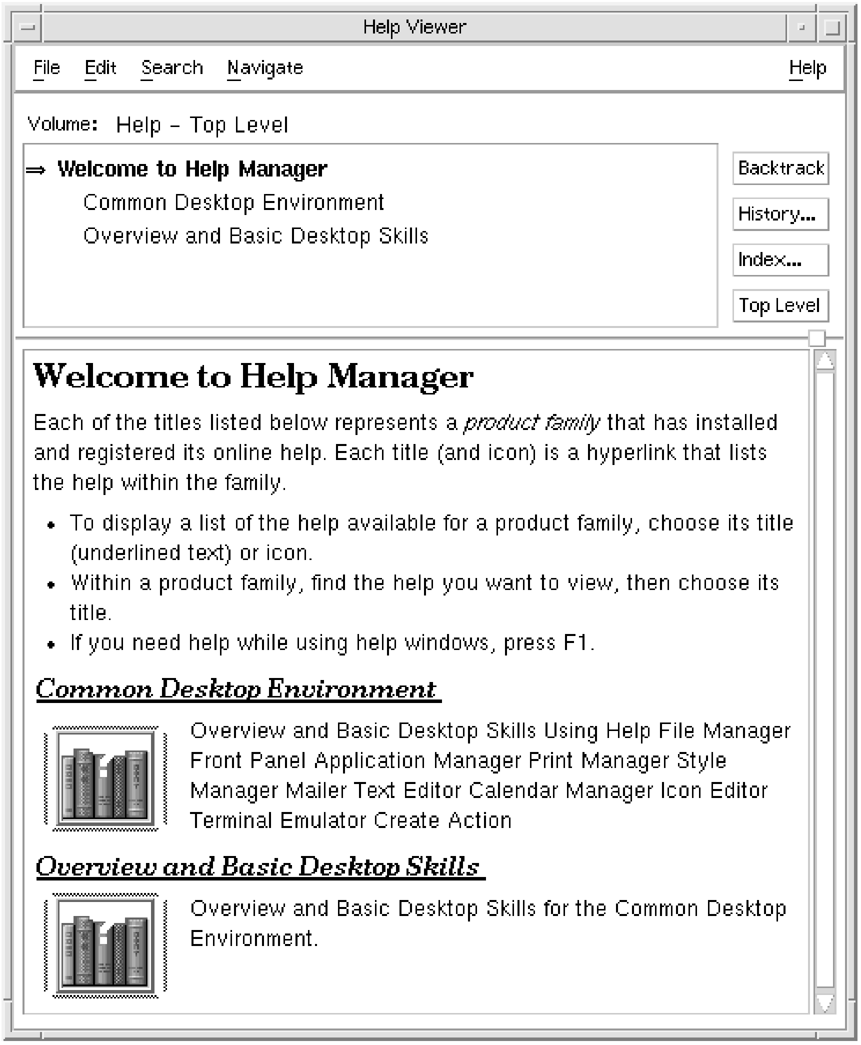
Figure 3–11 File Manager help viewed in Help Manager

▼ To Duplicate a Help Window

1. **Choose New Window from the Help Manager File menu.**

   The current help window is duplicated. You can size the new window and select topics independently of the original window.

2. **To remove the window, choose Close from the File menu.**


Help Viewer
File
Edit
Search
Navigate
Help
Volume: Help – Top Level
⇒ Welcome to Help Manager
Common Desktop Environment
Overview and Basic Desktop Skills
Backtrack
History...
Index...
Top Level

Welcome to Help Manager

Each of the titles listed below represents a *product family* that has installed and registered its online help. Each title (and icon) is a hyperlink that lists the help within the family.

- To display a list of the help available for a product family, choose its title (underlined text) or icon.
- Within a product family, find the help you want to view, then choose its title.
- If you need help while using help windows, press F1.

Common Desktop Environment

Overview and Basic Desktop Skills Using Help File Manager Front Panel Application Manager Print Manager Style Manager Mailer Text Editor Calendar Manager Icon Editor Terminal Emulator Create Action

Overview and Basic Desktop Skills

Overview and Basic Desktop Skills for the Common Desktop Environment.

Figure 3–10 Top-level view in Help Manager

2. **Scroll the window to find the product group you are interested in and click its title (underlined).**

   This lists the help volumes available for that product.

3. **To open a particular help volume, click its title (underlined text).**
4. **To return to the top level of Help Manager, click the Top Level button.**

For example, to browse File Manager's online help:

1. **Click the Help Manager control.**
2. **Choose Common Desktop Environment.**

(session | style)*manager—matches entries that contain “Session Manager” or “Style Manager”

Browsing Help on Your System

You can browse all application help volumes registered on your system without having to start each individual application—just start Help Manager from the Front Panel.

At the top level, Help Manager groups help volumes into help families. For example, the help family Common Desktop Environment lists help volumes for the standard desktop applications. You can browse and display any of the volumes listed.

▼ To Open Help Manager

1. **Click the Help Manager control in the Front Panel (see** Figure 3–2**).**

   A help window displays a list of help families with online help. This is the top level of Help Manager.

▼ To Search for Topics Using the Help Index

Note - The help index is available only in a general help window

---

1. **To open the index, click the Index button.**

   The index lists all of the entries for the current help volume. You can choose All Volumes to view an index for all available help volumes or choose Selected if you want to select only certain volumes.

2. **Select the Entries with field, type the word or phrase you are looking for, and press Return.**

   Index searches are not case sensitive. Wildcards such as * (asterisk) and ? (question mark) can be used (see "Pattern Searches" on page 51 below).

3. **Select the index entry you want to view.**

   If the entry has a + (plus sign) prefix, the list will expand to show additional choices. Then select a help topic to view.

   You may view as many topics as you want.

4. **Click Close when you are done.**

Pattern Searches

In a pattern search certain characters (known as "wildcards") have special meaning. You can combine these characters in a variety of ways.

Two frequently used wildcards are asterisk (*) and question mark (?). The * matches any string of characters (including no characters), and ? matches any single character. Other wildcards include:

. (period)—matches any character

| (vertical bar)—specifies two search patterns and matches either pattern (logical OR)

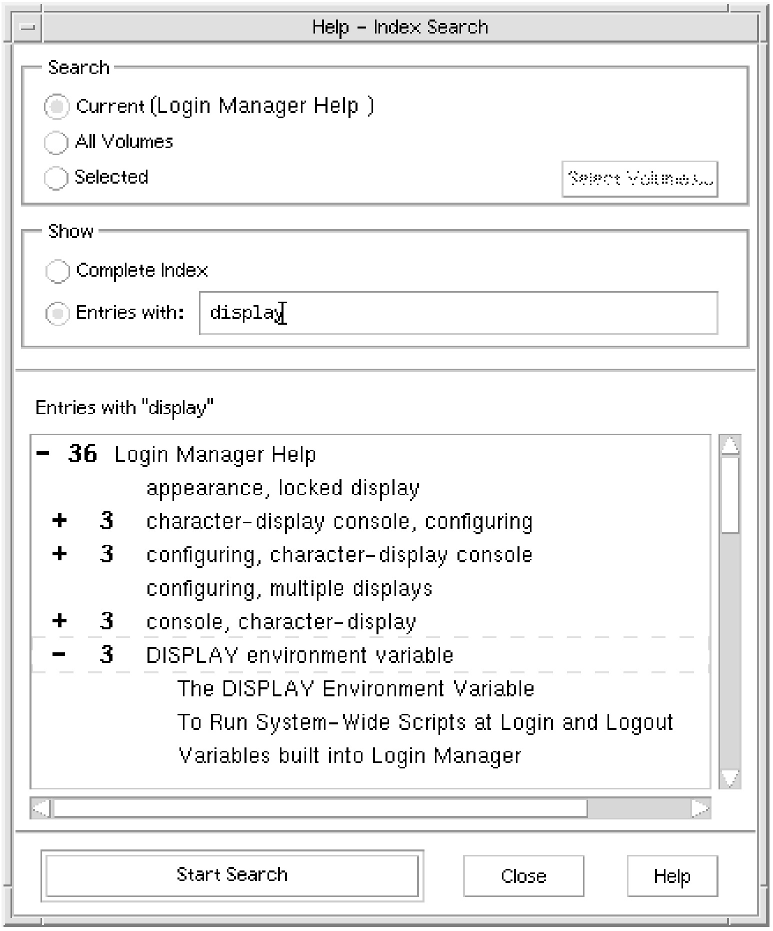
( )(parentheses)—encloses a pattern expression

To search for a character that has special meaning in a regular expression, precede the character with a \ (backslash).

Examples

mouse.*clicking—matches entries that contain the word "mouse" followed by any number of characters followed by "clicking"

mouse | click—matches entries that contain the word "mouse" or "click"



Help – Index Search

Search

● Current (Login Manager Help)

○ All Volumes

○ Selected

Show

○ Complete Index

● Entries with: display

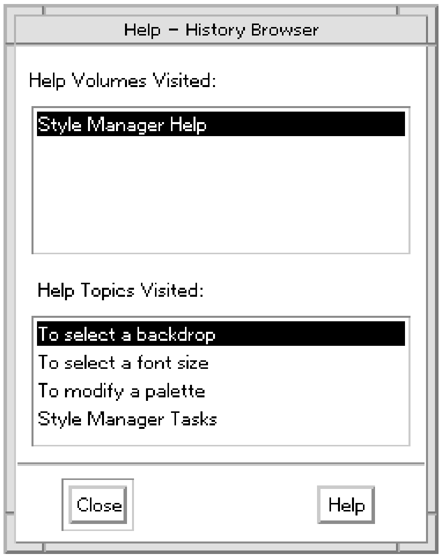
Entries with "display"

```
– 36  Login Manager Help
          appearance, locked display
  +  3    character-display console, configuring
  +  3    configuring, character-display console
          configuring, multiple displays
  +  3    console, character-display
  –  3    DISPLAY environment variable
              The DISPLAY Environment Variable
              To Run System-Wide Scripts at Login and Logout
              Variables built into Login Manager
```

Figure 3–9 Index Search dialog box

Because the help index can be quite large even for a single volume, index entries can be expanded or contracted. A + (plus) sign indicates that the index entry relates to more than one help topic. The number shows the count of help topics. You can click the index item to list the topics.

For instance, the result of an index search for the word “display” is shown in Figure 3–9. The -36 prefix tells you that there are 36 index entries that contain the keyword “display.” Clicking any title marked by a + (plus) expands the list and the + (plus) changes to a - (minus) sign. The last index entry shown in the figure has been expanded in this way.



Help – History Browser

Help Volumes Visited:

Style Manager Help

Help Topics Visited:

To select a backdrop
To select a font size
To modify a palette
Style Manager Tasks

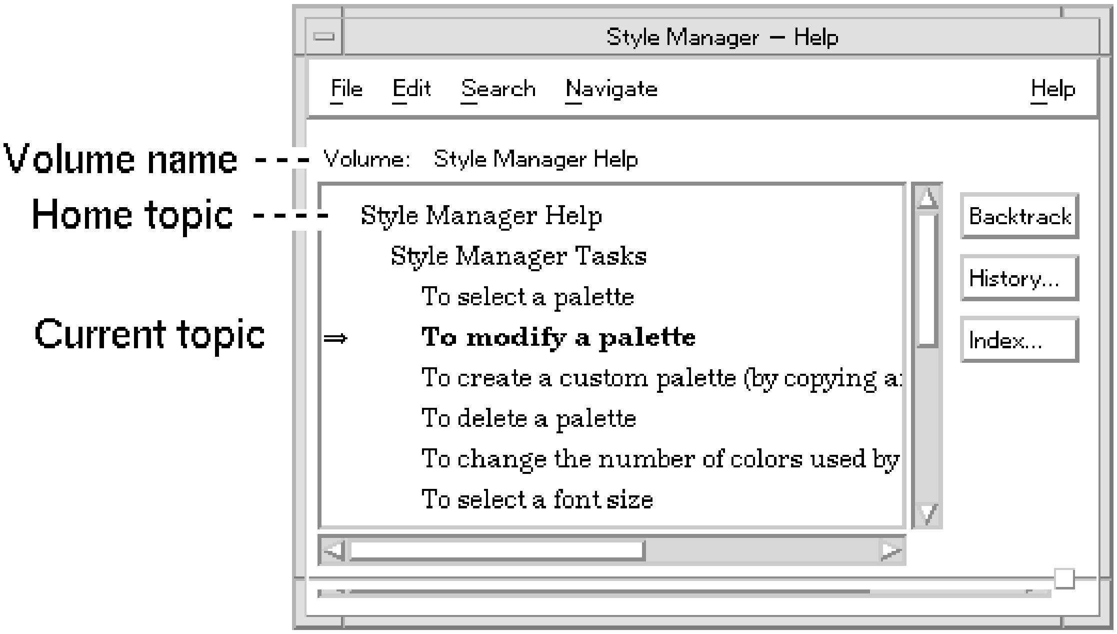
Figure 3–8 History dialog box

To Use History To Return to a Topic

1. **Click the History button.**
2. **Choose the title of the help volume or topic that you want to display.**
3. **When you're done, click Close.**

Searching for Specific Information

Like a book, a help volume has an index of important words and phrases that you can use to find help topics on a subject. You can browse or search the index of the current volume, selected volumes, or all help volumes available on your system.


Style Manager — Help
File
Edit
Search
Navigate
Help
Volume name
Volume: Style Manager Help
Home topic
Current topic
Backtrack
History...
Index...

Style Manager Help
Style Manager Tasks
To select a palette
⇒ **To modify a palette**
To create a custom palette (by copying a
To delete a palette
To change the number of colors used by
To select a font size

- Within the topic tree, the first item is the home topic, or the beginning of the help volume. After exploring topics, you can easily return to the home topic by scrolling to the top of the topic tree. Or, you can choose Home Topic from the Navigate menu or pop-up menu.
- An (arrow) points to the title of the current topic. As you choose topics, the arrow moves to identify your selection. Scrolling the topic tree shows you where you are located relative to other topics.

Knowing Where You've Been

A general help window keeps track of the topics that you have visited. The History command opens a dialog box that lists the help volumes and help topics you have visited.

Home Topic—returns to the home topic, or beginning of the help volume.

For convenience, Backtrack and History are also provided as push buttons.

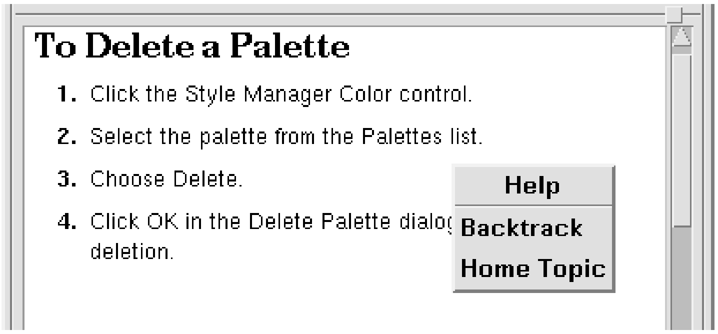
Help Pop-up Menu

In a general help window, you can also use the Help pop-up menu as a shortcut. The pop-up menu includes both Backtrack and Home Topic, which are frequently used commands.

Quick help windows do not have a pop-up menu.

To Display the Help Pop-up Menu

1. **Point to the topic display area and press mouse button 3.**
2. **Choose Backtrack or Home Topic.**



To Delete a Palette

1. Click the Style Manager Color control.
2. Select the palette from the Palettes list.
3. Choose Delete.
4. Click OK in the Delete Palette dialo deletion.

Figure 3–7 Help pop-up menu

Location Indicators

Because hyperlinks can quickly take you from one piece of information to another, you may need to know where you are. A quick look at your help window can give you the information you need.

- The line located below the menu bar reports the name of the volume you are viewing. This is helpful when you have explored several help volumes using Help Manager, the help index, or cross-volume links.

What Hyperlinks Look Like

A solid underline identifies a standard hyperlink that displays the new topic in the current help window. For example, the last paragraph in Figure 3–5 shows a hyperlink of this type.

A dashed underline indicates a *definition link*, which displays a quick help window.

A graphic—an icon, for example—can also be a hyperlink. A grey open-cornered border identifies a graphic hyperlink. Figure 3–6 shows the different hyperlink formats that can be used in help topics.

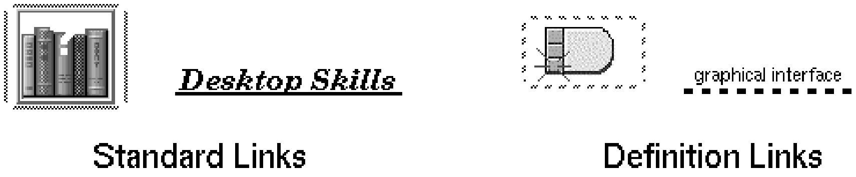


Figure 3–6 Hyperlink formats

Links That Display a New Window

Most hyperlinks display the related topic in the same window. However, if you choose a hyperlink that jumps to a help topic for another application, a new window is displayed. Links that jump from one application's online help into another's are called *cross-volume* or *cross-application* hyperlinks.

To Select A Hyperlink

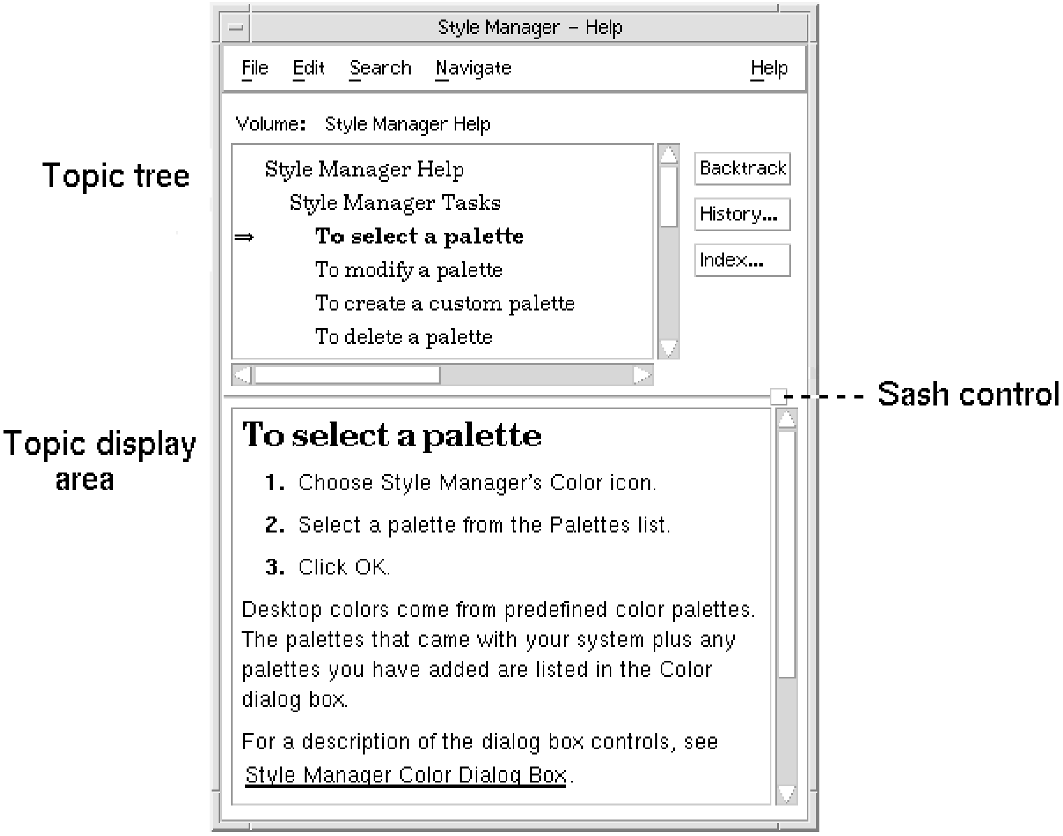
1. **Move the pointer to the underlined text or graphic image.**
2. **Click mouse button 1.**

Moving between Help Topics

To move between help topics, use these commands on the Navigate menu:

Backtrack—returns to the previous topic. Backtrack enables you to return to each topic you have visited.

History—displays a History dialog box that lists help volumes and topics you have visited. Select a help topic to re-display it.


Style Manager – Help
File
Edit
Search
Navigate
Help
Volume: Style Manager Help
Style Manager Help
Style Manager Tasks
⇒ To select a palette
To modify a palette
To create a custom palette
To delete a palette
Backtrack
History...
Index...
Topic tree
Topic display area
Sash control

To select a palette

1. Choose Style Manager's Color icon.
2. Select a palette from the Palettes list.
3. Click OK.

Desktop colors come from predefined color palettes. The palettes that came with your system plus any palettes you have added are listed in the Color dialog box.

For a description of the dialog box controls, see Style Manager Color Dialog Box.

Figure 3–5 Resizing the topic tree

To Select A Topic

1. **Move the pointer into the topic tree.**
2. **Click mouse button 1 on the topic you want to display.**

Using Hyperlinks

Any underlined text in a help window is a hyperlink. It is easy to “jump” to related help topics using hyperlinks—just click the underlined text.

General help windows have a topic tree and a topic display area. The topic tree is a list of help topics that you can browse to find help on a subject. When you choose a topic, it is displayed in the lower portion of the help window called the topic display area.

Quick help windows are streamlined help windows. A quick help window has just a topic display area and one or more buttons.

Selecting Help Topics

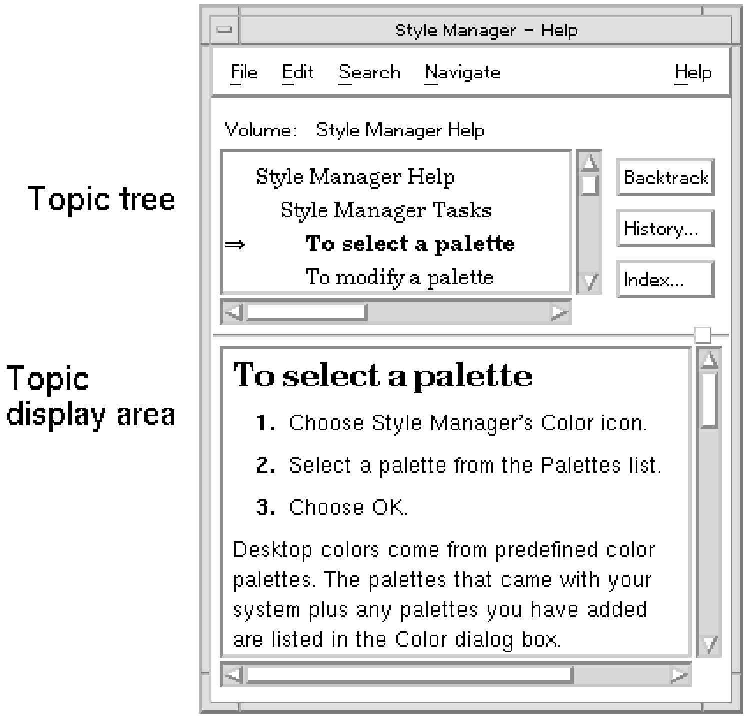
There are two ways to select a help topic. You can choose a topic from the topic tree. Or, within a help topic, you can select a hyperlink. A hyperlink is an active word or phrase that "jumps" to another related help topic. Any underlined text in a help window is a hyperlink.

Graphic images can also be used as hyperlinks. For more information about hyperlinks, see "Using Hyperlinks " on page 45.

Using the Topic Tree

The topic tree is an outline of a help volume's major topics. Subtopics are indented under main topics. The current topic, whose contents are displayed in the topic display area, is marked with an (arrow). You can scroll the topic display area to see all your choices or resize the entire help window.

You can also change the size of the topic pane. To do so, drag the sash control shown in Figure 3–5. Then release the mouse button to set the new size.

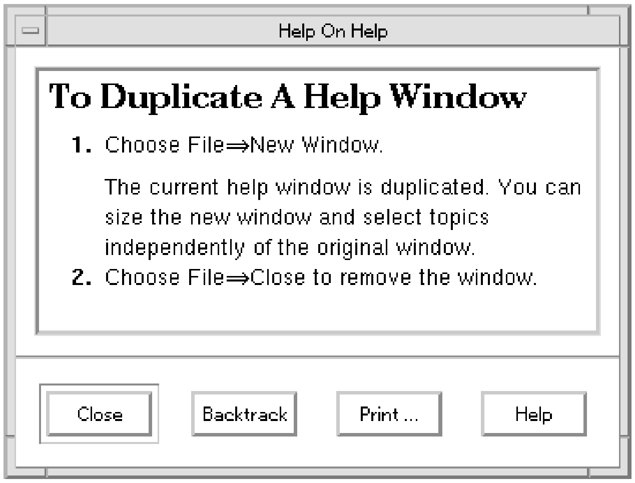

Topic tree
Topic display area
Style Manager – Help
File
Edit
Search
Navigate
Help
Volume: Style Manager Help
Style Manager Help
Style Manager Tasks
⇒ To select a palette
To modify a palette
Backtrack
History...
Index...

To select a palette

1. Choose Style Manager’s Color icon.
2. Select a palette from the Palettes list.
3. Choose OK.

Desktop colors come from predefined color palettes. The palettes that came with your system plus any palettes you have added are listed in the Color dialog box.

General help window


Help On Help
Close
Backtrack
Print ...
Help

To Duplicate A Help Window

1. Choose File⇒New Window.

   The current help window is duplicated. You can size the new window and select topics independently of the original window.
2. Choose File⇒Close to remove the window.

Quick help window

Figure 3–4 Types of help windows

Click any of the underlined titles to view the corresponding help information. For additional instructions about using Help Manager see "Browsing Help on Your System " on page 52.

For convenience, you can also find help about the desktop and the Front Panel in the Help subpanel. It also provides On Item help for the Front Panel and its subpanels.

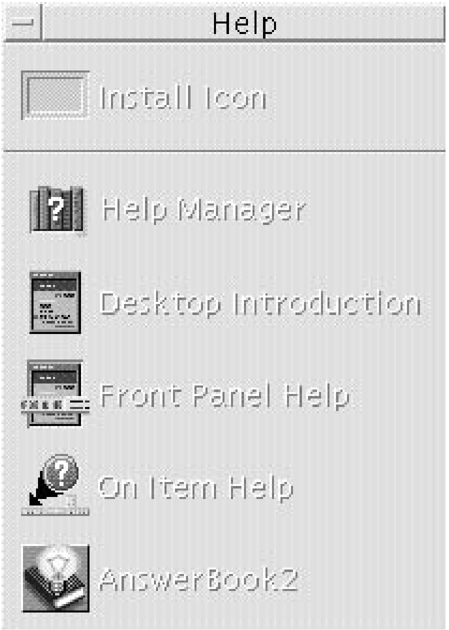

Help
Install Icon
Help Manager
Desktop Introduction
Front Panel Help
On Item Help
AnswerBook2

Figure 3–3 Help subpanel

Using Help Windows

The Help System is built into each of the CDE applications (and possibly other applications installed on your system). When you ask for help while using an application, the application displays a help window.

Applications can use two types of help windows to display help topics: a general *help window* and a quick *help window*, shown in Figure 3–4.

Tasks—displays task instructions for most operations performed with the application.

Reference—displays reference summaries for various components, such as windows and dialog boxes, menus, and application resources.

On Item—enables you to click an item in any window of an application and view a description of the item.

Using Help—provides help on using the help windows.

About Application—displays the version and copyright information for the application.

Applications can include additional choices. Also, non-CDE applications may have different commands in their Help menus.

On Item Application Help

On Item help is interactive. It enables you to move the pointer to a specific item (such as a menu, button or dialog box) and click the item to display its corresponding help.

To Select On Item Help

1. **Choose On Item from the Help menu.**

   The pointer changes to a ? (question mark).

2. **Move the pointer to an item in the application and click mouse button 1.**

   A description of the item is displayed.

Using Help Manager

Help Manager is a special help volume that lists all the online help registered on your system. Clicking the Help Manager control in the Front Panel opens the Help Manager help volume.

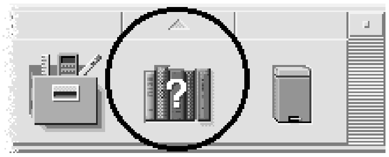


Figure 3–2 Help Manager control

Press F1 — The Help Key

When you have a question, the quickest and easiest way to get help is to press F1. When you press F1, the application you are using displays a help topic most closely related to the component—a window or button for example—that is highlighted. Because the application determines which topic is most appropriate, this type of help is called context-sensitive.

The F1 key is a quick way to get help on an application menu or dialog box. For example, to request help about the File Manager File menu, display the File menu and press F1. File Manager displays a description of each item in the menu. Or, if a dialog box is open, pressing F1 will display an explanation of the dialog box. The F1 key is a shortcut for clicking the dialog box's Help button.

Note - Some computers have a dedicated "Help" key on the keyboard. If yours does, it may take the place of the F1 key.

Using an Application's Help Menu

Most applications have a Help menu that contains commands for requesting different types of help such as an introduction, application tasks, or reference information.

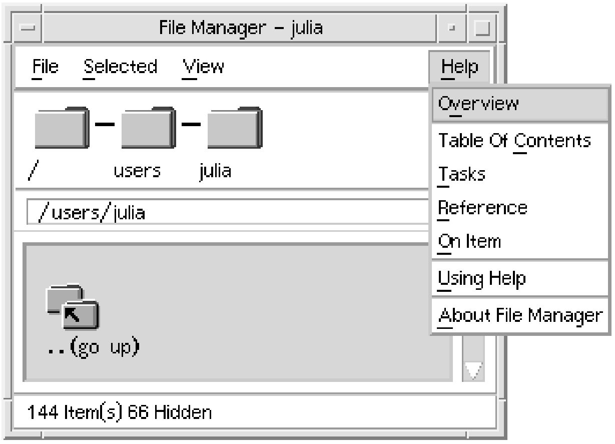

File Manager – julia
File
Selected
View
Help
Overview
Table Of Contents
Tasks
Reference
On Item
Using Help
About File Manager
/
users
julia
/users/julia
..(go up)
144 Item(s) 66 Hidden

Figure 3–1 CDE application Help menu

A typical CDE Help menu includes these commands:

Overview—displays the *home topic* for the application. The home topic is the first topic of the application's help topic hierarchy.

CHAPTER **3**

Getting Help

Online help is available for each of the standard applications in the Common Desktop Environment (CDE). Whether you are using File Manager, Calendar, or Mailer for example, you request and display help topics in the same way. You can also browse help information on your system using the desktop Help Manager.

Other applications installed on your desktop may take advantage of using the desktop's Help System or provide help in other ways.

- "Requesting Help" on page 39
- "Using Help Windows" on page 42
- "Selecting Help Topics" on page 44
- "Moving between Help Topics" on page 46
- "Searching for Specific Information" on page 49
- "Browsing Help on Your System " on page 52
- "Printing Help Topics " on page 56

Requesting Help

Here are the ways you can request Help:

- Press F1—also known as the "help key"—to get *context-sensitive* help
- Choose a command from an application's Help menu
- Open Help Manager from the Front Panel to browse help on your system
- Open the Help subpanel to choose help about the desktop or to choose On Item Help

When you choose Return to Home session, Session Manager will not save your session at logout.

▼ To Choose between the Current and Home Session for Each Session

1. **Click the Style Manager control in the Front Panel.**
2. **Click the Startup control in Style Manager.**

   The Startup dialog box is displayed.
3. **Select Ask Me at Logout.**
4. **Click OK.**

   You decide what will be your next session—current or home—at logout time. If you choose to return to the home session, the current session information is not saved. (You cannot change your mind the next time you log in.)

The login screen disappears and is replaced by a console prompt.

2. **Supply your login and password as prompted.**

To leave Command Line Login mode:

♦ **Type** `exit` **at a command-line prompt.**

Using a Home Session

Ordinarily, the desktop saves session information when you log out and uses that information to start your next session. If you start or stop applications during your session, or use Style Manager to change the appearance and behavior of your system, changes you make are reflected in your next session. This type of session is called a *current session*.

The desktop also provides a *home session*. A home session is a session that you explicitly save. It's like taking a snapshot of your current session at some point in time. Once you've saved a home session, you can specify that logging in always restores that session instead of the current session.

▼ To Save a Home Session

1. **Click the Style Manager control in the Front Panel.**
2. **Click the Startup control in Style Manager.**

   The Startup dialog box is displayed.
3. **Click Set Home Session in the Startup dialog box.**
4. **Click OK in the confirmation dialog box that appears.**

   This saves the current state of your session.

▼ To Automatically Start the Home Session at Login

1. **Click the Style Manager control in the Front Panel.**
2. **Click the Startup control in Style Manager.**

   The Startup dialog box is displayed.
3. **Select Return to Home session.**
4. **Click OK.**

Starting a Failsafe Session

A failsafe session is a session that starts a single Terminal window (and optionally Workspace Manager). It is useful when you need access to a single Terminal window to execute several commands before logging in to a desktop session.

▼ To Log In to a Failsafe Session

1. **Choose Session from the Options menu.**
2. **Choose Failsafe Session from the Session submenu.**
3. **Log in.**

▼ To Log Out of a Failsafe Session

♦ **Type the** `exit` **command in a Terminal window.**

Starting a Command-Line Session

Command Line Login mode enables you to temporarily leave the desktop to work in your operating system enviroment. Command Line Login mode is not a desktop session. When your system is in Command Line Login mode, the desktop is suspended. You log in using your operating system mechanism rather than Login Manager. There are no windows because the X server is not running.

▼ To Log In to and Out of a Command-Line Session

Note - Certain types of configurations (for example, X terminals) do not provide a Command Line Login mode option.

To enter Command Line Login mode:

1. **Choose Command Line Login from the Options menu.**

- The appearance and behavior settings – for example, fonts, colors, and mouse settings.
- The window applications that were running – for example, your File Manager and Text Editor windows. Certain types of applications can't be saved and restored by Session Manager. For example, if you start the `vi` editor from a command line in a Terminal window, Session Manager cannot restore your editing session.

▼ To Log In to a Desktop Session

1. **Type your login name and press Return or click OK.**
2. **Type your password and press Return or click OK.**

   If Login Manager does not recognize your name or password, click Start Over and start the log in process over again.

   Once you've logged in, Session Manager starts a session:

   - If this is the first time you've logged in, you'll get a new session.
   - If you've logged in before, your previous session will be restored.

▼ To Log Out

- Click the Exit control in the Front Panel.
- *Or*, choose Log out from the Workspace menu.

When you log out of a regular desktop session, Session Manager saves information about your current session so that it can be restored the next time you log in. Information about non-desktop applications may not be saved.

▼ To Use a Session in a Different Language

1. **Choose Language from the Options menu on the login screen.**
2. **Choose the language group that includes the language you need.**
3. **Select a language.**
4. **Log in.**

   The default language for your system is set by your system administrator. The Options menu enables you to access other languages. Choosing a language in the Options menu sets the LANG environment variable for your session. The default language is restored at the end of the session.

CHAPTER **2**

Starting a Desktop Session

A desktop session occurs between the time you log in and the time you log out.

The login screen, displayed by the Login Manager, is your gateway to the desktop. It provides a place for you to type your login name and password. The Options menu on the login screen lists your login options. In addition to running a desktop session, you can run a failsafe session. You can also select the language for your session.

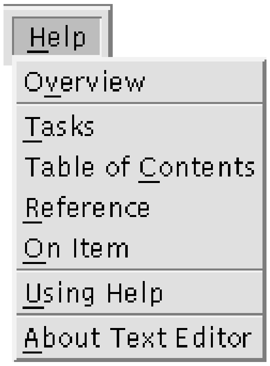
- "Starting and Ending a Desktop Session" on page 33
- "To Use a Session in a Different Language" on page 34
- "Starting a Failsafe Session" on page 35
- " Starting a Command-Line Session" on page 35
- "Using a Home Session" on page 36

Starting and Ending a Desktop Session

A desktop session starts when you log in. Session Manager is started after Login Manager authenticates your login and password.

Session Manager provides the ability to *manage* sessions—to remember the state of your most recent session and return you there the next time you log in.

Session Manager saves and restores:



Overview—displays introductory information about the application

Tasks—displays instructions for using the application

Reference—displays summary information about application components

On Item—changes the pointer to a question mark—click the question mark pointer on an item to display its description

Using Help—displays information about using Help

About—displays version and copyright information about the application (in this case, Text Editor)

To learn more about using help windows, choose Using Help from an application’s Help menu. Or, you can press F1 while using a Help window.

▼ To Display the Help Manager

The Help Manager lists all the online help volumes installed on your system.

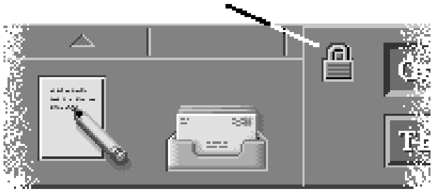
1. **Click the Help Manager control in the Front Panel.**

   The Help Viewer opens, displaying the Help Manager.

2. **Choose the Common Desktop Environment topic to display the list of help volumes for the desktop.**

3. **Browse the list of titles. To open a volume, click its title.**

♦ **Click the Lock control in the Front Panel.**



To unlock your display, type your password.

For information about screen lock options, refer to Chapter 7.

Getting Help

You can request help by:

- Pressing F1 or the Help key
- Choosing an item from an application's Help menu
- Clicking the Help button in a dialog box
- Opening the Help Manager to browse all the available help

For more information on using help, refer to Chapter 3.

The quickest and easiest way to get help is to press the F1 key. When you press F1, the application you are using displays the help topic most closely related to your current activity.

Some keyboards have a dedicated Help key that may take the place of the F1 key.

Help Menu

Most applications have a Help menu for requesting specific kinds of help.

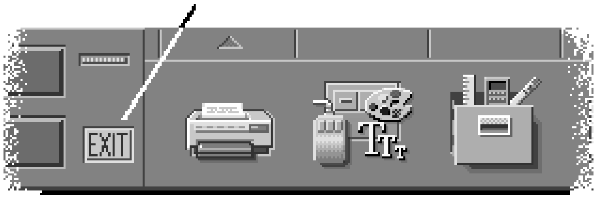
Leaving the Desktop

This section describes how to log out of and exit the desktop, and how to lock your display to prevent unauthorized use of your system when you are away from it and have not logged out.

▼ To Log Out

Caution - Before logging out of the desktop, save your work in all open application windows. Remember to check each workspace.

- Click the Exit control in the Front Panel.



- *Or,* choose Log out from the Workspace menu:

1. **Move the pointer over the workspace backdrop.**
2. **Press mouse button 3 to display the Workspace menu.**
3. **Drag to choose Log out, then release the mouse button.**

Note - You cannot display the Workspace menu using your keyboard.

As you log out of the desktop, your current session is saved. When you log back in, the desktop will appear as it did before you logged out.

Applications that do not get saved as part of the current session include:

- Applications that you run in terminal emulator windows
- Non-desktop applications that do not preserve their state during logout

You'll need to restart these applications when you log in. For more information, see Chapter 2.

▼ To Lock Your Display

To prevent unauthorized use of your system when you are away from it and have not logged out:

▼ To Choose a Menu Item with the Keyboard

Pull-down Menus

1. **Press Alt+Tab until you've placed the keyboard focus, as shown by the highlight, on the application window.**
2. **Display the menu by holding down Alt and then pressing the key for the menu's mnemonic (the underlined character in the menu's name as shown in the menu bar).**
3. **Press the key for the item's mnemonic.**

   Or, press an arrow key to move to the item, then press Return.

Pop-up Menus

1. **Press Alt+Tab until the keyboard focus is on the application window or workspace object.**
2. **Press Shift+F10 to display the pop-up menu.**
3. **Press the key for the item's mnemonic.**

   Or, press Down Arrow to move to the item, then press Return.

   To close a menu without choosing an item, press Esc.

   For more information about using your keyboard for desktop navigation, refer to Appendix A.

Using Tear-Off Menus

In some applications such as Mailer and Calendar, you can tear off a menu, which keeps it open on your desktop for repeated use. You can recognize the availability of a tear-off menu by the appearance of a dotted line at the top of the menu.

To Invoke a Tear-Off Menu

1. **Display the menu by clicking its name in the menu bar.**
2. **Click the dotted line above the first menu item.**

   The tear-off menu stays on your desktop until you dismiss it by either pressing Alt+F4 or double-clicking the Window menu button (in the upper left corner of the application's window).

If the window is an icon, click the icon.

2. **Click a menu item.**

   To close the menu without choosing an item, click anywhere other than the menu.

Keyboard

1. **Press Alt+Tab until you've placed the keyboard focus, as shown by the highlight, on the window or window icon.**
2. **Press Alt+Spacebar to display the Window menu.**
3. **Press the key for the item's mnemonic, the underlined character in the item name.**

   To close the menu without choosing an item, press Esc.

▼ To Choose a Workspace Menu Item

1. **Move the pointer over the workspace backdrop.**
2. **Press mouse button 3, drag to the item, then release the mouse button.**

   To close the menu without choosing an item, move the pointer away from the menu and click.

Note - You cannot choose a Workspace menu item through your keyboard.

▼ To Choose a Menu Item with the Mouse

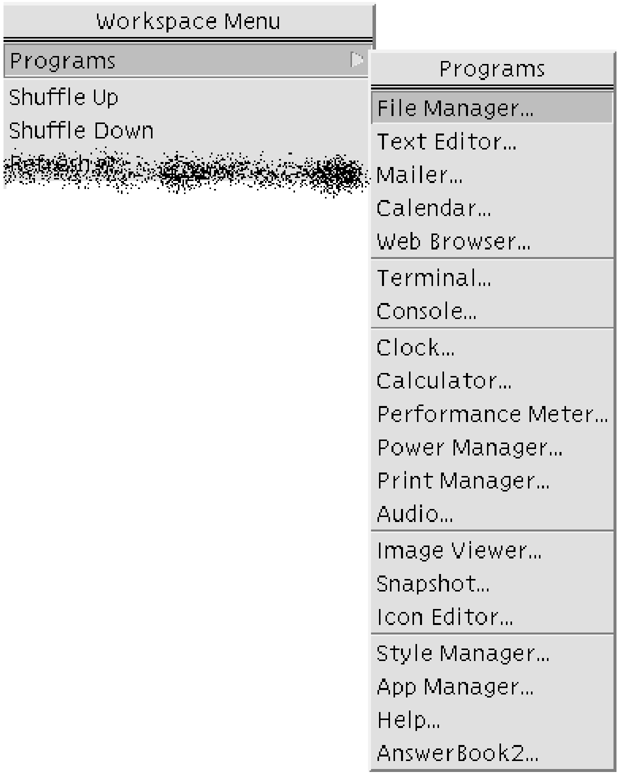
1. **Display the menu:**
   - Pull-down (menu bar) menu: Using mouse button 1, click the menu name.
   - Pop-up menu: Click mouse button 3 inside the application.
   - Object's pop-up menu: Click the object with mouse button 3.
2. **Click the item.**

   You can also choose a menu item by pressing the mouse button, dragging to the item, then releasing the mouse button.

   To close a menu without choosing an item, move the pointer away from the menu and click.

Programs Submenu

You can also start many of the applications listed in the Programs submenu by clicking their Front Panel controls or Application Manager icons.


Workspace Menu
Programs
Shuffle Up
Shuffle Down
Refresh
Programs
File Manager...
Text Editor...
Mailer...
Calendar...
Web Browser...
Terminal...
Console...
Clock...
Calculator...
Performance Meter...
Power Manager...
Print Manager...
Audio...
Image Viewer...
Snapshot...
Icon Editor...
Style Manager...
App Manager...
Help...
AnswerBook2...

More OpenWindows desktop applications are available from within the OpenWindows application group in Application Manager.

To Choose a Window Menu Item

Mouse

- ♦ **Press mouse button 1 over the Window menu button or icon, drag to the item, then release the mouse button.**

Or:

1. **Click the Window menu button to display the menu.**

Occupy Workspace—use to select the workspaces in which you want the window to appear

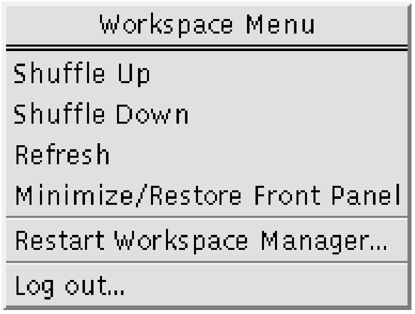
Occupy All Workspaces—displays the window in all workspaces

Close—closes the window, removing it from the workspace

Workspace Menu

The Workspace menu is a pop-up menu that contains items for managing the workspace.

To display the Workspace menu, click mouse button 3 on the workspace backdrop.


Workspace Menu
Shuffle Up
Shuffle Down
Refresh
Minimize/Restore Front Panel
Restart Workspace Manager...
Log out...

Shuffle Up—brings the bottom window (in a stack of windows) forward

Shuffle Down—puts the top window (in a stack of windows) in the background

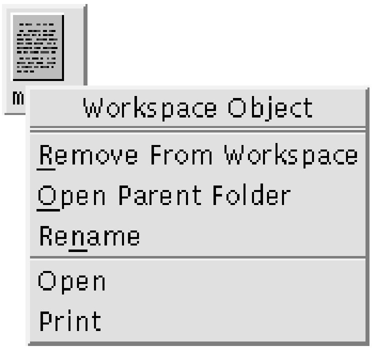
Refresh—repaints the display

Minimize/Restore Front Panel—turns the Front Panel into an icon or restores the Front Panel from its icon

Restart Workspace Manager—stops then restarts the Workspace Manager (typically used after you have customized configuration files)

Log out—begins the logout process (equivalent to the Front Panel Exit control)

Note - You cannot access this menu through your keyboard.

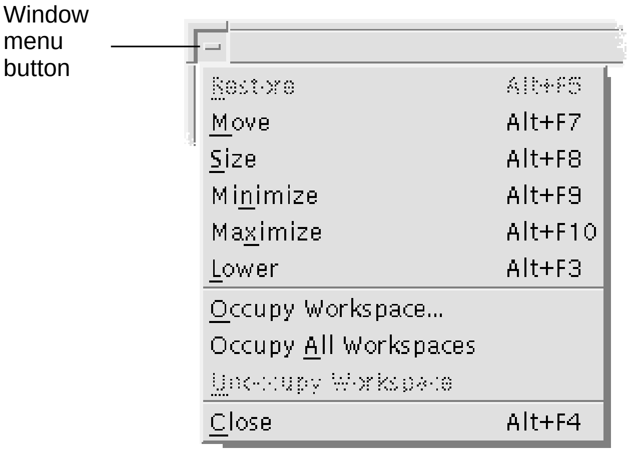

m
Workspace Object
Remove From Workspace
Open Parent Folder
Rename
Open
Print

Window Menu

Use Window menu items to control windows and window icons.

This menu is displayed when you:

- Click the Window menu button in the upper left corner of a window
- Click on a window icon
- Press Alt+Spacebar with the keyboard focus on a window or window icon


Window menu button
Restore Alt+F5
Move Alt+F7
Size Alt+F8
Minimize Alt+F9
Maximize Alt+F10
Lower Alt+F3
Occupy Workspace...
Occupy All Workspaces
Unoccupy Workspace
Close Alt+F4

Restore—turns an icon back into a window

Move—changes the window's location

Size—changes the size of the window (inactive for icons)

Minimize —turns the window into an icon

Maximize—enlarges the window to its greatest allowable size

Lower—moves the window to the background

Using Menus

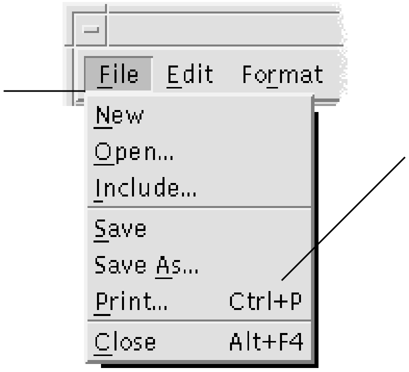
Menus provide access to commands you use to manage windows and operate software applications.

Choosing a menu item performs an associated action on the currently selected object. For example, when you select a window and choose Minimize from its Window menu, the window becomes an icon.

Menu items that appear dimmed are available only under certain conditions. For example, the Window menu's Restore item is available only when the window is an icon.

Menus you'll use on the desktop include:

- Menus that you "pull down" from an application's menu bar by clicking the menu's name or typing Alt and its *mnemonic*. A mnemonic is an underlined character in a menu or item name.



Mnemonic for the File menu is Alt-F

Shortcut key for Print

  An application's File menu is shown here.

  The sequence of keys listed to the right of some items is called a *shortcut key*. Typing mnemonics and shortcut keys gives you quick keyboard access to menu items.

- Menus that "pop up" when you click mouse button 3 (or press Shift+F10) in an application window or on a workspace object.

In many dialog boxes, pressing Return completes the text entry and activates the default button, such as OK or Apply.

Keyboard

1. **Press Tab, Shift+Tab, or the arrow keys until you reach the text field.**

   A blinking cursor indicates that the text field has the keyboard focus.

2. **Type the text, then press Control+Tab to move keyboard focus out of the text field.**

▼ To Edit Text in a Field

Mouse

1. **Select the text in the field to edit:**

   Characters—drag from the first character to the last character

   Word—double-click the word

   Line—triple-click the line

   Multiline—quadruple-click the field

   To deselect text, click an empty area in the window.

2. **Type the replacement text.**

Keyboard

1. **Press Tab, Shift+Tab, or the arrow keys until you reach the field.**

2. **Use the editing keys to edit the field's contents, then type the replacement text.**

   Arrow key—move the text insertion cursor

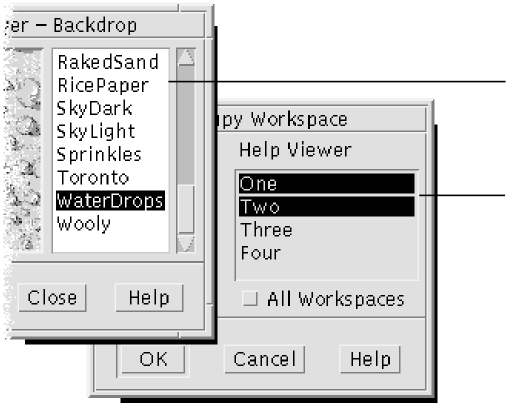
   Backspace—delete the character to the left of the cursor

   Delete or Delete char—delete the character to the right of the cursor

   Control+Delete *or*

   Control+Delete char—delete from the cursor to the end of the line

3. **Press Control+Tab to move keyboard focus out of the text field.**


er – Backdrop
RakedSand
RicePaper
SkyDark
SkyLight
Sprinkles
Toronto
WaterDrops
Wooly
Close
Help
py Workspace
Help Viewer
One
Two
Three
Four
☐ All Workspaces
OK
Cancel
Help

Single-selection list

Multiple-selection list

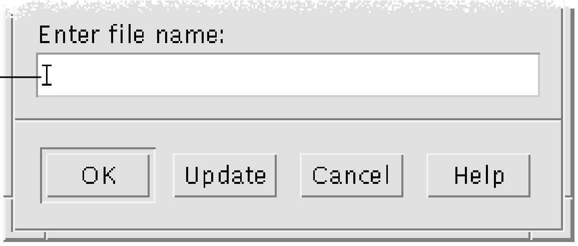
Keyboard

1. **Press Tab to move to the list.**
2. **Select the list item:**
   - In a single-selection list, use the arrow keys to reach your choice.
   - In a multiple-selection list, use the arrow keys to reach your first selection, then press Shift+Up Arrow or Shift+Down Arrow.

   To deselect an item, press the Spacebar.
3. **Press Tab to move to a button, such as OK or Apply, then press Return.**

▼ To Enter Text into an Empty Field

Text
insertion
cursor

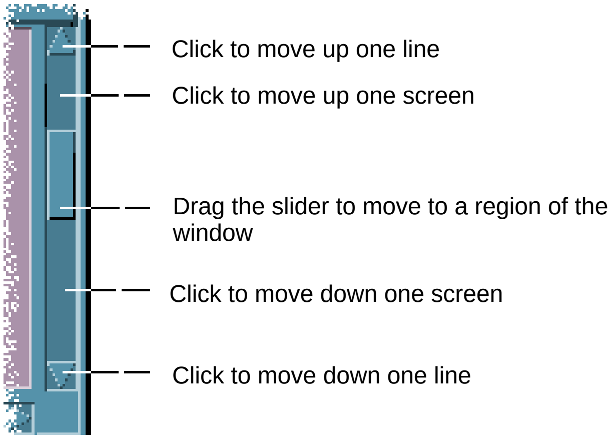

Enter file name:
OK
Update
Cancel
Help

A text field accepts information you type.

Mouse

1. **Click the field to display the text insertion cursor.**
2. **Type the text.**

Mouse


Click to move up one line
Click to move up one screen
Drag the slider to move to a region of the window
Click to move down one screen
Click to move down one line

Keyboard

1. **Press Tab to move to the window area you want to scroll.**
2. **Press the arrow keys, or Prev and Next, or Page Up and Page Down.**

   Hold down Control while you press an arrow key to scroll faster.

To use a slider:

1. **Press Tab or an arrow key to move the highlight to the slider.**
2. **Press Up Arrow or Down Arrow to move the slider.**

   Hold down Control while you press an arrow key to move the slider faster.

▼ To Select a List Item

A selected list item becomes highlighted. The highlighted item is acted upon when you click a button, such as OK.

Mouse

1. **Click the list item.**

   In a multiple-selection list, hold down Shift while you click the items.

   To deselect an item, click it again.

2. **Click a button, such as OK.**

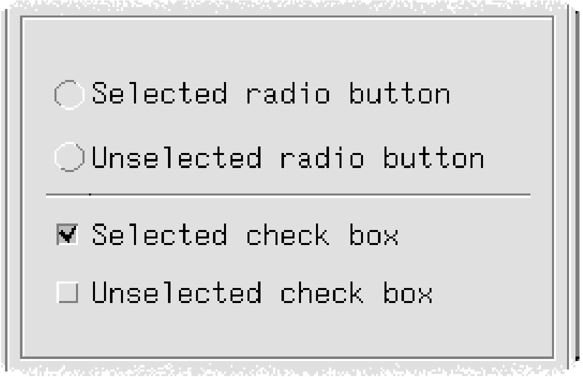
   In some lists, double-clicking an item selects the item and chooses the default command.

2. **Press Return.**

▼ To Select a Check Box or Radio Button

You select a check box to specify an option or setting. You can select more than one check box in a group.

You also use a radio button to specify an option or setting, but only one radio button in a group can be selected at a time.


○ Selected radio button
○ Unselected radio button
☑ Selected check box
☐ Unselected check box

Mouse

◆ **Click the check box or radio button you want to select.**

Keyboard

1. **Press Tab and the arrow keys until the check box or radio button has the keyboard focus, as shown by the highlight.**
2. **Press the Spacebar.**

▼ To Scroll the Contents of a Window

Windows often contain more information than you can see at one time. Use a window's scroll bar to bring the window's contents into view.

Using Controls in Application Windows

Windows and dialog boxes contain controls that help you work with applications. You use controls to manipulate objects, select choices, or type information.

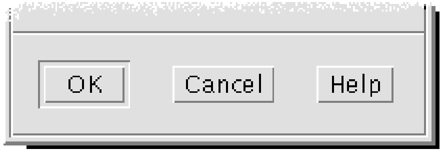
This section describes various types of controls you'll come across while using the desktop. Here's a list of the most common controls:

- *Buttons* initiate commands, start actions, or specify options and settings. Types of buttons include push buttons and radio buttons.
- *Check boxes* specify options and settings.
- *Text fields* provide areas where you can type information.
- *Lists* display a scrollable list of choices from which you can select.
- *Sliders* provide incremental selection from a range of values.
- *Scroll bars* enable you to scroll through a window's contents.

▼ To Choose a Push Button

Choosing a push button immediately performs the associated command or action. For example, choosing an OK button applies any changes made to a dialog box then closes it.

As a shortcut, many dialog boxes automatically give focus to the OK button so that you can quickly specify settings and then press Return to choose OK.



OK, Cancel, and Help are examples of push buttons

Mouse

♦ **Click the button.**

Keyboard

1. **Press Tab and the arrow keys until the button has the keyboard focus, as shown by the highlight.**

Keyboard

1. **To display the Window menu, press Alt+Spacebar.**
2. **Press the Down Arrow key to select Occupy Workspace, then press Return.**

   The Occupy Workspace dialog box appears.
3. **Press Tab until the keyboard focus, as shown by the highlight, is in the Workspaces list.**
4. **Select the workspaces in which you want the window to appear:**
   - Press Down Arrow or Up Arrow to move through the list.
   - To select more than one workspace, press Shift+Down Arrow or Shift+Up Arrow.
5. **Press Return.**

▼ To Rename a Workspace

Mouse

1. **Click the Front Panel button for the workspace whose name you want to change.**

   That workspace is displayed.
2. **Click the workspace's Front Panel button again.**

   The button becomes a text field.
3. **Edit the workspace's name in the text field.**
4. **Once you've renamed the workspace, press Return.**

Keyboard

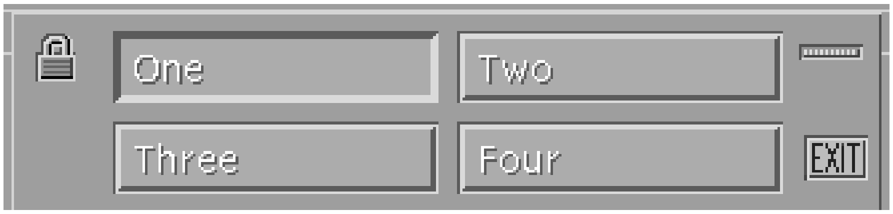
1. **Press Alt+Tab until the keyboard focus, as shown by the highlight, is on the Front Panel.**
2. **Press the arrow keys to move the highlight to the button for the workspace you want to rename.**
3. **Press Shift+F10 to display the workspace button's pop-up menu.**
4. **Press the Down Arrow key to select the Rename item, then press Return.**

   The button becomes a text field.
5. **Edit the workspace's name in the text field.**
6. **Once you've renamed the workspace, press Return.**

▼ To Display Another Workspace

Mouse

♦ **Click the workspace's button in the workspace switch of the Front Panel.**



Keyboard

1. **Press Alt+Tab until the keyboard focus, as shown by the highlight, is on the Front Panel.**
2. **Press the arrow keys to move the highlight to the button for the workspace you want to display.**
3. **Press Return.**

▼ To Place a Window in Other Workspaces

Mouse

1. **Click the Window menu button.**

   The Window menu appears.

2. **Choose Occupy Workspace from the Window menu.**
3. **In the Workspaces list of the Occupy Workspace dialog box, select the workspaces in which you want the window to appear.**
   - To select more than one contiguous workspace name in the list, hold down Shift while you click.
   - To select discontiguous workspace names in the list, hold down Control while you click.
   - Click on a selected workspace to deselect it.
   - To place the window in every workspace, click the All Workspaces button.
4. **Click OK.**

You can also copy text from a Mailer message view and a Help Viewer window and paste it into Text Editor, terminal emulator, and Mailer Compose windows.

Selecting the Text To Be Copied

1. **Move the pointer to the start of the text to be pasted.**
2. **Drag to the end of the text to be pasted, then release the mouse button, leaving the text highlighted.**

Pasting Text

1. **Place the text insertion cursor in the target location.**
2. **Click mouse button 2 to paste the text.**

   To deselect text, click in an empty area of the window that has the text selected, or press Esc.

   For related information, refer to:

   - Chapter 3
   - Chapter 10
   - Chapter 12

Using Workspaces

Workspaces are like separate screens of windows. To help organize your desktop, you can place specific applications in a particular workspace and name that workspace accordingly. For example, a workspace you’ve named Reports could contain the tools you use to prepare reports, such as a spreadsheet, desktop publisher, and graphics applications. You might set up other workspaces according to your projects.

This section describes how to display workspaces, place windows in specific workspaces, and rename workspaces.

For information about using your keyboard for desktop navigation, refer to Appendix A.

Keyboard

1. **Press Alt+Spacebar to display the Window menu.**
2. **Press S, the menu's mnemonic for Size.**
3. **Press the arrow keys to stretch or shrink the window.**

   Hold down Control while you press an arrow key to size the window faster.
4. **When the outline shows the size you want, press Return.**

   To cancel the resize operation, press Esc.

▼ To Bring a Window or Icon Forward

Mouse

- To bring a window or icon to the foreground of the workspace, click a visible part of the window's frame or anywhere on the icon.
- To bring a concealed window or icon to the foreground, choose Shuffle Up from the Workspace menu.

Keyboard

- To bring the bottom window or icon in a workspace forward, press Alt+Up Arrow.
- To place the top window in the background, press Alt+Down Arrow.
- To cycle through and select the windows and icons in a workspace, press Alt+Tab or Alt+Esc.
- To cycle through and select the windows and icons in reverse order, press Shift+Alt+Tab or Shift+Alt+Esc.

▼ To Copy and Paste Text into Windows

Copying and pasting eliminates the need to retype text.

You can copy from and paste text into:

- Text fields
- Terminal emulator windows
- Text Editor windows
- Mailer Compose windows

▼ To Move a Window or Window Icon

Mouse

1. **Point to the window's title bar or icon.**
2. **Drag the window or icon to its new location.**

Keyboard

1. **Press Alt+Spacebar to display the Window menu.**
2. **Press M, the menu's mnemonic for Move.**
3. **Press the arrow keys to relocate the window or icon.**

   Hold down Control while you press an arrow key to speed up the movement of the window or icon.
4. **When you've moved the window or icon to where you want it, press Return.**

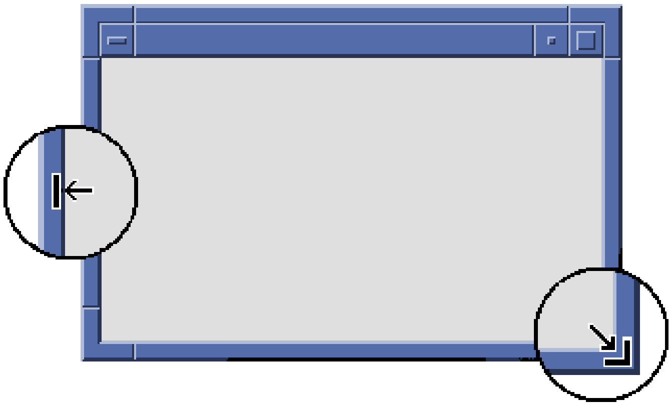
To cancel the move operation, press Esc.

▼ To Resize a Window

Mouse

1. **Place the pointer on a window's border or corner.**

   The pointer changes to a resize arrow.
2. **Drag the border or corner. An outline appears to show you the window's new size.**
3. **Release the mouse button when the outline shows the window's desired size.**



Stretch or shrink a window by dragging its border or corner

Keyboard

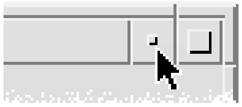
1. **Press Alt+Tab to move the highlight to the window you want to close.**
2. **Press Alt+F4.**

▼ To Turn a Window into an Icon

To save screen space, you can minimize windows into window icons. This keeps the windows easily available and programs running in them continue to run.

Mouse

♦ **Click the window's minimize button.**



Keyboard

1. **Press Alt+Spacebar to display the Window menu.**
2. **Choose Minimize:**

- Press Down Arrow until you select Minimize, then press Return.
- *Or*, press N, the menu's mnemonic for Minimize.

▼ To Restore a Window from an Icon

Mouse

♦ **Double-click the icon.**

Keyboard

1. **With keyboard focus on the icon, press Alt+Spacebar to display the Window menu.**
2. **Press Down Arrow to select Restore, then press Return.**

- From the Workspace Programs submenu, choose the item with the application name. See “Programs Submenu” on page 26 for details.

You can also select an icon in a File Manager or Application Manager window by clicking it and then choose an action for the selected icon from the Selected menu.

Keyboard

From the Front Panel:

1. **Press Alt+Tab to move the keyboard focus to the Front Panel.**
2. **Press the arrow keys to move the highlight within the Front Panel and select a control.**
3. **Press Spacebar or Return to choose the control and open the application’s window.**

From Application Manager:

1. **Open the Application Manager window by choosing its Front Panel control as described above.**
2. **Press the arrow keys to move the highlight to an application group icon within the Application Manager window.**
3. **Press Return twice to open the application group.**
4. **Press the arrow keys to move the highlight to an application or action icon, then press Return twice to start the application.**

▼ To Close an Application Window

Closing an application window removes it from all workspaces. Closing an application is the same as quitting an application on other systems.

Caution - Before closing an application window, save your work. In most applications you can do this by choosing Save from the File menu.

Mouse

- Choose Close from the application’s File menu.
- *Or*, double-click the Window menu button (in the upper left corner of the application’s window). See Figure 1–2.

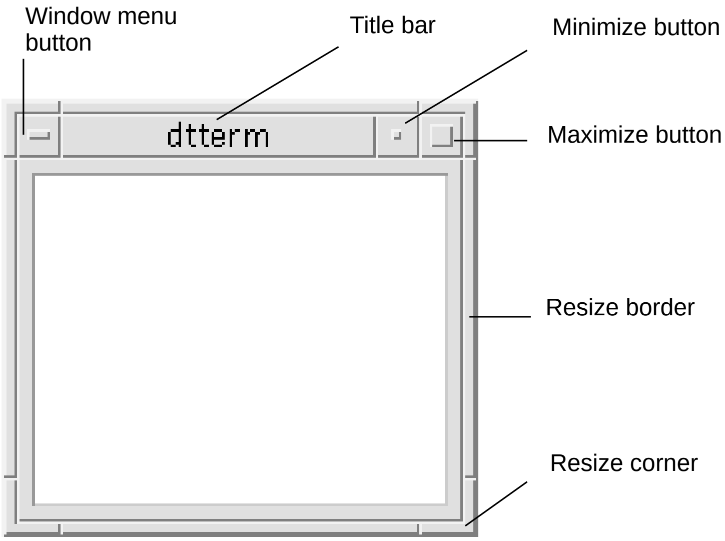


Figure 1–2 Window frame controls

Click the Window menu button to display the Window menu.

To close a window and remove it from the desktop, double-click the Window menu button or display the Window menu and choose Close.

Click the minimize button to turn the window into a window icon. To restore a window from its icon, double-click the icon.

Click the maximize button to display the window in its largest allowable size. Return the window to its former size by clicking the maximize button again.

The title bar shows the name of the application that owns the window. Select a window by clicking its title bar. You can move a window by dragging its title bar.

Drag a window’s resize corner or border to resize the window.

For information on keyboard navigation and windows, see “Opening and Closing Windows” on page 365 in Appendix A.

▼ To Open an Application Window

Mouse

♦ **Click the application’s control in the Front Panel.**

Or:

- From within Application Manager, double-click the application’s icon.
- From within File Manager, choose an action for a selected icon from the Selected menu.

You can place the files, folders, and actions you use frequently on the workspace backdrop as icons.

To place an object on the workspace, drag its icon from a File Manager or Application Manager window and drop it directly on the workspace backdrop.

A workspace object is a *reference* to the actual object, not a copy. The actual object remains unchanged within File Manager or Application Manager.

Working with Windows

This section describes how to open, close, and manipulate windows in a workspace.

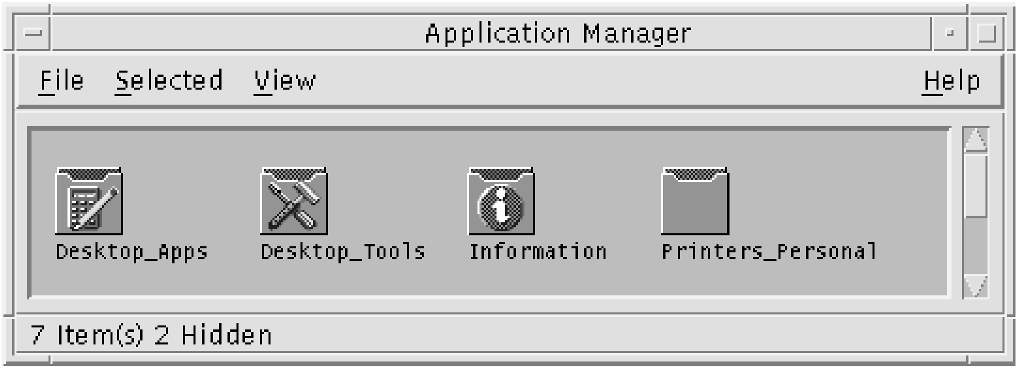
Window Frame Controls

A window's frame provides controls with which you can:

- Focus attention on a window, making it active for input from your mouse or keyboard. When you select a window and it becomes active, its frame changes color.
- Move a window.
- Minimize a window into an icon.
- Size a window.
- Close a window, removing it from the desktop.
- Display a window in other workspaces.

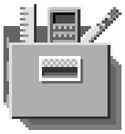
Refer to Chapter 7 for information about settings that make windows active.

Application Manager


Application Manager
File
Selected
View
Help
Desktop_Apps
Desktop_Tools
Information
Printers_Personal
7 Item(s) 2 Hidden

Application Manager provides access to applications you use in your everyday work through *action icons*. You use action icons to start applications. Application Manager stores action icons in special folders called *application groups*.

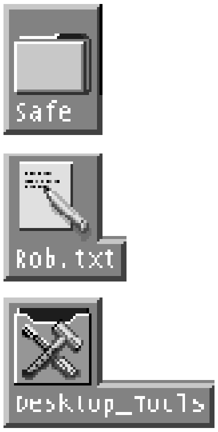
You can place the action icons you use frequently on the workspace backdrop.



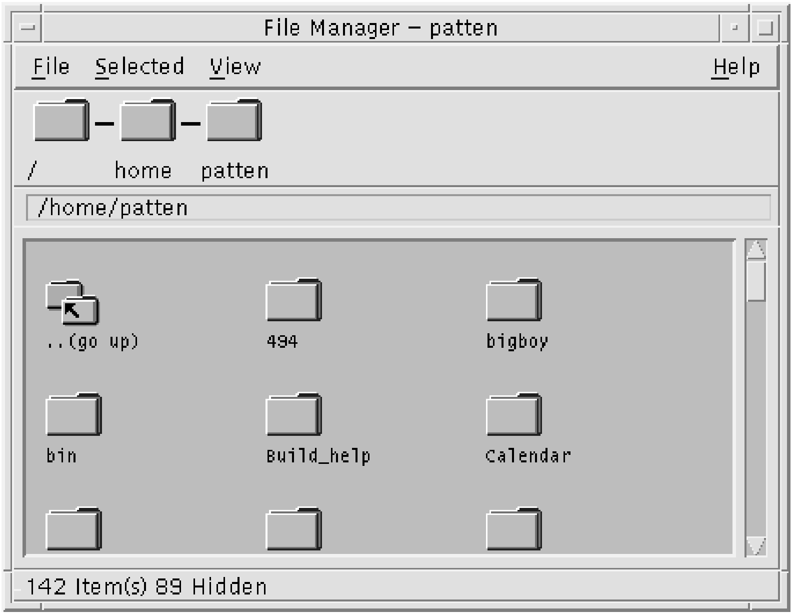
To open Application Manager, click its Front Panel control.

For more information, see Chapter 6.

Workspace Objects

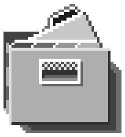

Safe
Rob.txt
Desktop_Tools

File Manager


File Manager – patten
File
Selected
View
Help
/
home
patten
/home/patten
..(go up)
494
bigboy
bin
Build_help
Calendar
142 Item(s) 89 Hidden

File Manager displays the files, folders, and applications on your system as icons. Working with File Manager icons saves you from having to learn complex commands.

To open a File Manager view of your home folder, click the File Manager control in the Front Panel.



For more information, see Chapter 5.

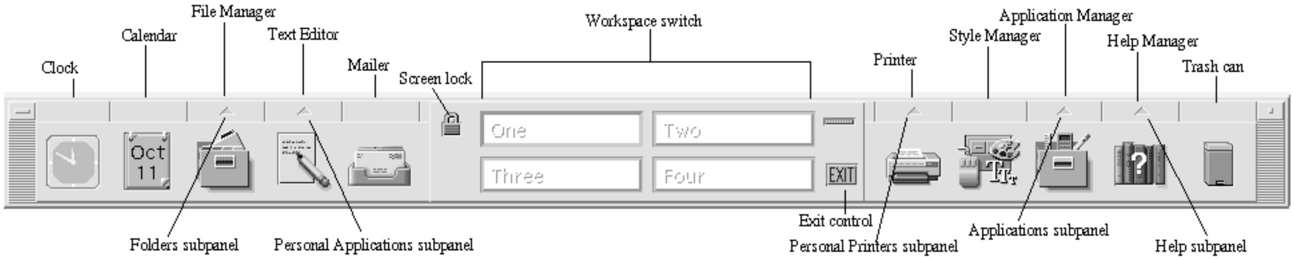
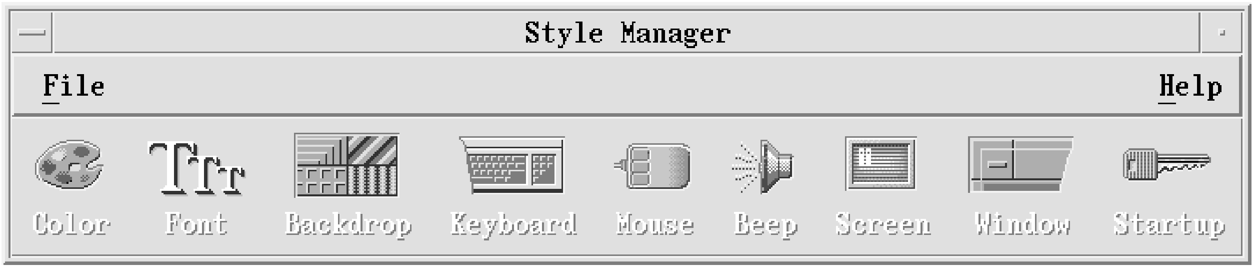

File Manager
Calendar
Text Editor
Workspace switch
Application Manager
Style Manager
Help Manager
Clock
Mailer
Screen lock
Printer
Trash can
Oct
11
One
Two
Three
Four
EXIT
Exit control
Folders subpanel
Personal Applications subpanel
Personal Printers subpanel
Applications subpanel
Help subpanel

Figure 1–1 Front Panel controls

For more information, see Chapter 4.

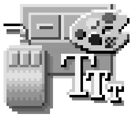
Style Manager


Style Manager
File
Help
Color
Font
Backdrop
Keyboard
Mouse
Beep
Screen
Window
Startup

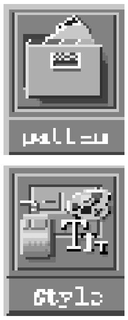
Use Style Manager to easily customize many elements of the desktop including:

- Colors
- Workspace backdrops
- Font size and font group
- Keyboard, mouse, and window behavior

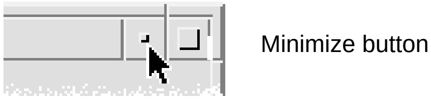
To start Style Manager, click its Front Panel control.



For more information about Style Manager, see Chapter 7.



To minimize a window, click the minimize button near the upper right corner of the window frame.



To restore the window, double-click mouse button 1 on the icon. You can also restore the window by clicking its icon to display the Window menu and then choosing the menu's Restore item. See "To Restore a Window from an Icon" on page 12 for more information.

Front Panel

The Front Panel is a special window at the bottom of the display. It provides controls, indicators, and subpanels you use in your everyday work. The Front Panel also provides the workspace switch for selecting a workspace.

Many controls in the Front Panel, such as the File Manager control, start applications when you click them. Some controls, like the Printer control, are also drop zones. You can drag a file icon from File Manager and drop it on the Printer control to be printed.

The clock is an example of an indicator.

Arrow buttons over Front Panel controls identify subpanels—click an arrow button to open a subpanel.

- To move a window: Press Alt+Spacebar, then M to choose Move from the Window menu. Press the arrow keys to move the window up, down, left, or right, then press Return.

  Hold down Control while you press an arrow key to move the window faster.

For more information about using your keyboard for desktop navigation, refer to Appendix A.

Overview of the Desktop

To help you organize and manage your work, the desktop provides windows, workspaces, controls, menus, and the Front Panel.

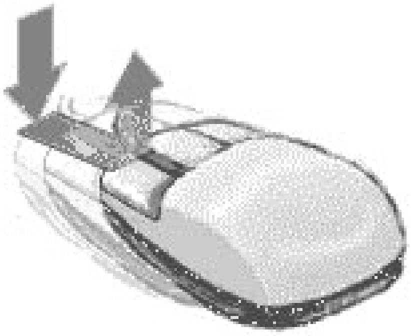
- Windows contain software applications and are framed with controls so you can move them, size them, or place them in additional workspaces.
- Workspaces are the screen areas where you place the windows needed for your work, arrange them, and put them away when you're done.
- Controls enable you to manipulate objects, select choices, or type information.
- Menus provide access to commands you use to manage windows and operate applications.
- The Front Panel is a collection of frequently used controls, available in every workspace.

Some of the windows, icons and objects you'll encounter as you use the desktop are:

- Window icons
- The Front Panel
- Style Manager
- File Manager
- Application Manager
- Workspace objects

Window Icons

When you minimize a window, it becomes an icon on the workspace. Shown here are the window icons for File Manager and Style Manager.



Tasks you perform by dragging and dropping include:

- Moving windows and icons on your screen
- Moving or copying files and folders within File Manager
- Dragging a slider within a scroll bar to scroll the contents of a window
- Printing a file by dropping its icon on the Printer control in the Front Panel

Basic Keyboard Skills

You can perform desktop tasks using your keyboard instead of your mouse. When you use your keyboard for desktop navigation, note the following:

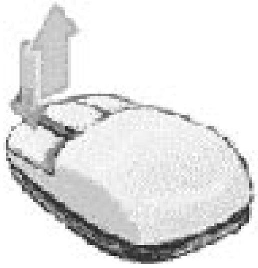
- The Alt key is the same as the Extend char key on some keyboards
- Return is the same as Enter on some keyboards
- Pressing Esc halts most interactive operations
- In Style Manager, the Window Behavior setting must be Click In Window To Make Active (this is the default value)

  For more information on the Window Behavior setting, refer to Chapter 7.

Keyboard focus uses the highlight to show you which element of a window, menu, or control will respond to your input. To activate a selected menu item or control (such as a button), press the Spacebar.

Here’s a summary of several common keyboard operations:

- To move the highlight to the next window: Press Alt+Tab.
- To move the keyboard highlight within a window: Press Tab and the arrow keys (up, down, left, and right).
- To close a window and remove it from the workspace: Press Alt+F4.
- To minimize a window (turn it into an icon): Press Alt+Spacebar, then N to choose Minimize from the Window menu.



By default, mouse button 1 is the left button.

Tasks that you perform by clicking include:

- Selecting a window or icon, making it *active* or *selected*
- Choosing a button in a dialog box or a control in the Front Panel
- Choosing a hyperlink within a help window

▼ To Double-Click

♦ **Press and release mouse button 1 twice in rapid succession, without moving the mouse.**

Here are some tasks you perform by double-clicking:

- Starting the default action for a File Manager or workspace icon
- Restoring a window icon (displaying the whole window again)
- Closing a window to remove it from the workspace—double-click the Window menu button in the upper left corner of the window frame

▼ To Drag

To move a window or drop an icon, use the *press-drag-release* motion.

♦ **Point to the window's title bar or anywhere on the icon, press and hold mouse button 1, drag the mouse, then release the button.**

CHAPTER **1**

Basic Skills

This chapter provides an introduction to the Common Desktop Environment.

For information about logging in to the desktop, refer to Chapter 2.

- "Mouse Skills" on page 1
- "Basic Keyboard Skills" on page 3
- "Overview of the Desktop" on page 4
- "Working with Windows" on page 9
- "Using Workspaces" on page 15
- "Using Controls in Application Windows" on page 18
- "Using Menus" on page 23
- "Leaving the Desktop" on page 29
- "Getting Help " on page 30

Mouse Skills

▼ To Click

♦ **Press and release mouse button 1 without moving the mouse.**

TABLE P–1 Typographic Conventions *(continued)*

Typeface or Symbol	Meaning	Example
AaBbCc123	Command-line placeholder: replace with a real name or value	To delete a file, type `rm` *filename*.
AaBbCc123	Book titles, new words or terms, or words to be emphasized	Read Chapter 6 in *User's Guide*. These are called *class* options. You *must* be root to do this.

Shell Prompts in Command Examples

The following table shows the default system prompt and superuser prompt for the C shell, Bourne shell, and Korn shell.

TABLE P–2 Shell Prompts

Shell	Prompt
C shell prompt	`machine_name%`
C shell superuser prompt	`machine_name#`
Bourne shell and Korn shell prompt	`$`
Bourne shell and Korn shell superuser prompt	`#`

Related Books

Once you've read this book, you may want to read more detailed information on the desktop in *Solaris Common Desktop Environment: Advanced User's and System Administrator's Guide.*

Ordering Sun Documents

The SunDocs^{sm} program provides more than 250 manuals from Sun Microsystems, Inc. If you live in the United States, Canada, Europe, or Japan, you can purchase documentation sets or individual manuals using this program.

For a list of documents and how to order them, see the catalog section of SunExpress™ On The Internet at http://www.sun.com/sunexpress.

What Typographic Changes Mean

The following table describes the typographic changes used in this book.

TABLE P–1 Typographic Conventions

Typeface or Symbol	**Meaning**	**Example**
`AaBbCc123`	The names of commands, files, and directories; on-screen computer output	Edit your `.login` file. Use `ls –a` to list all files. `machine_name% You have mail.`
`AaBbCc123`	What you type, contrasted with on-screen computer output	`machine_name%` **`su`** `Password:`

Chapter 1 describes the basic skills you need to work with the Common Desktop Environment, keyboard navigation, and some common interface aspects of the desktop.

Chapter 2 describes how to log in to and out of the desktop, and how to set the session that will appear at login.

Chapter 3 explains how to get help about an application and how to navigate within the help viewer.

Chapter 4 describes the Front Panel, a special desktop window that contains a set of controls for doing common tasks. It explains the Front Panel controls and how to customize the Front Panel.

Chapter 5 explains how to work with files and folders in the graphical user interface File Manager. It describes basic skills, navigation, manipulating and locating files and folders, and the Trash Can.

Chapter 6 explains how to run applications from the desktop using Application Manager, File Manager, the Front Panel, and terminal emulator windows.

Chapter 7 explains how to use Style Manager to customize the look and behavior of your desktop. It also describes how to set personal environment variables.

Chapter 8 describes how to send and receive electronic mail messages through Mailer, and how to add and retrieve attachments.

Chapter 9 explains how to print through the desktop, and how to change the default printer.

Chapter 10 describes the desktop Text Editor, which you can use to create and edit short documents such as memos, mail messages, or resource files.

Chapter 11 explains how to use Calendar to set appointments for yourself or a group, and how to create To Do lists.

Chapter 12 explains how to display and customize terminal emulator windows on the desktop.

Chapter 13 explains how to create files for use as desktop icons or backdrops.

Chapter 14 describes how to capture snapshots and to view, edit, print, and translate the file formats of monochrome and color images and multiple page documents such as PostScript files.

Chapter 15 describes how to use Audio to record or play audio files.

Appendix A describes desktop keyboard navigation.

Appendix B explains how to change the language for your desktop session, and how to change fonts for different languages.

Glossary is a list of words and phrases found in this book and their definitions.

Preface

Common Desktop Environment: User's Guide describes the basic features of the Common Desktop Environment (CDE). It describes how to use the desktop and desktop applications.

Who Should Use This Book

This book is intended for users who have Solaris Common Desktop Environment installed on their workstation and who plan to use it as their default desktop. To use this book, you should also be familiar with a three-button mouse, graphical user interfaces, and typing commands at a command-line prompt.

Before You Read This Book

You should first read the following book:

- *Solaris Common Desktop Environment: User's Transition Guide*

How This Book Is Organized

This book contains the following chapters:

▼ To Move the Front Panel 371

Online Help Keyboard Navigation 371

▼ To Get Help in Any Window 371

▼ To Choose a Help Topic Hyperlink 371

B. Running Localized Sessions 373

Default Language at Login 373

Logging In to a Language-Specific Session 374

Creating or Editing a Language-Specific File 374

▼ To Create or Edit a Language-Specific File 374

Using a Language-Specific Terminal Emulator 375

Specifying Fonts 375

  Font Specification 376

  Font Set Specification 376

Changing Fonts 376

▼ To Specify Fonts from the Command Line 377

▼ To Specify Fonts within a Resource File 377

Choosing Your Input Method and Keyboard 378

  Using Input Method Modifiers 378

  Specifying the Input Method Style 378

  Changing the X Keyboard Map at the Server 379

Glossary 381

Index 399

▼ To Specify Record Options 357

▼ To Create a Recording 359

▼ To Save an Audio File or a Recording 360

▼ To Specify Input and Output Device Options 360

▼ To Display Information About an Audio File 361

A. Keyboard Shortcuts for the Desktop 363

Menu Shortcuts 363

Keyboard Focus and the Highlight 364

Moving the Keyboard Focus 364

Opening and Closing Windows 365

▼ To Open an Application Window 366

▼ To Close an Application Window 366

▼ To Select a Window or Icon 366

▼ To Turn a Window into an Icon (Minimize) 367

▼ To Restore a Window from an Icon 367

▼ To Move a Window or Window Icon 367

▼ To Resize a Window 367

▼ To Scroll a Window's Contents 368

▼ To Select a List Item 368

▼ To Display a Pull-down Menu 368

▼ To Use a Pop-up Menu 368

▼ To Use the Window Menu 369

▼ To Switch to Another Workspace 369

▼ To Rename a Workspace 369

▼ To Move among Windows 369

▼ To Display a Window in Other Workspaces 370

▼ To Choose a Front Panel Control 370

▼ To Choose a Subpanel Control 370

▼ To Print an Image or PostScript File 345
▼ To Preview a File to Be Printed 345
▼ To Print a Single Copy 346
Image Viewer File Formats 346
Using Snapshot 348
▼ To Start Image Viewer Snapshot 348
▼ To Take a Snapshot of a Window 348
▼ To Take a Snapshot of a Region 349
▼ To Take a Snapshot of the Screen 349
▼ To Take a Delayed Snapshot 349
▼ To Hide the Snapshot Dialog Box While Taking a Snapshot 350
▼ To Save a Snapshot 350
15. Using Audio 351
Starting and Quitting Audio 351
▼ To Start Audio From the Front Panel 351
▼ To Start Audio From the Command Line 352
▼ To Start Audio From the Workspace Programs Menu 352
▼ To Exit Audio 353
Audio Main Window 353
Displaying the Waveform Window 353
  To Display the Waveform Window 353
  To Start Audio With the Waveform Displayed 354
Opening and Playing Audio Files 355
▼ To Open an Audio File 355
  To Open an Audio File With Drag and Drop 355
  To Specify Play Options 356
  To Play an Audio File 357
Recording With Audio 357

▼ To Open an Image File 333
▼ To Open an Image File Using Drag and Drop 333
▼ To View an Image in Gray Scale or Color 334
▼ To Move the Image within the View Window 334
▼ To Change an Image Orientation in the View Window 334
▼ To Display Information about an Image 335
Editing Images 335
  Using the Palette Tools 335
▼ To Display the Palette Automatically 336
▼ To Select a Region to Save as a New File 336
▼ To Rotate an Image 337
▼ To Flip an Image 338
▼ To Scale an Image 338
▼ To Undo an Edit Operation 339
Saving Images 339
▼ To Save an Edited Image in the Same File 339
▼ To Save an Image as a New File 339
Viewing PostScript Files 340
▼ To Open a PostScript File from the File Menu 340
▼ To Open a PostScript File Using Drag and Drop 340
▼ To View a PostScript File in Black and White or Color 341
▼ To Page through a PostScript File 341
▼ To View a Specific Page of a PostScript File 341
▼ To Reverse Page Order 342
▼ To Change the Size of the Displayed Page 342
▼ To Save a PostScript Page as a Bitmap Image 343
Printing 343
  Print Dialog Box 344

- ▼ To Start a New Icon 320
- ▼ To Clear an Icon 320
- ▼ To Draw an Image 320
  - Drawing Tools 321
- ▼ To Undo a Drawing Operation 322

Saving Icon Files 323

- Icon Size Conventions 323
- ▼ To Save the Icon 324
- ▼ To Save the Icon with a New Name 324

Color Usage 325

Advanced Drawing Tasks 325

- ▼ To Select an Area of the Icon 326
- ▼ To Cut a Region of the Icon 326
- ▼ To Copy a Region of the Icon 326
- ▼ To Move a Region of the Icon 326
- ▼ To Rotate Part of the Icon 327
- ▼ To Flip (Mirror) Part of the Icon 327
  - Resizing Icons 327
  - Hotspots 328
  - Screen Captures 328
  - Modifying the View of an Icon 329

14. Using Image Viewer 331

Starting and Quitting Image Viewer 331

- ▼ To Start Image Viewer from the Workspace Programs Menu 332
- ▼ To Start Image Viewer from the Front Panel 332
- ▼ To Start Image Viewer from the Command Line 332
- ▼ To Exit Image Viewer 332

Viewing Images 333

Build Dependencies 293

Runtime Dependencies 294

12. Using Terminal 295

Default Desktop Terminal Emulator 295

Starting a Terminal Window 296

▼ To Close a Terminal Window 299

Using a Terminal Window 300

▼ To Start Applications in a Terminal Window 300

▼ To Enter a Command 300

▼ To Copy and Paste Text 300

▼ To Resize the Window Contents 301

Running dtterm on Another System 301

Using the -display Option 301

Using rlogin 302

Using remsh 302

Customizing dtterm 303

Displaying the Menu Bar 303

Displaying the Scroll Bar 304

dtterm Global Options 304

dtterm Terminal Options 309

Terminal Control Characters 314

▼ To Set Terminal Control Characters 314

Changing the Default Terminal Emulator 315

13. Using Icon Editor 317

Introducing Icon Editor 317

Startup 318

Basic Drawing Tasks 319

▼ To Open an Existing Icon 319

- ▼ To Add or Delete Calendars in the Browse List 272
- ▼ To Determine Whether You Have Access to Other Calendars 272

Scheduling Appointments on Other Calendars 273

- ▼ To Schedule a Group Appointment 273
- ▼ To Mail Reminders to a Group Using Calendar 274
- ▼ To Create an Appointment Message Using a Mail Program 274
- ▼ To Drag an Appointment from Another Application to Calendar 275
- ▼ To Drag an Appointment from Calendar to Another Application 276

Customizing Calendar 277

- ▼ To Change Appointment Editor Defaults 277
  - Changing the Display Settings 278
  - Changing Access and Permissions 279
- ▼ To Change the Printer Settings for Future Print Jobs 284
- ▼ To Change the Date Format 284
- ▼ To Change the Default Time Zone 285

Other Calendar Tools 285

- `sdtcm_admin` 285
- `sdtcm_convert` 287
- `dtcm_editor` 289
- `dtcm_lookup` 290
- `dtcm_insert` 291
- `dtcm_delete` 292

Using Federated Naming with Calendar 292

- Calendar Naming 293
- Calendar Registration 293
- Naming Service Dependencies 293

Text Editor and Other Applications 254

11. **Using Calendar 257**

Calendar Startup 257

Calendar Main Window 258

Calendar Tool Bar 258

Calendar Views 260

Day View 260

Week View 261

Month View 262

Year View 263

Appointments 264

▼ To Schedule a Basic Appointment 264

▼ To Set Appointment Options 265

▼ To Change an Appointment 266

▼ To Delete an Appointment 266

▼ To Find an Appointment 266

▼ To View an Appointment List 267

To Do Items 267

▼ To Insert a To Do Item 268

▼ To Change a To Do Item 268

▼ To Delete a To Do Item 268

▼ To View a To Do List 268

Marking To Do Items Completed 269

Printing Calendars, Appointment, or To Do Lists 270

▼ To Print Current Day, Week, Month, or Year Views 270

▼ To Print Your Appointment or To Do List 270

▼ To Change the Print Options for a Single Print Job 271

Browsing Calendars on a Network 271

Editing Keys 237

Menu Shortcut Keys 237

UNIX Key Bindings 238

▼ To Set Overstrike Mode 239

▼ To Type Over Text 239

▼ To Delete Text 239

▼ To Clear Text 239

▼ To Undo an Edit 240

▼ To Copy Text 240

▼ To Move Text (Cut and Paste) 240

▼ To Include a File 240

Correcting Misspelled Words 242

▼ To Correct Misspelled Words 242

Customizing Spelling Checker Dictionaries 244

Using Drag and Drop 249

▼ To Move Text Using Drag and Drop 249

▼ To Copy Text Using Drag and Drop 249

▼ To Include a File Using Drag and Drop 250

Searching a Document 250

▼ To Find Text 250

▼ To Find and Change Text 251

▼ To Find and Delete Text 251

Formatting and Printing Documents 251

▼ To Format a Document 252

▼ To Print an Open Document 252

▼ To Print a Closed Document 253

Recovering a File 254

▼ To Recover a File 254

▼ To Determine Which Printers Are Shown 222
Printer Properties 222
▼ To Show a Printer's Properties 223
▼ To Change a Printer's Icon 223
▼ To Change a Printer's Icon Label 223

10. Using Text Editor 225

Opening and Closing Text Editor 225
▼ To Open Text Editor 225
▼ To Close Text Editor 226
Text Editor Window 227
▼ To Display the Status Line 227
Opening and Saving Documents 228
▼ To Create a New Document 228
▼ To Save a Document to a New File 228
▼ To Save a Document to the Original File 230
    Opening an Existing Document 230
Entering Text 232
▼ To Enter New Text 232
    Using Wrap To Fit 233
    Entering Special Characters 233
Moving the Cursor in a Document 234
▼ To Go to a Specific Line 234
▼ To Scroll a Document 235
Selecting Text 235
▼ To Select Text with the Mouse 235
    Secondary Selection 236
▼ To Select Text with the Keyboard 236
Editing Text 237

9. Printing 209

Your Default Printer 209

▼ To Determine the Default Printer 209

▼ To Change the Default Printer 210

Printing Files 210

  Submitting a File to a Printer 211

▼ To Print Using the Front Panel 211

▼ To Print Using File Manager 212

▼ To Print Using Print Manager 212

  Setting Print Options Using the Print Dialog Box 213

Printer Applications 214

  Print Manager 214

  Printer Jobs Application 216

Displaying Print Job Information 216

▼ To Open a Printer Icon 217

▼ To Close a Printer Icon 217

▼ To Find a Print Job 217

▼ To Cancel a Print Job 218

  Print Job Properties 218

Printers and the Front Panel 219

▼ To Change the Front Panel Printer 219

▼ To Add a Printer to the Personal Printers Subpanel 220

Changing the Print Manager Display 220

▼ To Change How Printers and Print Jobs Are Displayed 220

▼ To Change the Update Frequency 221

▼ To Determine Which Jobs Are Displayed 221

▼ To Display the Print Manager Message Line 221

▼ To Display the Print Manager Problem Flag 222

▼ To Create a Mailbox 191

To Rename a Mailbox 192

▼ To Open a Mailbox 192

▼ To Close a Mailbox 192

Filing Messages in Other Mailboxes 192

▼ To Delete a Mailbox 193

▼ To Change the Default Mailbox Directory 194

Customizing the Open, Move, and Copy To Menus 194

Printing Mail Messages 195

▼ To Print a Copy of a Message with Default Options 195

▼ To Print a Message with Specific Options 196

▼ To Print a Message Using Drag and Drop 196

Working with Attachments 196

▼ To View an Attachment 196

▼ To Print an Attachment 197

▼ To Add an Attachment 197

▼ To Save an Attachment to Your File System 198

▼ To Attach a File from File Manager 198

▼ To Attach a Calendar Appointment 198

Customizing Mailer 199

▼ To Display Message Numbers in Your Mailbox 199

▼ To Change the Character Marker for Included Text in a Reply 200

▼ To Set How Often Mailer Checks for Messages 200

▼ To Add Custom Fields to the Format Menu 200

▼ To Customize Mail Notification 201

Configuring the Appearance of the Toolbar 201

Using the File Selection Dialog Box 202

Using Mailer Mnemonics and Keyboard Shortcuts 203

Sorting Mail Messages 167

Acting on Your Mail Messages 168

▼ To Reply to a Message 168

▼ To Forward a Message 169

▼ To Edit an Incoming Message 169

▼ To Save an Incoming or an Outgoing Message as Text 169

▼ To Delete a Mail Message 170

▼ To Undelete a Mail Message 170

▼ To Destroy Deleted Messages When Closing the Mailbox 170

Searching for Mail Messages Within a Mailbox 171

Using Views 177

Sending Mail Messages 179

Using Aliases 179

▼ To Address, Compose, and Send a Mail Message 180

To Change the Character Set of an Outgoing Message 182

Using a Template to Compose a Mail Message 183

Using a Draft to Compose a Mail Message 184

▼ To Include Multiple Messages in a New Message 185

▼ To Include a Text File in a Mail Message 185

Using a Signature 186

▼ To Create an Automatic Reply (Vacation Message) 187

Sending Mail Messages in MIME or Sun Mail Tool Format 188

Editing and Formatting Outgoing Messages 188

Editing Text 188

Formatting Text 189

▼ To Find or Change Text 190

▼ To Check Spelling 191

Creating and Using Mailboxes 191

Running Applications from a Terminal Emulator Window 144

▼ To Start an Application on Your System Using a Terminal Emulator 144

▼ To Start an Application on Another System Using a Terminal Emulator 145

7. Customizing the Desktop Environment 147

Introducing Style Manager 147

Customizing Screen Appearance 148

Colors 148

Fonts 152

Backdrops 154

Customizing System Behavior 154

▼ To Change Keyboard Behavior 155

▼ To Change Mouse Behavior 155

▼ To Change Beep Settings 156

Screen without Lock Extensions 156

Screen with Lock Extensions 158

Windows 159

Customizing Startup and Logout 161

▼ To Change How Your Next Session Starts 161

▼ To Set a Home Session 161

▼ To Set Your Logout Confirmation Preference 162

8. Using Mailer 163

Starting Mailer 164

Logging In to Your IMAP Inbox 164

Using the Mailer Main Window 165

Viewing Your Mail Messages 166

▼ To Read a Mail Message 167

▼ To Change the Character Set of an Incoming Message 167

- ▼ To Re-Sort (Clean Up) Objects 124
- ▼ To Save the Current Preferences as Your Default 124
  - Hiding Files and Folders 124
- ▼ To Show or Hide Files and Folders 125
- ▼ To Specify Which Data Types Are Hidden 125
  - Icon Browsing 126
- ▼ To Change the Icon Display Area Size 126

Using Removable Media with File Manager 127

  - Dragging and Dropping Files and Folders 128
  - Removable Media Manipulation Skills 128

6. Running Applications from the Desktop 133

Running Applications Using Application Manager 133

  - Application Manager Window 134
- ▼ To Run an Application from Application Manager 136
- ▼ To Get Help on an Application Icon 137
- ▼ To Put an Application Icon in the Front Panel 137
- ▼ To Put an Application Icon on the Workspace Backdrop 138
- ▼ To Update Application Manager 138
- ▼ To Create a Personal Application Group 139
- ▼ To Add Applications to a Personal Application Group 139
  - Advanced Application Manager Concepts 139

Running Applications Using File Manager 142

- ▼ To Run an Application from File Manager 142

Running and Organizing Applications Using the Front Panel 142

- ▼ To Put an Application in the Personal Applications Subpanel 143
- ▼ To Run an Application from the Personal Applications Subpanel 143
- ▼ To Replace the Main Panel Personal Applications Control 144

▼ To View a File or Folder’s Permissions 104

▼ To Modify Basic Permissions 104

▼ To Change File or Folder Ownership 105

▼ To Browse and Edit Properties of Multiple Files and Folders 106

Access Control Lists 106

▼ To View an Access Control List 107

▼ To Add an Access Control List Entry 108

▼ To Change an Access Control List Entry 109

▼ To Delete an Access Control List Entry 110

Permissions Mask 114

▼ To Modify the Mask 114

Using File Manager Objects on the Desktop 115

Workspaces in the Desktop 115

Pop-up Menus 115

▼ To Put a File or Folder on the Workspace Backdrop 116

▼ To Display the Pop-up Menu for a Workspace Object 116

▼ To Remove an Object from the Workspace 117

Locating Files 117

▼ To Find an Object by Name 117

▼ To Find a File by Contents 119

Customizing File Manager Views 120

▼ To Configure the Headers 120

▼ To Configure How Icons are Placed 120

Using the Tree View 121

▼ To Display the Tree View 122

▼ To Display the Folder View 122

▼ To Change How Objects Are Represented 123

▼ To Change the Order Icons Are Sorted 123

▼ To Drag and Drop a File or Folder 90

▼ To Display a Pop-up Menu 91

▼ To Rename a File or Folder 92

▼ To Get Help on a File or Folder 93

▼ To View a File or Folder's Information 94

Opening a File or Folder 95

Manipulating Files and Folders 95

▼ To Create a New File or Folder 96

▼ To Move a File or Folder 96

▼ To Copy a File or Folder 97

▼ To Create a Symbolic Link 97

Navigating to Folders and Subfolders 98

▼ To Change to Another Folder 98

▼ To Go to Your Home Folder 99

▼ To Change to the Parent Folder 99

▼ To Open a Terminal Window in the Current Folder 99

Executing an Action for a File or Folder 100

▼ To Execute the Default Action 100

▼ To Execute Other Actions 101

Deleting Objects to the Trash Can 101

▼ To Open the Trash Can Window 101

▼ To Put an Object in the Trash Can 101

▼ To Put Back a File or Folder from the Trash Can 101

▼ To Delete a File or Folder Permanently 102

File and Folder Ownership and Security 102

Basic Permissions 102

Basic User Types 103

Examples 103

    - Folders Subpanel 70
    - Personal Applications Subpanel 72
    - Personal Printers Subpanel 73
    - Applications Subpanel 74
    - Help Subpanel 75
- Using the Web Browser 77
    - Bookmarks 78
- Customizing the Front Panel 79
- ▼ To Put a Subpanel Control in the Main Panel 79
- ▼ To Add an Application or Other Icon to a Subpanel 80
    - Adding and Removing Subpanels 80
- ▼ To Replace a Control in the Main Panel 81
- ▼ To Remove All User Customizations 81
- Customizing Workspaces 82
- ▼ To Rename a Workspace 82
- ▼ To Add Workspaces 82
- ▼ To Remove Workspaces 82
- ▼ To Customize the Controls in the Workspace Switch 83

5. Managing Files with File Manager 85

- Introducing the File Manager Window and Desktop 86
- Basic File System Concepts 86
    - Files 87
    - Folders 87
    - Objects 87
    - Paths 88
- Basic File Management Skills 89
- ▼ To Select a Single File or Folder 89
- ▼ To Select Multiple Files and Folders 90

Searching for Specific Information 49
▼ To Search for Topics Using the Help Index 51
Browsing Help on Your System 52
▼ To Open Help Manager 52
▼ To Duplicate a Help Window 54
Displaying Documentation Online 55
Displaying a Man Page 55
▼ To Display a Man Page 55
Printing Help Topics 56
▼ To Print a Help Topic 56
Printing Configuration 57
Modifying Help Window Colors 58
▼ To Change Help Window Colors for an Application 58
4. Using the Front Panel 61
Front Panel Elements 61
Main Panel 61
Subpanels 62
The Workspace Switch 62
Basic Front Panel Skills 63
▼ To Activate a Front Panel Control 63
▼ To Open a Subpanel 63
▼ To Close a Subpanel 64
Front Panel Pop-Up Menus 64
Front Panel Help 67
▼ To Move the Front Panel or a Subpanel 67
▼ To Minimize the Front Panel 67
Tour of the Front Panel 68
Main Panel 68

2. **Starting a Desktop Session 33**

Starting and Ending a Desktop Session 33

▼ To Log In to a Desktop Session 34

▼ To Log Out 34

▼ To Use a Session in a Different Language 34

Starting a Failsafe Session 35

▼ To Log In to a Failsafe Session 35

▼ To Log Out of a Failsafe Session 35

Starting a Command-Line Session 35

▼ To Log In to and Out of a Command-Line Session 35

Using a Home Session 36

▼ To Save a Home Session 36

▼ To Automatically Start the Home Session at Login 36

▼ To Choose between the Current and Home Session for Each Session 37

3. **Getting Help 39**

Requesting Help 39

Press F1 — The Help Key 40

Using an Application’s Help Menu 40

Using Help Manager 41

Using Help Windows 42

Selecting Help Topics 44

Using the Topic Tree 44

Using Hyperlinks 45

Moving between Help Topics 46

Help Pop-up Menu 47

Location Indicators 47

Knowing Where You’ve Been 48

▼ To Bring a Window or Icon Forward 14
▼ To Copy and Paste Text into Windows 14
Using Workspaces 15
▼ To Display Another Workspace 16
▼ To Place a Window in Other Workspaces 16
▼ To Rename a Workspace 17
Using Controls in Application Windows 18
▼ To Choose a Push Button 18
▼ To Select a Check Box or Radio Button 19
▼ To Scroll the Contents of a Window 19
▼ To Select a List Item 20
▼ To Enter Text into an Empty Field 21
▼ To Edit Text in a Field 22
Using Menus 23
  Window Menu 24
  Workspace Menu 25
  Programs Submenu 26
  To Choose a Window Menu Item 26
▼ To Choose a Workspace Menu Item 27
▼ To Choose a Menu Item with the Mouse 27
▼ To Choose a Menu Item with the Keyboard 28
  Using Tear-Off Menus 28
Leaving the Desktop 29
▼ To Log Out 29
▼ To Lock Your Display 29
Getting Help 30
  Help Menu 30
▼ To Display the Help Manager 31

Contents

Preface xxv

1. **Basic Skills 1**

    Mouse Skills 1

    ▼ To Click 1

    ▼ To Double-Click 2

    ▼ To Drag 2

    Basic Keyboard Skills 3

    Overview of the Desktop 4

      Window Icons 4

      Front Panel 5

      Style Manager 6

      File Manager 7

      Application Manager 8

      Workspace Objects 8

    Working with Windows 9

      Window Frame Controls 9

    ▼ To Open an Application Window 10

    ▼ To Close an Application Window 11

    ▼ To Turn a Window into an Icon 12

    ▼ To Restore a Window from an Icon 12

    ▼ To Move a Window or Window Icon 13

    ▼ To Resize a Window 13

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