

TM

Desktop User Handbook

N O V E L L[®]

UnixWare[®]

ENTERPRISE COMPUTING PRODUCTS

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About This Handbook

The *Desktop User Handbook* explains how to use the UnixWare operating system on your UnixWare Personal Edition™ or UnixWare Application Server™. Before using this handbook, you should have installed UnixWare on your computer, following the procedures described in the *Installation Handbook*, and configured your system using the *System Owner Handbook*.

The *Desktop User Handbook* identifies the parts of your desktop and explains how to manipulate files and folders on the desktop. It describes how to work with DOS and UNIX® system applications and utilities you have installed on your UnixWare computer. In addition, this handbook explains how to access Novell® NetWare® services, install third-party applications, and customize your desktop.

UnixWare User Documentation and Online Help

Information on installing, setting up, configuring, and using UnixWare is available to you in the following forms:

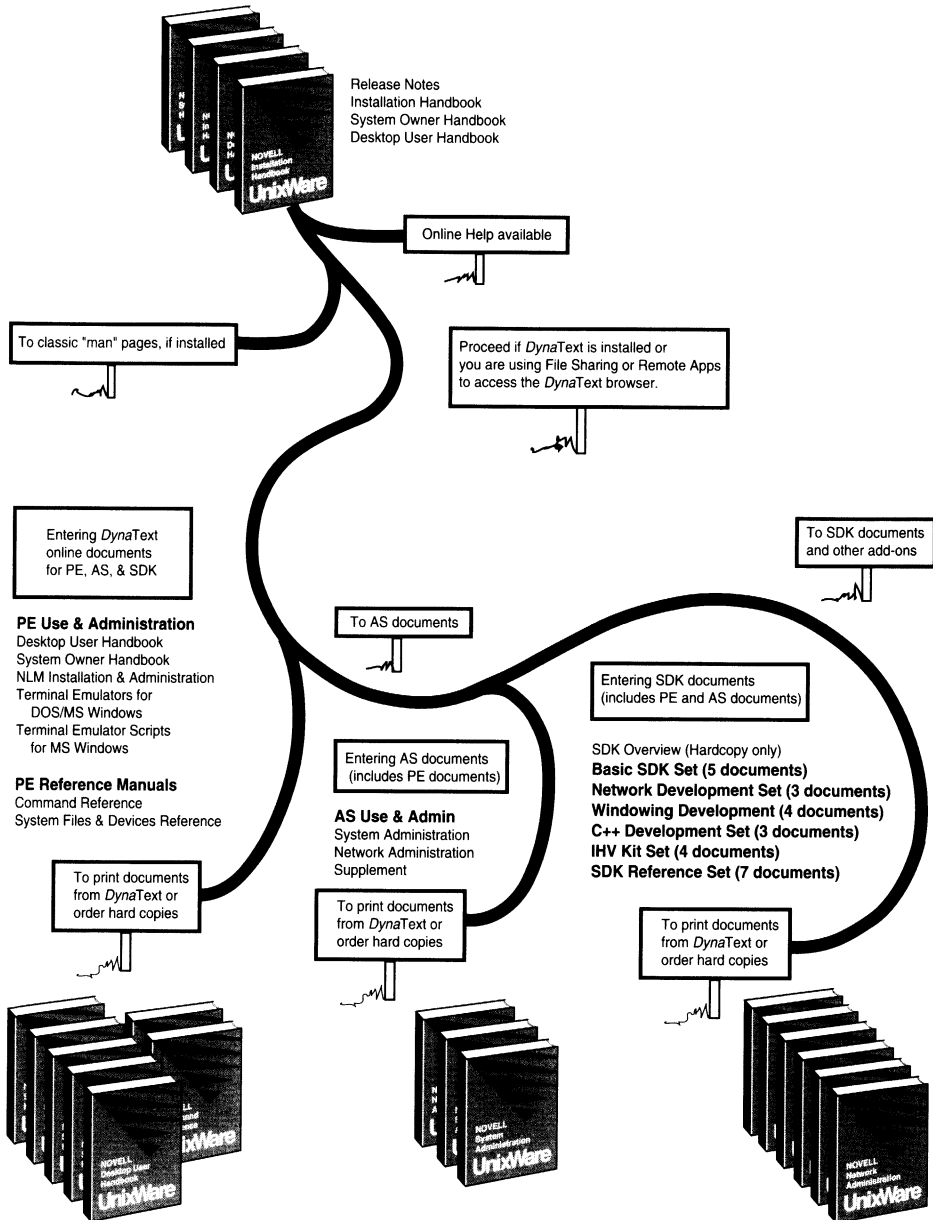
- ◆ **Paper versions of user documentation.** Paper copies of the *Installation Handbook*, *Desktop User Handbook*, and *System Owner Handbook* are packaged with your Personal Edition or Application Server edition of UnixWare.
- ◆ **Online help.** Online help provides you with information you can readily access electronically through the online Help facility on your UnixWare system. Most screens on the UnixWare Desktop contain a Help button you can click on to access the Help facility. For information on using online help, refer to the chapter “Using Online Help and Documentation.”
- ◆ **DynaText® online documentation browser.** You can read UnixWare documents with the DynaText browser. After you install the online document browser, you can open and read books, jump immediately to cross-references (within the book or in other books), or leave bookmarks and notes (annotations) in books.

To install the document browser, refer to the *Installation Handbook*. The appendix “Setting Up the Document Browser” in the *System Owner Handbook* describes how to set up the *DynaText* document browser. The chapter “Using Online Help and Documentation” in this handbook describes how to use it. Information about document browser features and use is also available by clicking on *Help* in the menu bar of the online document browser.

- ◆ **Traditional Manual Pages.** The command-line `man` command provides UnixWare manual pages (complete and concise summaries of the UnixWare command-line utilities, files, and devices). This option is designed for users who do not access the graphical desktop (for example, a user who logs in from a remote character-based terminal). Desktop users can use the document browser to read the UnixWare manual pages.

UnixWare Documentation Roadmap

The following roadmap illustrates hardcopy and online documents for the Personal Edition (PE), Application Server (AS), and Software Development Kit (SDK).



Documentation Assumptions

This handbook makes the following assumptions about you and your UnixWare system:

- ◆ Your UnixWare system is installed and configured.
- ◆ You plan to use the desktop and its graphical user interface (GUI) rather than the command line to do your work.
- ◆ You are using a mouse with UnixWare. If you are using only the keyboard, refer to the chapter “UnixWare Basics” and the appendix “Keyboard Shortcuts” for information regarding using a keyboard instead of a mouse.



chapter

1

Introduction

UnixWare extends the state-of-the-art UNIX operating system, providing tight integration with NetWare in an easy-to-use, graphical form. Whether your system is a personal system or a server, a conventional processor, or a multiprocessing system, UnixWare provides you with unprecedented features and performance.

UnixWare delivers the following features:

- ◆ *Graphical desktop.* UnixWare provides a graphical interface to your system that uses a representation of a desktop to help you organize and use your data and applications. The GUI allows you to perform operations by pointing and clicking with a mouse rather than by typing at the command line.
- ◆ *NetWare networking.* The world of NetWare is available to UnixWare users. Directory services, file and print sharing, and mail are just a mouse click away. NetWare directories, files, and printers can be manipulated as you would the same UnixWare facilities.
- ◆ *Multiprocessing.* For the ultimate in performance, UnixWare supports symmetric multiprocessing. You can add processors to your existing system and UnixWare will expand with you to deliver industry-leading performance.
- ◆ *Multitasking capability.* Multitasking means that your system will be doing many things at once. For example, you will be able to type a memo or update a spreadsheet while your system sends and receives mail.
- ◆ *Multiuser capability.* With today's high performance computers, there's often performance available for more than one person on a single computer. With UnixWare you can take advantage of that performance by having users share the same computer, the peripherals, and networking, while maintaining privacy and security for everyone. The Personal Edition supports two simultaneous users while the Application Server supports an unlimited number of users.

- ◆ *UNIX administration capability.* The administration of a powerful computer is easy with UnixWare's graphical administration tools. The Admin Tools folder on the desktop allows you to administer your system using utilities like Printer Setup, Backup-Restore, Mail Setup, and the Task Scheduler. Admin Tools also allows you to set up networking for your system, advertise applications on your system with Application Sharing, and set up NetWare access through NetWare Setup.

Starting UnixWare

To start UnixWare, do the following:

1. Turn on power to your workstation.

When you start your UnixWare system, you are presented with a login prompt. If your user account is set up, you'll have a login ID and a password.

If you don't have a login ID or password, refer to the chapter "Configuring Your User Environment" in the *System Owner Handbook* for information on using the User Setup utility in the Admin Tools folder.

2. Enter the following information:

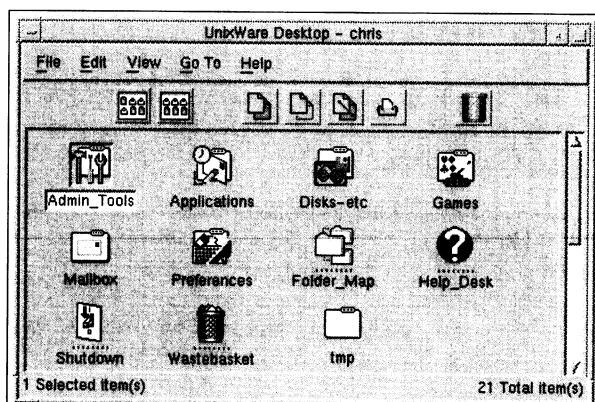
Login ID. Type in your login name. This is the username selected when your user account was set up. Press <Enter>.

Password. Type in your password. This is the password selected when your user account was set up.

3. Click on Login or press <Enter> to log in and start the UnixWare Desktop.

The "UnixWare Desktop" window appears, similar to the following:

Figure 1-1
UnixWare Desktop



Note If you are a desktop user but sometimes want to use the shell (or command line) use the Terminal application in the Applications folder on your desktop to open a Terminal window.

Where's the Desktop?

If you do not see the “UnixWare Desktop” window when you log in, here are some items you should check:

- ◆ You may not be set up to have the desktop (that is, the GUI) start when you log in. You can start the desktop manually after you log in by typing **desktop** at the system prompt. For information on how to set the desktop to start every time you log in, refer to the chapter “Customizing the Desktop.”
- ◆ Your user account was set up as a nondesktop user. For information on changing your user account to a desktop user, refer to the chapter “Configuring Your User Environment” in the *System Owner Handbook*.
- ◆ You may be accessing UnixWare from another system in which case, your system may be set up to display the UnixWare Desktop locally. System prompts appear to enter the name of the system you are logging in from.

For example, to display the UnixWare system on an X terminal, you must set the DISPLAY variable by entering the following at the system prompt:

```
export DISPLAY=system:0.0
```

where *system* refers to the name of your system.

What's on Your Desktop?

The “UnixWare Desktop” window displays icons representing all the files, folders, applications, and utilities that come with UnixWare. Descriptions of each icon follow.

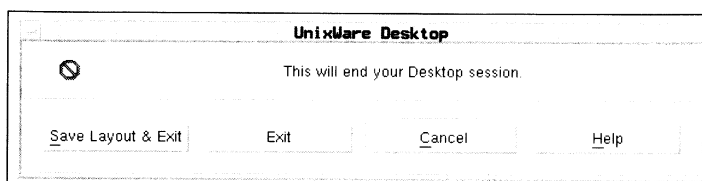
Folder	Contains
Admin Tools	Utilities to perform system administration activities. Services available in this folder are discussed in the <i>System Owner Handbook</i> .
Applications	The Text Editor, Terminal, Clock, Mail, Remote Applications, Icon Editor, and Remote Login icons. Your DOS and Windows icons (if installed) are also in this folder. Refer to the chapter “UnixWare Basics.”
Disks-etc	Access to your system's cartridge tape, CD-ROM, and diskettes. Refer to the chapter “Managing Files and Folders” and the chapter “Backing Up and Restoring Files” for information on using this folder.
Folder Map	Tools to view your file system graphically. Refer to the chapter “Managing Files and Folders” for information on using the Folder Map.
Games	The games Xtetris and Puzzle.
Help Desk	Access to online help for each UnixWare icon. Refer to the chapter “Using Online Help and Documentation” for information on using the help system.
Mailbox	The Mail application, mail messages that you have saved, and access to files that are transferred from a remote system to your system through UUCP.
NetWare	Access to available NetWare servers.
Preferences	Tools to change your desktop colors, fonts, mouse, password, wallpaper, and to install startup items. Use the information in the chapter “Customizing the Desktop” to use this folder.

Folder	Contains
Shutdown	The utility to shut down your system. Information on shutting down your system follows.
Wastebasket	Deleted files. Refer to the chapter “Managing Files and Folders” for more information.

Exiting the Desktop

To exit the desktop, click on *File* in the menu bar at the top of the “UnixWare Desktop” window and select *Exit Desktop*. The following screen appears:

Figure 1-2
Exit Notice



Save Layout & Exit. Click to save the current position of the folder windows and icons on your desktop so they appear when you start up again click on Save Layout &Exit. The window closes and returns you to the graphical login screen.



Note DOS and terminal sessions will not reappear at startup.

Exit. Click to exit without saving the current position of the windows and icons on your desktop. The window closes and returns you to the graphical login screen.

Cancel. Click to stop the exit process and close the window.

Help. Click to access online help.

Shutting Down or Rebooting UnixWare



Warning Ask your system administrator what kind of file system your system uses. If you choose any file system but the VxFS™ file system, you must be sure to complete these

shutdown steps or system files may be damaged. If your system uses the VxFS file system, however, you can shut off power at any time without damaging system files.



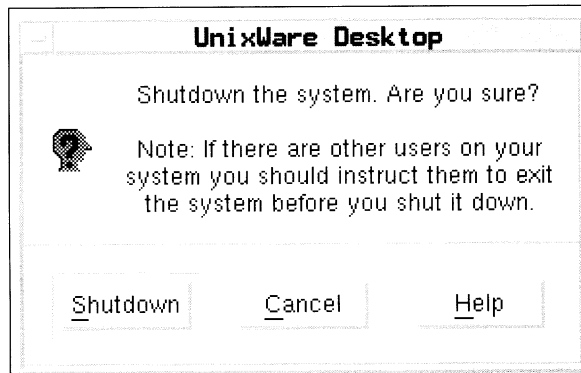
Your user account must have the appropriate permissions assigned for you to shut down the system. For instructions on changing user permissions, refer to the chapter “Configuring Your User Environment” in the *System Owner Handbook*. The system owner has permission to do this by default.

To shut down your UnixWare system, do the following:

1. **Save all unsaved files.**
2. **Double-click on the Shutdown icon from the UnixWare Desktop window.**

The following window appears:

Figure 1-3
Shutdown Notice



3. **Click on Shutdown to shut down your system.**

The “Exit” window appears.

4. **Click on an action:**

Save Layout & Exit. - Click to save the current position of the folder windows and icons on your desktop so they appear when you start up again. The window closes.

Exit. Click to exit without saving the current position of the windows and icons on your desktop and close the window.



DOS and terminal sessions will not reappear at startup.

Cancel. Click to stop the exit process and close the window.

Help. Click to access online help.

5. After you click on Save Layout & Exit or on Exit, the following screen messages appear:

Shutdown started.

The system is coming down. Please wait.

System services are now being stopped.

Press any key to reboot.....



You can also press <Ctrl>+<Alt>+ or press the Reset button on your computer to reboot.

6. To shut down your computer, turn off the power to your computer.



chapter

2

UnixWare Basics

This chapter explains how to use your UnixWare Desktop—where you do your work. The desktop contains windows, icons, and menus—everything displayed on your screen. Descriptions of the parts of the desktop follow.

UnixWare windows contain icons, menu bars, and tool bars. Windows can be moved, resized, opened, minimized, maximized, and closed. Each window manipulation method is described in this chapter.

The pictures in the windows are called icons. Icons are used to represent various objects you can manipulate such as files, folders, printers, tapes, diskettes, remote systems, and applications. Instructions on using icons are included in this chapter.

Menu bars and tool bars give you access to the services the UnixWare Desktop provides. Menu bar and tool bar information is also included in this chapter.

Understanding Windows

The following figure shows the “UnixWare Desktop” window. Each part of the window is identified and its function described.

Figure 2-1
Sample UnixWare
Desktop window

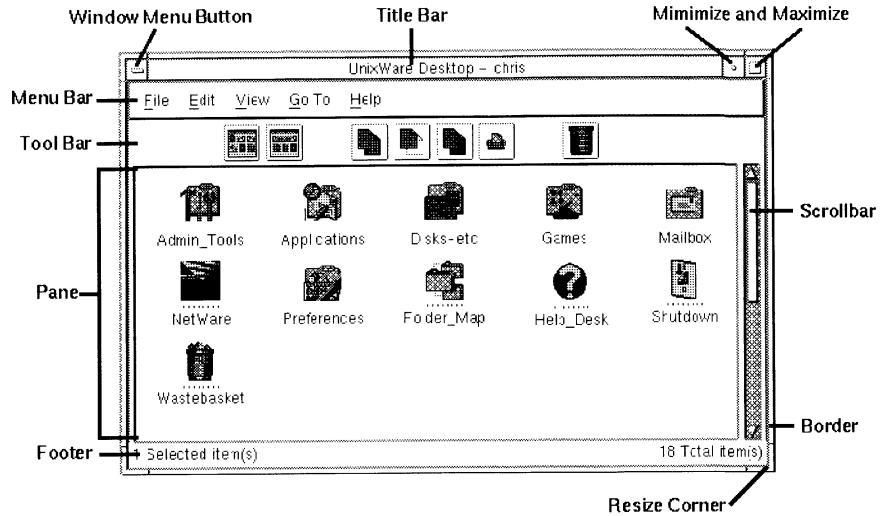


Table 2-1
UnixWare Desktop Description

Part	Definition
Borders	Click and drag a border to expand or shrink a window, one side at a time.
Footer	Displays status messages and other information.
Maximize Button	Increases the size of the active window so that it fills the entire screen.
Menu Bar	Contains a list of menu options. Clicking on an option displays a list of menu options. A menu option name followed by three dots displays another window. A menu option followed by an arrow displays another menu.
Minimize Button	Reduces the size of the window to a small, active icon on the desktop. When you minimize a window running an application, the application continues to run.
Pane	Is the area in which you do your work.
Resize Corners	Click and drag to expand or shrink a window, two sides at a time.

Table 2-1

UnixWare Desktop Description

Part	Definition
Scrollbar	Horizontally and vertically (depending how your window is sized) scrolls information in the pane. To use the scrollbar, either click on a scrollbar arrow to move in small increments or drag the slider until you can see the information you want.
Title Bar	Contains the window title. Indicates the type of window and in general, what file or folder is loaded. The “UnixWare Desktop” window indicates the name of the login account you are using.
Tool Bar	Displays graphical buttons that give you quick access to frequently used functions, such as copy or move.
Window Menu Button	Brings up a list of menu options used to manipulate a window. The window menu button appears on almost every window. You can simply double-click on it to close a window.

Manipulating Windows

You can manipulate windows on the desktop using different methods. Each method is described below.

Making a Window Active

To make a window active and ready for input from you, click anywhere in the window. A window must be active in order to enter information in it. An active window has a highlighted title area and borders and is at the top of the stack of windows, if other windows are open. For information on how to change window preferences, refer to the chapter “Customizing the Desktop.”

Minimizing and Maximizing a Window

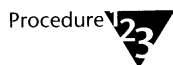
To minimize a window, click on the minimize button. You minimize a window to temporarily put it aside.

To maximize a window to the full screen, click on the maximize button. You maximize a window to see more detail.

A minimized or maximized window can be moved, closed, and lowered (moved behind other windows).

Restoring a Window to Its Original Size

To restore a minimized window to its original size, do the following:



1. **Click on the minimized window.**

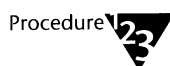
The window menu appears.

2. **Click on *Restore*.**



You can also double-click (that is, click twice rapidly) on the minimized window icon to restore it to its original size.

To restore a maximized window to its original size, do the following:



1. **Click on the window menu button.**

2. **Click on *Restore*.**



You can also click on the maximize button to restore a maximized window to its original size.

Moving a Window

To move a window, press and hold the mouse button in the window title bar and drag the window.

Resizing a Window

To resize a window, press and hold the mouse button on a window corner or border, and drag until the window is sized correctly.

Closing a Window

To close a window, do the following:



1. **Click on the window menu button.**

2. Click on *Close*.

Note

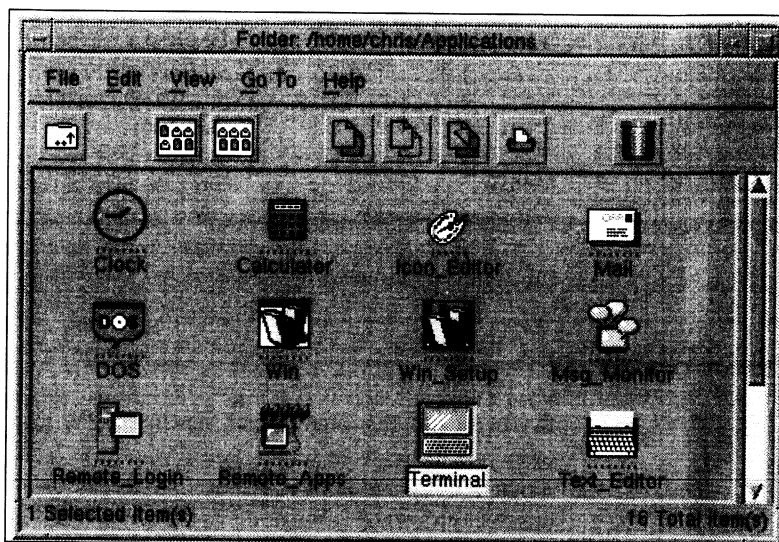


You can also double-click on the window menu button.

Understanding Icons

The following window contains several icons:

Figure 2-2
Icon Display



Icons represent various objects you can manipulate, such as files, folders, printers, tapes, diskettes, remote systems, and, in this example, applications.

Opening an Icon

To open an icon, double-click on the icon or right-click on the icon and choose *Open*.

Note



For information on mouse actions, like right-click, and their definitions, refer to the glossary in this handbook or to the online help.

The following table explains the results of opening different kinds of icons.

Table 2-2
Icon Types

Icon	Results
File or Folder	Displays the contents of the file or folder.
Application	Starts the application.
Cartridge Tape or Diskette	Displays the contents of the tape or diskette.
Remote System	Displays a “Terminal” window. (For more information on working with remote systems, refer to the chapter “Managing Files and Folders.”)
Printer	Displays a list of print requests for that printer.

Information on manipulating icons in folder windows follows.

Selecting Multiple Icons

If you are moving a number of files to another folder or if you want to move them onto a NetWare server, you’ll want to select them all at once rather than move or copy them one at a time. Use the following information to select and unselect groups of icons or all of the icons in a window.

Selecting Groups of Icons

To select a group of icons, press and hold the mouse button anywhere in the window pane (but not on an icon) and drag until the bounding box (dashed outline that will appear when you start to drag) encloses the appropriate icons

Note



Only icons fully enclosed in the bounding box are selected.

Selecting All Icons

To select all icons in a folder window, click on *Edit* in the menu bar and select *Select All*.

Selecting Multiple Ungrouped Icons

To select multiple ungrouped icons, press the <Ctrl> key, then click the left mouse button on each icon you want to select.

Unselecting Icons

To return to only one selected icon, click on that icon.

To return to no selected icons, click on *Edit* in the menu bar and select *Unselect All*.

Using the Menu Bar

The menu bar appears below the title bar. Items on the menu bar represent menus that display menu options when you click on them. Menu names and options vary depending on the application or utility. The information in the following tables represents the most common menu names and options. You may see all or just some of the options listed in the following tables.

To use a menu, click on an item in the menu bar; its menu options appear. Then, click on an option to select it.

Using the File Menu

Entries in the following table represent the menu options that appear when you click on *File* in the “UnixWare Desktop” window menu bar.

Table 2-3
File Menu

Select	To
New	Create a new file or folder. For more information, refer to the chapter “Managing Files and Folders.”
Open	Open the selected icon. The icon can represent a file, a folder, an application, or a datafile. For more information, refer to the chapter “Managing Files and Folders.”
Open-New	Open the selected icon in a separate window. For more information, refer to the chapter “Managing Files and Folders.”

Table 2-3
File Menu

Select	To
Print	Print a selected file on your default printer. For more information, refer to the chapter “Printing.”
Find	Search for files by filename, by word or phrase used in the file, by its type, or by the date of its last update. For more information, refer to the chapter “Managing Files and Folders.”
Exit	Close a window.

Using the Edit Menu

Entries in the following table represent the menu options that appear when you click on *Edit* in the menu bar.

Table 2-4
Edit Menu

Select	To
Undo	Undo or reverse the last file operation. Operations you can undo include Copy, Move, Link, Rename, and Delete. For more information, refer to the chapter “Managing Files and Folders.”
Copy	Copy a selected file or folder. For more information, refer to the chapter “Managing Files and Folders.”
Move	Move a selected file or folder. For more information, refer to the chapter “Managing Files and Folders.”
Link	Create a link to a file or folder so you can access it from more than one location. For more information, refer to the chapter “Managing Files and Folders.”
Rename	Change the name of a file or folder. For more information, refer to the chapter “Managing Files and Folders.”
Convert	Change a file’s format so you can use UNIX to work on a DOS file and DOS to work in a UNIX file. For more information, refer to the chapter “Managing Files and Folders.”

Table 2-4
Edit Menu

Select	To
Delete	Delete a file or folder. Deleted files and folders go to the Wastebasket from which they can be recovered. For more information, refer to the chapter “Managing Files and Folders.”
Select All	Select all the icons in a folder. For more information, refer to “Selecting Multiple Icons” in this chapter.
Unselect All	Unselect all selected icons. For more information, refer to “Selecting Multiple Icons” in this chapter.
Properties	View or change a file or folder’s properties such as the file or folder’s owner, permissions, and links. For more information, refer to the chapter “Managing Files and Folders.”

Using the View Menu

Entries in the following table represent the menu options that appear when you click on *View* in the menu bar.

Table 2-5
View Menu

Select	To
Align	Straighten the rows and columns of icons in a window. For more information, refer to the chapter “Managing Files and Folders.”
Sort	Sort the icons in a window by type, name, size, or time last changed. For more information, refer to the chapter “Managing Files and Folders.”
Format	Change how the desktop represents files and folders. Besides the icon display, you can change to miniature icons or a long display with more information on the file and its properties. For more information, refer to the chapter “Managing Files and Folders.”
Filter	Hide certain files and folders from your display. For more information, refer to the chapter “Managing Files and Folders.”

Using the Go To Menu

Entries in the following table represent the menu options that appear when you click on *Go To* in the menu bar. Selections under *Go To* vary, depending on your place in the desktop and includes the names of folders most recently opened.

Table 2-6
Go To Menu

Select	To
Desktop Window	Return to the UnixWare Desktop window.
<Folder>	Go to the specified folder.
Other Folder	Click on a folder name or type in the path of your destination. For more information, refer to the chapter "Managing Files and Folders."
Folder Map	Display a tree structure of desktop folders. For more information, refer to the chapter "Managing Files and Folders."

Using the Help Menu

Entries under *Help* in the menu bar are dependent on your current folder. For information on using Help, refer to the chapter "Using Online Help and Documentation."

Using the Tool Bar

Some desktop windows have a tool bar that provides easy access to frequently used functions. Tool bars are located below the menu bar. Tool bars contain graphical buttons and provide an alternative to using the menus. Instead of accessing a function from a menu, you can just click on the tool bar icon for that function.

If you are an experienced UnixWare user, you will probably use this feature. If you are new to UnixWare, you may prefer the menus until you are familiar with all of the options.

A short description of the task each icon in the tool bar represents appears in the footer of the window as you move the cursor over them.

Turning Options On and Off

Many utilities provide you with the ability to select options through the use of buttons and checkboxes. When the option is on, the top half or top left of the button is highlighted and the button appears to be pushed in. When the option is off, the bottom half or bottom right of the button is highlighted and the button appears to be raised. In many windows, turning an option on causes a checkmark to appear in the checkbox or the option is filled in with a colored circle.

Using Keyboard Shortcuts

As you become more familiar with UnixWare menus you'll want to work faster. One way to do that is to use your keyboard to display menu options and make selections without using the mouse. When your hands are already positioned on the keyboard it makes sense to keep them there. Almost every item on your Desktop supports a shortcut. Use the information in the following tables to familiarize yourself with keyboard shortcuts. Additional keyboard shortcuts are found in the appendix "Keyboard Shortcuts." Complete information on file operations is found in the chapter "Managing Files and Folders."

Key combinations appear in the following format in text:

<Alt>+<F4>

In this example, you press the <Alt> and the <F4> keys simultaneously and then release them. If a third key is required, press the first two keys simultaneously, release them, and then press the third key.

Window Menu Shortcuts

To use the following keyboard shortcuts, press <Alt> and the function key for the action you want.

Table 2-7

Window Menu Shortcuts

Action	Keyboard Shortcut
Restore a window that's been maximized.	Click on the minimized icon and then press <Alt>+<F5>.

Table 2-7

Window Menu Shortcuts

Action	Keyboard Shortcut
Move a window in your screen display.	Press <Alt>+<F7> then use the arrow keys to move the window, and then press <Enter>.
Change the Size of a window in your screen display.	Press <Alt>+<F8> use the arrow keys to change the size of the window, and then press <Enter>.
Minimize a window.	<Alt>+<F9>
Maximize a window so it fills your screen display.	<Alt>+<F10>
Lower a window.	<Alt>+<F3>
Close a window.	<Alt>+<F4>

File Menu Shortcuts

To use the following shortcuts, you must first display the File menu by pressing <Alt>+< f>, release both keys, *and then* press the key to represent the action you want.

Table 2-8

File Menu <Alt>+< f> Shortcuts

Action:	Keyboard Shortcut:
Create a New file or folder.	n
O pen an existing file or folder.	o
P rint a file.	p
F ind a file based on certain criteria.	f
E xit a folder window.	x

Edit Menu Shortcuts

To use the following shortcuts, you must first display the Edit menu by pressing <Alt>+<e>, release both keys, *and then* press the key to represent the action you want.

Table 2-9

Edit Menu <Alt>+<e> Shortcuts

Action	Keyboard Shortcut
Undo a file operation.	u
Copy a file.	c
Move a file.	m
Link files.	l
Rename a file.	r
Convert a DOS file to UNIX format or a UNIX file to DOS format.	v + d (for DOS to UNIX) or v + u (for UNIX to DOS)
Delete a file.	d
Select All files or icons.	s
Change the Properties of a file.	t

View Menu Shortcuts

To use the following shortcuts, you must first display the View menu by pressing <Alt>+<v>, release both keys, *and then* press the key to represent the action you want.

Table 2-10
View Menu <Alt>+<v> Shortcuts

Action	Keyboard Shortcut
Align icons in a window.	a
Sort (reorder) icons in a window by type , name , by size, or by age .	s + p (sort by type) s + n (sort by name) s + s (sort by size) s + a (sort by age)
Format your window so files and folders appear as unique icons with names, as short (miniature) icons with names, or as long to display text that describes the complete file and folder information including size, modification date, and owner.	f + i (displays icons) f + s (displays shortened icons and their names) f + l (displays the long file names)
Filter the display of file and folders based on specific criteria.	i

Go To Menu Shortcuts

To use the following shortcuts, you must first display the Go To menu by pressing <Alt>+<g>, release both keys, *and then* press the key to represent the action you want.

Table 2-11
Go To Menu <Alt>+<g> Shortcuts

Action	Keyboard Shortcut
Display the D esktop Window.	d
Display the P arent Folder (the folder one level up the tree structure) of the current folder.	p

Table 2-11

Go To Menu <Alt>+<g> Shortcuts

Action	Keyboard Shortcut
Other Folder displays a window where you can specify another folder you want to go to.	o
Display the Folder Map.	f

Help Menu Shortcuts

To use the following shortcuts, you must first display the Help menu by pressing <Alt>+<h>, release both keys, *and then* press the key to represent the action you want.

Table 2-12

Help Menu <Alt>+< h> Shortcuts

Action	Keyboard Shortcut
Display help on the current folder.	f
Display the Table of Contents for the Help facility.	t
Display the Help Desk.	h

Using Online Help and Documentation

UnixWare provides two sources of online information: help and documentation.

- ◆ The Help facility is designed to give focused assistance in the specific context in which you are working.
- ◆ The UnixWare documentation library is available through the *DynaText* online document browser. Once the online document browser is installed (it is not installed by default), you can access the concepts and procedures you need to maximize your use of the system in the online handbooks and reference manuals.

Both Help and online documentation can be accessed directly. In addition, the Help facility can automatically reference the online documentation if you request further information.

Accessing Help

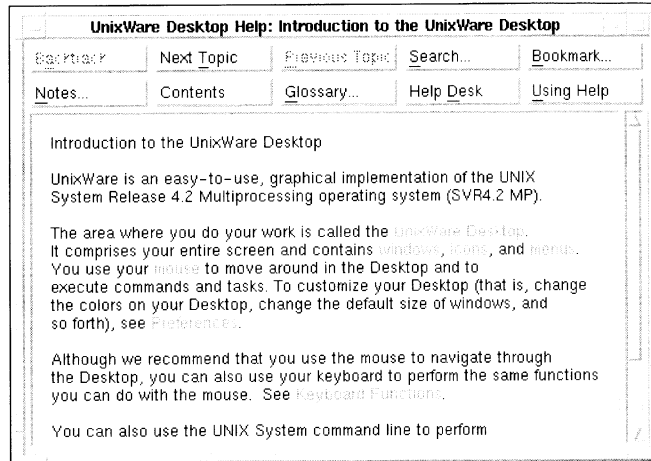
Help is readily available while you work in UnixWare. It is a hypertext system that lets you navigate to various help topics by selecting special words, called links. These links are highlighted in blue, by default. (For information on changing screen colors, refer to the chapter “Customizing the Desktop.”) When you click on a link, the current text in the help window is replaced by text describing the topic associated with the link. The help system also has links to the *DynaText* online documentation browser. Links that take you to the online library are surrounded by a colored box. Words in the help text that are underlined link you to a window with a definition for that word. To access help, do the following:

- ◆ Through the Help menu

Click on *Help* in a window’s menu bar. The following options appears:

UnixWare Desktop or Folder. In the menu bar of the “UnixWare Desktop” window, this option is *UnixWare Desktop*. If you click on *Help* in the menu bar of any other window, this option is *Folder*. When you click on *UnixWare Desktop* a window similar to the following appears:

Figure 3-1
UnixWare Desktop
Help



Mouse and Keyboard. Click on this option for help on using the mouse and keyboard shortcuts. The first help screen provides information on mouse actions. The words “Keyboard Shortcuts” appear in blue (by default) in this window. Click on them to switch to help on using keyboard shortcuts.

Table of Contents. Brings up a “Help” window—in outline form—for the application or utility.

Help Desk. Click on this option to move to the Help Desk. This is the same help you get when you click on the Help Desk icon on the UnixWare Desktop.

◆ Through the Help button

Some windows contain a Help button. For example, the “Move,” “Convert”, and “Rename” windows that appear when you click on *Edit* in the menu bar and make these selection have a Help button at the bottom of the window. Click on this button to bring up help for that particular window.

- ◆ Through the Help Desk

Double-click on the Help Desk icon on the UnixWare Desktop. The “Help Desk” window appears containing icons that represent applications or resources (for example, the printer icon). Double-click on the icon for which you want help.

- ◆ Through the Help key

Open the folder you want help on and press <F1>. Help for that item appears.

Selecting Help Topics

When you initially enter Help, an overview of the application or resource is presented. You can access additional Help topics by clicking on a highlighted word or phrase within the help text or by selecting one of the following options in the menu bar:

Backtrack. Click to page backwards through all the screens you previously viewed.

Next Topic. Click to page forward through all the Help topics, following the order listed in the Table of Contents menu item.

Previous Topic. Click to page backwards through all the Help topics, following the order listed in the Table of Contents menu item.

Search. Click to search for selected text. For information on Help topic searches, refer to “Searching for a Help Topic.”

Bookmark. Click to mark a topic that you can easily return to later. For information on using Bookmark, refer to “Marking a Help Topic Using Bookmark.”

Notes. Click to annotate the Help text with your own comments. See “Annotating a Topic with Notes” in this chapter.

Contents. Click to display a list of Help topics available for the current application in outline form.

Glossary. Click to display definitions of terms used in UnixWare tools and applications.

Note



You can also access a glossary definition by clicking on an underlined word in a Help window.

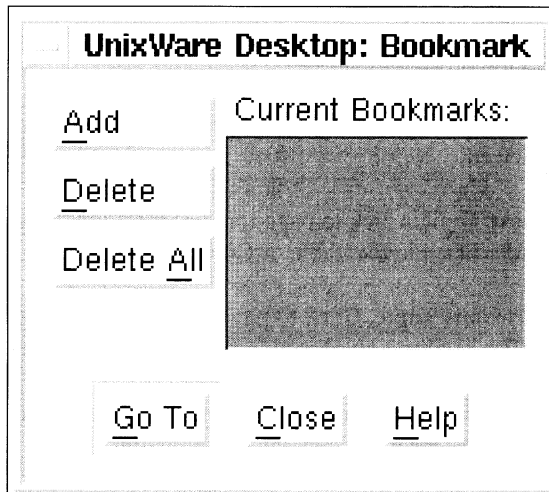
Help Desk. Click to open the “Help Desk” window.

Using Help. Click to get help on using the Help system.

Marking a Help Topic Using Bookmark

You can mark a Help topic to quickly access it at a future time. To select the Bookmark button, click on *Help* in the menu bar and select the first menu option (*UnixWare Desktop* or *Folder*) or *Table of Contents*. Select *Bookmark* from the button bar. The following window appears:

Figure 3-2
Bookmark



To mark a Help topic for future reference, click on the Add button on the left side of the window to mark the currently displayed Help topic.

Accessing a Topic Using Bookmarks

To access a topic you’ve marked with a Bookmark, do the following:

Procedure



1. Click on the **Bookmark** button. A list of **Bookmarks** appears.
2. Click on the **Bookmark** you want to see.

3. Click on **Go To** at the bottom of the window.

Deleting a Bookmark

To delete a Bookmark, do the following:

Procedure

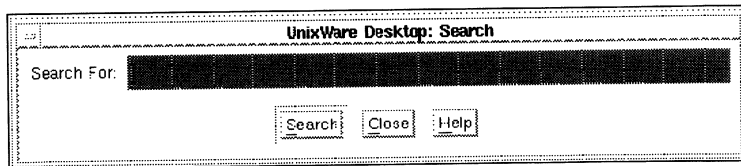


1. Click on the **Bookmark** button. The “**Current Bookmark**” window displays a list of previously set Bookmarks, if any, for the current Help topic.
2. Click on the Bookmark you want to delete.
3. Click on **Delete** on the side of the window to remove the selected Bookmark. Click on the **Delete All** button to remove all Bookmarks.

Searching for a Help Topic

You can find Help on a specific topic by using the Search utility. You can search for the topic by searching on a word or words that you believe might be used in the help description. Click on *Help* in the menu bar and select the first menu option or *Table of Contents*. The *Search* button appears in the button bar of both windows. Select *Search* to display the following window:

Figure 3-3
Search



To search for a topic, do the following:

Procedure



1. Click on *Help* in the menu bar and select the first menu option (*UnixWare Desktop* or *Folder*) or *Table of Contents*.
2. Click on the **Search** button.
3. In the **Search For** field, type in the text for which you want the system to search.

This field does not allow metacharacters.

4. Click on **Search** at the bottom of the window to begin the search.

If the text is found, the topic containing that text appears in the Help window. The window remains open so you can select another topic, or search for another occurrence of the same.

5. Click on **Print** to print the book or sections as specified, or click on **Cancel** to cancel the request and dismiss the Print dialog box.

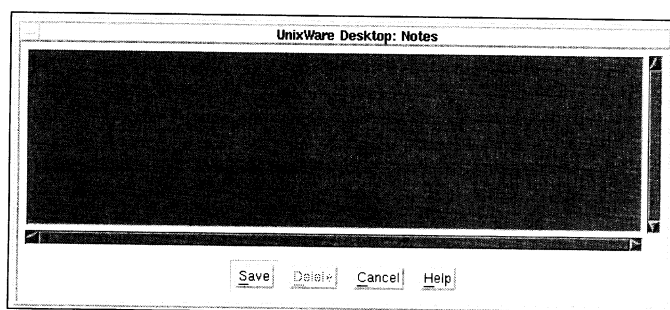


Note For more help on printing click on *Help* from the “Library” window menu bar and select *Reader Guide*. Help on printing is in Chapter 11, “Additional Browser Features.”

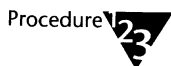
Annotating a Topic with Notes

As you become more familiar with the system, you may want to make notes as reminders for yourself. You can do this using the Notes utility. Click on *Help* in the menu bar and select the first menu option or *Table of Contents*. The *Notes* button appears in the button bar of the window. When you select *Notes*, the following window appears:

Figure 3-4
Notes



To annotate help information with your own comments, do the following:



Procedure

1. Click on **Help** in the menu bar and select the first menu option or *Table of Contents*.
2. Click on the **Notes** button.
3. In the “Notes” window, type your comments regarding the current Help topic.

Once you add notes to a Help topic, whenever you traverse to that topic, a footer message appears indicating that the topic has notes.

4. Click on **Save** at the bottom of the window to save your comments and close the window.

Accessing Online UnixWare Documentation

You can read UnixWare documentation with the *DynaText* online document browser. The browser allows you to open and read books, jump immediately to cross-references (within the book or in other books), and to leave bookmarks and notes (annotations) in books. Detailed information about browser features and use is available by clicking on *Help* in the menu bar of the browser. This section gives basic information about the browser to help you get started quickly.

Note

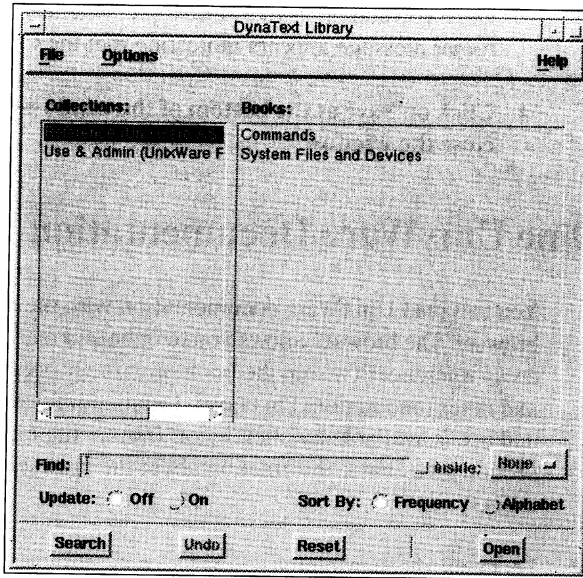


For troubleshooting information on the online document browser, refer to the appendix, "Troubleshooting."

Starting the Browser

To start the browser, double-click on the Online Docs icon in the Applications folder. The following window appears:

Figure 3-5
Online Browser



Online books are organized into collections of related books. The left side of the window lists the collections available to you. The right side of the window lists the individual books contained in the selected collection. Select a collection by clicking on its name. When you select a different collection, the list of books on the right side of the window changes.

Opening a Book

To open a book, do the following:



Procedure

1. Select a collection by clicking on it in the left side of the library window.
2. Select a book by double-clicking on it in the right side of the library window.

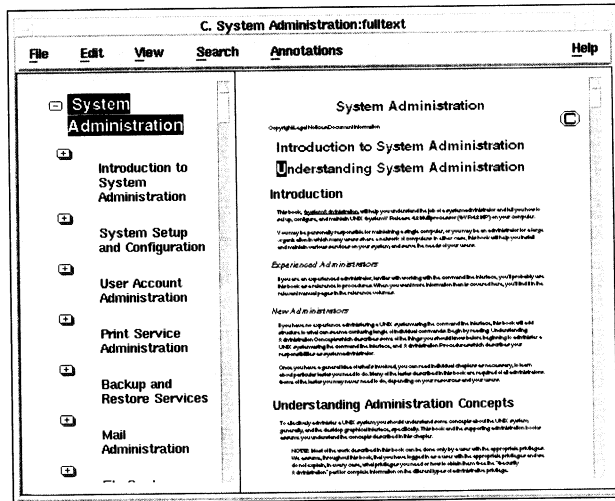


Note

Alternately, to open a book you can click on the book title, then click on the Open button at the bottom of the library window. Or you can click on the book title and press <Enter>.

The following window appears on your desktop.

Figure 3-6
DynaText Book
Window



Reading a Book

The book window contains two “views” of the book:

- ◆ The table of contents (TOC) view on the left
- ◆ The book view on the right

You can resize the book window the same way you resize any other desktop window. When you do, the text adjusts to fit the new window size.



Note You can hide the search panel by clicking on *Search* in the menu bar and selecting *Hide Search Panel*. The space occupied by the search panel is used for text.

Moving Around in a Book

There are several ways to navigate through a book.

- ◆ Click on a section name in the table of contents and the text of that section appears in the book view.



Note Many sections are preceded by a box containing a <+> or <->. A <+> means the section contains subsections; click on the <+> to show the subsections. A <-> means all the subsections are shown; click on the <-> to hide the subsections. To choose a section for reading in the main view, you must click on the words in the section title rather than on the box.

- ◆ Use the scroll bar to the right of the main view to move through the main view.
- ◆ Use the scroll bar to the right of the table of contents view to move through the table of contents.
- ◆ Click on “hot text” (blue and underlined) in the book view to open a new book window on the cross-referenced text. Hot text is a hyperlink to a section in the current book or in another book within the collection.
- ◆ Use the page up and page down keys on your keyboard to scroll through a book page-by-page. To do this, you must change the “focus” to the view you want to page through. You can change focus by pointing the mouse to the view you want and clicking it, or by pressing the <Tab> key.
- ◆ Search for particular words and phrases. Information on how to search for words and phrases is included in this section.

Opening Figures and Tables

Figures and tables with titles appear in the text as icons by the title of the figure or table. Double-click on the icon to open the figure or table.

Printing

You can print all or parts of books from the document browser to postscript printers.

Selecting a Printer

The document browser can print to either a postscript printer or a file. If you don't select a printer, the browser prints to the default printer. For information on selecting a default printer, refer to the chapter “Printing.”

You can choose another printer by doing the following:

1. **Click on *Options* in the “Library” window menu bar and select *Printers*.**

A list of printers appears.

2. **Click on the printer you want to use.**

The printer you select is highlighted with a dot. This printer is used whenever you print from the browser, even if you exit from the browser and reinvoke it, unless you explicitly change it.



For information on adding additional printers to the list of available printers, refer to the appendix “Setting Up the Document Browser” in the *System Owner Handbook*.

Printing to a Printer or File

To print some or all of a book, do the following:

- 1. Click on *File* in the “Book” window menu bar and select *Print*.**

A dialog box appears, with the table of contents from the “Book” window. You can expand and collapse this table of contents by clicking on the + and - signs.

- 2. Highlight the sections you want to print by clicking on them. To turn off highlighting click on the section again.**

Any sections that are highlighted when you click on *Print* are printed. Unhighlighted sections are not printed.

- 3. If you want to print annotations, click on *Print Annotations*.**

A checkmark appears when you have chosen to print annotations.

- 4. Click on either *Print to printer* or *Print to file*, depending on which you prefer. If you choose *Print to file*, enter the name of the file where the browser saves postscript output. You can send this file to a postscript printer at a later time.**

Searching

You can search for words and phrases in a particular book or in all of the books in a collection.



If the search panel is missing, click on *Search* in the menu bar of the book or library window and then click on *Show Search Panel*.

To search for words and phrases, do the following:

- 1. Click on the Find field in the search panel.**

2. Type the word or phrase for which you want to search and press <Enter>.



In some cases, you may need to surround a phrase with double quotes to search for it

When the search is successful, the book window changes as follows:

- ◆ The main view scrolls from your current location in the book to the first occurrence of the search pattern (or hit) after that location.
- ◆ Hits are highlighted in the main view.
- ◆ The table of contents view shows the number of hits in that section.

When the search in a library window is successful, the library window changes as follows:

- ◆ The list of books includes only books containing hits.
- ◆ The number of hits in each book appears beside the book title.

3. Use the Next and Previous buttons to move to the next or previous hit

Using Colors

The online document browser uses color and typography (for monochrome terminals) to represent some of the elements you see on your screen. For example, hot text appears in blue and is underlined. Use the information in the following table to identify the way color and type is used.



These colors and their representations are not modified when you change colors on your desktop.

Color	Type	Represents
red (in book view)	n/a	high-level headings
red in TOC view	n/a	part titles (higher level than chapter titles)
blue	underlined	hot text (links to other sections)
purple	<bold>	keyboard keys

Browser Help

More detailed help on the browser is available by selecting *Help* from the menu bar of either the library window or the book window.

Other Browser Features

Use the following features to make the browser a useful resource for you.

Annotations

Procedure



You can create annotations such as bookmarks, hyperlinks, or notes in a book you are reading with the browser. To learn how to use annotations, do the following:

- 1. From the Library window, click on *Help* in the menu bar and select *Reader Guide*. Or you can click on *Help* in the menu bar of the “Book” window and selection *Annotations*.**
- 2. Select the Annotations chapter from the “Book” window.**

From a book window, you can also click on *Help* in the menu bar and select *Annotations*.



chapter

4

Managing Files and Folders

This chapter contains information to help you organize and manage your files and folders. It shows you how to copy, move, and delete files and folders in the file system. In addition, this chapter provides instructions on how to use the Folder Map.

Use instructions in this chapter to view or edit properties and permissions of a file or folder, use files or folders with diskettes, and share files and folders with other users.

Note



For information on the tool bar, refer to the chapter “UnixWare Basics.”

Understanding the File System

In the UnixWare file system, file and folder names are case-sensitive. That means that filenames that use uppercase characters (for example, *MyFile*) represent different files than those with the same spelling that use only lower case (for example, *myfile*). This is different from other operating systems like DOS where names are not case sensitive.

The UnixWare file system is set up as a hierarchy. The root folder (represented by the “/” symbol) is where the file system begins. Your home folder is the location in the file system where your personal files are kept. Its name is your login ID.

Folder icons look like a paper folder with a label tab. You may be familiar with the term directory—a folder is the same as a directory. You create folders to organize files. File icons typically look like a dog-eared piece of paper.

When files and folders are created and saved, they are given a pathname—a name that indicates where they reside in the file system and by what name they are identified in that location.

Pathnames can be *absolute* or *relative* pathnames. An absolute pathname is the file's full pathname starting at root ("/"). A relative pathname specifies a file's position relative to the current pathname; it never begins with root ("/").

An example of an absolute pathname is */home/chris/memos/copier*, where */home/chris/memos* represents the folder that contains the file *copier*.

An example of a relative pathname for that same file is *memos/copier*, where the current directory is */home/chris* and *memos* is the folder containing the file *copier*.

The absolute pathname for a file called *myfile* in a folder or directory called *myfolder*, which resides on a NetWare server called *servername* and a volume on that server called *volnum*, would be */.NetWare/servername/volnum/myfolder/myfile*.

File and Folder Housekeeping

The information in this section includes instructions for managing files and folders. This section also shows you how to open, create, copy, move, rename, link and find files in the file system and how to delete unwanted files and folders.

Organizing Your Files Using the View Menu

You can change the way the system displays files and folders in a folder window to suit your personal work style.

To change the way files and folders are arranged in a folder, do the following:



1. **Open the folder you want to view.**
2. **Click on *View* in the menu bar. The following options appear:**

Align. Neatly aligns files and folders.

Sort. Changes how files and folders are currently sorted. The arrow indicates a submenu is available. When you click on *Sort*, the following menu options appear:

By Type. Lists the files and folders by file type (folder, data file, executable, and so forth).

By Name. Lists the files and folders in alphabetical order.

By Size. Lists the files and folders from smallest to largest.

By Age. Lists the files and folders by last modification time, from most recent to least recent.

Format. Changes how the desktop represents files and folders. The arrow indicates a submenu is available. When you click on *Format*, the following menu options appear:

Icons. Displays the files and folders as unique icons, with the name of each file and folder below each icon. This is the default view.

Short. Displays the files and folders as identical miniature icons, with the name of each file and folder displayed to the right of each icon.

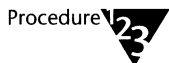
Long. Displays the names, permissions, owner, group, size, and last modification date for each file and folder.

Customizing Your Display Using the Filter Option

You can hide certain files and folders from your display in order to display files and folders of particular interest by doing one or both of the following:

- ◆ Selecting specific types of icons you want to display. The default is all icons.
- ◆ Using metacharacters to define patterns that limit the icons the system displays to those with certain names. For information on metacharacters, refer to “Finding a File or Folder” in this chapter.

To customize the display in a folder window, do the following:



1. Click on *View* in the menu bar and select *Filter*. The “Filter” window appears with the following fields:

Name. Type the names of files you want displayed (separate filenames with a space). Use metacharacters to determine the files and folders you want to see in this window. For example, if you only want to see files and folders that end with the word *chart*, type in **chart*. The system displays only files with names such as *barchart*, *saleschart*, and *conferchart* in the current folder window.

File Type. Click on the file types you want to display in the current folder window. Choose from the following:

Folder. Only folders are displayed in the folder window.

Executable. Files that you can run as programs.

Datafiles. Files usually associated with a specific application.

Pipe, Char. Device, Block Device, Semaphore, and Shared Memory
Special file types used internally by UnixWare and other applications

2. **Click on Apply. The system filters out any files or folders that do not match the criteria you specified. Click on Show All followed by Apply to return to the default display and show all icons.**

Undoing Your Last File Operation

It is important to know how to recover in case you want to reverse a file operation. For example, if you delete the wrong file you can use *Undo* to recover it. Operations you can undo include Copy, Move, Link, Rename, and Delete.

To undo a file operation, do the following before proceeding with any other action. Click on *Edit* in the menu bar and select *Undo*.

Opening a Folder

Choose from the following ways to open a folder.

- ◆ Double-click on the icon that represents that folder.
- ◆ Click on the folder icon (to select it) and then click on *File* in the menu bar. Select *Open* to update the current window with the contents of the selected folder or *Open New* to open up the selected folder in a new window.
- ◆ Click on the folder icon (to select it), right-click on the folder icon, and select *Open*.

- ◆ Click on *Go To* in the menu bar. A list of folders appears. This list consists of the names of the last seven folders you've opened since you logged in last, as well as the following:

Desktop Window	Can be used to raise your "UnixWare Desktop" window.
Parent Folder	Refers to the folder that is one level up the tree structure (file system hierarchical structure) from where you are now. Click on Parent Folder if you're looking for a folder that is one level up.
Other Folder	Can be used to jump directly to a folder anywhere on the system. When you select Other Folder, the "Other Folder" window appears. You can click on a folder to select it and then click on the Open button. You can also type in the path of the folder you want to open and click on the Open button.
Folder Map	Refers to a graphic depiction of your folder structure.

Opening a File

To open a file do the following:



- 1. Open the folder where the file resides.**
- 2. Double-click on the icon that represents the file.**

Different results occur when you open different types of files. The following table shows the results of opening different types of files.

Table 4-1
File Types

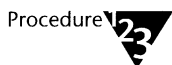
Types of File	Results
Text or datafile	The Text Editor starts up with the file's contents displayed.
Application file	The application starts up and the application's window appears.

Table 4-1
File Types

Types of File	Results
A special datafile	The related application starts and the system loads the datafile. For example, when you open a FrameMaker® file, the file appears in the FrameMaker window.
A system resource (printer, remote system, or diskette)	An action takes place related to the resource. For example, if you open a printer icon, the system displays the printer queue.

Creating a New File or Folder

To create a new text file or a folder, do the following:



1. **Click on the *File* in the menu bar and select *New*. The “New” window appears.**

2. **Set the following options:**

Class. Click on Folder if you want to create a folder or on Datafile if you want to create a text file. Icons for other types of file classes are displayed if they were created using Icon Setup. For information on Icon Setup, refer to the chapter “Installing and Sharing Applications” in the *System Owner Handbook*.

Templates. Click on a template (if one is available). A template is a formatted file that contains the pattern or design for frequently used formats like memos or reports.

Name. Type in the name for the file or folder. If you are creating a file to be associated with a particular application, you may have to use a specific filename extension. The File Name Extension/Pattern field displays how you must name a file to ensure that it is associated with the selected class

3. **Click on *Create & Open* at the bottom of the window. The file or folder opens and its icon appears on the desktop.**

Copying a File or Folder in the Same Window

To make a copy of a file or folder in the same folder, do the following:



1. **Click on the file or folder icon you want to copy.**
2. **Click on *Edit* in the menu bar and select *Copy*. The “Copy” window appears with the following fields:**
 - Copy.** Displays the name of the selected file or folder.
 - To.** Displays the path to which the file or folder will be copied.
 - As.** Type in the new filename.
3. **Click on *Copy* at the bottom of the window to copy the selected file or folder and close the window.**

Copying a File or Folder from One Folder to Another

Drag-and-Drop Method

To copy a file or folder between windows, press and hold <Ctrl>, then drag-and-drop the icon onto the destination window (if the window is open) or onto the folder’s icon (if the window is closed).

Menu Method

To copy a file or folder from one window to another, do the following:



1. **Click on the file or folder icon you want to copy.**
2. **Click on *Edit* in the menu bar and select *Copy*. The “Copy” window appears with the following fields:**
 - Copy.** Displays the name of the selected file or folder.
 - To.** Displays the path to which the file or folder will be copied. Do one of the following:
 - ◆ Click on a folder name or on Parent Folder in the Folder(s) list and repeat until you locate the target folder.

- ◆ Go to **As** and type in the full path to which you want to copy the file or folder. If you do this, the system ignores the path indicated in the **To** field.

As. Type in the new filename. You can use the same name because the files will be in different folders.

3. Click on **Copy** at the bottom of the window to copy the file or folder and close the window.

Copying Multiple Files or Folders

Drag-and-Drop Method

To copy multiple files or folders, do the following:



1. Press **<Ctrl>** while you click on each file or folder icon you want to copy.
2. While still pressing **<Ctrl>**, drag-and-drop any one of the selected icons (to copy all the selected files or folders) onto the target window (if the window is open) or onto the target folder's icon (if the window is closed).

Menu Method

To copy multiple files or folders, do the following:



1. Press and hold **<Ctrl>** while you click on each file or folder icon you want to copy.
2. Click on **Edit** in the menu bar and select **Copy**. The “Copy” window appears with following fields:

Copy. Displays the name of the first few selected files or folders. The ellipsis after the last name displayed indicates more files or folders.

To. Displays the path to which the file or folder will be copied. Do the following:

Click on a folder name or Parent Folder in the Folder(s) list until you locate the target folder.



If you want to use Quick Copy To, ignore this field.

Quick Copy To. If you know the absolute path to the target folder, type it in this text box. The system ignores the path indicated in the To field.

3. **Click on Copy at the bottom of the window to copy the selected files and folders and close the window.**

Moving a File or Folder

Drag-and-Drop Method

To move a file or folder, drag-and-drop the icon where you want it.

Menu Method

To move a single file or folder, do the following:

Procedure



1. **Click on the file or folder icon you want to move.**
2. **Click on *Edit* in the menu bar and select *Move*. The “Move” window appears with the following fields:**

Move. Displays the name of the selected file or folder.

To. Indicates the path to which the file or folder will be moved. Do one of the following:

- ◆ Click on a folder name or on the Parent Folder in the Folder(s) list until you locate the target folder.
- ◆ Go to As (the next field) and type in the full path to which you want to move the file or folder. The system ignores the path indicated in the To field.

As. Type in the name you want to give the file or folder to be moved.

3. **Click on Move at the bottom of the window to move the file or folder and close the window.**

Moving Multiple Files or Folders

Drag-and Drop Method

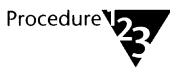
To move multiple files or folders, do the following:



1. Press <Ctrl> while you click on each file or folder icon you want to move.
2. Drag-and-drop any one of the selected icons onto the target window (if the window is open) or onto the folder's icon (if the window is closed)

Menu Method

To move multiple files or folders, do the following:



1. Press <Ctrl> while you click on each file or folder icon you want to move.
2. Click on *Edit* in the menu bar and select *Move*. The “Move” window appears with following fields:

Move. Displays the first few selected file or folder names. The ellipsis after the last name displayed indicates more files or folders.

To. Indicates the path to which the file or folder will be moved.

Click on a folder name or on Parent Folder in the Folder(s) list until you locate the target folder.



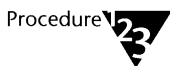
If you want to use Quick Move To, ignore this field.

Quick Move To. Type in the full path to which you want to move the files or folders. If you fill in this field, the system ignores the path in the To line.

3. Click on **Move** to move the selected files and folders and close the window.

Renaming a File or Folder

To rename a file or folder, do the following:



1. Click on the file or folder icon you want to rename.

2. Click on *Edit* in the menu bar and select *Rename*. The “Rename” window appears.
3. Type in the new name for the file or folder.
4. Click on *Rename* at the bottom of the window to apply the new name to the file or folder and close the window.

Printing a File

You must set up your system for printing before you can use the *Print* option. For information on setting up your printers, refer to the chapter “Setting Up and Configuring Printers” in the *System Owner Handbook*. For information on selecting a default printer, refer to the chapter “Printing.”

Once your system is set up for printing, do the following:

Procedure



1. Click on the file you want to print.
2. Click on *File* in the menu bar and select *Print*. The output goes to your default printer.

Linking Files or Folders

Important



Linking Files and Folders is an advanced feature of UnixWare. If you are not sure how it works, it's best to get help. For additional information on links, refer to the *Command Reference*, under the **ln** command.

Linking a file or folder is similar to copying a file or folder. However, linking does not create a duplicate of the selected file or folder—it creates another *name* for the file or folder, which enables you to access the same file or folder from more than one location. By creating links instead of copies, you can save space on your system. For example, you might want to link an application to another folder so you have easier and faster access to that application.

Linking a File or Folder in the Same Window

To link a file or folder, do the following:

Procedure



1. Click on the file or folder icon you want to link (the original file or folder).

2. Click on *Edit* in the menu bar and select *Link*. The “Link” window appears with the following fields:

Link. Displays the name of the selected file or folder.

To. Indicates the path to which the file or folder will be linked.

As. Type in the name you want to give to the link for the file or folder.

Link Type. Click on *Soft* to create a symbolic link or *Hard* to create a hard link.

Soft links are represented by icons with a dotted line underneath. A soft link can reside on different file systems (for example, the UnixWare file system and the NetWare file system). However, when you delete the original file, you can no longer use the soft link and it will not appear the next time you open a folder that contains the link.

Hard links must reside on the same file system. If you delete a hard link and other hard links to the same file exists, the data remains on the system. You can still access that data through these other hard links.

3. Click on **Link** at the bottom of the window to create a link to the selected file or folder and to close the window.

Note



You cannot create hard links between folders.

Linking a File or Folder from One Folder to Another

Drag-and-Drop Method

Press <Shift+Ctrl> while you drag-and-drop the icon onto the target window (if the window is open) or onto the folder's icon (if the window is closed).

Menu Method

To link a file or folder from one folder to another, do the following:

Procedure



1. Click on the file or folder icon you want to link (the original file or folder).
2. Click on *Edit* in the menu bar and select *Link*. The “Link” window appears with the following fields:

Link. Displays the name of the selected file or folder.

To. Indicates the path to which the file or folder will be linked. Do one of the following:

- ◆ Click on a folder name or on Parent Folder in the Folder(s) list until you locate the target folder.
- ◆ Go to *As* (the next field) and type in the full path to which you want to link the file or folder. If you do this, the system ignores the path indicated in the *To* line.

As. Type in the name you want to give the link for the file or folder

Link Type. Click on Soft to create a soft link or Hard to create a hard link.

3. **Click on Link at the bottom of the window to create the link and to close the window.**

Linking Multiple Files or Folders

Drag-and-Drop Method

To link multiple files or folders, do the following:

Procedure



1. **Press <Ctrl> while you click on each file or folder icon you want to link.**
2. **Press <Shift+Ctrl> while you drag-and-drop any one of the selected icons onto the target window (if the window is open) or onto the folder's icon (if the window is closed).**

Menu Method

To link multiple files, do the following:

Procedure



1. **Press and hold <Ctrl> while you click on each file and folder icon that you want to link.**
2. **Click on *Edit* in the menu bar and select *Link*. The “Link” window appears with the following fields:**

Link. Displays the first few selected file or folder names. The ellipsis after the last name displayed indicates more files or folders.

To. Indicates the path to which the file or folder will be linked.

Click on a folder name or on Parent Folder in the Folder(s) list until you locate the target folder.

Quick Link To. Type in the full path to which you want to link the file or folder. If you do this, the system ignores the path indicated in the *To* line.

Link Type. Click on Soft to create a soft link or Hard to create a hard link

3. **Click on Link at the bottom of the window to create a link to each of the selected files and folders and close the window.**

Converting Files

The UnixWare Desktop environment provides you with the mechanism to include text from a DOS text file in a UNIX text file and vice versa. Because UNIX and DOS use different end-of-line characters, you must first convert the file's format before using it with a different operating system.

Note



You cannot convert data files stored in binary (instead of text) format.

If you do not convert the file before using it, you may see a strange character at the end of each line.

To convert a file between UNIX and DOS format, do the following:

Procedure



1. **Click on the file you want to convert.**
2. **Click on *Edit* in the menu bar and select *Convert*.**
The arrow indicates that options follow.
3. **Select *UNIX to DOS* or *DOS to UNIX*.**
4. **Type in the name you want to use for the converted file.**
5. **Click on *Convert*. The file is now in the format you specified.**

Deleting a File or Folder (Using the Wastebasket)

Use the Wastebasket to delete files and folders. The Wastebasket “manages” deleted files and folders. When you delete a file or folder using the Wastebasket you actually have time (depending on your selections in the “Wastebasket Options” window) to recover it, should you change your mind.

Drag-and-Drop Method

To delete a file or folder, drag-and-drop the file or folder icon onto the Wastebasket icon on the “UnixWare Desktop” window or onto the open “Wastebasket” window.

Menu Method

To delete a file or folder, do the following:

Procedure



1. **Click on the file you want to delete.**
2. **Click on *Edit* in the menu bar and select *Delete*.**

Recovering Items from the Wastebasket

Note



Each file and folder in the Wastebasket has a version number associated with it; for example, *myfile:1*. If you delete files that have the same name, the one with the highest version number is the last one deleted.

Drag-and -Drop Method

To recover files from the Wastebasket, do the following:

Procedure



1. **Double-click on the Wastebasket icon.**
The “Wastebasket” window appears.
2. **Drag-and-drop the file you want to recover onto the target folder.**

Menu Method

To recover items from the Wastebasket, do the following:

Procedure



1. **Double-click on the Wastebasket icon in the “UnixWare Desktop” window.**
2. **Select the file or files you want to recover as follows:**
 - ◆ To select a file, click on it.
 - ◆ To select individual files, press and hold <Ctrl>, then click on each file.

- ◆ To select all files in the Wastebasket, click on *Edit* in the menu bar and select *Select All*.

3. Click on *Edit* in the menu bar and select *Put Back*.

The file(s) disappear from the Wastebasket and return to the folders from which they were deleted.

Using Wastebasket Options

You can determine how and when the system removes files from your Wastebasket as follows:



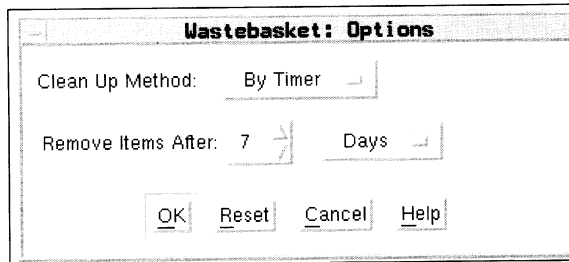
1. Open the Wastebasket by double-clicking on the Wastebasket icon in the “UnixWare Desktop” window.

The “Wastebasket” window appears.

2. Click on *Actions* in the menu bar and select *Options*.

The “Wastebasket Options” window appears:

Figure 4-1
Wastebasket Options



3. Set the options:

Clean Up Method. Click on By Timer, On Exit, Immediately, or Never to set if files and folders are removed from the Wastebasket after a certain time period lapses, when you exit UnixWare, as soon as something is put in the Wastebasket, or never, respectively.

Remove Items After. Used with By Timer above.

Select a number between 0 and 31 to correspond to your selection of *Minutes*, *Hours*, or *Days* and type in how many minutes, hours, or days

you want to pass before the Wastebasket automatically removes a particular file.

4. Click on **OK** at the bottom of the window to set the options and to close the window.

Finding a File or Folder

If you don't know where a file or folder is located in the file system, you can search for it by File Name, Word/Phrase, Age, or File Type as follows:

Procedure



1. Click on **File** in the menu bar and select **Find**.

The "Find" window appears.

2. Set the options:

File Name. Type in the filename you're looking for. You can use a metacharacter such as an asterisk (*) or a question mark (?). For example, if you type **d***, the system searches for all filenames that start with the letter d. If you type **dt?** the system searches for all filenames that start with **dt** and matches any one character in the third position of the filename.

Use the following to determine your search criteria.

Word/Phrase. Type in a word or phrase to find files containing that word or phrase. This works only if the file is a text file.

Search Local Folders Only. Turn this option off if you want the system to search folders on remote systems such as NetWare servers.

Where to Look. Click on the folders in the list to indicate where you want to search.

Other. Type in a name of a folder (if it's not listed in the Where to Look field).

Files updated within the last ? days. Use the arrows to select a number. The system searches only for files updated within this time period.

File Type. Click on the file type. If you don't select a file type, the system searches for all file types.

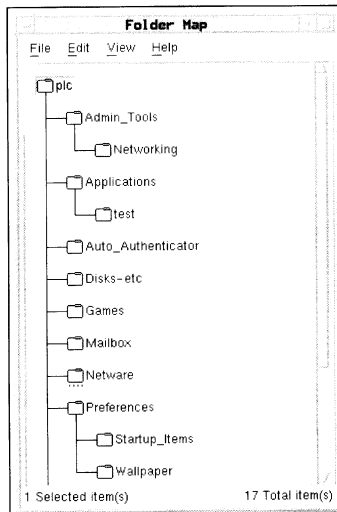
3. Click on **Find** at the bottom of the window to begin the search. (The system searches in the background while you do other work.)

While the search progresses, the “Found Files” window is displayed. This window displays the file or list of files that matches your search criteria. You can then use the *Edit* and *File* selections in the menu bar to perform basic file operations on the displayed files.

Using the Folder Map

To see a tree view of your folders, double-click on the Folder Map application in the “UnixWare Desktop” window. The following window appears:

Figure 4-2
Folder Map

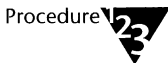


From this window, you can open, copy, link, rename, and delete a selected folder, using the procedures described earlier in “File and Folder Housekeeping.”



Note Folder Map only displays folders, not files.

You can also manipulate which folders are displayed in Folder Map by doing the following:



- 1. Select a folder from the “Folder Map” window.**
- 2. Click on *View* in the menu bar. Change the folder display by clicking on one of the following:**

Show Folders. To display the folders one level below the selected folder.

Hide Folders. To hide all folders below the level of the selected folder.

Show All Levels. To display all levels of folders under the selected folder.

Start Here. To set the selected folder as the starting point for the display.

Start at <login>. To set your home folder as the starting point for the display.

Start at Other. To choose another path as the starting point for the display. The “Start at Other” window appears. Click on a folder name or Parent Folder until you locate the folder, or type in the full path to the folder in the Quick Start At text box. Click on the OK button at the bottom of the window when you’ve located the target folder.

Next Level Up. To display the files and folders one level above the current starting point for the display.

Viewing or Editing a File or Folder’s Properties

Every file and folder has certain properties associated with it. Many of these properties can be changed.

For example, when you create a file or folder, you are the *owner* of that file and folder and, as such, have permission to do certain things with the file or folder—you have permission to read it, write to it (change it), and execute it (run the file as an application).

You, the owner of the file, also belong to a *group*. The group is given certain permissions to your files and folders. For example, your group may have permission to read and execute, but not to write to, your files and folders.

All other users are given certain permissions to your files and folders. For example, other users may have permission to read, but not to execute or write to, your files and folders.



Note The “Properties” window for DOS files and folders lists fewer options than for UNIX files and folders.

In the following figure, the user *chris* owns the current file called *sales.report*. Chris belongs to the group *marketing*. User *chris* can read and write *sales.report*. Chris’s group and other users can only read *sales.report*.

To edit the properties of a file or folder you own, do the following:

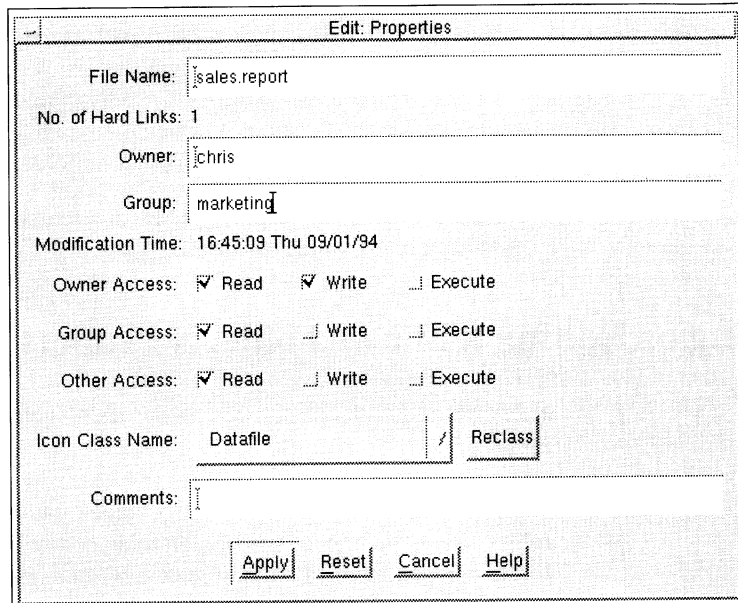
Procedure



1. Click on the file or folder.
2. Click on *Edit* in the menu bar and select *Properties*.

The following window appears:

Figure 4-3
Properties



3. Set the options:

File Name. Displays the selected file or folder's name. To change the name, type in a new name.

No. of Hard Links. Displays how many hard links the file has. For more information on links, see "Linking Files or Folders" in this chapter.

Note



If the file or folder is not hard-linked to another file or folder, this field shows the number of hard links as 1 (to represent the file itself).

Owner. Displays the owner's login ID. To change the owner, type in a new ID.

Group. Displays the owner's group name. Members of this group can usually view but not change or delete the file or folder. To change the group name, type in a new name.

Modification Time. Displays the last time the file or folder was modified.

Owner Access. Displays read, write, and execute permissions for the owner of the file or folder. To change permissions, click on the new settings.

Group Access. Displays read, write, and execute permissions for the members of the file or folder's group. To change group permissions, click on the new settings.

Other Access. Displays read, write, and execute permissions for all other users. To change permissions for other users, click on the new settings.

Icon Class Name. Displays the file or folder type. You can change the Icon Class by choosing from the drop down list. To restore a file to its default class, click on Recalls. For more information, refer to the chapter "Installing and Sharing Applications" in the *System Owner Handbook*.

Comments. Type in comments (which permissions you changed and why, for example).

4. Click on Apply to apply the new properties and close the window.

For information on how NetWare and UNIX rights are mapped, refer to the chapter "UnixWare Command-Line Tools" in the *System Owner Handbook*.

Using Files and Folders with Diskettes

UnixWare allows you to not only store and retrieve UNIX system files on a diskette, but it also allows you to store and retrieve DOS files, and convert DOS files to the UNIX system format, and vice versa.

The Disks-etc folder provides access to diskettes, cartridge tapes, and CD-ROMs. Depending on your system configuration you can use these media to back up files, restore files, format your disks, and install applications.

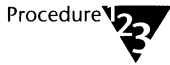


Do not remove a diskette from the disk drive and insert a new one once the Disks-etc folder is open. You must first close the folder before changing diskettes and then reopen the Disks-etc folder. Otherwise, files on either diskette may be corrupted.

Formatting Diskettes

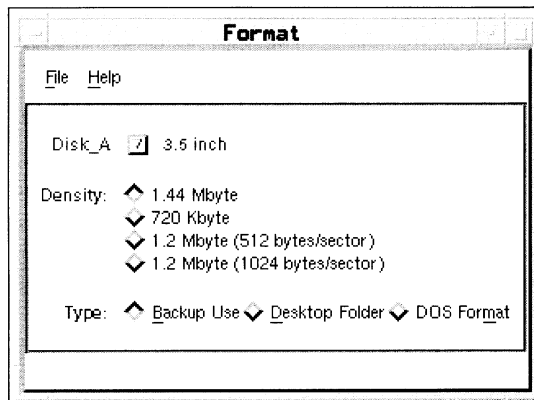
Before you can use a diskette with UnixWare, you must format it.

To access a diskette, double-click on Disks-etc in the “UnixWare Desktop” window. When the “Disks-etc” window appears, do the following:



1. **Insert the diskette in the drive. Make sure the disk is not write-protected. (On 3.5-inch diskettes, the black tab on the back of the disk should cover the hole. On 5.25-inch diskettes, the notch on the outside edge of the diskette should be exposed.)**
2. **Right-click on the appropriate diskette icon.**
3. **Click on *Format*. A window similar to the following appears:**

Figure 4-4
Format



4. Set the options:

Disk A/B. Displays the size and capacity of the diskette inserted in the drive.

Density. Select the appropriate density depending on the type of diskette you are using (the standard format for a 3.5-inch diskette is high-density, double-sided, 1.44 MB; the standard format for a 5.25-inch diskette is high-density, double-sided, 1.2 MB).

Type. Click on Backup Use, Desktop Folder, or DOS Format.

Table 4-2
Format Types

Select	To
Backup Use	Format the media to use for file archives. It formats the media specifically for copying and restoring. For more information, refer to the chapter “Backing Up and Restoring Files.”
Desktop folder	Create a file system on the media that you can use in the same way you use any UnixWare Desktop folder. You can drag-and-drop files and folders from the window representing diskettes to any UnixWare folder, and vice versa.
DOS Format	Format the media for use with DOS files. You can drag-and-drop files and folders from the windows representing diskettes to any UnixWare folder and vice versa. The files must follow DOS naming conventions.

When you open a diskette that is in one of the supported formats, UnixWare automatically opens the appropriate type of window. For example, when you open a diskette that contains backup files, the Restore application is automatically started.

5. Click on *File* in the menu bar and select *Format*.

The “Format in Progress” window appears. This window displays a sliding bar to let you know the progress of the format. When the format is complete, the following message appears:

```
Formatting complete
```

Using a Formatted Diskette

Once you have formatted a diskette (see “Formatting Diskettes” in this chapter), you can copy and move files from the diskette to your system and vice versa.

Copying and Moving Files to and from a Diskette

To copy or move files from a diskette to your system, do the following from the Disks-etc window:



1. **Insert the diskette.**
2. **Double-click on the appropriate diskette icon in the “Disks-etc” window.**
3. **Select the file or files you want by clicking on them.**
4. **Click on *Edit* in the menu bar and select *Copy* or *Move*.**



All of the selections under the File and Edit options in the menu bar are available for UnixWare files that are formatted as desktop folders. Exceptions for DOS formatted files follow.

Special DOS Considerations

While UnixWare handles DOS files and DOS formatted diskettes in the same manner as it does UnixWare files and formatted diskettes, you should be aware of several differences:

- ◆ If you need to change diskettes once the Disks-etc folder is open you must close the folder, change diskettes, and then reopen the Disks-etc folder. Otherwise, the system will read the data from the original diskette.
- ◆ If you open a DOS diskette, DOS file naming conventions take precedence. While UnixWare allows any number of characters in a filename as well as spaces and special characters, and applies no restriction on where the period appears, DOS allows only eight characters to the left of the period and three to the right. Filenames are truncated to fit this rule when UnixWare files are transferred to a DOS diskette.
- ◆ You cannot create a link (hard or soft) to DOS files.
- ◆ The “Properties” window displays different options for DOS files.

Sharing Files and Folders with Users on Other Systems

UnixWare provides you with many ways to share files with users on other systems depending on your network configuration. You can share files across

NetWare servers, TCP/IP connections, Network File System™ (NFS), and modem and direct connections. Use the following information to determine what kind of network setup and configurations you need for the connections you want.

Sharing Files Using NetWare

UnixWare provides the best platform for sharing files and resources with NetWare users. Using the NetWare icon located in the “UnixWare Desktop” window, you can access any NetWare file server in your organization on which you have a login account. Once you’ve entered your login ID and password NetWare volumes and directories can be accessed just as you access UnixWare folders. You access files as if they were stored on your system. You can transfer files to and from a NetWare server, allowing you and other users in your organization to share files while working on a project together. For information on how to use resources stored on NetWare servers, refer to the chapter “Accessing NetWare.”

Sharing Files Using NFS

NFS is the traditional UNIX system approach to making files on another systems appear as if they were on your own system. NFS can be used by any system connected to a TCP/IP network. Similar to accessing NetWare, using NFS you can transfer files back and forth between folders on your local system and directories on the remote UNIX system. The remote system must be running NFS and, likewise, you must install the NFS add-on product for your system. In addition, you must decide which folders on your system you want to share with users on other systems and use the File Sharing tool to make these available to them. For information on using File Sharing, sharing files remotely, and setting up and configuring TCP/IP, refer to the *System Owner Handbook*.

Sharing Files Using TCP/IP

If you do not have NFS installed, you can still share files with users on other systems attached to a TCP/IP network. The difference is that instead of accessing files on their system (or vice-versa), you can only transfer files to their system (and, likewise, they to yours). The Remote Login icon in the Applications folder allows you to drag-and-drop files to it in order to transfer these to another system. A file can be transferred using the UNIX to UNIX Copy (UUCP) facility, which puts the files in a special place on the remote system from which the user receiving the file can retrieve it by opening the UUCP Inbox folder or by using the Remote Copy feature that places the file in

a specific directory that you designate. In both cases, someone on the remote system must use Internet Setup to configure the system to allow you to transfer files to it. In the case of UUCP transfer, the administrator must configure the remote system to accept UUCP transfers from your system. In the case of Remote Copy, the user receiving the files must grant you access to his/her account. For information on setting up TCP/IP connections and configuring UUCP, refer to the chapter “Setting Up and Configuring TCP/IP” in the *System Owner Handbook*.

Sharing Files Using Modems and Direct Connections

If you do not have a network connection to another system and have only modem access to that system (or a direct connection through a serial port), then your only option for sharing files with users on that system is by transferring files using the UUCP facility. Refer to “Sharing Files Using TCP/IP” in this chapter for details. For more information, refer to the chapter “Setting Up Modems and Other Serial Communications” in the *System Owner Handbook*.

Table 4-3
File Sharing

If You Want to Share Files With	Then
NetWare users and servers	Use the procedures described in the chapter “Accessing NetWare.”
TCP/IP systems	For instructions on configuring Internet Setup, refer to the chapter “Setting Up and Configuring TCP/IP” in the <i>System Owner Handbook</i> , and then use the Remote Login icon in the Applications folder.
NFS system	Use the NFS add-on product and follow the instructions in the chapter “Sharing Files and Folders Remotely” in the <i>System Owner Handbook</i> to configure file sharing (TCP/IP must be configured before using NFS).
Remote systems directly connected or connected by modem	Use the information in the chapter “Setting Up Modems and Other Serial Communications” in the <i>System Owner Handbook</i> to configure Dialup Setup and then use the Remote Login icon in the Applications folder.



chapter

5

UnixWare Applications

UnixWare includes a number of applications located in the Applications folder. Applications discussed in this chapter are those that are commonly used. They are sorted alphabetically for your convenience. Applications that require more depth are discussed in the *System Owner Handbook*. The following applications are located in the Applications folder:

Table 5-1

UnixWare Applications

Application	Enables You To
Calculator	Do mathematical and scientific calculations.
Clock	Display the current date and a running clock.
Debug	Open a window running the Debug program. Debug is installed with the Software Development Kit (SDK) package. For information on Debug, refer to <i>Debugging and Analyzing C and C++ Programs</i> .
DOS	Open a window running DOS. For information on using DOS, refer to the chapter "Using DOS and MS Windows for Merge."
Online Docs	Display the <i>DynaText</i> online document browser. <i>DynaText</i> must first be installed before the icon appears in the Applications folder.
Icon Editor	Design your own icons.
Inet Browser	Discover, retrieve, and display documents and data from all over the Internet.

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Table 5-1

UnixWare Applications

Application	Enables You To
Mail	Communicate with other network users with connections to your network. For example, you can communicate with other internetwork users (using TCP/IP) and with other MHS users if you are connected to a NetWare server running MHS. The Mail application is also available in the Mailbox folder on the UnixWare Desktop.
Msg. (Message) Monitor	Read messages from the operating system. For more information, refer to the chapter “Monitoring and Tuning Your System” in the <i>System Owner Handbook</i> .
Remote Login	Log in to a remote system or transfer files to that system.
Remote Apps	Use an application that is installed on another UnixWare system.
Terminal	Work directly with the UnixWare system at a command line.
Text Editor	Do simple text processing and formatting.
Win	Open a Windows session. Windows does not come with UnixWare. You must purchase it separately and then install and configure it through Win Setup. Once it is running on your system, the Win icon appears in your Applications folder. For information on using Windows, refer to the chapter “Using DOS and MS Windows for Merge.”
Win Setup	Open a DOS session where you can install and configure Windows. For information on installing Windows, refer to the chapter “Setting Up DOS and MS Windows for Merge” in the <i>System Owner Handbook</i> .

Using the Calculator

The Calculator, located in the Applications folder, allows you to do mathematical and scientific calculations.

Starting the Calculator

To start the Calculator, double-click on the Calculator icon in the Applications folder.

You can use the mouse or the keyboard with the Calculator. For simple calculations, you might find it easier to use the numeric keypad on your keyboard (+, -, *, /, and =).

Calculator functions

The following list describes each Calculator button function:

Table 5-2

UnixWare Applications

Button	Function
*	Multiplies
/	Divides.
+	Adds.
-	Subtracts.
(“(” and “)” override the standard rules of precedence.
=	Performs calculation.
)	“(” and “)” override the standard rules of precedence.
+/-	Changes sign.
.	Decimal point.
EXC	Swaps the number in the display with the number in memory.

Button	Function
SUM	Adds the number in the display to the number in memory.
RCL	Copies the number from memory to the display.
STO	Copies the number in the display to the number in memory.
PI	pi.
x!	Computes the factorial of the number in the display.
e	e.
EE	Use to enter exponential numbers. For example, type 2.3 +/- EE 4 +/- to get -2.3E-4.
log	Calculates the log (base 10) of the number in the display.
ln	Calculates the log (base e) of the number in the display.
y^x	Raises the number on the left to the power of the number on the right.
INV	Invert function.
sin	Computes the sine of the number in the display (according to DRG).
cos	Computes the cosine, or arccosine when inverted.
tan	Computes the tangent, or arctangent when inverted.
DRG	Changes the DRG mode (see DEG, RAD, or GRAD in display).
1/x	Replaces the number in the display with its reciprocal.
x^2	Squares the number in the display.
SQR	Takes the square root of the number in the display.
CE	Clears the number in the display.
AC	Clears the display, state, and memory.

Using the Clock

The Clock application in the Applications folder displays the current date and a running clock. When you right-click on the Clock, you can set an alarm, change the clock chime, switch the mode between analog and digital, and set the clock to indicate seconds.

Starting the Clock

To start the Clock, double-click on the Clock icon.

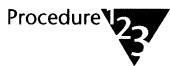
Setting the Alarm

To set an alarm to display a message at a particular time, right-click on the clock and select *Set Alarm*.



Note

You will not hear an alarm at the specified time but instead a window with your alarm message appears.



Procedure

1. Set the options:

Message. Type a message to appear in a window when the alarm message appears.

Time. Type or use the arrow keys to set a time (using a 24-hour clock) when the alarm should sound.

2. Click on *Set Alarm* to set the alarm to the specified hour and minute.

Customizing the Clock

To customize the clock's chime, its mode, and how often the clock ticks, right-click on the clock and select *Properties*.



Procedure

1. Set the options:

Chime. Click on *None* to set the clock to no chime, *Traditional* to set the clock to chime the time on the hour and once on the half hour, or *Ship's Bells* to set the clock to chime at half hour periods (Ship's Bells was used historically to mark half-hour periods of a sailor's watch).

Mode. Click on *Analog* to set the display to analog mode or *Digital* to set the display to digital mode.

Tick. Click on *Second* to set the clock to update every second or *Minute* to set the clock to update every minute.

2. Click on Apply to apply the properties and close the window.

Setting the Clock

Use the System Status utility in the Admin Tools folder to update your system's clock and change the current date.

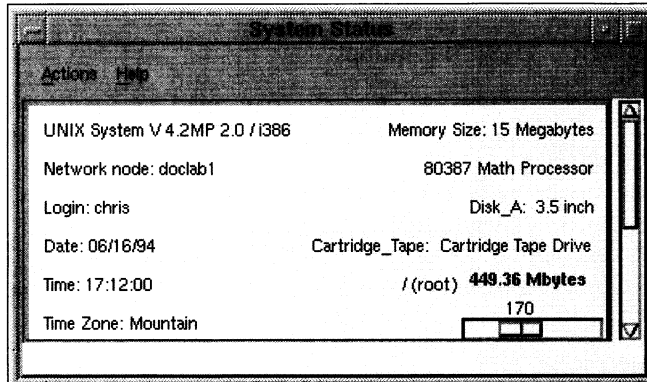


Note

Your user account must have the appropriate permissions assigned for you to set the system's clock and change the date. For instructions on changing user permissions, refer to the chapter "Configuring Your User Environment" in the *System Owner Handbook*. The system owner has permission to do this by default.

To use System Status, double-click on the System Status icon in the "Admin Tools" window. The following window appears:

Figure 5-1
System Status



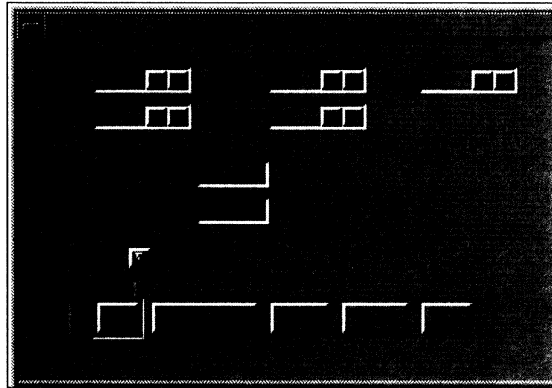
To change the time or time zone, do the following from the "System Status" window:

Procedure



1. Click on *Actions* in the menu bar and select *Properties*. The following window appears:

Figure 5-2
Properties



2. Set the options:

Year, Month, Day, Hour, Minute. Type in the current year, month, date, hour, and minute. (This option is available only to users with owner privileges.)



The options update clock every and check disks every are not related to setting the clock and changing the date. For information on these options, refer to the *System Owner Handbook*.

Time Zone. Click on the arrow to view a list of zones. Click on a zone. A menu of specific time zones appears. Click on an entry.

3. Click on OK to apply the changes and close the window.

Using the Icon Editor

Applications, files, and folders on the desktop are represented by icons. The Icon Editor lets you design new and modify existing icons.



To define the action that takes place when you click on an icon (for example, start an application), use Icon Setup. For information on using Icon Setup, refer to the chapter “Installing and Sharing Applications” in the *System Owner Handbook*.

Before you begin creating or modifying icons create a folder called *Icons* in your home folder (“UnixWare Desktop” window). Use *.icon* as the filename extension and save them to your *Icons* folder (the path typically would be, */home/<loginID>/Icons/<filename>.icon*.) When you use the *.icon* filename extension the icon image for that file is the icon you created rather than the usual dog-eared paper icon.

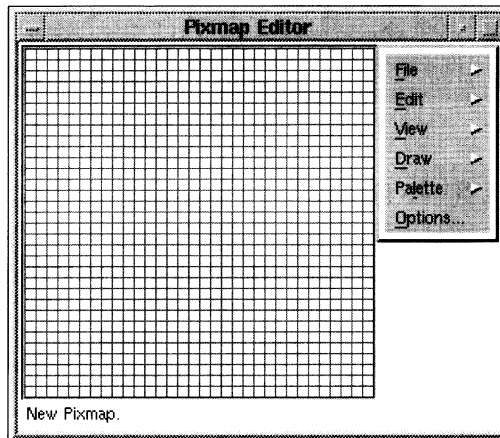
Creating New Icons

To create your own icon, do the following:

1. **Double-click on the Icon Editor icon in the Applications folder.**

The following window appears:

Figure 5-3
Pixmap Editor



2. **Set the options:**

File. Allows you to perform file operations. It also includes the Browse option. When you select Browse, the “pixmap” window appears with a set of icon. Drag-and-drop icons from this window onto the “Pixmap Editor” to modify.

Edit. Provides additional options for editing an icon.

View. Allows you to zoom the icon or display it in a separate window in its actual size, without the graph.

Draw. Provides the options for drawing an icon.

Palette. Provides the colors you can use.

Options. Brings up the “Properties” window. Use this menu to further customized your icon drawing.

3. **Click on File on the right side of the window and select Save As.**

The “File” window appears.

- 4. Enter the path to your *Icons* folder and the file name with the *.icon* extension as follows:**

/home/<loginID>/Icons/<filename>.icon

- 5. Click on Save to save your modified icon.**

The icon file appears in your *Icons* folder with your modified icon as the file icon.

Modifying Existing Icons

You can modify an icon of your own design or use the icons available in the “pixmap” window.

To modify an existing icon from the “pixmap” window, do the following:

- 1. Double-click on the Icon Editor icon in the Applications folder.**

The “Pixmap Editor” window appears.

- 2. Click on File from the selections on the right side of the window and select Browse.**

The “pixmap” window appears.

- 3. Select an icon from the window and drag-and-drop it onto the “Pixmap Editor” window.**

- 4. Use the information on options in the previous subsection to modify the icon to your satisfaction.**

- 5. Click on File on the right side of the window and select Save As.**

The “File” window appears.

- 6. Enter the path to your *Icons* folder and the file name with the *.icon* extension as follows:**

/home/<loginID>/Icons/<filename>.icon

7. Click on Save to save your modified icon.

The icon file appears in your *Icons* folder with your modified icon as the file icon.

Using the Internet Browser

The Internet Browser is an information browser that allows you to discover, retrieve, and display documents and data from all over the Internet.

You travel through the information by clicking on hyperlinks. Hyperlinks are highlighted words and phrases, icons, or images that bring you to related documents.

To use the Internet Browser, you must first install it on your system using the Get Inet Browser icon in the Admin Tools folder. In order to use Get Inet Browser, you must have a connection to the Internet and you must configure your system for access to a Domain Name Service (DNS) server. For information on configuring these services, refer to the chapter “Setting Up and Configuring TCP/IP” in the *System Owner Handbook*.

Installing the Internet Browser

Use Get Inet Browser to retrieve the Internet Browser from the Novell FTP Server and install it on your system. To install the Internet Browser on your system, do the following:

Procedure



1. **Double-click on the Admin Tools icon in the “UnixWare Desktop” window. The “Admin Tools” window appears.**
2. **Double-click on Get Inet Browser. The “Get Internet Browser” window appears.**
3. **Click on Instructions.**

A window appears containing instructions on how to install the Internet Browser using a “Terminal” window and the UNIX command line.

Accessing the Internet Browser

To access the Internet Browser after you have installed it on your desktop, do the following:

1. **Double-click on the Applications icon in the “UnixWare Desktop” window. The “Applications” window appears.**
2. **Double-click on the Inet Browser icon. Wait a few seconds for the application to appear.**

For online information on using the Internet Browser, access the application’s online help facility.

Using Mail

Mail provides a quick and efficient means of communicating with other users to which you have a network, modem, or direct connection. You can use Mail to communicate with other UNIX system users and, if you are connected to a NetWare server running Message Handling Service (MHS), you can use Mail to communicate with MHS users.

Use the following table to locate the section title for instructions you need in order to use the Mail application.

Table 5-3

Using the Mail Application

If You Want To	Read
Open your mail	“Reading Mail” and “Viewing Another Mail Message”
Remove a mail message	“Deleting Messages”
Find out what you can do from the tool bars	“Using the Tool Bar”
Write a mail message	“Composing and Sending Mail”
Send mail	“Composing and Sending Mail”
Address a mail message	“Composing and Sending Mail”
Print your mail	“Putting a Mail Message Aside”
Save a partially written message to complete at a later time.	“Putting a Mail Message Aside”
Retrieve a partially written message.	“Completing an Unsent Message”

Table 5-3

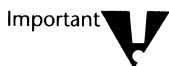
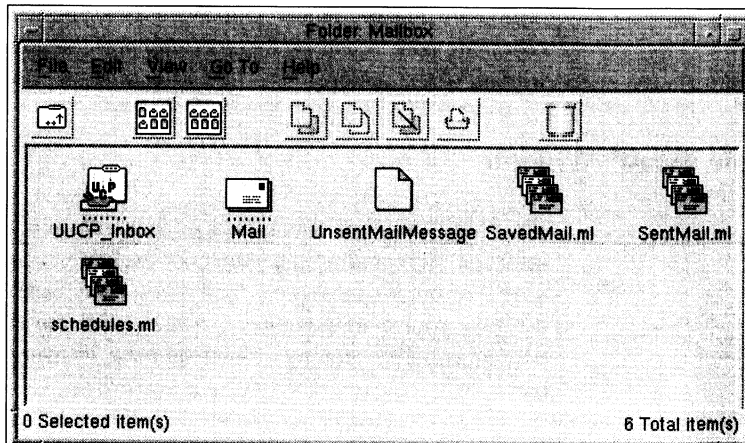
Using the Mail Application

If You Want To	Read
Save mail you are sending	"Using Compose Options"
Save mail you receive	"Saving Mail" and "Customizing Mail"
Access mail you saved	"Accessing Saved Mail"
Answer mail you receive	"Replying to and Forwarding a Message"
Make a list of users to which you frequently send mail	"Creating Aliases"
Send a copy of mail you receive to others	"Replying to and Forwarding a Message"
Read mail you have saved	"Using Your Mailbox"

Using Your Mailbox

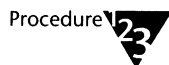
Your personalized Mailbox is located on the UnixWare Desktop. It serves as a folder for mail messages you save. When you open your Mailbox for the first time it contains the UUCP Inbox and the Mail icon. The UUCP Inbox is a folder for files that are transferred from a remote system to your system through UUCP. The Mail icon gives you access to the same services available when you click on the Mail icon in the Applications folder. When you save mail you send to others and save mail sent to you, three or more icons appear: SentMail.ml, SavedMail.ml and UnsentMailMessage. The folder looks similar to the following:

Figure 5-4
Mailbox folder



You must first have saved mail you were sent, saved mail you send (using the *Compose Options*), and saved unsent mail in order for all three mail icons to appear. For instructions on saving mail, refer to “Saving Mail” in this chapter.

To open these files once mail is saved, do the following:



1. **Double-click on the Mailbox icon on the UnixWare Desktop.**
2. **Double-click on the Saved Mail.ml icon or the SentMail.ml icon.**

A window similar to the Mail window appears.

3. **Double-click on a mail message to read it.**



Your Mailbox folder may also contain other mail files you create, using the *Save Message To* options in Mail. For information on using *Save Message To* refer to the section “Using the Save Message Option.”

Using the Tool Bar

The “Mail,” “Mail Read,” and “Mail Compose Message” windows each have a tool bar that provides easier access to frequently used functions. It is located below the menu bar. Tool bars provide an alternative to using the menus. Instead of accessing a function from a menu, you can just click on the tool bar for that function. A short description of each tool bar icon appears in the footer of the window as you move the pointer over the icons.

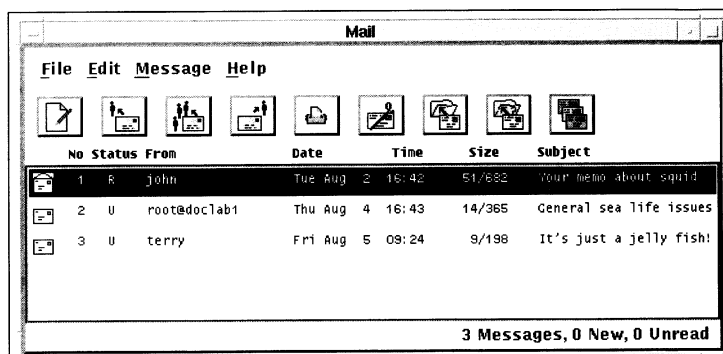
If you are an experienced UnixWare user, you will probably use this feature. If you are new to UnixWare, you may prefer the menus until you are familiar with all of the options.

Using the “Mail” Window

The “Mail” window lists messages that were sent to you, and includes information regarding the subject of each message, who sent it, when it was sent, how big the message is, and if you have read it yet. From this window you can save your mail messages to a file, delete messages, and print messages without actually opening or viewing them by using the *File* option in the menu bar.

To open the “Mail” window, double-click on the Mail icon in the Applications folder. A window appears, similar to the following:

Figure 5-5
Mail Window



The following information is displayed for each mail message in your mailbox

No. The number associated with each mail message in your mailbox. It denotes the sequence in which the message was received.

Status. R means the message has been read; N means the message is new and hasn't been read; U means the message hasn't been read, but isn't new.

From. The ID of the user who sent the message.

Date. The date the mail was received by your system.

Time. The time the mail was received by your system.

Size. The number of lines and characters in the message.

Subject. The subject of the message.

Reading Mail

To read a mail message, double-click on the Mail icon in the Applications folder and then double-click on the mail message you want to read in the “Mail” window.

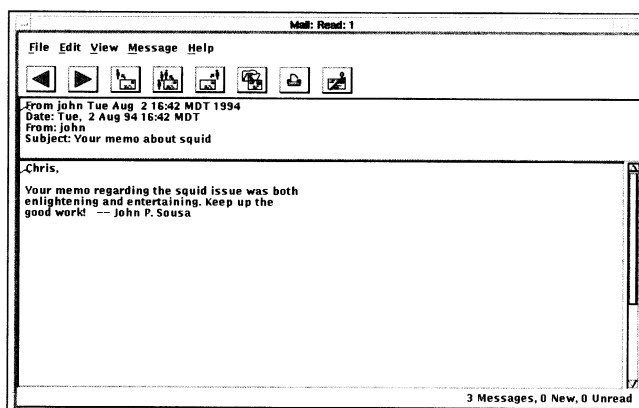
To open and read several messages, double-click on the Mail icon in the Applications folder and do the following:



1. **Press and hold <Ctrl> while you click the left mouse button on several messages.**
2. **Click on *Message* in the menu bar and select *Read*.**

A window appears, similar to the following (if you selected more than one message, a window appears for each message):

Figure 5-6
Mail Read Window



After reading through your mail, you can view the next message, delete messages, save messages to files, or respond to a message. Descriptions of each function follow.

Viewing Another Mail Message

To view or read another message while you are in a Mail Read window, click on *View* in the menu bar and select *Next* to view the next message and *Prev* to view the previous message.

Deleting Messages

To delete mail messages from the “Mail” window, do the following:



1. **Click on the message you want to delete.**
2. **Click on *Edit* in the menu bar and select *Delete*. The message disappears.**



You can also delete messages from the “Mail Reader” window. Click on *Edit* in the menu bar and select *Delete*. The message disappears and the next message appears.

Undeleting Messages

To retrieve deleted messages from the “Mail” window, do the following:

1. **Click on *Edit* in the menu bar and select *Undelete*.**

The “Undelete” window appears.

2. **Click on the message(s) you want to retrieve.**
3. **Click on the Undelete button at the bottom of the window.**

The message(s) selected appear in the Mail window.



Once you exit mail you cannot undelete messages you marked for deletion.

Composing and Sending Mail

Before you can send mail, you must know the address of the user to whom you are sending mail. If the user has a login ID on your system, the address would be his or her login ID.

If you are sending mail to an MHS user, the address is in the following general format:

username@mhs.domain.com

If you are sending mail to a UNIX user, the address is in the following general format:

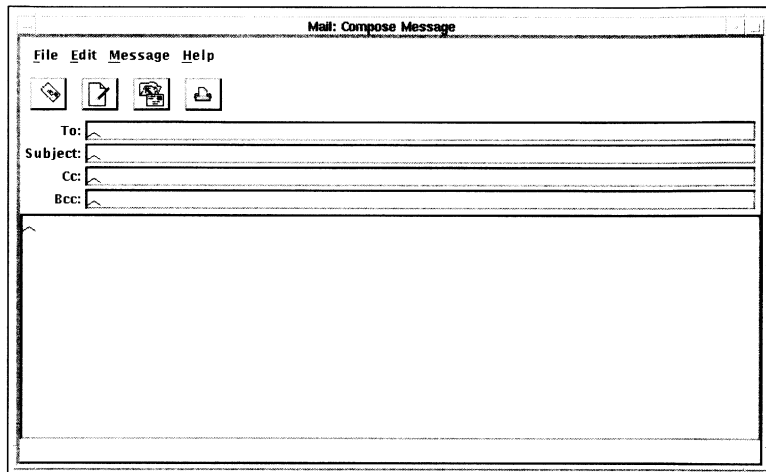
username@domain.com

To compose and send mail, double-click on the Mail icon in the Applications folder window and do the following:



1. Click on *Message* in the menu bar and select *Compose*. The “Compose Message” window appears.

Figure 5-7
Compose Message



2. Use the <Tab> key to move between fields. Address your mail message by entering information in the following fields:

To. Type in the names/addresses or the aliases of the users, separated by a space, to whom the mail is to be sent. For information on aliases, refer to “Creating Aliases” in this chapter.

Subject. Type in the subject of the mail.

Cc. Type in names of users, separated by a space, who receive copies.

Bcc. Type in names of users, separated by a space, who receive blind copies (other users won’t be told that these Bcc users were copied).

3. Click on the message area in the bottom half of the window and enter your message.

Enter and edit your message as you would text in the Text Editor window (refer to “Using the Text Editor” in this chapter). In addition, you can drag and-drop a text file onto the window pane.

Before you send your message, make sure the address of each recipient is correct, check the contents of your message, and save it (if you think you’ll want to refer to it later). Remember, it cannot be retrieved once it is sent.

If you want to save a copy, refer to “Saving Mail” in this chapter.

4. Click on *Message* in the menu bar and select *Send*.

The following message appears at the bottom of the window:

The Message has been sent.

Replying to and Forwarding a Message

To reply to or forward a message from either the “Mail Read” or the “Mail” window, use the following menu items from *Message* in the menu bar:

Reply to Sender. Click to reply only to the person who sent the mail, and start with an empty message.

Reply to Sender (Att.). Click to reply only to the person who sent the mail, and include the original message with your new message.

Reply to All. Click to reply to everyone on the From, To, and Cc list, and start with an empty message.

Reply to All (Att.). Click to reply to everyone on the From, To, and Cc list, and include the original message with your new message.

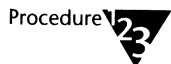
Forward. Click to forward the mail to another user and include the original message with your new message.

If you reply to a message, the “Reply to message from <login ID>” window appears.

If you forward a message, the “Forwarding message from <login ID>” window appears. Address the forwarded message in the To text box.

Printing a Message

You can print a message from either the “Mail Read” or the “Mail” window. To print a mail message, do the following:



1. **Click on the mail message(s) you want to print.**
2. **Click on *File* in the menu bar and select *Print Message(s)*.**

For more information on printing, refer to the chapter “Printing.”

Saving Mail

If you use electronic mail frequently you know that it is a more valuable tool if you can save messages you receive as well as messages you send in an organized way. You can save both kinds of mail in your Mailbox in the *SavedMail.ml* and *SentMail.ml* files or set up your own files. For information on your Mailbox refer to “Using Your Mailbox” in this chapter.

You can also save a mail message in progress. If you are interrupted while writing a mail message, you can retrieve the message from a temporary save mail file to complete at a later time. For information on saving an unfinished message, refer to “Putting a Mail Message Aside” in this section.

Saving Mail You Receive


You can save mail messages you receive two ways:

- ◆ In the *SavedMail.ml* file in your Mailbox using the *Save Message* option
- ◆ In any file you specify using the *Save Message To* option

When you want to save mail messages in your Mailbox, use the *Save Message* option on the *File* menu. When you want to save mail messages in a particular file, perhaps with other related material, use the *Save Message To* option also on the *File* menu. Use the following information for instructions on saving mail you receive.

Using the Save Message Option

To save mail messages you receive to the *SavedMail.ml* file in your mailbox, do the following:

Procedure 


1. Double-click on the Mail icon in the Applications folder.
2. Click on the mail message you want to save.
3. Click on *File* in the menu bar and select *Save Message*.

Your mail message is automatically saved in your Mailbox in the file named *SavedMail.ml*. The *SavedMail.ml* file is appended, not overwritten, each time you save a message to it. In other words, it adds each message to the same file.

Using the Save Message To Option

Use the *Save Message To* option to save mail messages you receive to a file other than the *SavedMail.ml* file. For example, if you want to keep all messages relating to a special project in the same file.

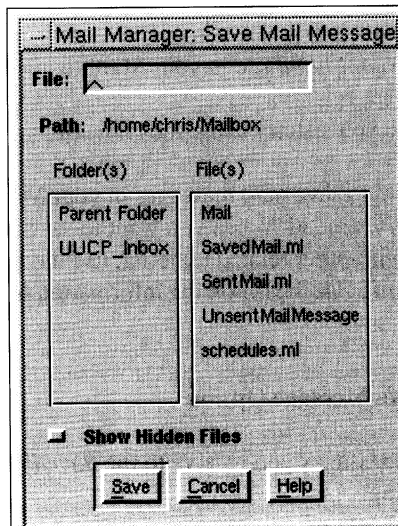
To save mail messages you receive to a particular file, do the following:

Procedure 

1. Double-click on the Mail icon in the Applications folder.
2. Click on a mail message you want to save.
3. Click on *File* in the menu bar and select *Save Message To*.

The following window appears:

Figure 5-8
Save Message To



4. Set the following option:

File. Type in the name you want to give the message. Use the subject of the message or the sender's name to help you identify the message.

Path. Displays the default path for saved mail messages.

5. Click on Save at the bottom of the window to save the message with the new filename and close the window.

Saving a message to a file displays the following message at the bottom of the window:

```
Message(s) saved
```

Saving Mail You Send (Outgoing)

To save mail messages you send use *Compose Options*. (*Compose Options* are available under *File* on the "Compose Message" window.) When you use *Compose Options* every mail message you send is saved in the *SentMail.ml* file in your Mailbox. Refer to "Using *Compose Options*" in this section to automatically save messages you send (outgoing mail).

Accessing Saved Mail

You can access your saved mail in the *SavedMail.ml* file or the *SentMail.ml* file without opening your Mailbox. To open saved mail files, do the following:

1. Click on *File* in the "Mail" window and select *Open*.

The "Open Mail File" window appears.

2. Set the options:

File. Click on *SavedMail.ml* or *SentMail.ml* in the Files list or enter the filename in this field.

Path. Displays the current path.

3. Click on *Open* at the bottom of the window.

Putting a Mail Message Aside

If for some reason you are interrupted while writing a mail message, you can put it aside to complete at a later time in a file called *UnsentMailMessage*. This

file differs from the mail files in that the message has not been sent. Only one message can be saved in this file at a time.

To put aside a mail message you must at least complete the To field on the “Compose Message” window and then, do the following:

Procedure



1. **Enter the mail message information you want to save.**
2. **Click on *File* in the menu bar and select *Save*.**

Your message is saved in the *UnsentMailMessage* file in your Mailbox.

Note



To put aside a mail message in a file other than *UnsentMailMessage* select *Save Unsent To* and enter the name to which you want to save your unsent message.

Completing an Unsent Message

You can retrieve and complete a message you put aside and then send it.

To open the mail message you put aside, do the following:

1. **Click on *Message* in the menu bar of the “Mail” window and select *Compose*.**

The “Compose Message” window appears.

2. **Click on *File* in the menu bar and select *Open*.**

The “Open Unsent Message” window appears.

3. **Set the option:**

File. Click on *UnsentMailMessage* in the File list or type in the name of the file in which you saved your unsent message.

Path. Displays the current path.

4. **Click on *Open* at the bottom of the window.**

The message appears in the “Compose Message” window.

5. **Complete your mail message. Make sure to enter the addressing information.**

6. **Click on *Message* in the menu bar and select *Send*.**

Creating Aliases

Individual users or groups of users that you often send mail to can be set up as aliases. Aliases are used like nicknames—they save you from typing long addresses or several names every time you send mail. You can set up aliases for individuals, groups, and groups of groups. A user can have multiple aliases and an alias can have multiple addresses.

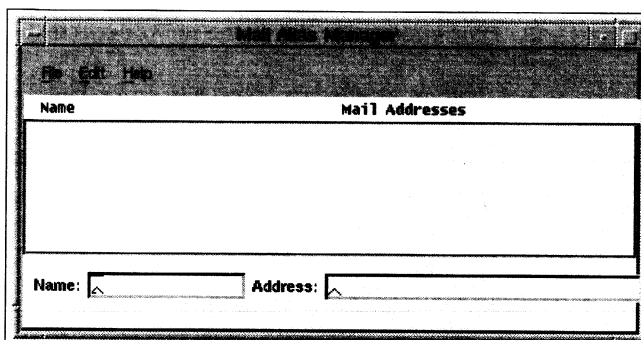
To create a mail alias, double-click on Mail in the Applications folder and do the following:

Procedure



1. Click on *File* in the menu bar and select *Alias Manager*. The following window appears:

Figure 5-9
Mail Alias Manager



2. Click on *Edit* in the menu bar and select *Compose New*.
3. Set the options:

Name. Type in the alias name you want to give the group.

Address. Type in the e mail address or alias (previously defined) of each user you want to assign to the alias in the Name text box. An address can be multiple addresses separated by a blank space or multiple aliases separated by a blank space.

4. Click on *Edit* in the menu bar and select *Apply*.

The new alias appears as part of the list. An individual alias is represented by a single person icon; a group alias is represented by a double-person icon.

Deleting an Alias

To delete an alias, do the following from the “Mail Alias Manager” window:

1. **Click on the alias you want to delete.**
2. **Click on the *Edit* in the menu bar and select *Delete*.**

The system removes the alias from the list.

Modifying an Alias



To modify an alias, do the following from the “Mail Alias Manager” window:

1. **Click on the alias you want to modify.**
2. **Type changes in the Name or Address text boxes.**
3. **Click on *Edit* in the menu bar and select *Apply*.**



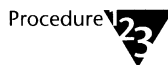
Modifying an alias creates a new alias. You should delete the original alias.

Customizing Mail

Use the information in this section to customize the way Mail works.

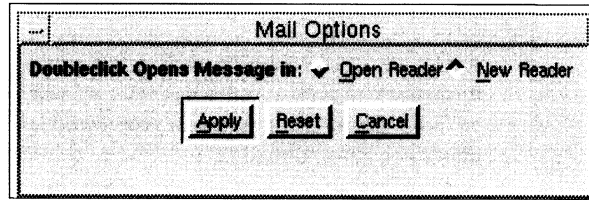
Using Mail Options

Use *Mail Options* to customize the way mail messages open on your desktop. To customize Mail, do the following:



1. **Double-click on the Mail icon in the Applications folder. The “Mail” window appears.**
2. **Click on *File* in the menu bar and select *Mail Options*. The following window appears:**

Figure 5-10
Mail Options



3. Set the option:

Doubleclick Opens Message in. Click on Open Reader to reuse an open window or New Reader to open a new window for each mail message you want to read.

4. Click on Apply to apply your selection and close the window.

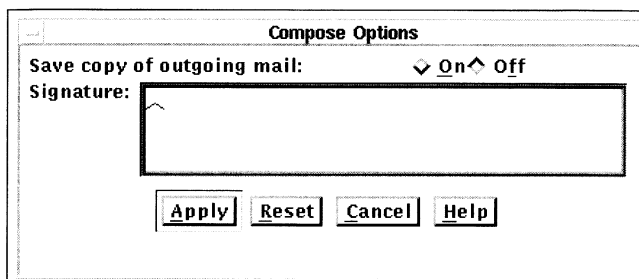
Using Compose Options

Use *Compose Options* to automatically save messages you send and to add a signature to messages you send. To customize mail, do the following:



1. Double-click on the Mail icon in the Applications folder. The “Mail” window appears.
2. Click on *Message* in the menu bar and select *Compose*. The “Compose Message” window appears.
3. Click on *File* in the menu bar and select *Compose Options*. The following window appears:

Figure 5-11
Compose Options



4. Set the options:

Save Copy of Outgoing Mail. Click on On to automatically save each message you send (your UnixWare system saves the messages in a file called *SentMail.ml* located in your Mailbox folder) or Off to not save messages automatically.

Signature. Type in the signature you want to appear at the end of each message you send. There is no limit to the number of lines you can use for your signature.

5. Click on **Apply** to apply your selections and close the window.

Using Read Options

Use *Read Options* to determine what portion of a mail message header you want to display. To customize the way mail message headers are displayed, do the following:

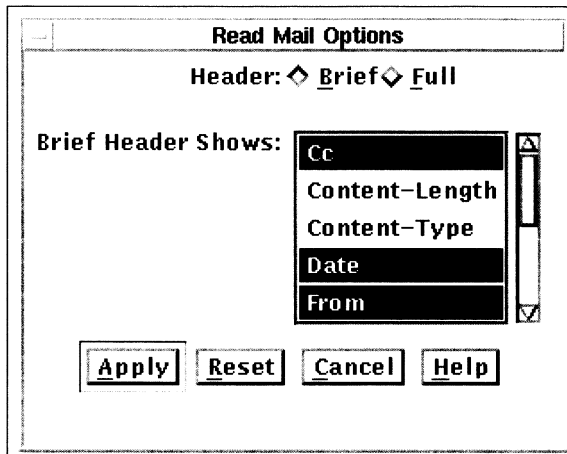
Procedure



1. **Double-click on the Mail icon in the Applications folder. The “Mail” window appears.**
2. **Click on a mail message in the “Mail” window. (*Read* is only available when you have mail. If you have no mail, send yourself a mail message to make it available.)**
3. **Click on *Message* in the menu bar and select *Read*. The “Mail Read” window appears.**
4. **Click on *File* in the menu bar and select *Read Options*.**

The following window appears:

Figure 5-12
Read Mail Options



5. Set the options:

Header. Click on *Brief* to set up Mail Read to display only those fields selected in Brief Header Shows (explanation follows) or *Full* to set up Mail Read to display all information.

Brief Header Shows. (Use this with Header, explained above.) Click to select those header lines you want to see when you read your mail.

6. Click on Apply to save the headers and close the window.

Using Remote Login

Use Remote Login to do the following:

- ◆ Log in to a remote system
- ◆ Copy files to a remote system
- ◆ Change the properties of a Remote Login icon



Note You can also use Dialup Setup and Internet Setup and copy a remote system icon to a folder.

Before you can use Remote Login, your system must be set up for TCP/IP networking or for modem or direct connection use and you must have an account on the remote system. For information on setting up TCP/IP, modems,

or direct connections, refer to the *System Owner Handbook*. Once your system is set up, get a login ID and a password on the remote system or ask a user who has an account on the remote system to give you access to his or her account.

Logging in to a Remote System

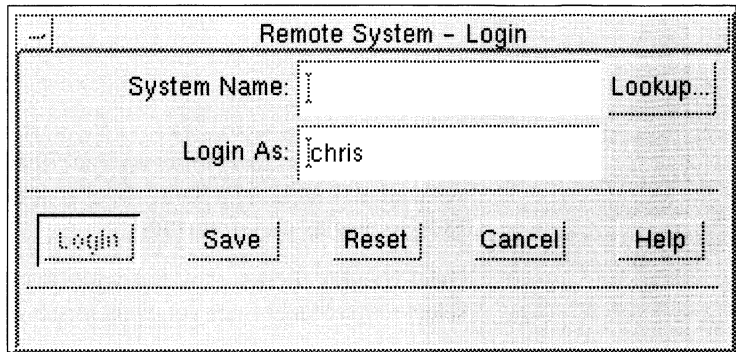
To log in to a remote system, do the following:

Procedure



1. **Double-click on the Remote Login icon in your Applications folder, or on any other remote system icon that you may have copied from Internet Setup or Dialup Setup. The “Login” window appears:**

Figure 5-13
Login



2. **Set the options:**

System Name. Type in the name of the system you want to access. Be sure you have a login ID and password already set up on that system or have access to another user’s account.

Note



If your system is configured for TCP/IP networking, you can click on the Lookup button for a list of systems defined in your */etc/hosts* file or for a list of systems in your domain (if you have DNS configured on your system).

Login As. Type in your login ID on the remote system or type in the login ID of the user who has given you access to his or her account.

3. **Click on Login at the bottom of the window to log in to the remote system. If you want to store the current options so you can use them the next time you double-click on the Remote Login icon, click on Save before you exit this window.**

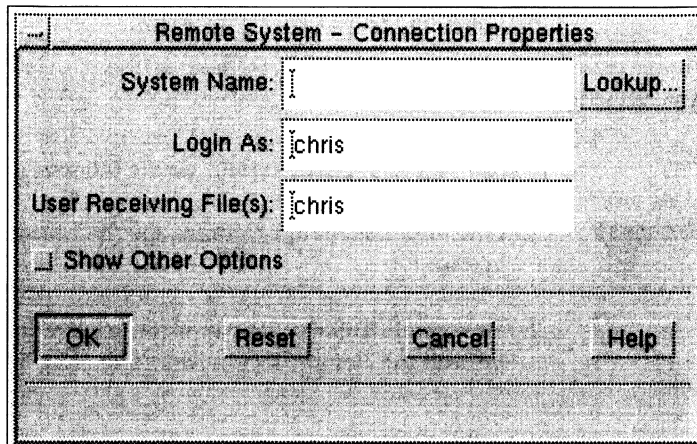
Changing Remote Login Connection Properties

To change Remote Login connection properties, do the following:



1. Right-click on the Remote Login icon and select *Properties*. The “Connection Properties” window appears:

Figure 5-14
Connection Properties



2. Set the options:

System Name. Type in the name of the system you plan to access most frequently through this icon. If you have DNS configured, you can click on the Lookup button to search for a system.

Login As. Type in your login ID on the remote system, or the login ID of the user who has given you access to his or her account.

User Receiving File(s). Type in the login ID of the user receiving your files.

Show Other Options. Click on this box to display the following additional properties:

Transfer Files Using. By default, this field is set to UUCP. Your files are transferred to the UUCP Inbox of the user receiving the files. Click on Remote Copy if you want to specify the path of the directory where you want to copy the files. You can only use remote copy if the remote user to whom files are transferred gave you the appropriate permissions. The following selection appears:

Copy Files To. This option appears when you select Remote Copy. Type in the pathname of the directory to which you want to copy files.

Always Confirm. Turn off Connections if you do not want to display the “Remote System - Access” window whenever you double-click on the Remote Login icon, or turn off *File Transfers* if you do not want the “Remote System - File Transfer” window to display whenever you drag-and-drop a file onto a Remote System icon.

3. Click on OK to save the changes.

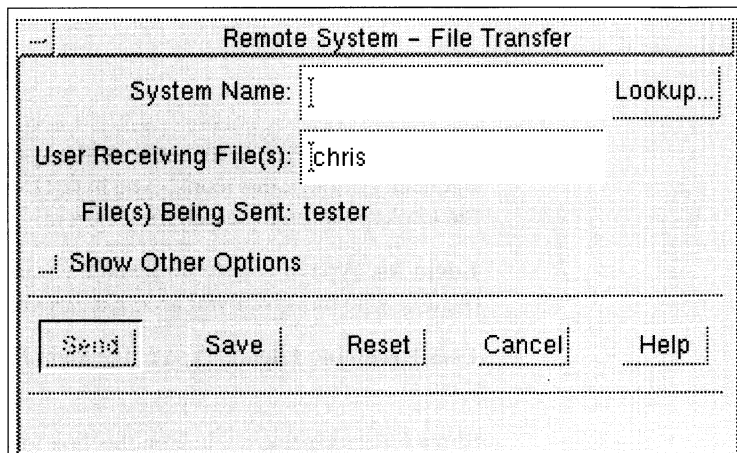
Copying Files to a Remote System

To copy files to a remote system, do the following:



1. Open the folder that contains the file you want to copy to a remote system.
2. Drag-and-drop the file you want to copy onto a Remote System icon or onto the Remote Login icon. The “File Transfer” window appears:

Figure 5-15
File Transfer



3. Set the options:

System Name. If the Remote Login icon is associated with a specific remote system, that system’s name appears in this text box. Otherwise, the

text box is blank. Type in a system name or click on Lookup to choose from a list of systems.

User Receiving File(s). By default, this field is set to your login ID. You can, however, transfer files to another login ID by changing the entry in this text box.

Show Other Options. Click on this box to display the following additional properties:

Transfer Files Using. By default this field is set to UUCP. Your files are transferred to the UUCP Inbox of the user receiving the files. Click on Remote Copy if you want to transfer files to a specific directory on the remote system. You can only use Remote Copy if the remote user gave you the appropriate permissions.

Copy Files To. This field appears only if you choose to transfer files using Remote Copy. Type in the path of the directory to which you want to copy the files.

4. **Click on Send to copy the file to the remote system. If you want to use these same settings again the next time you double-click on the Remote Login icon, click on Save.**

Retrieving Files Transferred from a Remote System

To retrieve files sent from a remote system using UUCP, do the following:

Procedure



1. **Double-click on the UUCP Inbox icon in your Mailbox folder.**
2. **Double-click on the icon named for the remote system that sent the file.**
3. **Move the file to the location you want.**

A file transferred from a remote system using Remote Copy will go directly to the folder specified by the sender.

Note



A user on a remote system can only send you files by Remote Copy if you allow them access to your personal account. For information on the Remote User Access option in Internet Setup, refer to the chapter “Setting Up and Configuring TCP/IP” in the *System Owner Handbook*.

Using Remote Applications

The “Remote Applications” window allows you to access applications that are advertised on a UnixWare Application Server. The applications you access run on the remote UnixWare system but are displayed on your system. This allows you and other users to share an application when it is only available from a single (or a few) systems.

You can only use Remote Applications to access applications that have been advertised using Application Sharing. For information on Application Sharing, refer to the chapter “Installing and Sharing Applications” in the *System Owner Handbook*.



Note The Remote Applications and Application Sharing tools can only be used in an environment where there are NetWare servers in the network.

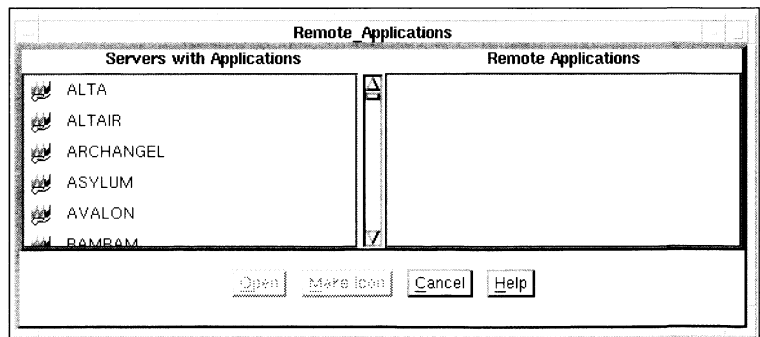
Use NetWare Access to enable peer-to-peer communication and add yourself as a new user on the *remote system*. If you are not the owner of the remote system, ask the owner to add you as a user. For these instructions, refer to the chapter “Configuring Your User Environment” in the *System Owner Handbook*.

To use an application that another UnixWare system is advertising, do the following from your system:



- Procedure**
1. **Double-click on the Applications folder icon in your “UnixWare Desktop” window.**
 2. **Double-click on the Remote Apps icon. The following window appears:**

Figure 5-16
Remote Applications



3. Set the options:

Servers with Applications. Displays the list of UnixWare systems currently advertising applications. Click on the UnixWare server that has the application you want to access. A window may appear asking for your user ID (login name) and password for that server. If your login and password are the same across UnixWare servers, this window may not appear. Type in your login name, press <Tab>, then type your password and click on Apply. Once you successfully log in, a list of applications advertised from that system will be displayed in the Remote Applications box.

Remote Applications. Displays a list of applications advertised by the remote system. Select the one you want to run. The application you choose will display on your system but will run on (use the processor of) the remote system.

4. Click on an action:

Open: Click to open the selected application.

Make Icon: Click to make an icon for the selected application. If you had to use the NetWare Access utility icon for the remote system, make an icon for it, too.

When you click on Make Icon, an icon appears in your Applications folder. This icon uses the UnixWare servername and the application name, with an *.rem* extension (for “remote”)—*servername-applicationname.rem*.

When you double-click on a remote application icon (an icon with an *.rem* extension), a window may appear in which you type the login name and password you typed in Servers with Applications (previously described). After you have typed this information, click on Open to start the application.

Opening Files Using a Remote Application

If you know you want to open a file using the selected remote application, and that file resides on a NetWare server, you must do the following from the Remote Applications window *before* opening the remote application:

- ◆ Click on the NetWare Access icon (advertised by the remote UnixWare server) and on the *Open* option button. The “NetWare Access for <login ID> window” appears. (*Login ID* is the name you used to log in to the remote machine.)

You can also click on **Make Icon**, described below, which eases future access to the remote NetWare Access utility.

- ◆ Follow the procedures for logging in described in the chapter “Accessing NetWare.”
- ◆ When you have successfully logged in to the NetWare server, close the “NetWare Access for <login ID>” window.
- ◆ From the “Remote Applications” window, click on the application.

Using the Terminal

The Terminal application enables you to work directly with your UnixWare system at a command line and provides an environment for running character-based UNIX applications.

Note



The Terminal application is intended to be used by experienced UNIX system users. For most UnixWare users, however, the graphical desktop provides a more comfortable work environment.

Starting Terminal

To start the Terminal application, double-click on the Terminal icon in the Applications folder. A “Terminal” window appears with a command-line prompt only. The prompt can be a \$ or #, to indicate a root user.

To access the Terminal pop-up menu, right-click anywhere in the Terminal window.

Copying and Pasting Text with the Terminal

To copy or paste text in the Terminal window, select the text and then right-click on the terminal window and select *Edit*. The following menu items appear:

Stay Up. Click to keep the Edit menu on the desktop. The Edit menu converts to a window that allows you to dismiss the “Edit” window or send, paste, and copy text in the window.

Send. Click to place the selected text at the cursor location. This is the same as doing a Copy and Paste.

Paste. Click to place text from the clipboard at the current cursor location.

Copy. Click to copy selected text to the clipboard.

Selecting Text

To select one word, double-click on the word.

To select a line, triple-click on the line.

To select one or more words, lines, or paragraphs, point and click at the beginning of the text you want to select, press the left mouse button, then drag until all the text is highlighted.

To unselect text, click anywhere in the “Terminal” window.

Refreshing the “Terminal” Window

To display the “Terminal” window menu, right-click anywhere in the window. The following items apply to refreshing the “Terminal” window:

Redraw. Click to redraw the “Terminal” window.

Soft Reset. Click to reset the scrolling region and reset the “Terminal” window.

Full Reset. Click to clear the screen and reset the “Terminal” window and its properties.

Interrupting and Quitting Applications Running in the “Terminal” Window

To display the “Terminal” window menu, right-click anywhere in the window. The following items apply to applications running in the “Terminal” window:

Interrupt. Click to send an interrupt signal, which stops the application running in the “Terminal” window.

Hangup. Click to send a hangup signal, which stops the application running in the “Terminal” window and exits the “Terminal” window.

Terminate. Click to send a terminate signal to the application running in the “Terminal” window.

Kill. Click to send a kill signal to the application running in the “Terminal” window and exit the “Terminal” window.

Using the Text Editor

The Text Editor enables you to create and modify plain text files, a format that is not specific to any particular application.

You manipulate files created with the Text Editor the same way you manipulate all UnixWare files and folders. For more information on manipulating files and folders, refer to the chapter “Managing Files and Folders.”



You can also use the keyboard to perform many of the following functions. Using keyboard alternatives can be a much faster method. For a list of keyboard alternatives, refer to the appendix “Keyboard Shortcuts.”

Starting the Text Editor

To start the Text Editor, double-click on the Text Editor icon in the Applications folder. A “Text Editor” window appears. You can enter text by clicking anywhere in the “Text Editor” window and typing. To edit and save text or customize the Text Editor, follow the procedures described below.

Saving a File

You can update and save a Text Editor file using the file’s current name or a new name. Using a new name leaves the original file intact, without updates. Each option is described below.

Saving a File Using the File’s Current Name

To save a Text Editor file using the file’s current name, click on *File* in the menu bar and select *Save*. The updated, edited file is saved under the original name.

Saving a File Using a New Filename

To save a Text Editor file using a new filename, do the following:



1. Click on *File* in the menu bar and select *Save As*. The “Save” window appears.



Note

If you want to save your file to a folder other than the current folder (as specified in the Path field), you can type in the full pathname in the File field and skip Step 2.

2. **Find the folder where you want to save the file by clicking on Parent Folder in the Folder(s) list to move up the file system or on another folder in the list to move down the file system.**
3. **Click in the File text box and type in the filename.**
4. **Click on Save.**

Editing Text in a File

Editing text involves four basic functions: moving around in text; selecting text; manipulating (cutting, copying, deleting, or pasting) text; and searching for text. Each function is described below.

Moving Around in Text

The following keyboard keys allow you to move around in text with the Text Editor:

Arrows. Move the cursor one space in the direction of the arrow.

Backspace. Moves the cursor backward one space, erasing the previous character.

Delete. Deletes the letter to the right of the cursor.

Home. Moves the cursor to the beginning of the paragraph.

End. Moves the cursor to the end of the paragraph.

Page Up. Scrolls to the previous page.

Page Down. Scrolls to the next page.

Selecting Text

Before you cut or copy text, you must select the text. You can select all text, a paragraph only, or one or more words. Each function is described below.

Selecting One or More Words

To select one word in a Text Editor file window, double-click on the word.

To select more than one word, press the left button on the beginning of the first word, drag until all words are highlighted, and then release the mouse button.

Selecting All Text

To select all text from a Text Editor file window, click on *Edit* in the menu bar and select *Select All*.

Selecting a Paragraph

To select a paragraph in a Text Editor file window, triple-click on the paragraph.

Unselecting Text

To unselect text in a Text Editor file window, click anywhere within the document.

Cutting, Copying, Deleting, or Pasting Text

To cut, copy, or delete text in a Text Editor file window, you must first select the text using one of the methods in “Selecting Text” previously described. Cutting and copying text puts the selected text in a clipboard (a temporary holding area in memory) to be pasted (copied) somewhere else in the current document or in another Text Editor document.

Cutting Text

To cut selected text in a Text Editor file window, click on *Edit* in the menu bar and select *Cut* or press <Ctrl>+<x>. The selected text is deleted from the window.

Copying Text

To copy selected text in a Text Editor file window, click on *Edit* in the menu bar and select *Copy* or press <Ctrl>+<c>. The selected text stays in the window.

Deleting Text

To delete selected text in a Text Editor file window, press <Delete>. This text is not placed on the clipboard; it is simply deleted.

Pasting Cut or Copied Text

To paste cut or copied text in a Text Editor file window, click where you want to paste the text, then click on *Edit* in the menu bar and select *Paste* or press <Ctrl>+<v>.

Undoing a Text Cut, Copy, Delete, or Paste

To undo a cut, copy, delete, or paste in a Text Editor file window, click on *Edit* in the menu bar and select *Undo*.

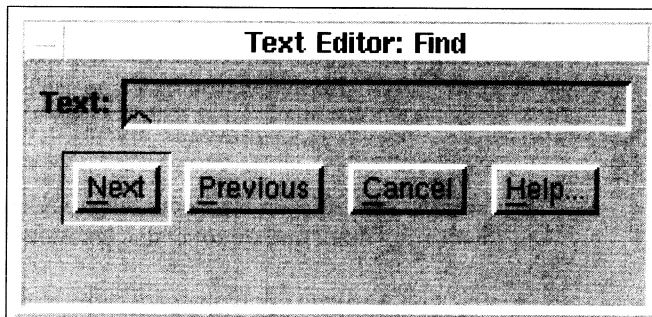
Searching for Text

To search for text in a Text Editor file window, do the following:



1. Click on *View* in the menu bar and select *Find*. The following window appears:

Figure 5-17
Find



2. Type in the text you want to find in the current file. This field is case-sensitive and allows an unlimited number of characters. You can use metacharacters.

3. Click on **Next** to display the next text area containing the selected text, with the text highlighted, or **Previous** to display the previous text area containing the selected text, with the text highlighted.

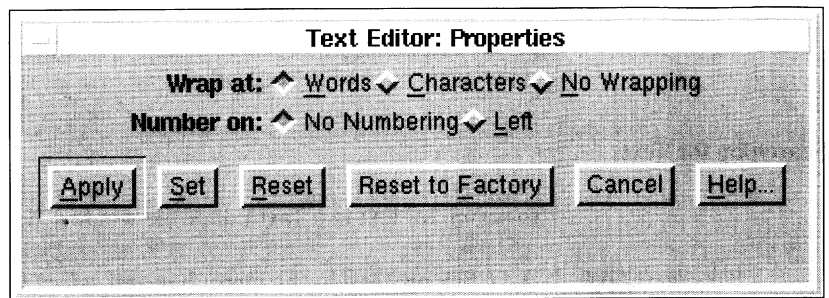
Customizing Text Editor

To customize the Text Editor, do the following:



1. Click on **View** in the menu bar and select **Properties**. The following window appears:

Figure 5-18
Properties



2. Set the options:

Wrap at. Click on **Words** to set the Text Editor to wrap words when they reach the window width, **Characters** to set Text Editor to wrap characters when they reach the window width, or **No Wrapping** to set the Text Editor to not wrap at all.

Number on. Click on **No Numbering** to set the Text Editor to leave numbering off or on **Left** to set the Text Editor to number lines on the left.

3. Click on **Apply** to apply the properties and close the window or on **Set** to apply the properties and save the new properties as default settings and close the window.



chapter

6 *Backing Up and Restoring Files*

The Backup-Restore application in the UnixWare Admin Tools folder enables you to back up files on your hard disk, to a NetWare file server, to a file server connected through NFS, to diskettes, or to cartridge tapes, and then restore the files back to your hard disk.

When you back up files, UnixWare bundles and saves the backup data together as a single file. The file unbundles into the separate files when you use the Restore utility.

If you want to back up your entire system to protect against a disaster like a hard disk failure, you can create an Emergency Recovery Tape. For this information, refer to the chapter “Recovering Your System” in the *System Owner Handbook*.

When you use Backup and Restore, UnixWare saves data as a UNIX *cpio* archive, and restores as a UNIX *cpio* or *tar* archive.

Note



Unless you have system owner privileges, you can only back up files to which you have read permissions and restore files to which you have write permissions.

Backing Up Files

To back up data from your system, you must first select which files should be backed up and how they should be backed up, and then choose whether to back up immediately or schedule a backup. Decision tables follow to help in planning. Once your selections are made, step-by-step procedures will lead you through the application. Each function description follows.

If you are planning to back up to a file on another system, you may need to consider file size limits. If error messages appear concerning **ulimit**, refer to the chapter “Monitoring and Tuning Your System” in the *System Owner Handbook* for instructions on changing your system’s **ulimit** size.

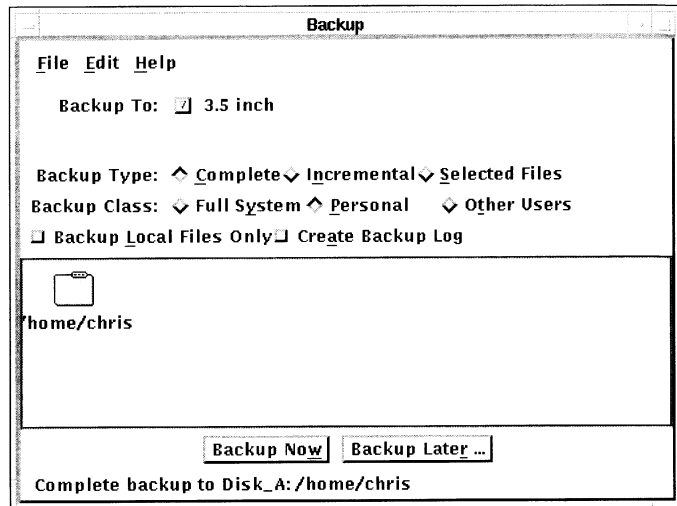
To start the Backup application, double-click on the Backup-Restore icon in the Admin Tools folder.



You can also display this window by inserting a disk that was formatted for backup use, or a tape, and double-click on the appropriate disk or tape icon located in the Disks-etc folder.

A window appears, similar to the following:

**Figure 6-1
Backup**



Selecting Media

Depending on the configuration of your system, you can back up files to a file on another system (such as a NetWare server or a server connected through NFS), to diskettes, or to a cartridge tape. Use the following information to select your backup media.

**Table 6-1
Media Types**

Select	To Back Up Files To
File	A file on your hard disk, an NFS mounted system, or a NetWare file server. For example, use this option if you want to store many files as a single file. Use this option to back up files to a system that itself is regularly backed up.

Table 6-1
Media Types

Select	To Back Up Files To
Cartridge Tape	A quarter-inch cartridge tape.
Disk A	A 3.5- or 5.25- inch diskette. Make sure the diskette is properly formatted (see the chapter “Managing Files and Folders”). Remember, a single diskette may not be large enough for most backups. If you select a diskette backup scheduled for a later time, you will need to be available to change diskettes as they fill up.
Disk B	

Selecting a Backup Type

Use the following information to select a backup type:

Table 6-2
Backup Types

Select	If You Want To
Complete	Back up files regardless of whether they’ve been backed up before.
Incremental	Back up only those files that have changed since the last backup. The last backup refers to the last backup (except for a Selected Files backup) performed on that particular system, not the last time particular files were backed up. For example, if user A’s files are backed up at 10:00 a.m. and an Incremental Backup is selected for user B’s files at 11:00 a.m., only those files of user B’s that were modified between 10:00 and 11:00 will be backed up.
Selected Files	Select the specific files and folders you want to back up. After selecting this option, open the folder containing the files or folders you want to back up. Drag-and-drop the file and folder icons into the box at the bottom of the backup window. You can remove a file from this window if you change your mind about backing it up. Use <i>Exclude</i> from the <i>Edit</i> menu to remove a file from the selected file set.

Selecting a Backup Class

Backup Class options allow you to specify whose files should be included in the backup. These options only appear if you have system owner permissions. For information on permissions, refer to the chapter “Configuring Your User Environment” in the *System Owner Handbook*.

Table 6-3
Backup Classes

Select	If You Want To
Full System	Back up all the files from the root folder. This would include all of UnixWare. In most cases, this is unnecessary. Your backup for UnixWare is your Emergency Recovery Tape or install media.
Personal	Back up files in your home folder.
Other Users	Back up files in another user’s home folder. When you select this option, a Backup: User List appears with the login IDs of users on your system.

Backing Up Local Files Only

The Backup Local Files Only checkbox allows you to skip all files in your backup list that physically reside on a remote system.



Any files on NetWare file servers or NFS mounted file systems in your home folder won’t be included in your backup list when you use this option.

Creating a Backup Log

The Create Backup Log checkbox enables the system to create a file listing all the files and folders included in your backup. UnixWare names the file *backuplog* and places it on the “UnixWare Desktop” window. When you open it, a list of filenames, with the dates they were last changed, appears. If you want to save more than one log, be sure to rename this file before starting the next backup or it will be overwritten.

Backing Up Files to a NetWare File Server

Backing up files to a file server in your network can be a safe and efficient way to protect your files, particularly if you use the Task Scheduler to regularly schedule backups for times when the network is not busy. Check with your system administrator to see that your backup schedule does not conflict with the file server's maintenance schedule.

Note



You can also use the File option to back up files to a file server connected through NFS.

Make sure you are authenticated to the NetWare server when you have scheduled the backup for a later time. To authenticate to a server, double-click on the NetWare icon on the desktop. Double-click on the server to which you plan to back up files. An authentication window may appear. Enter your login ID and password.

To back up files to a NetWare file server, use the following options from the "Backup" window.

Procedure



- 1. Select *File* on the Backup To option.**

The Target File field appears.

- 2. Use the following format to enter the location on your file server where your backup will reside:**

```
/.NetWare/<server>/<volume>/<directory>/<filename>
```

where

.NetWare indicates that it is a NetWare file server.

server is the file server name.

volume is the volume name on that server.

directory is the directory name within the volume.

filename is the name of the file to contain your backup. This file is created by Backup/Restore.

- 3. Select the Backup Type. Use the information earlier in this chapter to help you make a selection.**
- 4. Select the Backup Class. Use the information earlier in this chapter to help you make a selection.**

If you are backing up selected files and decide to exclude particular files and folders from your backup, highlight their icons in the box at the bottom of the backup window. Click on *Edit* in the menu bar and select *Exclude*. This option is only available if your Backup Type is Selected Files.

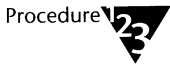
- 5. Select Backup Now to start your backup immediately or Backup Later to schedule the backup for a later time. More information on scheduling a backup follows.**

Backing Up Files to a Cartridge Tape or to Diskettes



Be sure to label, number, and date your media if you are backing up to multiple diskettes or tapes so you can restore your data in the same order.

Use the following steps to back up files to a cartridge tape or diskette:



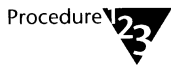
- 1. Insert your media.**
- 2. Select the appropriate option from the Backup To selections.**
- 3. Use the information in the previous sections to select your backup type and backup class.**

If you are backing up selected files and decide to exclude particular files and folders from your backup, highlight their icons in the box at the bottom of the backup window. Click on *Edit* in the menu bar and select *Exclude*. This option is only available if your Backup Type is Selected Files.

- 4. Select Backup Now to start your backup immediately or Backup Later to schedule the backup for a later time. More information on scheduling a backup follows.**

Scheduling a Backup

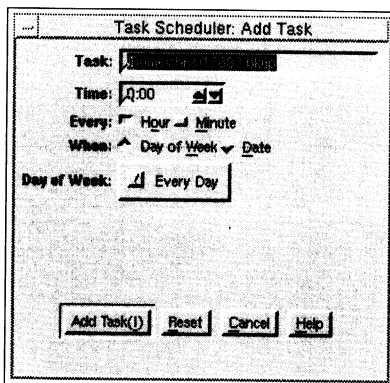
To schedule a backup, complete the steps described in “Backing Up Files” and do the following from the “Backup” window:



- 1. Insert your media. This step is critical to the success of a scheduled backup.**
- 2. Click on Backup Later at the bottom of the “Backup” window.**

The following window appears:

Figure 6-2
Add Task



Note If the tape or diskette in the drive contains any files, a message appears to allow you to change media or overwrite the existing data and continue with the backup.

The Task field on the “Add Task” window displays the name UnixWare has given the task. You cannot edit this information. To schedule your backup, use the following options:

Time. You can enter the exact time (in 24-hour time) you want the backup to begin or click in the Time box and use the arrows to change the time shown. Use the following fields to further specify your selection.

Every. Select Hour to schedule your backup every hour or Minute to schedule a backup every minute.

When. Select Day of the Week and then specify the actual day on the pull-down menu. Select Date if you want to schedule for a particular month or date, and then select these from the corresponding pull-down menu. The next option changes to include Every Month where you specify month or Every Day which lists the days of the month and the selection Every Day.

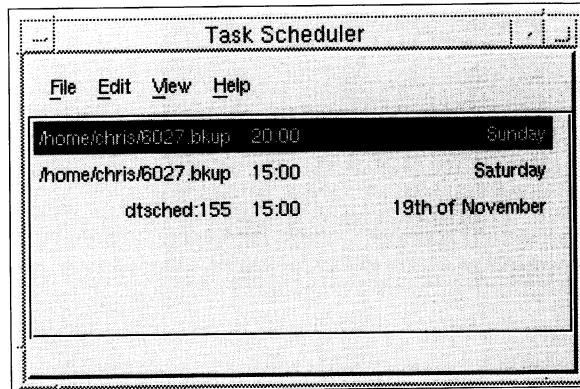
For example, if you want to back up every Saturday at 3:00 P.M., enter 15:00 in the Time field. Select Saturday on the pop-up menu for Day of the Week.

3. Click on Add Task at the bottom of the menu to create the backup task and close the window.

Viewing Scheduled Backups

To view a list of scheduled backups, double-click on the Task Scheduler icon in the Admin Tools window. The following window appears:

Figure 6-3
Task Scheduler



Editing Properties of a Scheduled Backup

To edit the properties—time, day, or month—of a scheduled backup, do the following from the Task Scheduler window:

Procedure



1. Click on the scheduled task.
2. Click on *Edit* in the menu bar and select *Properties*.
The “Edit Properties” window appears. Edit the appropriate properties (see “Scheduling a Backup” in this chapter).
3. Click on *Apply*.
4. Click on *File* in the menu bar of the “Task Scheduler” window and select *Save*.

Canceling a Scheduled Backup

To cancel a scheduled backup, do the following from the “Task Scheduler” window:

Procedure



1. Click on the scheduled task you want to delete.

2. Click on *Edit* in the menu bar and select *Delete*.

Saving a Backup Script

If you have configured an immediate or scheduled backup as previously described, and you want to back up the same files again at a later date, you can save the list of files to back up and the selected backup options to a backup script.

Procedure



To save files as a backup script, do the following from a configured “Backup” window:

1. Click on *File* in the menu bar and select *Save As*.
2. At the File prompt, type in the name of the file into which you want to save the file list.
3. Click on *Save* to save the backup script, including the options you configured in the “Backup” window. The file is saved with the suffix *.bkup*.

Running a Backup Script

Once you have saved a backup script, you can run the backup script immediately or schedule it to run by doing the following from the “Backup” window:

Procedure



1. Click on *File* in the menu bar and select *Open*.

The “Open Script” window appears.

2. Click on the backup script filename.
3. Click on *Open* at the bottom of the window.

The filenames and selected options appear in the “Backup” window. You can use the settings as they are or change them for this backup.

Restoring Files

To restore files to your UnixWare system, you must select the Restore application and then choose which backup files you want to restore. Each function is described below.

Using Restore

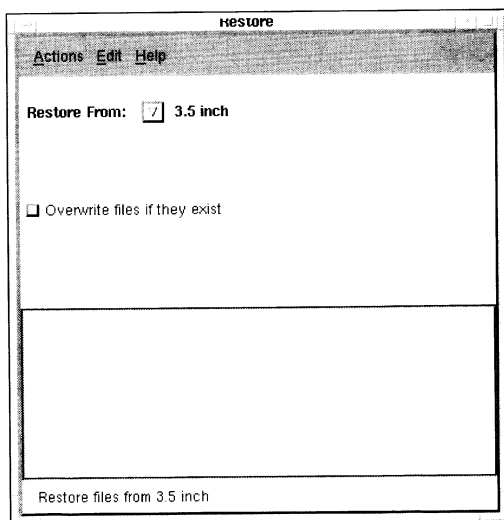
You can start the Restore application by clicking on File in the menu bar of the “Backup” window and selecting *Go to Restore*, or double-click on the Disks-etc icon on the UnixWare Desktop. When the “Disks-etc” window appears, double-click on the icon associated with the media you just inserted. To start the Restore application from the “Admin Tools” window, do the following:



- 1. If you backed up to a diskette or cartridge tape, insert the diskette or cartridge tape on which the data is backed up. If you backed up to a file, go to Step 2.**
- 2. Right-click on the Backup-Restore icon and select *Restore*.**

A window appears, similar to the following (this window shows the diskette option selected as the source of the restore):

Figure 6-4
Restore



3. Select your media from the Restore From setting.

If your backup is on a file on your hard disk or on a file server, the Target File field appears. Enter the filename in the field.

4. Click on Overwrite files if they exist to replace files on your system with files from your Restore medium.

If you have edited your original files since you last backed up, be sure this option is not enabled or you will overwrite your updated files with the restored files.

Restoring All Files

To restore all files on a diskette or tape, complete the steps above and then click on *Actions* in the menu bar and select *Restore*.

A window appears while UnixWare restores your files. The restore is complete when the window disappears and the following message appears at the bottom of the window:

```
Restore complete - xx blocks appears.
```

Restoring Selected Files

To restore selected files only, do the following from the “Restore” window after completing the steps described in “Restoring Files.”



1. Click on *Actions* in the menu bar and select *Show Files*.

The window displays the files to be restored. All files are highlighted or selected.

2. Click once on each filename you do not want to restore.

The file is no longer highlighted.

3. Click on *Actions* in the menu bar and select *Restore*.

A window appears while UnixWare restores your files. The restore is complete when the window disappears and the following message appears at the bottom of the window:

```
Restore complete - xx blocks
```



The system alerts you if you need to insert the next tape or diskette. Insert them in the same order in which they were created.



chapter

7

Accessing NetWare

If your UnixWare system is connected to a NetWare server, you can do the following by using the NetWare icon on the UnixWare Desktop:

- ◆ Access files and folders residing on the server.
- ◆ Copy and move files and folders (directories) between your UnixWare system and NetWare servers as well as among NetWare servers.

NetWare access is configured through the NetWare Setup utility. NetWare Setup is located in the Networking folder under Admin Tools. For information on configuring access to NetWare servers, refer to the *System Owner Handbook* and the *NLM Installation and Administration Guide*.

The NetWare Access icon is also in the Networking folder under Admin Tools. You can use the NetWare Access icon to do the following:

- ◆ Log in to a NetWare server (but it is not as convenient as the NetWare icon on the desktop)
- ◆ Change your password on a NetWare server
- ◆ See a list of users who are on a server
- ◆ Log in using another login ID
- ◆ Save a list of servers you frequently use
- ◆ Determine the network address and node address for a particular server
- ◆ Enable or disable single login
- ◆ Set a primary server so you can connect to NetWare servers seen by the primary server you set
- ◆ View the amount of disk space available on NetWare volumes

Accessing NetWare Files and Folders Using the NetWare Icon

This chapter explains the basics of accessing files and folders on NetWare servers.

Accessing Files and Folders on a NetWare Server

To access files and folders that reside on a NetWare server, do the following from the “UnixWare Desktop” window:

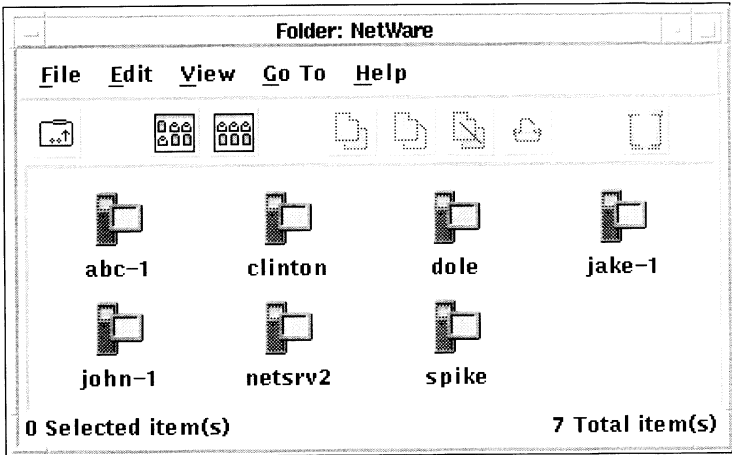
Procedure



1. Double-click on the NetWare icon.

The NetWare folder displays an icon for each available NetWare server similar to the following:

Figure 7-1
NetWare



2. Double-click on the NetWare server to which you want to attach.

The Authentication Panel may appear asking you for a login ID and a password. The login ID and password you use must be valid on the selected NetWare server.

If you don't have a NetWare login ID and password for a particular server, ask your NetWare system administrator to set up an account for you.

When you log in with a valid NetWare login ID and password, a list of available volumes on the specified NetWare server appears.

3. Double-click on the volume you want to access.

The window displays the available folders (directories) in that volume. You can traverse the files and folders as you would local files and folders.

4. Double-click on the directory you want.

The window displays the available NetWare files and folders you have permission to see.

5. Double-click on the file you want to open.

The file contents are displayed.

Using File Commands on NetWare Files and Folders

Once the selected file or folder is open you can perform operations on the NetWare files and folders displayed, select a file or folder icon, and then choose options from the *File* and *Edit* menus in the UnixWare menu bar.

If a command you select fails, this may be because you do not have appropriate permissions on the NetWare server to perform the operations you specified. Contact your NetWare system administrator to have the permissions changed.

Changing Permissions on NetWare Files and Folders

It is important to remember that a NetWare server controls access to the files and folders on all its volumes. A particular NetWare server, volume, directory, or file may be configured to allow permission changes from UnixWare users in general or your login ID on the server in particular.

Contact the administrator of the NetWare server you are trying to access to determine the access control methods used on the server. If necessary, the administrator can change permissions on a server to give you access to the files that you need. The administrator can also configure a volume to allow permission changes by UnixWare users.

Accessing NetWare Printers

With NetWare connectivity you not only have access to files and folders on the NetWare servers in your network, you can also use the printers attached to those servers. In order to print using a printer connected to a NetWare server,

you must first configure access to it. Use Printer Setup in the Admin Tools folder to configure access to the printer. For information on configuring access to NetWare printers, refer to the chapter “Setting Up and Configuring Printers” in the *System Owner Handbook*. Once you have properly configured the printer(s), you can use NetWare printers as you do all other printers. Use the instructions in the chapter “Printing,” for specifics.

Using the NetWare Access Icon

The NetWare Access icon is located in the NetWorking folder under Admin Tools. You can use the NetWare Access icon to do the following:

- ◆ Log in and log out of NetWare servers attached to your system
- ◆ Change your NetWare password
- ◆ View a list of users on a server
- ◆ View a list of volumes on a server
- ◆ Save a list of servers you frequently use
- ◆ Enable or disable single login
- ◆ Set a primary server so you can connect to NetWare servers seen by the primary server you set

To see a list of NetWare servers on your network, do the following:

Procedure



1. Double-click on the NetWare Access icon in the Networking folder under Admin Tools.

The window displays a list of NetWare servers that are or can be connected to your UnixWare system. You may not have a login name and password (also called an *account*) on every NetWare server on the list. Your NetWare system administrator can set up an account for you on the appropriate NetWare servers.

While the “NetWare Access for <login ID>” window is displayed, you can update the server list by doing the following:

2. Click on *Actions* in the menu bar and select *Update Servers*.

An updated list of servers appears (enabling you to see if the list of available servers has changed since you opened the window).

Logging in to a NetWare Server

You can log in to a NetWare server using your own login ID or another valid login ID (the name of another UnixWare user). If you attempt to access a NetWare server that is unavailable or disconnected, a clock is displayed which, after 45 seconds, is replaced by the following message:

```
Cannot attach to server.
```



A UnixWare user cannot use more than one login to the same NetWare server during a session. To use the permissions associated with another login, log out of the first session and log in again using the new login ID.

Logging in to a NetWare Server Using Your Login ID

To log in (or *authenticate*) to a NetWare server using your own login ID, do the following from the “NetWare Access for <login ID>” window:



1. **Click on the server to which you want to log in.**
2. **Click on Login at the bottom of the window.**

The “Authentication Panel” appears.

3. **Enter the information:**

Login. Type in your login name for the specified NetWare server and press <Tab>.

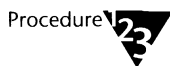
Password. Type in your password for the specified login.

4. **Click on Apply to log in and to close the window.**

When you are logged in, your login ID appears in the Authenticated column in the “NetWare Access for <login ID>” window.

Logging in to a NetWare Server Using Another Login ID

To log in to a NetWare server from your system but with another valid UnixWare login ID for your system, do the following from the “NetWare Access for <login ID>” window:



1. Click on **Actions** in the menu bar and select **New User**.

The “Choose User” window appears.

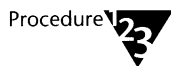
2. Click on a login ID from the list of valid UnixWare users for your system.

If you need to add another user to your system, follow the procedures described in the chapter “Configuring Your User Environment” in the *System Owner Handbook*.

3. Click on **Apply** to select the login ID.
4. At the prompt, type in the UnixWare login password for that user.
5. Click on **Apply** to close the “Password” window.
6. Click on **Cancel** to close the “Choose User” window.
7. Follow the instructions in “Logging in to a NetWare Server Using Your Login ID” in this chapter.

Logging Out of a NetWare Server

To log out of one or more NetWare servers, do the following:



1. Double-click on the **NetWare Access** icon in the **Networking** folder under **Admin Tools**.
2. From the “NetWare Access for <login ID>” window, click on the servers you want to log out of.
3. Click on **Logout** at the bottom of the window.

You are logged out of the specified NetWare servers.

When you are logged out, your login ID disappears from the **Authenticated** column in the “NetWare Access for <login ID>” window.

Changing Your NetWare Password

To change your NetWare password, do the following from the **Networking** folder in **Admin Tools**:



1. Double-click on the NetWare Access icon.

The “NetWare Access for <login ID>” window appears.

2. Click on the server for which you want to change your password. Make sure you are authenticated.

3. Click on Password at the bottom of the window. The “Change Password” window appears.

4. At the prompt, type in your old password and click on Apply.

5. At the next prompt, type your new password (if you had no password, this window appears instead of the “Old Password” window).

6. Click on Apply.

7. At the final prompt, retype your new password and click on Apply. The window closes.

Saving a List of Servers

To save a list of servers so that the next time you click on the NetWare Access icon, only the selected servers will appear, do the following:



1. Double-click on the NetWare Access icon in the Networking folder under Admin Tools.

2. From the “NetWare Access for <login ID>” window, click on the servers you want to save as a list.

3. Click on *Select* at the bottom of the window or *Actions* in the menu bar and select *Save Select*. This saves the selected servers as a list. The next time you double-click on the NetWare Access icon, only the selected servers appear.

4. If you want all servers to appear again, click on *Show All* at the bottom of the window.

Enabling and Disabling Single Login

Single Login allows you to log in to a NetWare server without supplying your login ID and password. It “silently” authenticates you to NetWare servers on

which you have accounts. By default, Single Login is enabled for every user. If you prefer more security, you can disable it for your particular user account.

To disable Single Login, do the following:



1. **Double-click on the NetWare Access icon in the Networking folder under Admin Tools.**

The “NetWare Access for <login ID>” window appears.

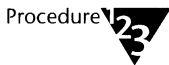
2. **Click on *Actions* in the menu bar and select *Disable*.**



If the menu option *Enable* appears on the *Actions* menu, it means the system owner has disabled Single Login for all users on your system. In order to change it, your user account must have the appropriate permissions assigned. For instructions on changing your user permissions, refer to the chapter “Configuring Your User Environment” in the *System Owner Handbook*.

Setting a Primary Server

You can select a primary server to allow you to see an additional list of NetWare servers connected to the primary server you select.



1. **Double-click on the NetWare Access icon in the Networking folder under Admin Tools.**

The “NetWare Access for <login ID>” window appears.

2. **Click on *Actions* in the menu bar and select *Set Primary Server*.**

The “Set Primary Server” window appears.

3. **Enter the server name in the Primary Server field.**

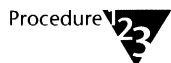
4. **Click on *Apply*.**

5. **Click on *Actions* in the menu bar and select *Update*.**

The system updates the list of servers to include the additional servers seen by the primary server you just specified.

Viewing Your Network Address and Node Address

By default, the “NetWare Access” window displays servernames under the File Server column and login IDs under the Authenticated As column. You can change the display to include the network address and node address by doing the following from the “NetWare Access for <login ID>” window:



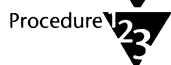
1. Click on **View** in the menu bar and select **Format**.
2. Click on **Long**. (By default, the **Short** view is used.) Each server’s network address and node address is displayed along with the file server name and the name of the authenticated user.

Viewing a List of Users on a Server

You can see a list of users currently on a specified NetWare server by doing the following from the “NetWare Access for <login ID>” window:



You must be logged in to the server to see the list.



1. Click on **User List** at the bottom of the window in the “NetWare Access for <login ID>” window.

The “User Information for <servername>” window appears with a list of users currently logged in to that server.

2. Click on **Cancel** to close the window.

Viewing a List of Volumes on a Server

You can see a list of volumes on a specified NetWare server by doing the following from the “NetWare Access for <login ID>” window:



You must be logged in to the server to see the list.



1. Click on **Volume List** at the bottom of the “NetWare Access for <login ID>” window.

The “Volume List for <servername>” window appears with a list of the volumes available on that server.

2. Click on **Cancel** to close the window.

Initial setup is required for you to print your files. Printers available on your system can be local (serial or parallel) printers, printers attached to another UNIX system (UnixWare or otherwise), or printers attached to a NetWare system. For information on adding and configuring a printer, refer to the chapter “Setting Up and Configuring Printers” in the *System Owner Handbook*.

Use the information in this chapter to perform the following:

- ◆ Choose a default printer
- ◆ Print files
- ◆ Control print requests
- ◆ Copy a printer icon to a folder

Descriptions of each function follow.

Choosing a Default Printer

You can choose a default printer so that all print requests initiated from your desktop automatically go to that printer.

To define a default printer for your account, do the following:

1. **Double-click on the Printer Setup icon in the Admin Tools folder.**
The “Printer Setup” window appears.
2. **Click on the printer icon you want to be your default printer.**
3. **Click on *Printer* in the menu bar and select *Make Default*.**

An arrow will appear on top of the printer icon when selected as the default.

To make a different printer your default, follow Steps 1 and 2 again.

Using the Tool Bar

UnixWare Desktop windows have tool bars that provide easier access to certain functions. They are located below the menu bar. Tool bars provide an alternative to using the menus. Most tool bars include a printer icon so you can click on the icon instead of clicking on *File* in the menu bar and selecting *Print*. If you are an experienced UnixWare user, you will probably use this feature. If you are new to UnixWare, you may prefer the menus until you are familiar with all of the options. A tool bar is available in the “Printer Setup” window. While the tool bar includes icons for frequently used tasks like Adding a Local Printer and Adding a Remote Unix Printer, not all options are available through it.

To use the tool bar, click on the file you want to print and select the printer icon in the tool bar. The “Request Properties” window appears.

Printing a File

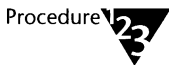
If you want to print a file you created with a third-party application (for example, a word processing or spreadsheet application), use the application’s menu system to print.



If you are printing to a NetWare printer for the first time, an authentication window appears displaying the server name and your UnixWare username. Re-enter your NetWare username if it is different from your UnixWare username. Type your password (if any) for that NetWare server and click on Apply.

Drag-and-Drop Method

To print a file, do the following:



1. Drag-and-drop the file onto a printer icon.

The “Request Properties” window appears.

2. Set the options:

Banner Page Title. Type in the title you want to appear on your banner page. By default, the name of the file is printed on the banner page title.

Copies. Type in how many copies you want to print.

Send Mail When Done? Click on *Yes* to have mail sent to you when the job is printed or *No* if you don't want mail sent.



The Print Banner Page option can only be changed if Allow Banner Page Override is set to *Yes* on the "Printer Properties" window in Printer Setup. For more information, refer to the chapter "Setting Up and Configuring Printers" in the *System Owner Handbook*.

Print Banner Page. Click on *Yes* to print a banner page in front of your document or *No* to omit a banner page from the front of your document.

File to be Printed Is. By default, *Text* is selected. Click on the arrow box, then click on *Text*, *Text with Long Lines*, *PostScript™*, *HP PCL®*, *Troff Output*, or *Other*. If you select *Other*, the *Specify Type* field appears. Type in the file type.

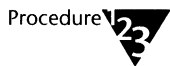


If you choose *Other*, the *lp* filter (file filtering mechanism) for the specified file type must be loaded on your system. UnixWare includes filters for simple text, PCL (HP Laserjet, Deskjet, etc.), Troff output, and PostScript (enter *postscript*). Information on Other Options follows.

3. Click on *Print* to send the request to the printer. The "Message" window appears to let you know that your job was accepted, and gives you the request ID for the job. Click on *Continue* to dismiss this window.

Menu Method

To print an ASCII text file or any file you created on UnixWare or on a UNIX system, do the following:



1. Select the file you want to print.
2. Click on *File* in the menu bar and select *Print*.

The "Request Properties" window appears. Use the information in the previous section to determine how to set the options.

Other Options

If your document requires special settings, you can set additional print options. For example, you may need to print a document that contains more characters per inch than the default printer is set for. You could then set the Character Pitch in the “Filter Options” window to allow the system to accommodate more characters on a line.

To set the following options click on Other Options at the bottom of the “Request Properties” window. The “Filter Options” window appears.

Page Length. Select a unit value (inches, centimeters, or characters), then type (in the text box) the desired length.

Page Width. Select the unit value (inches, centimeters, or characters), then type (in the text box) the width you want for each line.

Character Pitch. Select the unit value (inches, centimeters, or characters), then type (in the text box) the desired width for each character.

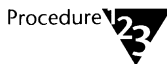
Line Pitch. Select the unit value (inches, centimeters, or characters), then type (in the text box) the desired height for each character.

Copying a Printer Icon to a Folder

You can copy a printer icon to several folders, giving you access to that printer without changing folders or returning to Printer Setup. UnixWare gives you two ways to copy a printer icon to a folder: you can use the drag-and-drop method or specify the folder with the Copy to Folder menu. Instructions for both methods follow. Before you begin, make sure you are logged in as yourself on the system.

Drag-and-Drop Method

To copy a printer icon in a folder, do the following:

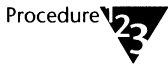


1. **Double-click to open the folder into which you want to copy the printer icon.**
2. **Double-click on the Admin Tools icon in your “UnixWare Desktop” window.**

3. **Double-click on the Printer Setup icon.**
4. **Drag-and-drop the icon in the “Printer Setup” window onto the open folder.**

Menu Method

You can also copy a printer icon to a folder by doing the following from the “Printer Setup” window:



1. **Click on the printer icon you want to copy.**
2. **Click on the *File* option in the menu bar.**
3. **Click on the *Copy to Folder* menu item.**
4. **Set the option:**

Selection. Type in the absolute pathname of the folder where you want to install the icon. The default is your home folder, which will cause the printer icon to appear on your “UnixWare Desktop” window.

5. **Click on OK to install the icon and close the window.**

Displaying Print Requests

Print requests go into a queue for printing. While they are in the queue, you can check the queue, change the properties of the print requests, or delete print requests waiting in the queue.

To see print requests queued to a particular printer, do the following:



1. **Double-click on the folder containing the printer icon for the queued print request.**
2. **Double-click on the printer icon. The printer’s window appears, containing an icon for each print request in the printer’s queue.**

Each print request is identified by the login ID of the person who submitted the request.

Viewing or Changing the Properties of a Print Request

To view or change properties of print requests in the queue, you can double-click on the printer icon in the “Printer Setup” window, or do the following:



1. Click on the folder containing the printer icon for the queued print request.
2. Double-click on the printer icon. A list of print requests appears in icon form.
3. Click on the print request you want to view.
4. Click on *Print Request* in the menu bar and select *Properties*. A window appears, displaying the properties you set in “Printing a File” above.
5. If you want to change your settings, reset your options described in Step 1 of “Printing a File” above (if you don’t want to change settings, go to Step 6 below).
6. Click on OK to apply the changes and dismiss the window.

Deleting Print Requests

To delete a print request you have sent, you can double-click on the printer icon in the “Printer Setup” window, or do the following:



1. Click on the folder containing the printer icon.
2. Double-click on the printer icon.
3. Click on the print request you want to delete.
4. Click on *Print Request* in the menu bar and select *Delete*. A pop-up window appears asking you to confirm that you really want to delete the request. Click on Delete to delete the request.



Using DOS and MS Windows for Merge

UnixWare provides a complete DOS environment in which thousands of DOS applications can run off the shelf, without modification. This DOS environment is based on Locus Computing Corporation's Advanced and Server Merge (referred to as Merge) products and a subset of Novell, Inc.'s Novell DOS®.

Note



For troubleshooting information on DOS and MS Windows for Merge, refer to the appendix, "Troubleshooting."

This chapter describes the basics of using Merge to run your DOS and MS Windows applications. Merge includes the following features:

- ◆ A subset of Novell DOS (MS-DOS® may be substituted)
- ◆ Support for MS Windows in Standard mode
- ◆ Support for remote access by X, PC scancode, and ASCII terminals
- ◆ Access to all system facilities, including floppy and hard disks, and COM and parallel ports
- ◆ Support for up to 15 MB of Extended memory and up to 8 MB of (Lotus® Intel® Microsoft® Expanded Memory Specification (LIM EMS) memory
- ◆ Customizable *AUTOEXEC.BAT* and *CONFIG.SYS* files for each user
- ◆ Support for VGA and higher resolutions, as well as for CGA and Hercules
- ◆ Support for multiple MS Windows and DOS sessions for up to two users or for multiple users (Server Merge)
- ◆ Access to multiple physical DOS partitions on your hard disk

- ◆ Print request spooling through UnixWare's print spoolers
- ◆ Ability to run MS Windows on the UnixWare Desktop (under X) alongside other UnixWare windows

Setting Up DOS and MS Windows for Merge

DOS and MS Windows were designed to control your entire computer and its peripherals directly. Because Merge lets you run DOS and MS Windows within UnixWare, a multi-user system, special setup is needed to tailor DOS and MS Windows to work with UnixWare.

Before using DOS or MS Windows, make sure they have been installed and configured properly on your system. For a complete description of how to install and configure DOS and MS Windows in UnixWare refer to the chapter “Setting Up DOS and MS Windows for Merge” in the *System Owner Handbook*.

Converting Files

If you need to edit DOS files (for example, configuration files) but do not feel comfortable using a DOS editor, you can use the menu option *Convert*. *Convert* allows you to convert a file's format from DOS to UNIX or vice versa, make necessary changes, and then convert the file back to its original format. When you convert a DOS file to UNIX format you can use *vi* or the Text Editor application to modify the file. For more information on using *Convert*, refer to the chapter “Managing Files and Folders.”

Starting DOS and MS Windows Applications

Before a DOS or MS Windows application can start up, you must start its respective environment. For DOS applications, this can be done in one step. For many MS Windows applications, you must start the application after you have started the MS Windows environment.

Note



See the description of Icon Setup in the chapter “Installing and Sharing Applications” in the *System Owner Handbook*. You can use Icon Setup to define applications to first start DOS or Windows. As a result, you could just double-click on a DOS or Windows application to start it from the desktop. Applications that end in *.exe*, *.bat*, or *.com* do this automatically.

Starting DOS Applications

There are two ways to start a DOS application in UnixWare:

- ◆ Double-click on the DOS icon in the Applications folder. Once the DOS window opens, start the application as you would normally in DOS.
- ◆ Double-click on any executable that has an *.EXE*, *.BAT*, or *.COM* extension. When you start an application by double-clicking on its icon, DOS is started first; the application is started next.

Quitting DOS

To quit DOS after closing your application, use one of the following procedures:

- ◆ Type **quit** at the DOS prompt.
- ◆ Right-click to display the DOS menu and select *Quit*.
- ◆ Use the Merge kill sequence by pressing <Ctrl>+<Esc> and then <Ctrl>+<k>.

Starting MS Windows

To start MS Windows, do the following:



- 1. Double-click on the Applications icon.**
- 2. Double-click on the MS Windows icon inside the Applications folder.**

This will only work if you have already installed MS Windows and added the MS Windows directory to your PATH statement. See the *System Owner Handbook* for further information on installing MS Windows.

Refreshing MS Windows

If you need to refresh or redraw your MS Windows display because the information in a window becomes garbled, try one of the following:

- ◆ Press <Scroll Lock> and select *Refresh* from the DOS menu.

- ◆ In the upper-right corner of the MS Windows window are the minimize and maximize buttons. Even if you can't see them, they're there. Clicking on either one will change the size of the window and, therefore, redraw it.
- ◆ Press <Alt>+<Tab> to cycle through the MS Windows applications. This should cause the windows to be redrawn.

Quitting MS Windows

To quit MS Windows, click on *Exit Windows* from the MS Windows Program Manager's File menu. When the "Exit MS Windows" confirmation window is displayed, click on OK. Your MS Windows session is ended. You should not log out of your UnixWare Desktop without properly exiting MS Windows.

Using the File System from Merge

On a standalone DOS computer, you can access, change, and delete any file on your system. With DOS on a UnixWare system, you have full access to your personal applications and files; you may have more limited access to public applications and files.



DOS uses backslashes (\) to separate items in a directory path and UnixWare uses slashes (/). Also, DOS lets you put a drive letter in front of the path, while UnixWare connects all drives in one file system.

Using Drive Letters

There are a number of drives available to you under DOS on your UnixWare system. You can use these drives just as you would use DOS drives on a standalone DOS computer, with some limitations. For most purposes, DOS drives C:, D:, and J: are the most convenient drives to use when you install and run DOS commands and applications. Drives E: through I:, if they exist, have a much more limited use. Drives E: through I: are single-user drives.

Following are drive mappings when you use DOS on your UnixWare system. To see if a drive is active, simply change to that drive in a DOS window.

- ◆ Drives A: and B: refer to the first and second diskette drives on your UnixWare computer. The drives are made available on a first come, first served basis. If one DOS window is using a drive, another DOS window cannot use it until the first DOS window exits or leaves the drive idle for more than five seconds.

- ◆ Drive C: refers to your home directory.
- ◆ Drive D: refers to the entire UnixWare file system. The root of this drive is the root of the UNIX file system. Your home directory is somewhere within this drive; for example, for user *chris*, this would be *D:\HOMEXCHRIS*. You may have limited permission to the files and directories outside of your home directory. UNIX file permissions apply on this drive.
- ◆ Drive E: refers to the first or primary physical DOS partition on your hard disk, if you set up a DOS partition when you installed UnixWare. (A DOS partition is a section of your hard disk set aside to run DOS—it is not DOS on your UnixWare system. DOS on your UnixWare system resides on your UNIX partition.)

Drive E: is available only if you have a formatted DOS partition. Drive E: is a public resource—everyone can create, remove, and change files on the drive. Drive E: is the same for all users.



If you try to access your DOS partition and you have not yet formatted it, your DOS session will hang. You must format your DOS partition before accessing it from a DOS session in UnixWare.

- ◆ Drives F: through I: can refer to other DOS partitions or drives on your hard disk. You must manually assign these drive letters to their respective DOS partitions. Refer to the chapter “Setting Up DOS and MS Windows for Merge” in the *System Owner Handbook* for information on assigning DOS partitions.
- ◆ Drive J: refers to a specific section of the UnixWare system file system. The directory *J:* is the same as the UnixWare directory */usr/merge/dosroot*. You can use this drive to install public applications that must be installed in the root directory of a drive. UNIX file permissions apply on this drive.
- ◆ Drives K: through LASTDRIVE refer to other DOS devices, such as NetWare volumes, you are using. By default, LASTDRIVE is set to N:.
- ◆ Drive O: is your NetWare login drive.

DOS and UnixWare Naming Conventions

When naming files, the maximum number and position of certain characters differ with DOS and UnixWare. With DOS, you are restricted to eight

lowercase characters for the main part of the name, a period, plus three lowercase characters for the extension (8.3).

UnixWare allows much greater flexibility in naming files. Very long filenames are allowed with no restrictions on where periods must be located.

When viewing UnixWare filenames that don't follow the DOS rules in a DOS window, Merge maps the names to legal DOS names. The DOS names are created by adding an apostrophe and a unique index of one to three letters. If necessary, the UnixWare name is truncated before adding the index. For example, the UnixWare filename *Expenses.dat* is changed to *EXPE'NGW.DAT* by DOS.



DOS maintains a 66 character limit for directory paths. If you get the error when you access a heavily nested directory, you may want to symbolically link directories with long paths to another directory.

Manipulating a DOS Window

After starting DOS, a DOS window opens in which you can either use the DOS command line or run DOS applications. You can manipulate this window in several ways by using the DOS menu.

To invoke the DOS menu, make sure that the DOS window is active and then right-click in the window.

You can also use the keyboard sequence <Scroll Lock> to invoke this menu. To close the menu, click anywhere outside of the DOS menu.

The following menu items appear when you open the DOS menu:

- ◆ Zoom
- ◆ Focus/Unfocus
- ◆ Refresh
- ◆ DOS Colors/Desktop Colors
- ◆ DOS Keys/Desktop Keys

- ◆ Autofreeze
- ◆ Quit

Click on a menu item to select it. Each item is described below.

Zoom

Zoom lets DOS fill your entire screen, making your UnixWare system look like a conventional DOS computer. To unzoom a window, press <Scroll Lock>.

Some DOS applications that operate in graphics mode require that you use the Zoom feature. The system notifies you when you need to zoom to a full screen.

Note



Zoom mode is not available on X terminals.

Focus/Unfocus

Focus lets you use your mouse with a DOS application that supports a mouse. When the mouse is focused in a DOS window, you must press <Scroll Lock> to open the DOS menu.

Focus allows the DOS application to use the mouse, but restricts the mouse to the DOS window. You need to Unfocus to use the mouse on the rest of the desktop. (You may need to Focus before starting some applications or they may not recognize the mouse.)

Select *Unfocus* to use the mouse in other windows on the desktop.

Refresh

When you run an MS Windows application with the X driver running as Maximized (that is, it takes up the entire DOS window) it may not redraw itself after being covered by another window. If you need to refresh or redraw your screen, press the <Scroll Lock> key and, from the DOS menu, click on *Refresh*.

DOS Colors/Desktop Colors

Merge uses the standard UnixWare Desktop colors. However, these colors do not always match the correct DOS colors. You can force the desktop into using

the correct DOS colors by selecting the *DOS Colors* menu item. Toggling back to *Desktop Colors* restores the desktop colors.

Note



If your system automatically uses the DOS colors, this menu option is inactive (dimmed).

DOS Keys/Desktop Keys

The *DOS Keys/Desktop Keys* option enables you to select between DOS operation and Desktop operation of your function keys. By default, the desktop operation of the function keys is not used for your DOS session. If you want the desktop operation of the function keys while you are in a DOS session, click on *Desktop Keys*. To switch to DOS operation of your function keys, click on *DOS Keys*.

Autofreeze

Autofreeze keeps DOS applications from constantly checking the keyboard buffer for keystrokes. Keeping Autofreeze on helps your UnixWare performance when a DOS window is open.

Quit

Quit closes the DOS window and quits DOS.

Printing with DOS and MS Windows

Once you have configured the *doslp* printer according to the procedures in the chapter “Setting Up and Configuring Printers” in the *System Owner Handbook*, you can use nearly all DOS printing commands (including pressing <Print Scrn>) and print from applications just as you would on a conventional DOS computer.

Note



When you print from a DOS Merge session in a non-U.S. (non-C) locale, make sure the printer is set up from a DOS perspective. This is especially important for the non-C locale because there is no character conversion. Check your DOS documentation for setting up printers for international use. If you use the optional PRINTER statement in your *AUTOEXEC.BAT* file, use the -r switch in the **lp** command. For example,

```
PRINTER UNIX LPT1 "lp -dprinter_b -r"
```

By default, all print requests going to lpt1 are routed to the UnixWare print spooler, *doslp*. You can change this, however, by using the **printer** command at the DOS prompt. The **printer** command can also be used for directing print requests to lpt2 and lpt3 to UnixWare printers. The syntax of the printer redirection command is as follows:

```
printer print_output_port unix "unix_print_command"
```

where

print_output_port is the printer line (lpt1 or lpt2 or lpt3)

unix_print_command is the command you would use in UNIX to print a file. Note that the quotes around this print command are required.

For example, to redirect print requests that would otherwise go to lpt2 and print them on the UnixWare printer printer_b, enter the following in a DOS window:

```
printer lpt2 unix "lp -dprinter_b"
```



If your printout contains partially printed pages, you probably need to increase the timeout for printing. In DOS, the printer timeout is 40 seconds by default. To increase the printer timeout, use the **/t** option to the **printer** command. For example, to increase the printer timeout to 60 seconds for lpt2, type **printer lpt2 unix /t60**. You can set the printer timeout from 5 to 3600 seconds.

Printing from MS Windows

Printing from MS Windows on a UnixWare system is no different than printing from MS Windows on a standalone DOS system. Set your applications to print to LPT1, LPT2, LPT1.DOS, or LPT2.DOS, depending on how you have LPT Ports configured in the "DOS Options" window. (To bring up the "DOS Options" window, right-click on the DOS icon and select *Options*.) For example, if you have LPT Ports configured to print to the UNIX spooler, then set MS Windows to print to LPT1.DOS.



If your printout contains partially printed pages, you probably need to increase the timeout for printing. For MS Windows, the printer timeout is 45 seconds by default. To increase the printer timeout, use the **/t** options to the **printer** command. For example, to increase the printer timeout to 60 seconds for lpt2, type the following at a DOS prompt: **printer lpt2 unix /t60**. You can set the printer timeout from 5 to 3600 seconds.

Accessing NetWare Through DOS

If your UnixWare computer is connected to a NetWare server and you have logged in to the server using the procedures described in the chapter “Accessing NetWare,” you can use your UnixWare computer as a typical NetWare client workstation from a DOS session and you have full access to standard DOS-based NetWare utilities. Change to O: (your NetWare login drive) and type **login** to log in to your NetWare server. Your server will be mapped to the first available drive letter from K: to N: (see “Using drive letters” earlier in this chapter). For more information on working with NetWare, see your NetWare documentation.

For quicker response when accessing your NetWare file servers, change to the D: drive in a DOS window. From the D: drive, change to the NetWare directory (type **cd netware**). You can now type **DIR** to see a listing of the NetWare file servers to which you have access. Now you can change directory to the file server of your choice. An “Authentication” window may appear on your desktop when you change directory to a NetWare file server. This procedure bypasses the Internetwork Packet Exchange™ (IPX)™ protocol stack used in your DOS MS Windows session. However, not all commands are accessible from the NetWare server when you bypass IPX. For example, to run the NetWare administration commands, you must log in to your NetWare server as previously described.

Merge Quick Reference

This section provides an easy, quick reference of DOS drive mappings and Merge hotkey assignments.

Table 9-1
DOS Drive Mappings

DOS Drive Letter	Drive Mapping
A:	First diskette drive
B:	Second diskette drive
C:	User’s home directory
D:	Entire UNIX file system
E:	Primary DOS partition
F: to I:	Other DOS partitions
J:	<i>/usr/merge/dosroot</i>
K: to N:	Unassigned
O:	NetWare login drive

Table 9-2
DOS Merge Hotkeys

DOS Merge Hotkeys	Hotkey Function
<Ctrl>+<Esc> <Ctrl>+<k>	Kill DOS window
<Ctrl>+<Esc> <Ctrl>+<i>	Display DOS device information
<Scroll Lock>	Display DOS menu and Exit from Zoom mode
Right mouse button	Displays pop-up menu
Right mouse button	Displays pop-up menu
Single-click on icon then press <F4>	Alternate way to display an icon's menu



10 *Customizing the Desktop*

You can change the look and feel of your UnixWare Desktop to suit the way you work. The Preferences folder in the “UnixWare Desktop” window contains icons that represent a specific area of customization. With these icons, you can alter the colors or fonts used on your desktop, change the way windows appear on the desktop, choose wallpaper (background) for your desktop, select which applications you want to immediately start up each time you log in to your UnixWare system, and more.

To open the “Preferences” window, double-click on the Preferences folder icon. A window appears containing the following icons:

- ◆ Color
- ◆ Desktop
- ◆ Fonts
- ◆ Locale
- ◆ Mouse
- ◆ Password
- ◆ Screen Lock
- ◆ Startup Items
- ◆ Wallpaper
- ◆ Window

Descriptions of the functions associated with each icon follow.

Changing Color Preferences

You can set different areas of the windows and workspace to appear in a number of different color schemes called palettes.

To alter the colors on your desktop, double-click on the Color icon in the “Preferences” window. The “Color” window appears where you can do the following:

- ◆ Switch to a different color palette (a set of colors that affect the display)



Note

The following features are only available on systems that support 256 colors.

- ◆ Create a custom color palette and add it to your desktop
- ◆ Modify or “fine tune” color palettes for your desktop

Selecting a Color Palette

To change the color of various elements on your desktop, do the following:



Procedure

1. Double-click on the Color icon in the Preferences folder.

The “Color” window appears. This window reflects the number of colors supported by the settings selected in Display Setup (located in Admin Tools). For information on these selections, refer to the chapter “Configuring Your User Environment” in the *System Owner Handbook*.

2. Click on a palette in the Palettes box.

The name of this palette appears below the box and the colors in the following elements change to reflect the color scheme you selected:

Active Title Bar. The window that currently has input focus. Your keyboard entries appear here.

Inactive Title Bar. Windows that are open but do not have input focus.

Main Window. The background color for an application’s main windows

Pop-up Window. The background color for the dialog windows. [Windows that appear when you choose a button or menu item that contains an ellipsis (...).]

Text. The background and foreground color for window into which you can type.

Help Link. The color of the text used for hyperlinks in the help text (that is, the highlighted text you click on that links you to more help for that item).

Workspace. The color of the desktop.

3. Select the palette you prefer and click on OK.



Note

If your video board supports 256 colors, the colors on the screen change as you select palettes. If your video board supports only 16 colors, only the color chips in the “Color” window change. The rest of the screen changes the next time you log in.

Creating a Custom Palette (256 colors only)

You can create your own palette by copying and modifying an existing palette. To create a custom palette, do the following:



Procedure

1. Double-click on the Color icon in the Preferences folder.

2. Click on the palette you want to customize.

If you do not choose a palette, the system uses the currently selected palette.

3. Click on Add.

The “Add Palettes” window appears.

4. Type in the new palette name in the New Palette Name field.

If the name already exists, the system allows you to overwrite or enter a new name.

5. Click on OK.

You now have a copy of the original palette under the new palette name.

6. Click on the palette element (for example, Active Title Bar) that you want to change.

7. Click on Modify Foreground.

The “Modify Color” window appears. Note the Old text box displays the currently selected color.

8. **Select a new color or modify existing colors. (For more information on modifying a color box, refer to the following section.)**
9. **Click on OK in the “Modify Color” window.**
10. **Repeat Steps 6 through 8 for each palette element you want to change.**

Return to the “Color” window and click on OK to save the changes. The new palette takes effect immediately.

Modifying a Color Box in a Palette (256 colors only)

To modify and preview colors for your palette, use the following fields:

Old. Displays the previous color for the color box.

New. Displays the currently selected color.

Grab Color. Click to change the pointer to a cross (+). Click on a color in any window and the R (red), G (green), B (blue), Hue, Saturation, and Value reflects your color choice.

R, G, and B. Move the scrollbar to change the red, green, and blue color values. The New box displays the changes.

Hue. Use the scroll bar to change the gradation and proportions for red, green, and blue.

Saturation. Use the scroll bar to change the intensity of the color.

Value. Use the scroll bar to change the brightness of the color.

Changing Desktop Preferences

You can create a desktop that reflects the way you work by selecting from the options described below.



Use the Category selection at the top of the window to navigate through the Window, Mouse Settings, and Set Locale windows in the Preferences folder.

To change desktop preferences, double-click on the desktop icon in the “Preferences” window. The “Preferences” window appears.



1. Use the following fields to customize your desktop.

Start Desktop at Login. Click on Yes to start the UnixWare Desktop after login or No to return a UNIX system command-line prompt after login. Changes to this option take effect the next time you log in to your system. The default is Yes.

If you select No, you must type **desktop** at the command line whenever you want to start the UnixWare Desktop.

Show Path in Window Titles. Click on Yes to display the current folder’s full pathname in the title bar or No to display only the base name of the current folder. The default is No.

File Window Grid Spacing. Click on the arrows to increase or decrease the new width and height for spacing the icons in your folder windows. Valid numbers range from 32 through 499, inclusive. When you open a new folder window, the icons are aligned using the new grid size. Re-align icons in folders already open by selecting *Align* under *View* in the menu bar. The default width is 100; the default height is 65.

Default Folder Window Size. Click on the arrows to increase or decrease the row and column size for all folder windows. Valid numbers range from 1 through 99, inclusive. When you open a new folder window, the icons in that window are aligned using the new window layout and size. The default is 2 rows and 5 columns.

Application’s Working Directory. This option sets the current working directory for the application when you start up. Click on Application’s Folder to set the current working directory to the folder from which the application starts. Click on Home Folder to set the current working directory to your home folder. The default is Home Folder.

Open Folders In. Click on Same Window if you want any folders you open to replace the contents of the folder in the current active window or New Window if you want folders to always be opened in a new window without replacing the current window contents. The default is Same Window.

Keep Remote Folders Current. Select Yes if you want the desktop to periodically update the contents of folders in use from remote systems. (For example, a folder you have open from a NetWare file server or a folder you have mounted from another system through NFS.) The system checks

the contents of the remote folders every few seconds to see if a new file has arrived or an existing file has been deleted. Note that system performance may be affected by this selection. Select No to turn off the sync-timer so the contents of folders used on remote systems will not be updated. (You can always update the contents by closing and then reopening the folder.) The default is No.

2. Click on **Apply** to apply the changes you selected and close the window. Select **Reset to Factory** to return to defaults or **Reset to return to your settings** when you opened this window.

Using Fonts

Use the Fonts icon in the Preferences folder to manage all fonts on your system and to install any Type 1 fonts from DOS/Windows-compatible diskettes. Once installed, you can display Type 1 fonts in any UnixWare Desktop application that uses the X Windows font mechanism and your application can download these fonts to a PostScript printer.

Fonts are identified by family (for example, Courier, Fixed or Helvetica), by style (for example, bold, italic, medium), and by point size (for example 6, 8, or 12).

The following Preference selections and services are available through the Fonts icon when you click on *Actions* from the menu bar:

Table 10-1
Action menu options

Select	To
Integrity Check	Check the integrity of the font libraries and correct installation errors. Use this selection if you suspect any problems with your font libraries.
Show Resolution	Show sample bitmapped fonts for different resolutions. For more information on bitmapped fonts, refer to the online help. Information in the window specifies the resolution and dimensions for your particular display.

To use the Install and Delete selections associated with the Font menu options your user account must have the appropriate permissions associated with

adding and removing fonts. For instructions on changing user permissions, refer to the chapter “Configuring Your User Environment” in the *System Owner Handbook*.

The following Preference selections and services are available through the Fonts icon when you click on *Font* from the menu bar:

Table 10-2
Font menu options

Select	To
Install	<p>Install additional Type 1 PostScript fonts from a DOS diskette. Insert the diskette in the drive and click on Install. You can select individual fonts or click on <i>Install All</i> to install all fonts on the diskette.</p> <p>To install fonts using the drag-and-drop method insert the diskette in the drive and use the Disks-etc icon to drag-and-drop the appropriate diskette icon onto the Fonts window.</p>
Delete	<p>Remove fonts you don't want or don't regularly use. A submenu appears when you select <i>Delete</i> with the entries <i>Bitmapped</i> and <i>Outline</i> listed on it. For more information on bitmapped and outline fonts, refer to the online help. Fonts of these types appear when you select one. Click on the font(s) you want to delete. The system highlights each font as you click on it. Click on <i>Delete</i> at the bottom of the window to delete selected fonts.</p>
Restore Defaults	<p>Restore the fonts on your window display to the default typeface. Use this selection if you used <i>Apply to Windows</i> or <i>Change "Terminal" Font</i>.</p>
Apply to Windows	<p>Change the default font for your window display headings, buttons labels, and menu bars to make it more comfortable for reading. Fonts sizes between 12 and 14 points are recommended. When you make a font change, it appears in the desktop, on minimized icons, and icon labels. Make sure you choose a character set that supports your language selection (listed under <i>Locale</i>).</p>

Table 10-2
Font menu options

Select	To
Change to “Terminal” Font	Change the default font for your “Terminal” windows to any monospaced font (non-proportional) available in the Fonts window. The Short Font Name indicates if a font is monospaced.

The following Preference selections and services are available through the Fonts icon when you click on *View* from the menu bar:

Table 10-3
View menu options

Select	To
Phrase	View the phrase “Type in here.” To view any additional characters simply type them in the text box.
Character Set	Display the entire character set available in the selected font.
Short Font Name	View the short name used to identify the selected font. The short name appears in the footer of the window and indicates if the font is monospaced.
XLFD Font Name	View the long X Windows name used to identify the selected font. The long name appears in the footer of the window. This is of interest to developers.

Changing Locale

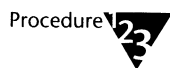
Use the Locale icon to change language display, numeric format, and date and time format.



Use the Category selection at the top of the window to navigate through the “Desktop”, “Window”, and “Mouse Settings” windows in the Preferences folder.

To change various language and numeric preferences, double-click on the Locale icon in the Preferences window. The “Locale” window appears with the

available locales listed in the Basic Settings box. To change the setting, do the following:



1. **Use the scrollbar on the Basic Settings box to display available language. Click on a country name to select it.**

The following options change to reflect your choice:

Display language. Displays the name of the language your system will display.

Input language. Displays the language you can input from the keyboard (you must have the appropriate keyboard).

Numeric format. Displays the name of the numeric format associated with your Basic Settings selection.

Date and time format. Displays the date and time format associated with your Basic Settings selection.

2. **Click on Apply to apply your selection and close the window.**

Changes you select are in effect after your next login.

For more detailed information regarding the international features of UnixWare, refer to the appendix “International Features.”

Changing Mouse Preferences

When you first install your UnixWare Desktop, the system uses defaults for characteristics of your mouse.



Use the Category selection at the top of the window to navigate through the “Desktop”, “Window”, and “Set Locale” windows in the Preferences folder.

To change the default mouse settings, do the following:



1. **Double-click on the Mouse icon in the “Preferences” window. The “Mouse” window appears with the following fields:**

Number of Mouse Buttons. Specify whether you are using a two-button or three-button mouse.



Changing this option will not take effect when you click on Apply. You must log out and log back in to the desktop to activate any change to this setting.

MultiClick Timeout. Move the sliding bar to select the time interval the system uses to group successive mouse clicks into a single action. A higher number means that you can double-click more slowly and still have it count as a double click.

2. Click on **Apply** to make your selections.

Creating or Changing Your Password

Use the following rules to create your password:

- ◆ Your password should have at least 6 characters but no more than 8 characters.
- ◆ Your password must have at least two alphabetic characters and at least one numeric or special character (for example, *, @, or \$).
- ◆ You must enter your password in the case in which you created it (for example, \$Sparky is not equivalent to \$sparky).
- ◆ Your password should differ from your login name.
- ◆ When you change your password, your new one must differ from the old one by at least three characters.

To change your password, double-click on the Password icon and do the following:

Procedure



1. **Type in your old password and press <Enter>.**

The system prompts you for a new password.

2. **Type in the new password and press <Enter>.**

The system prompts you to re-enter your new password.

3. **Re-enter your new password at the system prompt and press <Enter>.**

Your new password is now in effect.

Setting Screen Lock

You can set your desktop to display a custom screen saver when your system is idle (inactive) for a specific number of minutes. Your UnixWare system blanks your screen after approximately 10 minutes of idle time, but you can use Screen Lock to display a custom screen saver, require a password to unlock your screen, disable the system screen saver, and set how many minutes you want to pass before Screen Lock starts.

To customize Screen Lock, double-click on the Screen Lock icon in the “Preferences” window.



1. Set the options:

Minutes Until Screen Lock. Click on the arrows to set the number of minutes of idle time you want to pass before the system locks your desktop or click on Off to turn off Screen Lock.

Password Required. Turn the option on by clicking on the box if you want a password required in order to unlock your screen. The button appears to be pushed in. Turn the option off if you don’t want a password required in order to unlock your screen. The button appears raised.

Screensaver Enabled. Turn the option on if you want your a screen saver to display after a certain time period. Turn it off if you don’t want a screen saver enabled.

Notify Before Locking. Turn the option on if you want your system to beep at you before your screen locks. Turn it off if you want no notification.

2. Click on the screen saver you want to use. *Random Mode* uses each custom screen saver at random.
3. Click on Apply to save the screen saver with the above settings.
4. Click on Preview to view selected screen savers. If you click Preview, click the left mouse button once to return to the “Screen Lock” window.

Setting Startup Items

You can customize your desktop to open certain applications every time you log in to your UnixWare Desktop.

To start up certain applications when you log in, open the folders containing the application icons you want to start up at login and drag a *copy* of the icon onto the Startup Items icon by pressing <Ctrl> and dragging-and-dropping an application icon onto the Startup Items icon.

You can also drag-and-drop a copy of the icon into the “Startup Items” window. Open the Startup Items folder before you drag a copy of an icon into it.

The Startup Items you select automatically execute the next time you log in.

To remove an application from the “Startup Items” window, drag-and-drop the icon onto the Wastebasket icon.

Selecting Wallpaper

You can set your workspace background to display a variety of patterns. These background patterns are referred to as wallpaper. By default, the background is a solid color. To set your desktop to display a background pattern, do the following:



- 1. Double-click on the Preferences icon on the UnixWare Desktop.**

The Preferences folder appears.


- 2. Double-click on the Wallpaper icon.**

This folder window contains the Wallpaper Installer and several files that represent wallpaper patterns.


If	Then
You want to display the same wallpaper pattern each time you log in.	Double-click on the file containing the pattern you want to display.

You want different wallpaper each time you log in.	Drag-and-drop the selected wallpaper file icons onto the Wallpaper Installer. The wallpaper patterns randomly appear each time you log in.
You want to view the list of wallpaper files currently in the Wallpaper Installer.	Double-click on the Wallpaper Installer. The “Wallpaper” window appears, displaying the wallpaper items currently in the Wallpaper Installer.
You want to remove the wallpaper.	Double-click on the wallpaper file labeled None. (This is the icon with a red circle with a line through it.)
You want to see what a wallpaper pattern looks like.	Double-click on the file containing the pattern you want to display. You can do the same with each file you want to view. To remove the wallpaper, double-click on the icon labeled None.

Changing Window Preferences

Note  Use the Category selection at the top of the window to navigate through the “Desktop”, “Mouse Settings”, and “Set Locale” windows in the Preferences folder.

To change window preferences, double-click on the Window icon in the Preferences folder window. The “Window Preferences” window appears.

Procedure  **1. Use the following fields to customize the behavior of your windows.**

To Set Input Area. Click on Click SELECT if you want your input focus to be set by clicking in the window or field where you want to make an entry or Move Pointer if you want the input focus to be set by simply moving the mouse pointer into a window or field. The default is Click SELECT.

To Bring Window to Top. Select Click on Border to bring a window to the top only when you click on the border or title bar of a window. Select Click Anywhere if you prefer to bring a window to the top by clicking anywhere in the window. The default is Click on Border.

Always Keep Pop-ups in Front. Click Yes to have all popup windows stay in front of the main window. Click No so that you can bring a main window in front of its popups. The default is No.

Minimize Windows To. Click on Top, Bottom, Left, or Right to determine at which edge of the screen your windows will be placed when you minimize them. The default is Bottom.

Show Icons. Click on In Icon Box to place icons inside a special window called an icon box or On Workspace to place icons on the desktop background. The default is On Workspace.

- 2. Click on Apply to apply the changes you selected and close the window.**



A *International Features*

This appendix describes the features of the UnixWare Language Supplement package.



Note The information in this document supplements the information in the chapter “Customizing the Desktop.”

Language Supplement

The UnixWare Language Supplement (LS) is a package which customizes UnixWare for your national requirements in such areas as keyboard input, screen output, date, time, and monetary conventions.

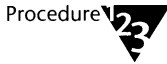
UnixWare uses the concept of a *locale*, a language and country combination, to represent these unique local requirements and provides the mechanism for installing locales and switching among them. The LS uses this concept and supplies a wide range of locales.

Without the LS, UnixWare assumes you are communicating with the system in English. It expects you to have a U.S. keyboard, no accented characters or ideographs (on input or on output), and to follow U.S. English conventions, such as writing the month of a date first. With the LS, you can change all of this to suit the local conventions of where you live.

Understanding Locales

In UnixWare, each set of national or local conventions is called a locale. Typically, a locale describes those conventions that are used every day in business communication and in data processing in a particular country or geographical area. This information is used by the applications running on your system. These conventions include the areas of keyboard input and screen output; date, time, and monetary and numeric conventions; character sorting order; and the language of the user interface. In multilingual countries such as Switzerland, several separate sets of conventions exist, and locales are defined

to support these different conventions within a country (see “Installed Locales” in this appendix for a full list of supported locales).



To display Locale Preferences, do the following:

1. **Double-click on the Preferences icon in the “UnixWare Desktop” window.**
2. **Double-click on the Locale icon to display a list of Locale items. The Locale Preferences window appears.**

There are four main categories to each desktop locale. They are as follows:

Display language. The language in which you expect your documents and any applications or desktop messages to be displayed. This requires the appropriate Language Extension package for UnixWare to be installed.

Input language. The language you use in your documents or when communicating with the desktop.

Numeric format. The characters you use to denote the decimal and thousands separators (for example, 10,000.67 or 10.000,67).

Date and time format. The format you use for writing dates and times.

Not displayed in the menu but set internally are the following two locale categories:

Collation sequence. The order used in alphabetical sorting. For example, this will affect the way files are arranged in a desktop folder.

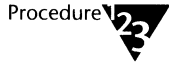
Monetary symbol. The symbol used to denote local currency.

A locale may also have supplementary settings. All LS locales have the following setting:

Input method. The way in which you enter characters that aren't on your keyboard.

Each desktop locale is named after the country for which it is intended. If a country is multilingual (for example, Canada and Switzerland), the locale name is followed by the language of the locale [for example, Canada (French), Switzerland (Italian)], which may be abbreviated.

Selecting a Locale



To select a locale, do the following from the “UnixWare Desktop” window:

- 1. Double-click on the Preferences icon.**
- 2. Double-click on the Locale icon. The list of locale choices is displayed.**

The locale chosen for your system through User Setup is highlighted and its categories displayed. Select any locale from the list. The window contracts and then restores itself, this time displaying the date formatted for the locale you just selected.

- 3. Check that the locale categories are those you require, and click on Apply to change to the new locale. The locale change takes effect on your next login.**

Installed Locales

Without the LS, the UnixWare Desktop offers only the Default (C Locale). In this instance, your keyboard is assumed to be the U.S. ASCII keyboard layout. The language used is English. The date and time conventions are American.

If you installed all of the supported locales when you installed the LS, the following locales would be added to the desktop and listed under Display Language:

Default (C Locale)	Argentina
Australia	Austria
Belgium (Dutch)	Belgium (French)
Brazil	Canada (English)
Canada (French)	Chile
Denmark	Finland
Finland (Swedish)	France
Germany	Hong Kong
Iceland	India

Ireland	Italy
Japan	Mexico
Netherlands	New Zealand
Norway	Portugal
Singapore	Spain
Sweden	Switzerland (French)
Switzerland (German)	Switzerland (Italian)
United Kingdom	United States
Venezuela	

Note



The United States locale differs from the Default (C Locale) in that the United States locale has U.S monetary information and uses dictionary sorting order, as opposed to the ASCII sort order.

If you decided to install just the locales relevant to the main language of your system locale (set when you installed the LS) then only a subset of the above list will be added to the desktop. For example, if Belgium (French) is the chosen locale, and you chose a subset of locales, you would have all the available Belgian and French locales installed.

Keyboard Mapping

Without the LS installed, your UnixWare Desktop is configured to recognize the U.S. ASCII version of the keyboard. If you have a German, French, Japanese, or other keyboard, the character entered and displayed on the screen may be different from the one marked on the key. To avoid this, the LS ensures that the desktop is reconfigured so that it interprets your key presses properly. This is achieved through a process called keyboard mapping.

For the keyboard mapping to work, the LS must be told which keyboard you intend to use with your system. This is done through the first menu at system installation time or, if the LS is installed later, through the LS installation menus.

Note



Your keyboard selection is permanent and can only be changed if you overlay the LS by reinstalling it. This also means that when you change locales, your keyboard layout will not be altered. For instance, if at installation you selected a French keyboard and all

locales, and if you decided to work in a Spanish locale at some point, your keyboard would remain with the French layout. To overlay the LS, use the Application Installer. For information on using the Application Installer, refer to the *System Owner Handbook*.



If you decide to install the Default (C Locale) and the US ASCII keyboard as your system locale and keyboard respectively, you will not have any of the input method capabilities described in the following section.

Understanding Input Methods

This section describes the various European input methods available with the LS. The UnixWare Japanese input method is available only with the Japanese version of the product.

Inputting Characters Not Found on Your Keyboard

With the LS, you can use your keyboard to produce more characters than are shown on the key caps. To do this, you need to understand how the LS treats keyboards and how it gives them new functionality.

To enter a character not found on your keyboard, you will need to type in a special sequence of keystrokes. These keys are then processed by what is known as an *input method* to produce the character you want.

You can imagine the input method as an interpreter that awaits your keystrokes, looking for any special sequences that it knows have to be replaced by one single character. The single character is then displayed on the screen.

Any sequences that the input method interprets as not having a special meaning are left unchanged when they are displayed on the desktop. Special sequences will be explained in the next two sections.

When you install the LS and bring up the “Locale Preferences” window, you will notice that each LS locale has the same input method setting defined. This is because the properties of locales provided by the LS are sufficiently close for them to share the same input method.

Whenever you are in a locale that has an input method, you can use either *dead keys* and/or *compose sequences* to access the input method to produce the additional characters not available on your keyboard.

Using Dead Keys

The purpose of dead keys is to generate those accented characters not available as separate keys on your keyboard. With their help, the keystroke sequence ` followed by *a* for instance, generates the character à. These characters are shown on the keyboard with one of the following symbols: ` ^ “ ~

Typically, a European keyboard has several, but not necessarily all, of the above dead keys. This depends on the space available on the keyboard and which accented characters are used in a particular language.

When pressed on their own, dead keys produce no output. This differentiates the dead key ~ from the live key ~, which are both present on some keyboards. A dead key and live key with the same symbol will be distinguished in some way. The method used to distinguish keys depends on the manufacturer of your keyboard.

Typing Dead Keys

To generate an accented character using a dead key, press the dead key followed by the character you want to accent. The LS input method will then check if the combination is valid (see Table A-2) and, if it is valid, will generate the accented character.

To generate the accent alone, press the dead key followed by the space. For instance, on a keyboard which has the dead key ~, but not the live version of it, pressing the dead key ~ and the space will produce ~.

If the combination you entered is invalid, the input method will generate two characters; exactly which two characters depends on the position of the dead key symbol on the key.

Using Compose Sequences

Another way of generating characters not shown on your keyboard is to use compose sequences.

Dead keys are not available on all keyboards. If dead keys are not available, or if you wish to generate a character which cannot be created using dead keys, compose sequences can be used. Compose sequences will generate any character or symbol available on the desktop, but not available on the keyboard. (See “Understanding Code Sets” in this appendix for the character sets supported by the desktop.)

Compose sequences usually require more keystrokes than do dead keys, and typically several sequences can be used to generate the same character.

Typing Compose Sequences

To generate a character using compose sequences, look up a valid sequence from the following table and type it in. As with the dead keys, the input method checks the sequence and then generates the appropriate character if the sequence is valid, or displays the sequence if the sequence is not valid.

Because all the sequences begin with the compose character <Ctrl>+<t>, the table gives only the characters you press after <Ctrl>+<t>. Hence, to produce a sterling symbol £, you press <Ctrl>+<t> and then press <l> and <-> or <=>.



To generate symbols such as the one shown above, note that the character following the <Ctrl>+<t> can be upper- or lowercase. You can still display upper- and lowercase accented characters by using an upper- or lowercase character in the compose sequence.

Table A-1
Compose Sequences

Character Description	Example	Key Sequence: Press <Ctrl>+<t> Followed By
Cedilla	ç	c,
Umlaut	ë	e [¨] (also a,i,o,u, and capitals)
Grave	è	e [`] (also a,i,o,u, and capitals)
Acute	é	e [´] (also a,i,o,u,y, and capitals)
Tilde	ñ	n~ or n- (also a,o, and capitals)
Circumflex	ê	e [^] (also a,i,o,u, and capitals)
Slash	ø	o/ (also O)
Ring	å	a* (also A)
ae diphthong	æ	ae

Table A-1
Compose Sequences

Character Description	Example	Key Sequence: Press <Ctrl>+<t> Followed By
AE diphthong	Æ	AE
sharp s	ß	ss
mu	μ	/u
thorn (lowercase)	þ	th
thorn (uppercase)	Þ	TH
eth (lowercase)	ð	d-
eth (uppercase)	Ð	D-
numbersign	#	++
at	@	AA
bracketleft	[((
backslash	\	//
right bracket]))
braceleft	{	(-
braceright	})-
exclamdown	¡	!!
cent	¢	c/
sterling	£	l- or l=
yen	¥	y- or y=
section	§	s!
currency	¤	xo
copyrightserif	©	co
ordfeminine	ª	a_

Table A-1
Compose Sequences

Character Description	Example	Key Sequence: Press <Ctrl>+<t> Followed By
ordmasculine	°	O_
guillemotleft	«	<<
guillemotright	»	>>
plusminus	±	+-
onesuperior	¹	1^
twosuperior	²	2^
threesuperior	³	3^
paragraph	¶	p!
bullet	•	..
onequarter	¼	14
onehalf	½	12
threequarters	¾	34
questiondown	¿	??
broken bar		
logicalnot	¬	-,
soft hyphen	-	--
registered	®	RO
macron	-	__ (two underscores)
divide	÷	:-
multiply	x	xx
Ctrl + t	<Ctrl>+<t>	<Ctrl>+<t>



Note For symbols that contain numbers, such as the onesuperior, use the normal keyboard keys rather than the numeric or function keys.

Do not use compose sequences that do not appear in these tables.

To successfully compose a sequence, your keyboard must have live versions of all keys that make up that sequence.

The following table lists alternate characters that can be used if the specified keys are not present:

Table A-2
Alternate Keys

Character Description	Example	Key Sequence: Press <Ctrl>+<t> Followed By
Circumflex	ê	e>
divide	÷	;
backslash	\	or /<
onesuperior	1	or 1s
twosuperior	2	or 2s
threesuperior	3	or 3s
section	§	or so or s0 (zero)
broken bar		or vb
grave	è	or e\
bullet	•	or .^
currency	¤	or x0 (zero)
ASCII tilde	~	-<space>
ASCII diaeresis	¨	“<space> or “ “
ASCII acute	´	‘<space> or ‘ ‘
degree	°	*<space> or 0*
ASCII Circumflex	^	><space>

Table A-2
Alternate Keys

Character Description	Example	Key Sequence: Press <Ctrl>+<t> Followed By
bar		v or /^
ASCII Cedilla	¸	„

Understanding Code Sets

Each language requires a different set of characters and symbols—for instance, the Latin, Greek, Cyrillic alphabets or Japanese ideographs. In the computer, each character or symbol within a set of characters is represented by a unique numeric value. This is known as a coded character set or code set.

UnixWare is able to support both a wide range of code sets and also multiple code sets simultaneously. The code sets which are in use for a particular user are determined by the locale setting. With the LS, all the western European locales use the same code set, known as ISO 8859-1 or Latin 1, that is defined by the International Standards Organization (ISO). The Japanese locale uses the Extended UNIX Code Set Japanese (eucJP) encoding based on the Japanese Industrial Standards (JIS) committee X201 and JIS X208 code sets. Other locales need different code sets such as ISO 8859-2 for Eastern Europe, ISO 8859-5 for Cyrillic, and ISO 8859-7 for Greek.

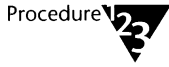
Other operating systems such as DOS use code sets that are either not based on ISO standards or use different ISO standards. In such cases, information exchanged from such systems cannot be immediately used with the UnixWare Desktop. The LS supplies the tools [iconv(1) and iconv(3c)] to allow applications to map code sets to and from the code sets not supported by the UnixWare Desktop locale.

Understanding Fonts

In English and Western European locales, you can customize the fonts on your desktop by using the Font Setup window. For information on font selection, refer to the chapter “Customizing the Desktop.”

Font selections are available in applications such as word processors and desktop publishing packages. The LS also supports a number of system console

fonts. Make sure you select a typeface family that supports the character set you need.



To check a typeface family for your character set support do the following:

- 1. Double-click on Fonts in the “Preference” window.**

The “Fonts” window appears.

- 2. Click on *View* in the menu bar and select *Character Set*.**

The character set for each typeface family is displayed.

UnixWare Language Extensions

The LS provides the necessary support for displaying the “UnixWare Desktop” window titles, menus, dialog boxes, hypertext help, and system messages in the language of the locale. The translated user interface and system messages are supplied as part of a separate package called Language Extensions which may or may not have been supplied with your system.

With the LS and appropriate Language Extension package installed, every time you change the locale, all communication with the desktop displays in the language of that locale.



appendix

B *Troubleshooting*

This appendix describes what to do when the following problems occur in the UnixWare system.

Troubleshooting Desktop Problems

Problem. Drag-and-drop does not work when linking single or multiple files.

Solution. Use the menu method.

Troubleshooting Online Document Browser Problems

This section describes error messages and problems you may experience with the online document browser and suggests solutions.

Missing Books

Problem. No books appear when you click on a book collection.

Solution. The directory that contains the document collection may not currently be available. Perhaps the directory is a mounted file system or a CD-ROM. Look in the browser configuration file *.ebtrc* for the directory address of the collection. (For information on the *.ebtrc* file, refer to the *System Owner Handbook*.) Then check if the directory is accessible. If it is not, you may need to mount it. For information on accessing books from remote systems or CD-ROM, refer to the *System Owner Handbook*.

Can't Open Book

Error message. Can't open target book 'XXXX'

Solution. The book you tried to open (usually by following a link) is not available. Either there is an access problem as described above or only a subset of books were installed on your system.

Can't Run Browser

Problem. Nothing seems to happen when you double-click on the Online Docs icon.

Solution. Check the *.dtextlog* file in your home director for error messages.

Error message. Your *.ebtrc* file does not point to a UnixWare 2.0 DATA_DIR.

Solution. The document browser either cannot find your *.ebtrc* configuration file, or the DATA_DIR directory pointed to by the configuration file may not be accessible. The document browser searches in several places for the configuration file. For information on the *.ebtrc* file, refer to the *System Owner Handbook*.

Problem. When you start the document browser from a remote login window, the following messages appear:

xlib: connection to "machine:0.0" refused by server

xlib: Client is not authorized to connect to server

Pg fatal error: unable to open display

Solution. In order to run the document browser remotely, you need to authorize your home system (*server*) to accept displays from the system you log into (*client*). Before logging into the remote system, authorize the display from it by entering the following:

xhost+client

For more information on xhost, see xhost(1).

Frozen Browser

Problem. The document browser appears frozen.

Solution. Look for a popup dialog box expecting a response. To make sure that you read all messages, the document browser waits for a response before letting you do anything else.

Display Problem

Error Message. Pg fatal error: unable to open display.

Solution. You must set the DISPLAY variable to point to the graphics terminal on which dtext will run. For more information on the DISPLAY variable, refer to the *System Administration*.

Troubleshooting Merge Problems

If you use <Alt>+<SysReq> to switch screens, you may find that the <Alt> key is still pressed when you return to a MS Windows session. Press the <Alt> key again to release it.

If you use the <Print Screen> key in a DOS session, DOS hangs.

Aldus® PhotoStyler only runs in full-screen VGA mode.

C *Keyboard Shortcuts*

This appendix explains how to use the UnixWare Desktop from the keyboard. Many users find it convenient to use both the mouse and keyboard when using the desktop. Once you gain experience with the UnixWare Desktop, experiment by using the keyboard for operations for which you normally use the mouse. The information in this appendix supplements the information on keyboard shortcuts in the chapter “UnixWare Basics.”

Note



Not all applications support all of the following shortcuts. Consult your application documentation for supported keyboard shortcuts as well as additional ones.

Key combinations appear in the following format in text:

<Alt>+<F4>

In this example, you press the <Alt> and the <F4> keys simultaneously and then release them. If a third key is required, press the first two keys simultaneously, release them, and then press the third key.

Table C-1
Core Functions

Function	Key Sequence	Description
Cancel	<Escape>	Cancels any action started but not completed. Removes a menu or pop-up window.
Default Action	<Enter>	Executes the default action of that window (enacts the default button of the window). The alternate key sequence is <Ctrl>+<Enter>.
Help	<F1>	Calls up the “Help” window.
Properties	<Ctrl>+<i>	Calls up the properties window associated with a window.

Table C-1
Core Functions

Function	Key Sequence	Description
Resume Scrolling	<Ctrl>+<q>	Causes text to resume scrolling after a stop is issued in a “Terminal” window.
Stop	<Ctrl>+<s>	Causes text to stop scrolling in a “Terminal” window or a file operation (for example, copy) to stop.
Undo	<Alt>+<Backspace>	Undoes the last action carried out.

Table C-2
Cut-Copy-Paste

Function	Key Sequence	Description
Cut	<Ctrl>+<x>	Cuts selected information and holds it in the clipboard. The alternate key sequence is <Shift>+<Delete>.
Copy	<Ctrl>+<c>	Copies selected information and holds it in the clipboard. The alternate key sequence is <Ctrl>+<Insert>.
Paste	<Ctrl>+<v>	Pastes the information held in the clipboard at the cursor location. The alternate key sequence is <Shift>+<Insert>.
Primary Move	<Alt>+<Ctrl>+<x>	Cuts selected information and places it at the cursor location. The alternate key sequence is <Alt>+<Shift>+<Delete>.
Primary Copy	<Alt>+<Ctrl>+<c>	Copies selected information and places it at the cursor location. The alternate key sequence is <Alt>+<Ctrl>+<Insert>.

Table C-3
Inter-Window Navigation Functions

Function	Key Sequence	Description
Next Window	<Alt>+<F6>	Moves the active focus to the next window within an application's set of windows.
Previous Window	<Alt>+<Shift>+<F6>	Moves the active focus to the previous window within an application's set of windows.
Next Application	<Alt>+<Esc>	Moves the active focus to the next application.
Previous Application	<Shift>+<Alt>+<Esc>	Moves the active focus to the previous application.

Table C-4
Intra-Window Navigation Functions

Function	Key Sequence	Description
Up	<Up-Arrow>	Moves the cursor up.
Down	<Down-Arrow>	Moves the cursor down.
Left	<Left-Arrow>	Moves the cursor left.
Right	<Right-Arrow>	Moves the cursor right.
Next Field	<Tab>	Moves input focus to the next field. The alternate sequence is <Ctrl>+<Tab>.
Previous Field	<Shift>+<Tab>	Moves input focus to previous field. The alternate sequence is <Shift>+<Ctrl>+<Tab>.
Word Forward	<Ctrl>+<Right-Arrow>	Moves the cursor forward one word in a text field.
Word Backward	<Ctrl>+<Left-Arrow>	Moves the cursor backward one word in a text field.

Table C-4
Intra-Window Navigation Functions

Function	Key Sequence	Description
Line Start	<Home>	Moves the cursor to the start of that line in a text field.
Line End	<End>	Moves the cursor to the end of that line in a text field.
Document Start	<Ctrl>+<Home>	Moves the cursor to the beginning of the document.
Document End	<Ctrl>+<End>	Moves the cursor to the end of the document.
Menu Bar	<F10>	Moves the focus to the menu bar (use arrow keys to move across the menu bar).

Table C-5
Mouse Equivalents

Function	Key Sequence	Description
Select	<Space bar>	Selects the option currently highlighted (works for icons in windows, menu options, and dialog box options). The alternate key sequence is <Ctrl>+<Space bar>.
Menu	<Ctrl>+<m>	Displays an icon menu. Equivalent to the right-click mouse function. The alternate key sequence is <F4>.

Table C-6
Scrolling Functions

Function	Key Sequence	Description
Page Up	<Page Up>	Pages up one page at a time.
Page Down	<Page Down>	Pages down one page at a time.

Table C-6
Scrolling Functions

Function	Key Sequence	Description
Page Left	<Ctrl>+<Page Up>	Pages left one page at a time.
Page Right	<Ctrl>+<Page Down>	Pages right one page at a time.
Scroll Top	<Alt>+<Page Up>	Goes directly to the top.
Scroll Bottom	<Alt>+<Page Down>	Goes directly to the bottom.

Table C-7
System Functions

Function	Key Sequence	Description
Window Menu	<Shift>+<Esc>	Displays the window menu. The alternate sequence is <Alt>+<Space bar>.
Move Window to Back	<Alt>+<F3>	Moves the current window behind all other windows (Lower). Does not apply to pop-ups if you set <i>Always Keep Popups in Front</i> to Yes.
Move Window	<Alt>+<F7>	Makes the selected window or icon movable. Use the arrow keys to move item to the desired location on the screen. Press <Enter> to complete the operation. Use <Esc> to exit without making the move.
Resize Window	<Alt>+<F8>	Resizes the selected window. Use the arrow keys to change the size. Press Enter to complete the operation. Use Esc to exit without resizing the window.
Quit Application	<Alt>+<F4>	Closes an application window or icon.

Table C-8
Text Edit Functions

Function	Key Sequence	Description
Delete Character Forward	<Delete>	Deletes the next character.
Delete Character Backward	<Backspace>	Deletes the previous character.
Delete Line	<Shift>+<Alt>+<Delete>	Deletes the line containing the cursor.
Add Mode	<Shift>+<F8>	Enables you to select multiple objects not related to each other.

Table C-9
Text Selection Functions

Function	Key Sequence	Description
Select Character Forward	<Shift>+<Right-Arrow>	Selects the character to the right of the cursor.
Select Character Backward	<Shift>+<Left-Arrow>	Selects the character to the left of the cursor.
Select Word Forward	<Shift>+<Ctrl>+<Right-Arrow>	Selects the word or part of the word to the right of the cursor.
Select Word Backward	<Shift>+<Ctrl>+<Left-Arrow>	Selects the word or part of the word to the left of the cursor.
Select Line Forward	<Shift>+<End>	Selects the current line from the cursor to the end of the line.
Select Line Backward	<Shift>+<Home>	Selects the current line from the beginning of the line to the cursor.
Select All	<Ctrl>+</>	Selects all text in a document.
Deselect All	<Ctrl>+<\>	Deselects all selected text in a document.



Glossary

absolute pathname

Pathnames can be *absolute* or *relative* pathnames. An absolute pathname is the file's full pathname starting at root ("/"). A relative pathname specifies a file's position relative to the current pathname; it never begins with root ("/"). An example of an absolute pathname is */home/chris/memos/copier*, where */home/chris/memos* represents the folder that contains the file *copier*. An example of a relative pathname for that same file is *memos/copier*, where the current directory is */home/chris* and *memos* is the folder containing the file *copier*.

account

A valid user login name and password on a UnixWare system or a NetWare server. UnixWare accounts are either user, group, or reserved accounts.

active icon

A minimized application window. Active icons are normally located along the bottom edge of the Desktop.

adapter

A hardware card or board that allows one hardware component to communicate with another.

address

A number, label, or name that shows the location of information in the computer's memory.

Adobe Type Manager®

Adobe Type Manager is an outline font renderer that reads outline font programs (in the Type 1 format) and renders bitmapped fonts on the fly for a particular point size and screen resolution.

Adobe Type 1 fonts

These are outline fonts used by the PostScript language.

advertise

To advertise is to allow users on other systems to access files and folders on your system.

AFM

AFM is an acronym for Adobe Font Metrics. These metrics are contained in files with the standard suffix *.afm* and contain information of importance to WYSIWYG (what you see is what you get) applications for generating their printed output. They are not used by the outline font renderer for creating the bitmapped fonts used for screen display.

application set

An application set is a group of application packages.

ASCII format

A file that is in standard text format.

ATM

ATM is an acronym for Adobe Type Manager.

banner page

A banner page is the title page on a print job. It can include information such as the login ID of the individual sending the job, the name of the file printed, and the time it was printed. You specify whether a banner page is printed with your print job on the “Request Properties” window.

binary format

A file that is in a form that can only be interpreted by a particular system or application.

bitmapped font

A bitmapped font is a font (a typeface at a particular point size) in the form of an array of bits or pixels than can be displayed relatively quickly on a computer display. Bitmapped fonts are generated for a specific resolution, such as 72 dots per inch (typical of most displays). Also known as a screen font.

block

A contiguous group of bytes on a disks that you can access with a single address.

button

A button is an area in a window, with a label, that is used to request an action within that window. There are several types of buttons. If a button has ellipses

(three dots) following the label, the button brings up a window. If the button has an arrow following it, it brings up a menu. If the button has nothing following it, it performs the indicated action.

click

To quickly press and release the left mouse button. You *click* on something to select it or set input focus. You can change the speed at which you must press and release the mouse button by following the procedure described in “Changing Mouse Preferences” in Chapter 10. See also right-click and double-click.

click and hold

To press the left mouse button and keep it depressed.

client

The computer requesting a service or data from a server system on a network. For example, the client may use a file stored on a server or print to a printer connected to a server.

clipboard

The clipboard is a temporary holding area for text that has been highlighted and either cut (with the Cut menu option) or copied (with the Copy menu option) from a text field or text window. It is simply an area of memory that holds the information. Because this is not a permanent storage area, the information in the clipboard is lost when you exit the application from which you copied the text. To retrieve the text, use the Paste menu option.

COM ports

The name used to designate serial ports (COM1, COM2, etc.) on an IBM-compatible personal computer.

command mode

When you are using the *vi* text editor, command mode is the mode in which you move around in your text file or request to enter text input mode. Press the <Esc> key to enter command mode.

connect

When many computers are networked together, you can connect to share-items that are made available from remote systems. When you connect to a remote share-item, you can use it in the same way you use the rest of the files and folders on your system.

controller

A hardware device that is directly attached to your system's I/O bus.

cpio

The *cpio* command is a UNIX system command for copying archive files in to and out of the system.

<Ctrl>+<alt>+click

To copy selected text to a current location. (This is for a two-button mouse only).

<Ctrl>+click

To select/deselect an icon or an item from a list.

<Ctrl>+drag

To make a copy.

default

A default is something that is already selected for you, either by an installation procedure or by you in a previous step. For example, a default printer is the printer that jobs go to if you do not specify a printer at the time you are printing a file. You would select a default printer using printer setup.

desktop

The desktop is the graphical user interface provided with UnixWare. Using the desktop, you can operate UnixWare by manipulating windows, icons, and text with a mouse and keyboard.

desktop user

A user account that is designated to use the UnixWare desktop interface. When a desktop user logs into UnixWare, the desktop interface starts up.

directory

A directory is another name for a UnixWare folder.

domain name service (DNS)

A service available with TCP/IP that lets a group of systems (defined as a domain) share the system names and addresses list for many systems. DNS saves the overhead of having every system maintain its own list of systems.

double-click

To double-click is to quickly press the left mouse button twice. *See also* right-click and click.

drag

To press the left mouse button on an icon or on text and hold it down while you move the mouse pointer to a new location. See also drag-and-drop.

drag-and-drop

To press the left mouse button on an icon and hold it down while you move the mouse pointer to a new location. You release the mouse button when the object is at the desired location.

dumb terminal

A display terminal that has no processing power. All processing is done by the computer to which it is connected. You cannot run the UnixWare desktop from a dumb terminal, though you can log in and work with UnixWare from the command line.

DynaText Online Documentation Browser

A UnixWare application used for graphically displaying information on how to use the UnixWare system.

file

A collection of related information, such as an application, a memo, or a drawing created with a computer graphics program. A UnixWare file appears as an icon on your desktop.

file system

A file system is a collection of files and folders along with the structure that holds them together.

folder

A folder is a container that may contain files and other folders. You use folders to organize files and folders by grouping them under one name. For example, a folder called *reports* may contain several files such as *report1*, *report2*, and so on.

You may be familiar with the term directory—a folder is a directory. A UnixWare folder appears as a folder icon on your desktop.

font

Traditionally, in the terminology of the typesetting profession, a font is a typeface at a single point size. However, in the computer business, the term font has come to mean any of the following: typeface family, typeface, or font. An example of a font, in the traditional sense of the term, is Helvetica Italic 18 point.

F3

F3 is the name of the format of outline fonts accepted by the TypeScaler outline font renderer.

ftp (File Transfer Protocol)

A TCP/IP protocol used to log in to another system across the network, list directories, and copy files between systems at high speeds.

group

A group is a set of users on your system that are assigned a common name, such as “doc” for all the users in the documentation department. A group is assigned a common set of permissions to certain files and folders. For example, the owner of a file might be able to read, write, and execute a file, while the group members might only be able to read and execute the file.

group ID (gid)

The integer associated with a UNIX group.

handshaking

The information that is passed between two systems or devices to allow the two sides to establish a connection.

HBA (Host Bus Adapter) diskette

A diskette containing device drivers for host bus adapters.

highlight

To press the left mouse button (on text, usually) and hold it down while you move the mouse cursor to the new location. When text is highlighted, it is ready to be copied, moved, or deleted.

home directory

Your home directory is your personal folder on the Desktop. Your “UnixWare Desktop” window provides access to your home directory.

icon

A graphical image that represents various elements on the desktop, such as files, folders, printers, and other computers.

icon classes

Icon classes describe how files, directories, and other items that appear in a folder window behave when you use the mouse or keyboard to manipulate them.

Internet

A international network made up of more than one thousand networks. When your system is connected to the Internet, it is given a special address through which others on the Internet can contact you. Internet is the name used to describe the worldwide TCP/IP-based network.

Internet Protocol (IP) address

IP addresses are the high-level addresses used by Internet Setup. Every IP address is a 32-bit number that is usually broken down into four pieces called octets, with 8 bits per octet.

internetwork

An internetwork is two or more networks connected by an internal or external router.

IPX (Internetwork Packet eXchange)

A Novell implementation of the Xerox Networking System (XNS) communications protocol that transports data, or packets, between network devices (workstations, servers, routers, and so on).

IPX/SPX (Internetwork Packet eXchange/Sequenced Packet eXchange)

A set of protocols used to communicate across NetWare networks.

ISO Latin 1

ISO Latin 1 is a standard character set defined by the International Standards (ISO). It contains most of the characters used in the alphabets of western European nations. Type 1 outline fonts that you can buy and display on this system often contain all the characters in the ISO Latin 1 character set.

keyboard shortcuts

An alternative to using the mouse. While UnixWare is designed to be used with a mouse, you can use the keyboard to perform many functions.

link

Another name for a file or folder, which enables you to access the same file or folder from more than one location. In addition, any changes you make to the original file are also made to the link file and vice versa.

log in

To log in refers to entering your identification information and then your password at the login prompt. The system checks its files and if your password matched the one on file for your initials, it allows you onto the system.

login ID

The name used to represent a user's login account. A security procedure that limits access to authorized users. With UnixWare, you create a login ID and password (also called an account) for yourself when you install UnixWare. To access a NetWare server, you must have a login ID (also called a username) and password (an account) for that server. *See also* username.

main window

The main window is the base application window from which a pop-up window originates.

megabyte

One million bytes. Used to describe the amount of information that can be contained on a hard disk or in RAM.

media

In this context, media refers to cartridge tapes or diskettes.

menu

Menus are accessed from the menu bar of a window. You display menus by clicking on an item in the menu bar or by typing the keyboard shortcut for the menu.

menu bar

The menu bar appears below the window title. The words in the menu bar represent menus that display menu options when you click on them. Menu names and options change to accommodate different applications or utilities.

menu option

Menu options appear in the menu when you select an item from the menu bar of a window. Select a menu option by clicking on it or by typing the keyboard shortcut indicated by an underscore in the menu option name.

Merge

The UnixWare software package that allows you to run DOS and Window applications within UnixWare.

metacharacter

Metacharacters are a set of characters that have special meaning to the UNIX system shell. They include the asterisk (*), question mark (?), and square brackets ([]). Metacharacters are used in patterns to match filenames. For example, "t*" (t followed by an asterisk) matches all files beginning with the letter t.

mount

A term used to describe the action of connecting a file system to your UnixWare file system tree so it is accessible to users on the system. File systems can reside on the local hard disk, a floppy disk, or on a remote system (if you are using File Sharing or NFS).

multiprocessor system

A system with more than one central processing unit.

NFS (Network File System)

A distributed file system originated by Sun Microsystems, Inc., that allows data to be shared by network users. Network users can share data regardless of operating system or workstation type.

NetWare rights

Attributes associated with a file or folder on a NetWare server. When files and folders on a NetWare system are used from a UnixWare system, NetWare rights (supervisor, read, write, create, erase, modify, file scan, and access control) are mapped into UNIX system permissions (read, write, and execute).

NetWare mode

A file system installed in NetWare mode on a NetWare server will support only DOS semantics when you access it from UnixWare. For example, **chown** and **chmod** commands cannot be used to change all file permissions and you cannot use file names that are longer than the standard 8.3 characters.

NIS server

A Network Information Service (NIS) server is a system that is configured to centrally manage a wide range of information for a network.

non-desktop user

A UnixWare user account that is not designated to use the desktop graphical user interface. When a non-desktop user logs into UnixWare, that user sees a command-line prompt, rather than a desktop interface.

online browser

See the DynaText Online Browser.

option

A button that typically enables or disables a control in a window.

outline font

An outline font is a typeface defined mathematically in terms of the curves of each character and is expressed as a program in a special language (an outline font format). Outline fonts can be rendered on-the-fly by software known as an outline font renderer. Same as scalable font.

outline font renderer

An outline font renderer is software that reads outline font programs and creates bitmapped fonts at any point size, for a given display resolution.

package

A package is a unit of application software. In addition to the application itself, a package may also contain related files, such as configuration files, device files, or data files.

packet

A packet is a logical group of data sent across a network. Sometimes called data packet.

parallel port

A parallel port is a physical connector on the computer that can be used to establish links to parallel devices, such as a printer.

parallel printer

A parallel printer is any printer directly connected to a parallel port (for example, LPT1 or LPT2) on your computer.

parity

Parity is a bit added to character bits to make the total value of bits odd or even. Parity bits are used for error checking.

partition

A portion of the hard disk that is physically separated from other areas of the hard disk. Different operating systems must be on different partitions.

path

A file's path, also called a pathname, indicates where the file is located on your computer system. The path consists of a series of folder names separated by slashes (/). For example, */home/chris/bin/smaker* indicates that the file *smaker* is located in the *bin* folder, which is located in the *chris* folder, which is located in the *home* folder, which is located off of root ("/"), the beginning of the file structure).

When a path begins with a slash, it called an absolute or full path, because it begins at the beginning of the file structure. If a path is given without a slash at the beginning, such as *bin/smaker*, it is called a relative path, because the path is relative to another folder. The path *bin/smaker* only makes sense if you are located in the folder *chris*.

pathname

See path.

peer-to-peer communication

Peer-to-peer communication occurs between similarly capable network devices.

peripheral

A hardware device that is connected to a hardware controller, rather than being directly connected to a computer's I/O port. For example, a SCSI controller connects directly to the I/O bus, while a SCSI tape drive is a peripheral because it connects to the SCSI controller.

PFA

PFA is the most common file name suffix given to files containing Type 1 outline fonts in an ASCII, uncompressed form. Even though it is ASCII, most of the data in a PFA file is encrypted.

PFB

PFB is the suffix used in the filename of files containing Type 1 outline fonts in a binary, compressed form.

permissions

Attributes associated with files and folders (directories) that describe who can use the item, as well as how it can be used (read, write, or execute).

pipe

The shell special character (`|`) that is used to direct output from one command to the input of another.

point size

Point size is a measurement used for fonts. There are about 72 points to the inch.

processor

A processor is the main processing unit of the computer that controls the processing routines, performs the arithmetic functions, and maintains accessible memory.

protocol

A formal description of message formats and the rules two or more machines must follow to exchange those messages.

pseudo device

A device file (located in the */dev* directory) that doesn't represent a physical hardware device. For example, pseudo terminal devices can represent Terminal windows though they may appear on the same physical terminal.

pseudo terminal

The software implementation of a terminal, used as an active agent in communicating between processes and users. For example, a remote login server uses pseudo terminals for remote login sessions.

queue

The queue, or print queue, is the list of jobs waiting to be printed. When new print requests are sent to a printer, they are added to the end of the queue.

random access memory (RAM)

The computer's working storage area. All processing of data and running programs are stored in RAM.

remote printer

A remote printer is any printer connected to a remote system.

resource

When used with the X Windowing System, a resource represents a particular attribute that defines how a part of your X session looks or acts. For the Network File System (NFS), a resource represents a remote file or directory that can be connected to your file system.

right-click

Refers to clicking the right mouse button. For example, you right-click on a icon or a window to display a popup menu. *See also* click.

rlogin

A remote login command used to start a session on a remote computer.

root

The root login is the traditional UNIX system login for all system administration tasks. Also, root can refer to the root directory (/), which happens to be the home directory of the root user, by default.

router

A device used to connect two or more similar or dissimilar networks and provide routing services based on end-to-end connections.

select

Another word for click on. You click on or select a window, a menu option or item, an icon, an option button, or a name from a list. To select an item from the screen with the mouse, move the cursor over the item and press and release the left mouse button one time without moving the mouse. Also called a single click.

serial printer

A serial printer is any printer connected to a serial port (for example, COM1 or COM2) on your computer.

serial port

A serial port is a physical connector on the computer that can be used to establish an asynchronous link to serial devices, such as a modem, mouse, or printer.

server

The system in a client-server network that provides services to other computers. For example, files may be saved on a server so that many client systems can access them. Similarly, many systems can share a printer attached to a server.

share-item

A share-item is either a file or folder that is advertised (that is, made available to other computers). Through a network, other computers connect to the share-item. The share-item then appears as if it is really part of the computer that is connecting to it. Using a share-item in this way is an efficient way of sharing files and folders among everyone on a network.

shell

The UnixWare command-line interpreter. The Korn shell (**ksh**), Bourne shell (**sh**), Windowing Korn shell (**wksh**) and C shell (**cs**) are among the most popular shells used with UnixWare.

<shift>+<Ctrl>+drag

To make a link.

single click

Single click is the same as select, that is, to select an item from the screen with the mouse, position the cursor over the item and press and release the left mouse button one time without moving the mouse.

SPX

Sequenced Packet eXchange. A protocol that enhances the IPX protocol by providing reliable delivery.

style

The aspect of typefaces from a single typeface family that distinguishes them from each other. Style variations include such elements as weight (Bold, Demi), slant (Italic), and width (Constant, ExtraWide).

system administrator

The person responsible for administering and managing a machine, network, and/or users.

system owner

The user account that administers the system from the desktop. For example, a system owner can backup/restore files, change network configurations, and add users. More than one user can be designated as a system owner.

TCP/IP (Transmission Control Protocol/Internet Protocol)

A set of protocols used to communicate between networks. TCP/IP is the basic set of protocols used to communicate to systems on the Internet.

terminfo

A database in UnixWare that contains definitions of different terminal and printer types you can use with UnixWare.

text file

A text file, also known as an ASCII file, is a file that contains only the printable characters from the ASCII character set. These characters include the alphabet, numbers, and normal punctuation marks. Control characters are not usually included in text files.

threads

A small task in a computer program. Threads allow a programmer to break large tasks into smaller ones which can be processed concurrently. This is designed to increase the program execution speed.

tool bar

Tool bars appear below menu bars in windows. Graphical buttons in the tool bar give you quick access to frequently used functions. When you move the mouse pointer over a graphical button, the name of the task it represents appears in the footer (area below the window) of the window or directly below the tool bar. Tool bars provide an alternative to using menus for performing certain tasks.

typeface

A typeface is one member of a typeface family with a specific style. An example of a typeface, in the traditional sense of the term, is Helvetica Italic. In the computer industry, the term typeface is rarely distinguished from the terms typeface family or font.

typeface family

Typeface family refers to a class of typefaces with the same general design and appearance, but with different members (typefaces) in varying styles. An example of a typeface family, in the traditional sense of the term, is Helvetica. In the computer industry, the term typeface family is rarely distinguished from the terms typeface or font.

TypeScaler®

A TypeScaler is the outline font renderer that can read outline fonts in the F3 format.

Type 1

Type 1 is a format for outline fonts. Adobe Type Manager reads outline fonts in this format, as do PostScript printers.

UNIX mode

By installing a file system on a NetWare server in UNIX mode, the file system will support the semantics of a normal UNIX file system when you access it from UnixWare. For example, you can use **chown** and **chmod** to change file permissions and you can use file names that are case sensitive and longer than the standard 8.3 characters.

UNIX-to-UNIX copy (UUCP)

The group of networking commands and protocols used to transfer files, do remote execution, and log in to remote systems. This is the original UNIX system networking package and is used primarily today for serial communications (modem and direct connections).

username

A security procedure that limits access to authorized users. *See also* login ID.

user ID (uid)

An integer value, usually associated with a login name. The user ID of a process becomes the owner of files created by the process.

window

A viewing area of various shapes that contains icons, text, or menus. Windows can be manipulated and moved.

window menu

The menu that allows you to manipulate the window itself (not the icons in the window). The window menu button is always in the upper left corner of a window.

X Windowing System

The graphical user interface developed at MIT that is used as the foundation for the UnixWare desktop GUI.

XLFD

XLFD is the acronym for X Logical Font Description, a set of naming and property conventions that the X Windowing System uses to describe fonts. The XLFD name can be shown for the current font in the “Font Setup” window by selecting the View/Font Name/XLFD button combination.



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