

# Solaris™ Common Desktop Environment: User's Guide

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# Contents

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Preface.....	xxxv
<b>1. Basic Skills.....</b>	<b>1</b>
Mouse Skills.....	2
▼ To Click.....	2
▼ To Double-Click.....	2
▼ To Drag.....	2
Basic Keyboard Skills.....	3
Overview of the Desktop.....	4
Window Icons.....	4
Front Panel.....	5
Style Manager.....	6
File Manager.....	7
Application Manager.....	8
Workspace Objects.....	8
Working with Windows.....	9

---

Window Frame Controls.....	9
▼ To Open an Application Window .....	11
Mouse .....	11
Keyboard.....	11
▼ To Close an Application Window .....	12
Mouse .....	12
Keyboard.....	12
▼ To Turn a Window into an Icon .....	12
Mouse .....	12
Keyboard.....	12
▼ To Restore a Window from an Icon.....	13
Mouse .....	13
Keyboard.....	13
▼ To Move a Window or Window Icon .....	13
Mouse .....	13
Keyboard.....	13
▼ To Resize a Window .....	14
Mouse .....	14
Keyboard.....	14
▼ To Bring a Window or Icon Forward.....	15
Mouse .....	15
Keyboard.....	15
▼ To Copy and Paste Text into Windows.....	15
Selecting the Text To Be Copied .....	15

---

Pasting Text.....	16
Using Workspaces .....	16
▼ To Display Another Workspace.....	16
Mouse .....	16
Keyboard.....	17
▼ To Place a Window in Other Workspaces.....	17
Mouse .....	17
Keyboard.....	17
▼ To Rename a Workspace.....	18
Mouse .....	18
Keyboard .....	18
Using Controls in Application Windows .....	19
▼ To Choose a Push Button .....	19
Mouse .....	19
Keyboard.....	20
▼ To Select a Check Box or Radio Button.....	20
Mouse.....	20
Keyboard .....	20
▼ To Scroll the Contents of a Window .....	21
Mouse .....	21
Keyboard.....	21
▼ To Select a List Item.....	22
Mouse .....	22
Keyboard.....	22

---

▼ To Enter Text into an Empty Field . . . . .	23
Mouse . . . . .	23
Keyboard . . . . .	23
▼ To Edit Text in a Field . . . . .	24
Mouse . . . . .	24
Keyboard . . . . .	24
Using Menus . . . . .	25
Window Menu . . . . .	26
Workspace Menu . . . . .	27
Programs Submenu . . . . .	28
To Choose a Window Menu Item . . . . .	29
Mouse . . . . .	29
Keyboard . . . . .	30
▼ To Choose a Workspace Menu Item . . . . .	30
▼ To Choose a Menu Item with the Mouse . . . . .	30
▼ To Choose a Menu Item with the Keyboard . . . . .	31
Pull-down Menus . . . . .	31
Pop-up Menus . . . . .	31
Using Tear-Off Menus . . . . .	31
Leaving the Desktop . . . . .	32
▼ To Log Out . . . . .	32
▼ To Lock Your Display . . . . .	33
Getting Help . . . . .	33
Help Menu . . . . .	35

---

▼ To Display the Help Manager . . . . .	35
<b>2. Starting a Desktop Session . . . . .</b>	<b>37</b>
Starting and Ending a Desktop Session . . . . .	37
▼ To Log In to a Desktop Session . . . . .	38
▼ To Log Out . . . . .	38
▼ To Use a Session in a Different Language. . . . .	38
Starting a Failsafe Session. . . . .	39
▼ To Log In to a Failsafe Session . . . . .	39
▼ To Log Out of a Failsafe Session . . . . .	39
Starting a Command-Line Session . . . . .	39
▼ To Log In to and Out of a Command-Line Session . . . . .	40
Using a Home Session. . . . .	40
▼ To Save a Home Session . . . . .	40
▼ To Automatically Start the Home Session at Login. . . . .	41
▼ To Choose between the Current and Home Session for Each Session. . . . .	41
<b>3. Getting Help . . . . .</b>	<b>43</b>
Requesting Help. . . . .	44
Press F1 — The Help Key . . . . .	44
Using an Application’s Help Menu. . . . .	44
On Item Application Help. . . . .	45
Using Help Manager . . . . .	46
Using Help Windows . . . . .	47
Selecting Help Topics . . . . .	48

---

Using the Topic Tree .....	48
Using Hyperlinks.....	49
What Hyperlinks Look Like .....	49
Links That Display a New Window.....	49
Moving between Help Topics.....	50
Help Pop-up Menu .....	50
Location Indicators .....	51
Knowing Where You've Been.....	51
Searching for Specific Information.....	52
▼ To Search for Topics Using the Help Index .....	53
Pattern Searches .....	55
Browsing Help on Your System .....	55
▼ To Open Help Manager .....	56
▼ To Duplicate a Help Window.....	57
Displaying AnswerBook.....	58
Displaying a Man Page .....	58
▼ To Display a Man Page .....	59
Printing Help Topics .....	59
▼ To Print a Help Topic.....	60
Printing Configuration .....	61
Modifying Help Window Colors .....	61
▼ To Change Help Window Colors for an Application ..	62
<b>4. Using the Front Panel.....</b>	<b>63</b>
Front Panel Elements.....	63

---

Main Panel .....	64
Subpanels .....	64
The Workspace Switch .....	65
Basic Front Panel Skills .....	66
▼ To Activate a Front Panel Control .....	66
▼ To Open a Subpanel .....	66
▼ To Close a Subpanel .....	66
Front Panel Pop-Up Menus .....	67
Contents of the Pop-Up Menus .....	67
Front Panel Help .....	70
▼ To Move the Front Panel or a Subpanel .....	70
▼ To Minimize the Front Panel .....	71
Tour of the Front Panel .....	71
Main Panel .....	72
Folders Subpanel .....	74
Personal Applications Subpanel .....	76
Personal Printers Subpanel .....	77
Applications Subpanel .....	78
Help Subpanel .....	80
Using the Web Browser .....	81
Bookmarks .....	82
Personal Bookmarks .....	82
Creating Bookmarks .....	82
Sharing Bookmarks .....	83

---

Customizing the Front Panel . . . . .	83
▼ To Put a Subpanel Control in the Main Panel . . . . .	83
▼ To Add an Application or Other Icon to a Subpanel. . .	84
How Installed Icons Work. . . . .	84
Adding and Removing Subpanels. . . . .	84
▼ To Replace a Control in the Main Panel . . . . .	85
▼ To Remove All User Customizations . . . . .	85
Customizing Workspaces . . . . .	85
▼ To Rename a Workspace . . . . .	86
▼ To Add Workspaces. . . . .	86
▼ To Remove Workspaces . . . . .	86
▼ To Customize the Controls in the Workspace Switch . .	86
<b>5. Managing Files with File Manager . . . . .</b>	<b>91</b>
Introducing the File Manager Window and Desktop . . . . .	92
Basic File System Concepts. . . . .	93
Files . . . . .	93
Folders. . . . .	93
Objects. . . . .	94
Paths . . . . .	94
Paths and Path Names. . . . .	94
Absolute Paths . . . . .	94
Relative Paths. . . . .	94
See Also . . . . .	95
Basic File Management Skills . . . . .	95

---

▼ To Select a Single File or Folder . . . . .	96
Mouse . . . . .	96
Keyboard . . . . .	96
▼ To Select Multiple Files and Folders . . . . .	96
Mouse . . . . .	96
Keyboard . . . . .	97
▼ To Drag and Drop a File or Folder . . . . .	97
Basic Drag-and-Drop Tasks . . . . .	98
▼ To Display a Pop-up Menu . . . . .	98
Mouse . . . . .	99
Keyboard . . . . .	99
▼ To Rename a File or Folder . . . . .	99
Mouse . . . . .	99
Keyboard . . . . .	100
▼ To Get Help on a File or Folder . . . . .	100
Mouse . . . . .	100
Keyboard . . . . .	100
See Also . . . . .	101
▼ To View a File or Folder's Information . . . . .	101
Opening a File or Folder . . . . .	102
Manipulating Files and Folders . . . . .	102
▼ To Create a New File or Folder . . . . .	103
▼ To Move a File or Folder . . . . .	103
Mouse . . . . .	103

---

Keyboard.....	104
▼ To Copy a File or Folder .....	104
Mouse .....	104
Keyboard.....	104
▼ To Create a Symbolic Link .....	105
Mouse .....	105
Keyboard.....	105
Navigating to Folders and Subfolders .....	106
▼ To Change to Another Folder.....	106
▼ To Go to Your Home Folder .....	106
▼ To Change to the Parent Folder .....	107
▼ To Open a Terminal Window in the Current Folder ...	107
Executing an Action for a File or Folder .....	107
▼ To Execute the Default Action .....	108
▼ To Execute Other Actions .....	108
Deleting Objects to the Trash Can .....	109
▼ To Open the Trash Can Window .....	109
▼ To Put an Object in the Trash Can .....	109
▼ To Put Back a File or Folder from the Trash Can .....	109
▼ To Delete a File or Folder Permanently .....	109
File and Folder Ownership and Security .....	110
Basic Permissions.....	110
Basic User Types .....	111
Examples.....	111

---

▼ To View a File or Folder's Permissions . . . . .	112
▼ To Modify Basic Permissions . . . . .	112
▼ To Change File or Folder Ownership . . . . .	113
▼ To Browse and Edit Properties of Multiple Files and Folders . . . . .	114
Access Control Lists . . . . .	114
▼ To View an Access Control List . . . . .	116
▼ To Add an Access Control List Entry . . . . .	116
▼ To Change an Access Control List Entry . . . . .	117
▼ To Delete an Access Control List Entry . . . . .	118
Setting Default Permissions through an Access Control List . . . . .	119
Permissions Mask . . . . .	123
▼ To Modify the Mask . . . . .	123
Using File Manager Objects on the Desktop. . . . .	124
Workspaces in the Desktop. . . . .	124
Pop-up Menus . . . . .	124
▼ To Put a File or Folder on the Workspace Backdrop . . . . .	125
▼ To Display the Pop-up Menu for a Workspace Object . . . . .	125
Mouse . . . . .	125
Keyboard. . . . .	125
▼ To Remove an Object from the Workspace. . . . .	126
Locating Files . . . . .	126
▼ To Find an Object by Name . . . . .	127
▼ To Find a File by Contents . . . . .	128

---

Customizing File Manager Views . . . . .	129
▼ To Configure the Headers. . . . .	129
▼ To Configure How Icons are Placed . . . . .	130
Using the Tree View. . . . .	130
▼ To Display the Tree View . . . . .	132
▼ To Display the Folder View . . . . .	132
▼ To Change How Objects Are Represented . . . . .	133
▼ To Change the Order Icons Are Sorted. . . . .	133
▼ To Re-Sort (Clean Up) Objects . . . . .	134
▼ To Save the Current Preferences as Your Default . . . . .	134
Hiding Files and Folders. . . . .	135
▼ To Show or Hide Files and Folders . . . . .	135
▼ To Specify Which Data Types Are Hidden . . . . .	135
Icon Browsing. . . . .	136
▼ To Change the Icon Display Area Size . . . . .	137
Using Removable Media with File Manager . . . . .	138
Dragging and Dropping Files and Folders. . . . .	138
Removable Media Manipulation Skills. . . . .	139
<b>6. Running Applications from the Desktop . . . . .</b>	<b>143</b>
Running Applications Using Application Manager . . . . .	143
Application Manager Window. . . . .	144
Built-In Application Groups . . . . .	145
Application Manager Menus and Commands . . . . .	146
Solaris User Registration . . . . .	146

---

▼ To Run an Application from Application Manager . . . .	146
▼ To Get Help on an Application Icon . . . . .	148
From the Icon's Pop-up Menu . . . . .	148
From the Help Menu . . . . .	148
▼ To Put an Application Icon in the Front Panel . . . . .	148
▼ To Put an Application Icon on the Workspace Backdrop	149
▼ To Update Application Manager . . . . .	149
▼ To Create a Personal Application Group . . . . .	149
▼ To Add Applications to a Personal Application Group	150
Advanced Application Manager Concepts . . . . .	150
File Names in Application Manager . . . . .	150
Folder Location of Application Manager . . . . .	151
Creating Personal Actions and Data Types . . . . .	151
Registering Applications . . . . .	153
Running Applications Using File Manager . . . . .	153
▼ To Run an Application from File Manager . . . . .	153
Running and Organizing Applications Using the Front Panel	154
▼ To Put an Application in the Personal Applications Subpanel . . . . .	154
▼ To Run an Application from the Personal Applications Subpanel . . . . .	154
▼ To Replace the Main Panel Personal Applications Control . . . . .	155
Running Applications from a Terminal Emulator Window . . .	155
▼ To Start an Application on Your System Using a Terminal Emulator . . . . .	155

---

▼ To Start an Application on Another System Using a Terminal Emulator . . . . .	157
Using rlogin . . . . .	157
Using remsh . . . . .	157
<b>7. Customizing the Desktop Environment . . . . .</b>	<b>159</b>
Customizing Screen Appearance . . . . .	160
Colors . . . . .	161
Color Buttons . . . . .	161
Fonts . . . . .	165
Backdrops . . . . .	167
Customizing System Behavior . . . . .	167
▼ To Change Keyboard Behavior . . . . .	167
▼ To Change Mouse Behavior . . . . .	168
▼ To Change Beep Settings. . . . .	168
Screen without Lock Extensions . . . . .	168
Screen with Lock Extensions . . . . .	169
Windows . . . . .	171
Customizing Startup and Logout . . . . .	172
▼ To Change How Your Next Session Starts . . . . .	172
▼ To Set a Home Session . . . . .	173
▼ To Set Your Logout Confirmation Preference. . . . .	173
<b>8. Using Mailer . . . . .</b>	<b>175</b>
Starting Mailer . . . . .	176
Logging In to Your IMAP Inbox. . . . .	176

---

Using the Mailer Main Window . . . . .	177
Viewing Your Mail Messages . . . . .	178
▼ To Read a Mail Message . . . . .	178
▼ To Change the Character Set of an Incoming Message . . . . .	178
Sorting Mail Messages . . . . .	179
Acting on Your Mail Messages . . . . .	179
▼ To Reply to a Message . . . . .	179
▼ To Forward a Message . . . . .	180
▼ To Edit an Incoming Message . . . . .	180
▼ To Save an Incoming or an Outgoing Message as Text . . . . .	181
▼ To Delete a Mail Message . . . . .	181
▼ To Undelete a Mail Message . . . . .	182
▼ To Destroy Deleted Messages When Closing the Mailbox . . . . .	182
Searching for Mail Messages Within a Mailbox . . . . .	182
Using Views . . . . .	188
Sending Mail Messages . . . . .	190
Using Aliases . . . . .	190
▼ To Address, Compose, and Send a Mail Message . . . . .	191
To Change the Character Set of an Outgoing Message . . . . .	194
Using a Template to Compose a Mail Message . . . . .	194
Using a Draft to Compose a Mail Message . . . . .	195
▼ To Include Multiple Messages in a New Message . . . . .	197
▼ To Include a Text File in a Mail Message . . . . .	197

---

Using a Signature. . . . .	197
▼ To Create an Automatic Reply (Vacation Message). . . . .	199
Sending Mail Messages in MIME or Sun Mail Tool Format	200
Editing and Formatting Outgoing Messages . . . . .	200
Editing Text. . . . .	201
Formatting Text . . . . .	201
▼ To Find or Change Text. . . . .	202
▼ To Check Spelling . . . . .	202
Creating and Using Mailboxes. . . . .	203
▼ To Create a Mailbox. . . . .	203
▼ To Open a Mailbox . . . . .	204
▼ To Close a Mailbox . . . . .	204
Filing Messages in Other Mailboxes . . . . .	204
▼ To Remove a Mailbox from Your File System . . . . .	205
▼ To Change the Default Mailbox Directory . . . . .	206
Customizing the Open, Move, and Copy To Menus . . . . .	206
Printing Mail Messages. . . . .	207
▼ To Print a Copy of a Message with Default Options. . . . .	208
▼ To Print a Message with Specific Options . . . . .	208
▼ To Print a Message Using Drag and Drop . . . . .	208
Working with Attachments. . . . .	209
▼ To View an Attachment. . . . .	209
▼ To Print an Attachment. . . . .	209
▼ To Add an Attachment . . . . .	209

---

▼ To Save an Attachment to Your File System.....	210
▼ To Attach a File from File Manager.....	211
▼ To Attach a Calendar Appointment.....	211
Customizing Mailer.....	211
▼ To Display Message Numbers in Your Mailbox.....	212
▼ To Change the Character Marker for Included Text in a Reply.....	212
▼ To Set How Often Mailer Checks for Messages.....	212
▼ To Add Custom Fields to the Format Menu.....	213
▼ To Customize Mail Notification.....	213
Configuring the Appearance of the Toolbar.....	214
Using the File Selection Dialog Box.....	214
Using Mailer Mnemonics and Keyboard Shortcuts.....	216
<b>9. Printing.....</b>	<b>221</b>
Your Default Printer.....	221
▼ To Determine the Default Printer.....	222
▼ To Change the Default Printer.....	222
Printing Files.....	222
Submitting a File to a Printer.....	223
▼ To Print Using the Front Panel.....	223
▼ To Print Using File Manager.....	224
▼ To Print Using Print Manager.....	225
Setting Print Options Using the Print Dialog Box.....	225
Print Command Options.....	226

---

Printer Applications .....	226
Print Manager.....	227
Printer Jobs Application.....	228
Displaying Print Job Information.....	229
▼ To Open a Printer Icon .....	229
▼ To Close a Printer Icon .....	230
▼ To Find a Print Job.....	230
▼ To Cancel a Print Job.....	230
Print Job Properties .....	231
Printers and the Front Panel.....	232
▼ To Change the Front Panel Printer .....	232
▼ To Add a Printer to the Personal Printers Subpanel ...	232
Changing the Print Manager Display .....	233
▼ To Change How Printers and Print Jobs Are Displayed	233
▼ To Change the Update Frequency.....	233
▼ To Determine Which Jobs Are Displayed.....	233
▼ To Display the Print Manager Message Line .....	234
▼ To Display the Print Manager Problem Flag .....	234
▼ To Determine Which Printers Are Shown .....	234
Printer Properties.....	235
▼ To Show a Printer's Properties.....	235
▼ To Change a Printer's Icon .....	235
▼ To Change a Printer's Icon Label.....	236
<b>10. Using Text Editor.....</b>	<b>237</b>

---

Opening and Closing Text Editor . . . . .	238
▼ To Open Text Editor . . . . .	238
▼ To Close Text Editor . . . . .	238
Text Editor Window . . . . .	239
▼ To Display the Status Line . . . . .	239
Opening and Saving Documents . . . . .	240
▼ To Create a New Document . . . . .	240
▼ To Save a Document to a New File . . . . .	240
▼ To Save a Document to the Original File . . . . .	241
Opening an Existing Document . . . . .	242
Entering Text . . . . .	244
▼ To Enter New Text . . . . .	244
Using Wrap To Fit . . . . .	244
Entering Special Characters . . . . .	245
Moving the Cursor in a Document . . . . .	245
▼ To Go to a Specific Line . . . . .	246
▼ To Scroll a Document . . . . .	246
Selecting Text . . . . .	246
▼ To Select Text with the Mouse . . . . .	247
Secondary Selection . . . . .	247
▼ To Select Text with the Keyboard . . . . .	248
Editing Text . . . . .	248
Editing Keys . . . . .	248
Menu Shortcut Keys . . . . .	249

---

UNIX Key Bindings . . . . .	249
▼ To Set Overstrike Mode . . . . .	250
▼ To Type Over Text . . . . .	250
▼ To Delete Text . . . . .	250
▼ To Clear Text . . . . .	251
▼ To Undo an Edit . . . . .	251
▼ To Copy Text . . . . .	251
▼ To Move Text (Cut and Paste) . . . . .	251
▼ To Include a File . . . . .	252
Correcting Misspelled Words . . . . .	253
▼ To Correct Misspelled Words . . . . .	253
Customizing Spelling Checker Dictionaries . . . . .	255
Using Drag and Drop . . . . .	260
▼ To Move Text Using Drag and Drop . . . . .	260
▼ To Copy Text Using Drag and Drop . . . . .	260
▼ To Include a File Using Drag and Drop . . . . .	260
Searching a Document . . . . .	261
▼ To Find Text . . . . .	261
▼ To Find and Change Text . . . . .	261
▼ To Find and Delete Text . . . . .	262
Formatting and Printing Documents . . . . .	262
▼ To Format a Document . . . . .	263
▼ To Print an Open Document . . . . .	263
▼ To Print a Closed Document . . . . .	264

---

Recovering a File . . . . .	265
▼ To Recover a File . . . . .	265
Text Editor and Other Applications. . . . .	265
<b>11. Using Calendar . . . . .</b>	<b>267</b>
Starting Calendar. . . . .	268
Calendar Main Window . . . . .	268
Calendar Tool Bar . . . . .	269
Calendar Views . . . . .	270
Day View. . . . .	270
Week View . . . . .	271
Month View . . . . .	272
Year View . . . . .	273
Appointments. . . . .	273
▼ To Schedule a Basic Appointment. . . . .	273
▼ To Set Appointment Options . . . . .	274
▼ To Change an Appointment. . . . .	275
▼ To Delete an Appointment . . . . .	275
▼ To Find an Appointment . . . . .	276
▼ To View an Appointment List . . . . .	276
To Do Items. . . . .	277
▼ To Insert a To Do Item. . . . .	277
▼ To Change a To Do Item . . . . .	278
▼ To Delete a To Do Item . . . . .	278
▼ To View a To Do List . . . . .	278

---

Marking To Do Items Completed . . . . .	279
Printing Calendars, Appointment, or To Do Lists . . . . .	280
▼ To Print Current Day, Week, Month, or Year Views . . .	280
▼ To Print Your Appointment or To Do List . . . . .	280
▼ To Change the Print Options for a Single Print Job . . .	281
Browsing Calendars on a Network . . . . .	281
▼ To Add or Delete Calendars in the Browse List . . . . .	282
▼ To Determine Whether You Have Access to Other Calendars . . . . .	282
Scheduling Appointments on Other Calendars . . . . .	283
▼ To Schedule a Group Appointment . . . . .	283
▼ To Mail Reminders to a Group Using Calendar . . . . .	284
▼ To Create an Appointment Message Using a Mail Program . . . . .	284
▼ To Drag an Appointment from Another Application to Calendar . . . . .	286
From Mailer . . . . .	286
From File Manager . . . . .	286
▼ To Drag an Appointment from Calendar to Another Application . . . . .	287
To Mailer . . . . .	287
To File Manager . . . . .	287
Customizing Calendar . . . . .	288
▼ To Change Appointment Editor Defaults . . . . .	288
Changing the Display Settings . . . . .	289
Changing Access and Permissions . . . . .	290

---

▼ To Change the Printer Settings for Future Print Jobs . . .	294
▼ To Change the Date Format . . . . .	295
▼ To Change the Default Time Zone. . . . .	295
Other Calendar Tools. . . . .	296
sdtcm_admin . . . . .	296
Examples. . . . .	296
sdtcm_convert . . . . .	298
Examples. . . . .	299
dtdm_editor . . . . .	300
dtdm_lookup. . . . .	301
dtdm_insert. . . . .	301
dtdm_delete . . . . .	302
Using Federated Naming with Calendar . . . . .	302
Calendar Naming . . . . .	302
Calendar Registration . . . . .	303
Naming Service Dependencies. . . . .	303
Build Dependencies. . . . .	303
Runtime Dependencies . . . . .	303
<b>12. Using Terminal . . . . .</b>	<b>305</b>
Default Desktop Terminal Emulator . . . . .	306
Starting a Terminal Window. . . . .	306
▼ To Close a Terminal Window . . . . .	309
Using a Terminal Window . . . . .	310
▼ To Start Applications in a Terminal Window. . . . .	310

---

▼ To Enter a Command .....	310
▼ To Copy and Paste Text.....	310
▼ To Resize the Window Contents .....	311
Running dtterm on Another System .....	311
Using the -display Option .....	311
Using rlogin .....	312
Using remsh .....	312
Customizing dtterm.....	313
Displaying the Menu Bar .....	313
Displaying the Scroll Bar .....	314
dtterm Global Options .....	314
Cursor Control .....	315
Bell Control.....	317
dtterm Terminal Options .....	319
Keyboard Control.....	320
Screen Control.....	322
Terminal Control Characters .....	324
▼ To Set Terminal Control Characters.....	325
Changing the Default Terminal Emulator.....	325
<b>13. Using Icon Editor .....</b>	<b>327</b>
Startup.....	328
Basic Drawing Tasks .....	329
▼ To Open an Existing Icon .....	330
▼ To Start a New Icon.....	330

---

▼ To Clear an Icon.....	331
▼ To Draw an Image.....	331
Drawing Tools.....	331
▼ To Undo a Drawing Operation.....	333
Saving Icon Files.....	333
Icon Size Conventions.....	334
▼ To Save the Icon.....	334
▼ To Save the Icon with a New Name.....	335
Color Usage.....	335
Advanced Drawing Tasks.....	336
▼ To Select an Area of the Icon.....	336
▼ To Cut a Region of the Icon.....	336
▼ To Copy a Region of the Icon.....	336
▼ To Move a Region of the Icon.....	337
▼ To Rotate Part of the Icon.....	337
▼ To Flip (Mirror) Part of the Icon.....	337
Resizing Icons.....	338
Hotspots.....	338
Screen Captures.....	339
Modifying the View of an Icon.....	340
<b>14. Using Image Viewer.....</b>	<b>341</b>
Starting and Quitting Image Viewer.....	342
▼ To Start Image Viewer from the Workspace Programs Menu.....	342

---

▼ To Start Image Viewer from the Front Panel . . . . .	342
▼ To Start Image Viewer from the Command Line . . . . .	342
▼ To Exit Image Viewer . . . . .	343
Viewing Images . . . . .	343
▼ To Open an Image File . . . . .	343
▼ To Open an Image File Using Drag and Drop . . . . .	343
▼ To View an Image in Gray Scale or Color . . . . .	344
▼ To Move the Image within the View Window . . . . .	344
▼ To Change an Image Orientation in the View Window . . . . .	344
▼ To Display Information about an Image . . . . .	345
Editing Images . . . . .	345
Using the Palette Tools . . . . .	346
▼ To Display the Palette Automatically . . . . .	346
▼ To Select a Region to Save as a New File . . . . .	347
▼ To Rotate an Image . . . . .	348
▼ To Flip an Image . . . . .	348
▼ To Scale an Image . . . . .	349
▼ To Undo an Edit Operation . . . . .	349
Saving Images . . . . .	350
▼ To Save an Edited Image in the Same File . . . . .	350
▼ To Save an Image as a New File . . . . .	350
Viewing PostScript Files . . . . .	351
▼ To Open a PostScript File from the File Menu . . . . .	351
▼ To Open a PostScript File Using Drag and Drop . . . . .	351

---

▼ To View a PostScript File in Black and White or Color . . . . .	352
▼ To Page through a PostScript File . . . . .	352
▼ To View a Specific Page of a PostScript File . . . . .	352
▼ To Reverse Page Order . . . . .	353
▼ To Change the Size of the Displayed Page . . . . .	353
▼ To Save a PostScript Page as a Bitmap Image . . . . .	354
Printing . . . . .	355
Print Dialog Box . . . . .	355
▼ To Print an Image or PostScript File . . . . .	356
▼ To Preview a File to Be Printed . . . . .	356
▼ To Print a Single Copy . . . . .	357
Image Viewer File Formats . . . . .	358
Using Snapshot . . . . .	359
▼ To Start Image Viewer Snapshot . . . . .	359
▼ To Take a Snapshot of a Window . . . . .	360
▼ To Take a Snapshot of a Region . . . . .	360
▼ To Take a Snapshot of the Screen . . . . .	360
▼ To Take a Delayed Snapshot . . . . .	361
▼ To Hide the Snapshot Dialog Box While Taking a Snapshot . . . . .	361
▼ To Save a Snapshot . . . . .	362
<b>A. Keyboard Shortcuts for the Desktop . . . . .</b>	<b>363</b>
Menu Shortcuts . . . . .	364
Keyboard Focus and the Highlight . . . . .	364

---

Moving the Keyboard Focus . . . . .	365
Opening and Closing Windows . . . . .	366
▼ To Open an Application Window . . . . .	366
▼ To Close an Application Window . . . . .	366
▼ To Select a Window or Icon . . . . .	367
▼ To Turn a Window into an Icon (Minimize) . . . . .	367
▼ To Restore a Window from an Icon . . . . .	367
▼ To Move a Window or Window Icon . . . . .	368
▼ To Resize a Window . . . . .	368
▼ To Scroll a Window's Contents . . . . .	368
▼ To Select a List Item . . . . .	369
▼ To Display a Pull-down Menu . . . . .	369
▼ To Use a Pop-up Menu . . . . .	369
▼ To Use the Window Menu . . . . .	370
▼ To Switch to Another Workspace . . . . .	370
▼ To Rename a Workspace . . . . .	370
▼ To Move among Windows . . . . .	371
▼ To Display a Window in Other Workspaces . . . . .	371
▼ To Choose a Front Panel Control . . . . .	371
▼ To Choose a Subpanel Control . . . . .	372
▼ To Move the Front Panel . . . . .	372
Online Help Keyboard Navigation . . . . .	372
▼ To Get Help in Any Window . . . . .	372
▼ To Choose a Help Topic Hyperlink . . . . .	373

---

<b>B. Running Localized Sessions</b> .....	<b>375</b>
Default Language at Login .....	375
Logging In to a Language-Specific Session .....	376
Creating or Editing a Language-Specific File .....	376
▼ To Create or Edit a Language-Specific File .....	376
Using a Language-Specific Terminal Emulator .....	377
Specifying Fonts .....	377
Changing Fonts .....	378
▼ To Specify Fonts from the Command Line .....	378
▼ To Specify Fonts within a Resource File .....	379
Choosing Your Input Method and Keyboard .....	379
Glossary .....	381
Index .....	403



# Preface

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*Common Desktop Environment: User's Guide* describes the basic features of the Common Desktop Environment (CDE). It describes how to use the desktop and desktop applications.

## Who Should Use This Book

This book is intended for users who have Solaris Common Desktop Environment installed on their workstation and who plan to use it as their default desktop. To use this book, you should also be familiar with a three-button mouse, graphical user interfaces, and typing commands at a command-line prompt.

## Before You Read This Book

You should first read the following books:

- *Introduction to Solaris Common Desktop Environment*
- *Solaris Common Desktop Environment: User's Transition Guide*

## How This Book Is Organized

This book contains the following chapters:

**Chapter 1, “Basic Skills,”** describes the basic skills you need to work with the Common Desktop Environment, keyboard navigation, and some common interface aspects of the desktop.

---

**Chapter 2, “Starting a Desktop Session,”** describes how to log in to and out of the desktop, and how to set the session that will appear at login.

**Chapter 3, “Getting Help,”** explains how to get help about an application and how to navigate within the help viewer.

**Chapter 4, “Using the Front Panel,”** describes the Front Panel, a special desktop window that contains a set of controls for doing common tasks. It explains the Front Panel controls and how to customize the Front Panel.

**Chapter 5, “Managing Files with File Manager,”** explains how to work with files and folders in the graphical user interface File Manager. It describes basic skills, navigation, manipulating and locating files and folders, and the Trash Can.

**Chapter 6, “Running Applications from the Desktop,”** explains how to run applications from the desktop using Application Manager, File Manager, the Front Panel, and terminal emulator windows.

**Chapter 7, “Customizing the Desktop Environment,”** explains how to use Style Manager to customize the look and behavior of your desktop. It also describes how to set personal environment variables.

**Chapter 8, “Using Mailer,”** describes how to send and receive electronic mail messages through Mailer, and how to add and retrieve attachments.

**Chapter 9, “Printing,”** explains how to print through the desktop, and how to change the default printer.

**Chapter 10, “Using Text Editor,”** describes the desktop Text Editor, which you can use to create and edit short documents such as memos, mail messages, or resource files.

**Chapter 11, “Using Calendar,”** explains how to use Calendar to set appointments for yourself or a group, and how to create To Do lists.

**Chapter 12, “Using Terminal,”** explains how to display and customize terminal emulator windows on the desktop.

**Chapter 13, “Using Icon Editor,”** explains how to create files for use as desktop icons or backdrops.

**Chapter 14, “Using Image Viewer,”** describes how to capture snapshots and to view, edit, print, and translate the file formats of monochrome and color images and multiple page documents such as PostScript files.

---

**Appendix A, “Keyboard Shortcuts for the Desktop,”** describes desktop keyboard navigation.

**Appendix B, “Running Localized Sessions,”** explains how to change the language for your desktop session, and how to change fonts for different languages.

**Glossary** is a list of words and phrases found in this book and their definitions.

## Related Books

Once you’ve read this book, you may want to read more detailed information on the desktop in *Solaris Common Desktop Environment: Advanced User’s and System Administrator’s Guide*.

## Ordering Sun Documents

The SunDocs<sup>sm</sup> program provides more than 250 manuals from Sun Microsystems, Inc. If you live in the United States, Canada, Europe, or Japan, you can purchase documentation sets or individual manuals using this program.

For a list of documents and how to order them, see the catalog section of SunExpress<sup>TM</sup> On The Internet at <http://www.sun.com/sunexpress>.

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## What Typographic Changes Mean

The following table describes the typographic changes used in this book.

*Table P-1* Typographic Conventions

Typeface or Symbol	Meaning	Example
AaBbCc123	The names of commands, files, and directories; on-screen computer output	Edit your <code>.login</code> file. Use <code>ls -a</code> to list all files. <code>machine_name%</code> You have mail.
<b>AaBbCc123</b>	What you type, contrasted with on-screen computer output	<code>machine_name% su</code> Password:
<i>AaBbCc123</i>	Command-line placeholder: replace with a real name or value	To delete a file, type <code>rm filename</code> .
<b><i>AaBbCc123</i></b>	Book titles, new words or terms, or words to be emphasized	Read Chapter 6 in <i>User's Guide</i> . These are called <i>class</i> options. You <i>must</i> be root to do this.

## Shell Prompts in Command Examples

The following table shows the default system prompt and superuser prompt for the C shell, Bourne shell, and Korn shell.

*Table P-2* Shell Prompts

Shell	Prompt
C shell prompt	<code>machine_name%</code>
C shell superuser prompt	<code>machine_name#</code>
Bourne shell and Korn shell prompt	<code>\$</code>
Bourne shell and Korn shell superuser prompt	<code>#</code>

This chapter provides an introduction to the Common Desktop Environment.

For information about logging in to the desktop, refer to Chapter 2, “Starting a Desktop Session.”

<i>Mouse Skills</i>	2
<i>Basic Keyboard Skills</i>	3
<i>Overview of the Desktop</i>	4
<i>Working with Windows</i>	9
<i>Using Workspaces</i>	16
<i>Using Controls in Application Windows</i>	19
<i>Using Menus</i>	25
<i>Leaving the Desktop</i>	32
<i>Getting Help</i>	33

## Mouse Skills

### ▼ To Click



◆ Press and release mouse button 1 without moving the mouse.

By default, mouse button 1 is the left button.

Tasks that you perform by clicking include:

- Selecting a window or icon, making it *active* or *selected*
- Choosing a button in a dialog box or a control in the Front Panel
- Choosing a hyperlink within a help window

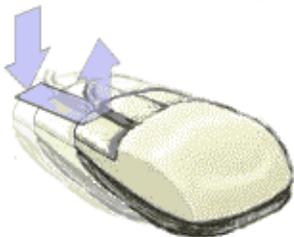
### ▼ To Double-Click

◆ Press and release mouse button 1 twice in rapid succession, without moving the mouse.

Here are some tasks you perform by double-clicking:

- Starting the default action for a File Manager or workspace icon
- Restoring a window icon (displaying the whole window again)
- Closing a window to remove it from the workspace—double-click the Window menu button in the upper left corner of the window frame

### ▼ To Drag



To move a window or drop an icon, use the *press-drag-release* motion.

◆ Point to the window's title bar or anywhere on the icon, press and hold mouse button 1, drag the mouse, then release the button.

Tasks you perform by dragging and dropping include:

- Moving windows and icons on your screen
- Moving or copying files and folders within File Manager
- Dragging a slider within a scroll bar to scroll the contents of a window
- Printing a file by dropping its icon on the Printer control in the Front Panel

---

## Basic Keyboard Skills

You can perform desktop tasks using your keyboard instead of your mouse. When you use your keyboard for desktop navigation, note the following:

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

For more information on the Window Behavior setting, refer to Chapter 7, “Customizing the Desktop Environment.”

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

Here’s a summary of several common keyboard operations:

- To move the highlight to the next window: Press Alt+Tab.
- To move the keyboard highlight within a window: Press Tab and the arrow keys (up, down, left, and right).
- To close a window and remove it from the workspace: Press Alt+F4.
- To minimize a window (turn it into an icon): Press Alt+Spacebar, then N to choose Minimize from the Window menu.
- To move a window: Press Alt+Spacebar, then M to choose Move from the Window menu. Press the arrow keys to move the window up, down, left, or right, then press Return.

Hold down Control while you press an arrow key to move the window faster.

For more information about using your keyboard for desktop navigation, refer to Appendix A, “Keyboard Shortcuts for the Desktop.”

## Overview of the Desktop

To help you organize and manage your work, the desktop provides windows, workspaces, controls, menus, and the Front Panel.

- Windows contain software applications and are framed with controls so you can move them, size them, or place them in additional workspaces.
- Workspaces are the screen areas where you place the windows needed for your work, arrange them, and put them away when you're done.
- Controls enable you to manipulate objects, select choices, or type information.
- Menus provide access to commands you use to manage windows and operate applications.
- The Front Panel is a collection of frequently used controls, available in every workspace.

Some of the windows, icons and objects you'll encounter as you use the desktop are:

- Window icons
- The Front Panel
- Style Manager
- File Manager
- Application Manager
- Workspace objects

### Window Icons



When you minimize a window, it becomes an icon on the workspace. Shown here are the window icons for File Manager and Style Manager.

To minimize a window, click the minimize button near the upper right corner of the window frame.



Minimize button

To restore the window, double-click mouse button 1 on the icon. You can also restore the window by clicking its icon to display the Window menu and then choosing the menu's Restore item. See "To Restore a Window from an Icon" on page 13 for more information.

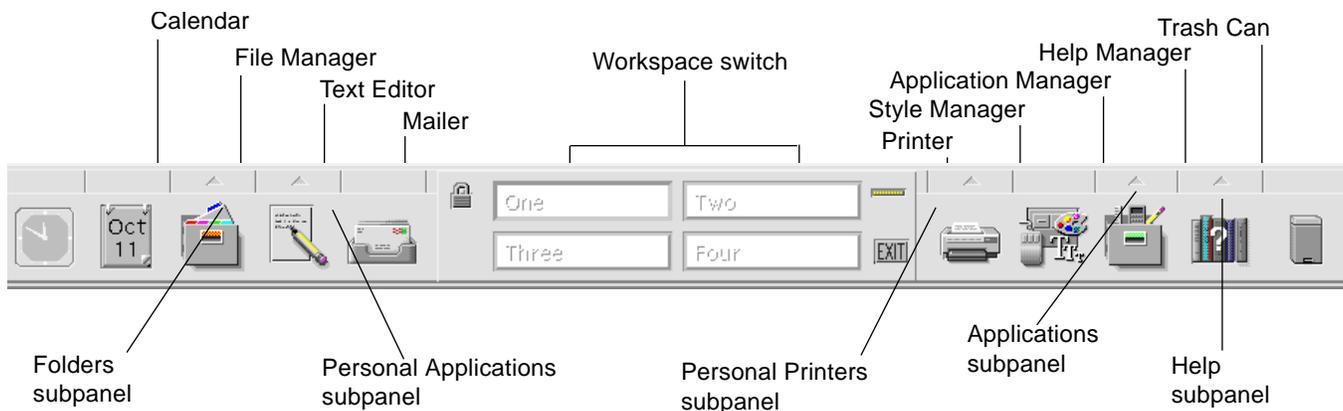
## Front Panel

The Front Panel is a special window at the bottom of the display. It provides controls, indicators, and subpanels you use in your everyday work. The Front Panel also provides the workspace switch for selecting a workspace.

Many controls in the Front Panel, such as the File Manager control, start applications when you click them. Some controls, like the Printer control, are also drop zones. You can drag a file icon from File Manager and drop it on the Printer control to be printed.

The clock is an example of an indicator.

Arrow buttons over Front Panel controls identify subpanels—click an arrow button to open a subpanel.



*Figure 1-1* Front Panel controls

For more information, see Chapter 4, "Using the Front Panel."

## Style Manager



Use Style Manager to easily customize many elements of the desktop including:

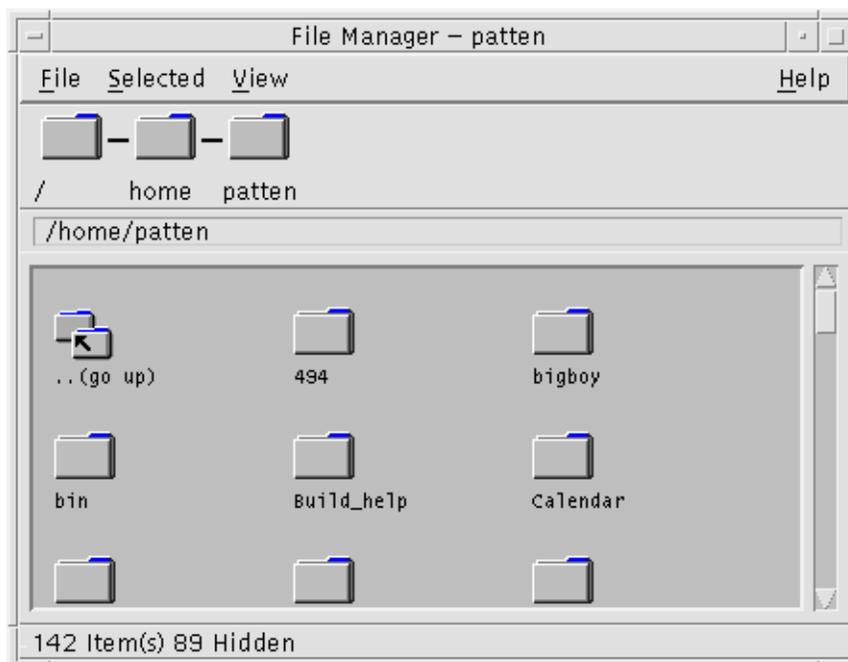
- Colors
- Workspace backdrops
- Font size and font group
- Keyboard, mouse, and window behavior



To start Style Manager, click its Front Panel control.

For more information about Style Manager, see Chapter 7, “Customizing the Desktop Environment.”

## File Manager



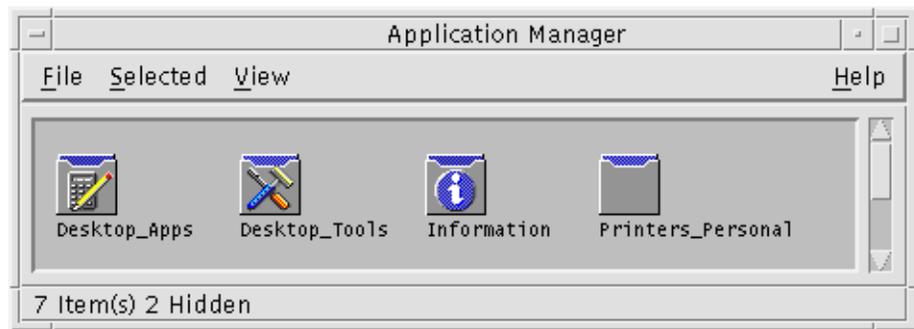
File Manager displays the files, folders, and applications on your system as icons. Working with File Manager icons saves you from having to learn complex commands.



To open a File Manager view of your home folder, click the File Manager control in the Front Panel.

For more information, see Chapter 5, "Managing Files with File Manager."

## Application Manager



Application Manager provides access to applications you use in your everyday work through *action icons*. You use action icons to start applications. Application Manager stores action icons in special folders called *application groups*.



You can place the action icons you use frequently on the workspace backdrop.

To open Application Manager, click its Front Panel control.

For more information, see Chapter 6, “Running Applications from the Desktop.”

## Workspace Objects



You can place the files, folders, and actions you use frequently on the workspace backdrop as icons.

To place an object on the workspace, drag its icon from a File Manager or Application Manager window and drop it directly on the workspace backdrop.

A workspace object is a *reference* to the actual object, not a copy. The actual object remains unchanged within File Manager or Application Manager.

---

## Working with Windows

This section describes how to open, close, and manipulate windows in a workspace.

### Window Frame Controls

A window's frame provides controls with which you can:

- Focus attention on a window, making it active for input from your mouse or keyboard. When you select a window and it becomes active, its frame changes color.
- Move a window.
- Minimize a window into an icon.
- Size a window.
- Close a window, removing it from the desktop.
- Display a window in other workspaces.

Refer to Chapter 7, “Customizing the Desktop Environment,” for information about settings that make windows active.

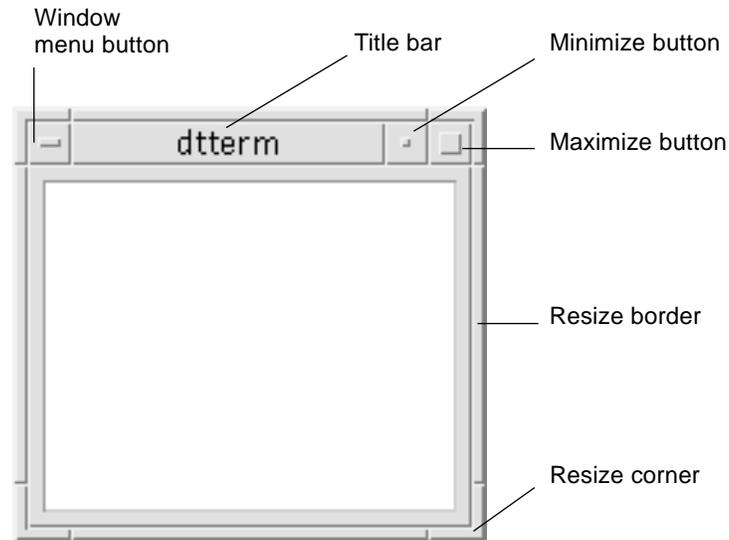


Figure 1-2 Window frame controls

Click the Window menu button to display the Window menu.

To close a window and remove it from the desktop, double-click the Window menu button or display the Window menu and choose Close.

Click the minimize button to turn the window into a window icon. To restore a window from its icon, double-click the icon.

Click the maximize button to display the window in its largest allowable size. Return the window to its former size by clicking the maximize button again.

The title bar shows the name of the application that owns the window. Select a window by clicking its title bar. You can move a window by dragging its title bar.

Drag a window's resize corner or border to resize the window.

For information on keyboard navigation and windows, see “Opening and Closing Windows” in Appendix A, “Keyboard Shortcuts for the Desktop.”

---

## ▼ To Open an Application Window

### Mouse

- ◆ Click the application's control in the Front Panel.

Or:

- From within Application Manager, double-click the application's icon.
- From within File Manager, choose an action for a selected icon from the Selected menu.
- From the Workspace Programs submenu, choose the item with the application name. See "Programs Submenu" on page 28 for details.

You can also select an icon in a File Manager or Application Manager window by clicking it and then choose an action for the selected icon from the Selected menu.

### Keyboard

From the Front Panel:

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

From Application Manager:

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

## ▼ To Close an Application Window

Closing an application window removes it from all workspaces. Closing an application is the same as quitting an application on other systems.



---

**Caution** – Before closing an application window, save your work. In most applications you can do this by choosing Save from the File menu.

---

### Mouse

- Choose Close from the application's File menu.
- Or, double-click the Window menu button (in the upper left corner of the application's window). See Figure 1-2 on page 10.

### Keyboard

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

## ▼ To Turn a Window into an Icon

To save screen space, you can minimize windows into window icons. This keeps the windows easily available and programs running in them continue to run.

### Mouse

- ◆ Click the window's minimize button.



### Keyboard

1. Press Alt+Spacebar to display the Window menu.
2. Choose Minimize:
  - Press Down Arrow until you select Minimize, then press Return.
  - Or, press N, the menu's mnemonic for Minimize.

---

## ▼ To Restore a Window from an Icon

### Mouse

- ◆ Double-click the icon.

### Keyboard

1. With keyboard focus on the icon, press Alt+Spacebar to display the Window menu.
2. Press Down Arrow to select Restore, then press Return.

## ▼ To Move a Window or Window Icon

### Mouse

1. Point to the window's title bar or icon.
2. Drag the window or icon to its new location.

### Keyboard

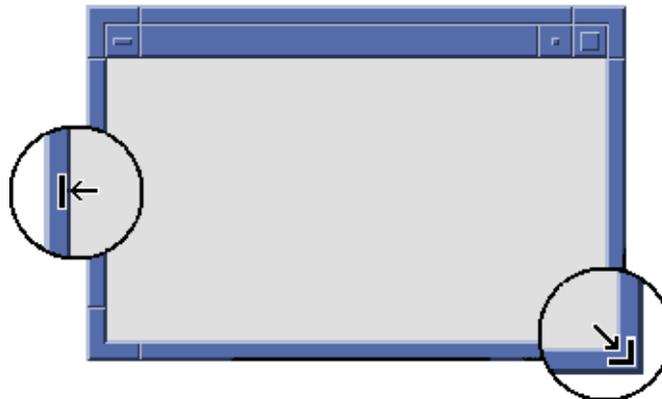
1. Press Alt+Spacebar to display the Window menu.
2. Press M, the menu's mnemonic for Move.
3. Press the arrow keys to relocate the window or icon.  
Hold down Control while you press an arrow key to speed up the movement of the window or icon.
4. When you've moved the window or icon to where you want it, press Return.

To cancel the move operation, press Esc.

▼ To Resize a Window

**Mouse**

1. Place the pointer on a window's border or corner.  
The pointer changes to a resize arrow.
2. Drag the border or corner. An outline appears to show you the window's new size.
3. Release the mouse button when the outline shows the window's desired size.



Stretch or shrink a window by dragging its border or corner

**Keyboard**

1. Press Alt+Spacebar to display the Window menu.
2. Press S, the menu's mnemonic for Size.
3. Press the arrow keys to stretch or shrink the window.  
Hold down Control while you press an arrow key to size the window faster.
4. When the outline shows the size you want, press Return.

To cancel the resize operation, press Esc.

## ▼ To Bring a Window or Icon Forward

### Mouse

- To bring a window or icon to the foreground of the workspace, click a visible part of the window's frame or anywhere on the icon.
- To bring a concealed window or icon to the foreground, choose Shuffle Up from the Workspace menu.

### Keyboard

- To bring the bottom window or icon in a workspace forward, press Alt+Up Arrow.
- To place the top window in the background, press Alt+Down Arrow.
- To cycle through and select the windows and icons in a workspace, press Alt+Tab or Alt+Esc.
- To cycle through and select the windows and icons in reverse order, press Shift+Alt+Tab or Shift+Alt+Esc.

## ▼ To Copy and Paste Text into Windows

Copying and pasting eliminates the need to retype text.

You can copy from and paste text into:

- Text fields
- Terminal emulator windows
- Text Editor windows
- Mailer Compose windows

You can also copy text from a Mailer message view and a Help Viewer window and paste it into Text Editor, terminal emulator, and Mailer Compose windows.

### Selecting the Text To Be Copied

1. Move the pointer to the start of the text to be pasted.
2. Drag to the end of the text to be pasted, then release the mouse button, leaving the text highlighted.

### Pasting Text

1. Place the text insertion cursor in the target location.
2. Click mouse button 2 to paste the text.

To deselect text, click in an empty area of the window that has the text selected, or press Esc.

For related information, refer to:

- Chapter 3, “Getting Help”
- Chapter 10, “Using Text Editor”
- Chapter 12, “Using Terminal”

## Using Workspaces

Workspaces are like separate screens of windows. To help organize your desktop, you can place specific applications in a particular workspace and name that workspace accordingly. For example, a workspace you’ve named Reports could contain the tools you use to prepare reports, such as a spreadsheet, desktop publisher, and graphics applications. You might set up other workspaces according to your projects.

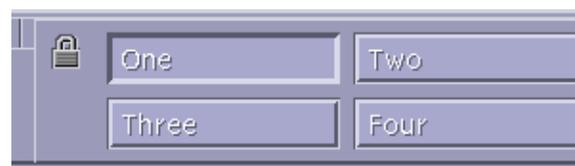
This section describes how to display workspaces, place windows in specific workspaces, and rename workspaces.

For information about using your keyboard for desktop navigation, refer to Appendix A, “Keyboard Shortcuts for the Desktop.”

### ▼ To Display Another Workspace

#### Mouse

- ◆ Click the workspace’s button in the workspace switch of the Front Panel.



## Keyboard

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

## ▼ To Place a Window in Other Workspaces

### Mouse

1. Click the Window menu button.  
The Window menu appears.
2. Choose Occupy Workspace from the Window menu.
3. In the Workspaces list of the Occupy Workspace dialog box, select the workspaces in which you want the window to appear.
  - To select more than one contiguous workspace name in the list, hold down Shift while you click.
  - To select discontinuous workspace names in the list, hold down Control while you click.
  - Click on a selected workspace to deselect it.
  - To place the window in every workspace, click the All Workspaces button.
4. Click OK.

### Keyboard

1. To display the Window menu, press Alt+Spacebar.
2. Press the Down Arrow key to select Occupy Workspace, then press Return.  
The Occupy Workspace dialog box appears.
3. Press Tab until the keyboard focus, as shown by the highlight, is in the Workspaces list.

4. Select the workspaces in which you want the window to appear:
  - Press Down Arrow or Up Arrow to move through the list.
  - To select more than one workspace, press Shift+Down Arrow or Shift+Up Arrow.
5. Press Return.

## ▼ To Rename a Workspace

### Mouse

1. Click the Front Panel button for the workspace whose name you want to change.

That workspace is displayed.
2. Click the workspace's Front Panel button again.

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

### Keyboard

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

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

## Using Controls in Application Windows

Windows and dialog boxes contain controls that help you work with applications. You use controls to manipulate objects, select choices, or type information.

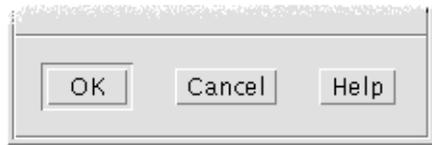
This section describes various types of controls you'll come across while using the desktop. Here's a list of the most common controls:

- *Buttons* initiate commands, start actions, or specify options and settings. Types of buttons include push buttons and radio buttons.
- *Check boxes* specify options and settings.
- *Text fields* provide areas where you can type information.
- *Lists* display a scrollable list of choices from which you can select.
- *Sliders* provide incremental selection from a range of values.
- *Scroll bars* enable you to scroll through a window's contents.

### ▼ To Choose a Push Button

Choosing a push button immediately performs the associated command or action. For example, choosing an OK button applies any changes made to a dialog box then closes it.

As a shortcut, many dialog boxes automatically give focus to the OK button so that you can quickly specify settings and then press Return to choose OK.



OK, Cancel, and Help are examples of push buttons

### Mouse

- ◆ Click the button.

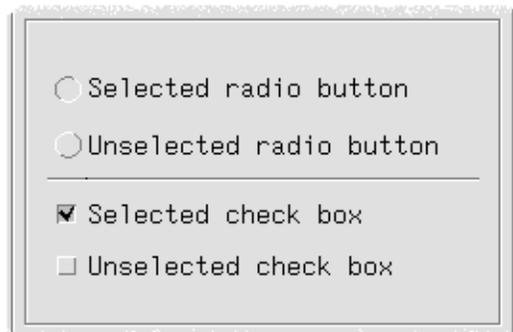
### Keyboard

1. Press Tab and the arrow keys until the button has the keyboard focus, as shown by the highlight.
2. Press Return.

### ▼ To Select a Check Box or Radio Button

You select a check box to specify an option or setting. You can select more than one check box in a group.

You also use a radio button to specify an option or setting, but only one radio button in a group can be selected at a time.



### Mouse

- ◆ Click the check box or radio button you want to select.

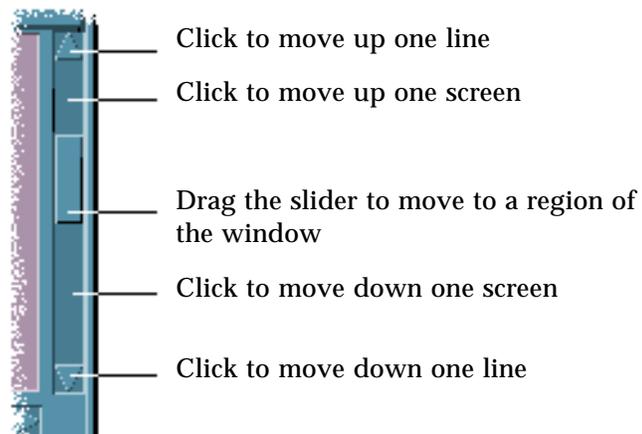
### Keyboard

1. Press Tab and the arrow keys until the check box or radio button has the keyboard focus, as shown by the highlight.
2. Press the Spacebar.

## ▼ To Scroll the Contents of a Window

Windows often contain more information than you can see at one time. Use a window's scroll bar to bring the window's contents into view.

### Mouse



### Keyboard

1. Press Tab to move to the window area you want to scroll.
2. Press the arrow keys, or Prev and Next, or Page Up and Page Down.

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

To use a slider:

1. Press Tab or an arrow key to move the highlight to the slider.
2. Press Up Arrow or Down Arrow to move the slider.

Hold down Control while you press an arrow key to move the slider faster.

▼ To Select a List Item

A selected list item becomes highlighted. The highlighted item is acted upon when you click a button, such as OK.

**Mouse**

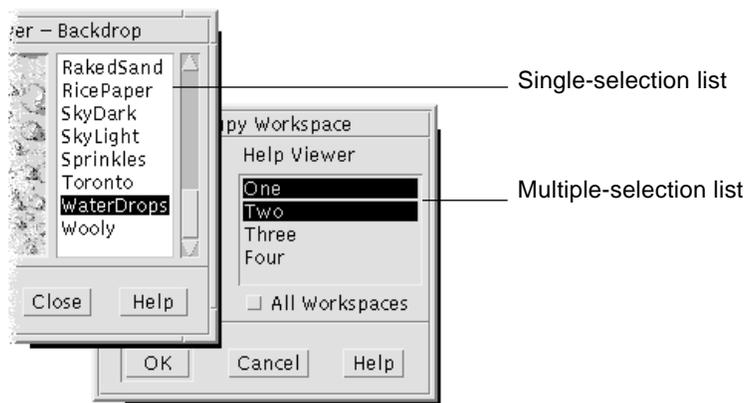
1. Click the list item.

In a multiple-selection list, hold down Shift while you click the items.

To deselect an item, click it again.

2. Click a button, such as OK.

In some lists, double-clicking an item selects the item and chooses the default command.



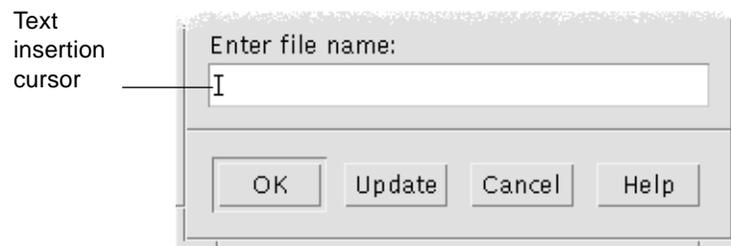
**Keyboard**

1. Press Tab to move to the list.
2. Select the list item:
  - In a single-selection list, use the arrow keys to reach your choice.
  - In a multiple-selection list, use the arrow keys to reach your first selection, then press Shift+Up Arrow or Shift+Down Arrow.

To deselect an item, press the Spacebar.

3. Press Tab to move to a button, such as OK or Apply, then press Return.

### ▼ To Enter Text into an Empty Field



A text field accepts information you type.

#### Mouse

1. Click the field to display the text insertion cursor.
2. Type the text.

In many dialog boxes, pressing Return completes the text entry and activates the default button, such as OK or Apply.

#### Keyboard

1. Press Tab, Shift+Tab, or the arrow keys until you reach the text field.  
A blinking cursor indicates that the text field has the keyboard focus.
2. Type the text, then press Control+Tab to move keyboard focus out of the text field.

## ▼ To Edit Text in a Field

### Mouse

1. Select the text in the field to edit:

Characters	Drag from the first character to the last character
Word	Double-click the word
Line	Triple-click the line
Multiline	Quadruple-click the field

To deselect text, click an empty area in the window.

2. Type the replacement text.

### Keyboard

1. Press Tab, Shift+Tab, or the arrow keys until you reach the field.
2. Use the editing keys to edit the field's contents, then type the replacement text.

<b>Editing key</b>	<b>Function</b>
Arrow key	Move the text insertion cursor
Backspace	Delete the character to the left of the cursor
Delete or Delete char	Delete the character to the right of the cursor
Control+Delete <i>or</i> Control+Delete char	Delete from the cursor to the end of the line

3. Press Control+Tab to move keyboard focus out of the text field.

## Using Menus

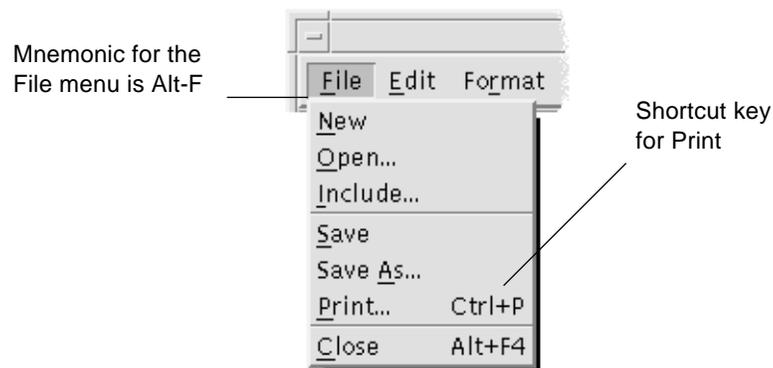
Menus provide access to commands you use to manage windows and operate software applications.

Choosing a menu item performs an associated action on the currently selected object. For example, when you select a window and choose Minimize from its Window menu, the window becomes an icon.

Menu items that appear dimmed are available only under certain conditions. For example, the Window menu's Restore item is available only when the window is an icon.

Menus you'll use on the desktop include:

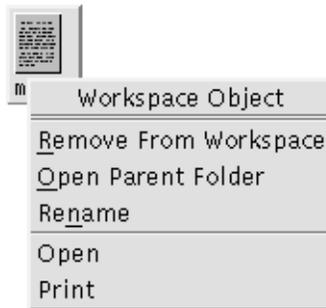
- Menus that you “pull down” from an application's menu bar by clicking the menu's name or typing Alt and its *mnemonic*. A mnemonic is an underlined character in a menu or item name.



An application's File menu is shown here.

The sequence of keys listed to the right of some items is called a *shortcut key*. Typing mnemonics and shortcut keys gives you quick keyboard access to menu items.

- Menus that “pop up” when you click mouse button 3 (or press Shift+F10) in an application window or on a workspace object.

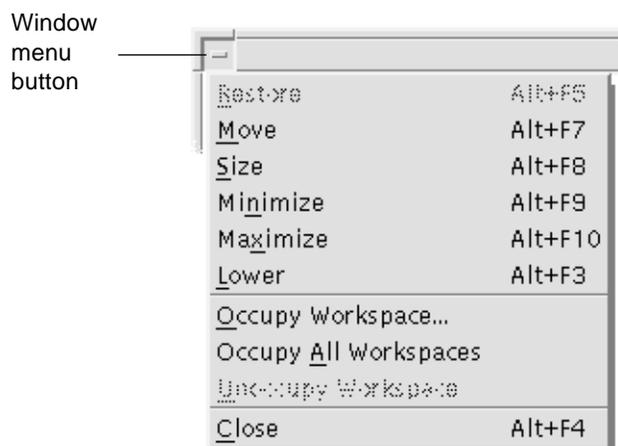


## Window Menu

Use Window menu items to control windows and window icons.

This menu is displayed when you:

- Click the Window menu button in the upper left corner of a window
- Click on a window icon
- Press Alt+Spacebar with the keyboard focus on a window or window icon

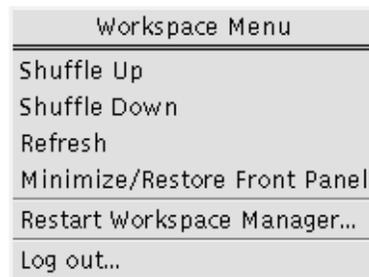


Restore	Turns an icon back into a window
Move	Changes the window's location
Size	Changes the size of the window (inactive for icons)
Minimize	Turns the window into an icon
Maximize	Enlarges the window to its greatest allowable size
Lower	Moves the window to the background
Occupy Workspace	Use to select the workspaces in which you want the window to appear
Occupy All Workspaces	Displays the window in all workspaces
Close	Closes the window, removing it from the workspace

## Workspace Menu

The Workspace menu is a pop-up menu that contains items for managing the workspace.

To display the Workspace menu, click mouse button 3 on the workspace backdrop.



Shuffle Up	Brings the bottom window (in a stack of windows) forward
Shuffle Down	Puts the top window (in a stack of windows) in the background
Refresh	Repaints the display
Minimize/Restore Front Panel	Turns the Front Panel into an icon or restores the Front Panel from its icon
Restart Workspace Manager	Stops then restarts the Workspace Manager (typically used after you have customized configuration files)
Log out	Begins the logout process (equivalent to the Front Panel Exit control)

---

**Note** – You cannot access this menu through your keyboard.

---

## Programs Submenu

You can also start many of the applications listed in the Programs submenu by clicking their Front Panel controls or Application Manager icons.



Choose the following items to start their associated OpenWindows applications: Clock, Performance Meter, and Answerbook.

You can also start the following applications by clicking their Front Panel controls: File Manager, Text Editor, Mailer, Calendar, Print Manager, Style Manager, and Application Manager.

More OpenWindows desktop applications are available from within the OpenWindows application group in Application Manager.

## To Choose a Window Menu Item

### Mouse

- ◆ Press mouse button 1 over the Window menu button or icon, drag to the item, then release the mouse button.

Or:

1. Click the Window menu button to display the menu.

If the window is an icon, click the icon.

2. Click a menu item.

To close the menu without choosing an item, click anywhere other than the menu.

### Keyboard

1. Press Alt+Tab until you've placed the keyboard focus, as shown by the highlight, on the window or window icon.
2. Press Alt+Spacebar to display the Window menu.
3. Press the key for the item's mnemonic, the underlined character in the item name.

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

### ▼ To Choose a Workspace Menu Item

1. Move the pointer over the workspace backdrop.
2. Press mouse button 3, drag to the item, then release the mouse button.

To close the menu without choosing an item, move the pointer away from the menu and click.

---

**Note** – You cannot choose a Workspace menu item through your keyboard.

---

### ▼ To Choose a Menu Item with the Mouse

1. Display the menu:
  - Pull-down (menu bar) menu: Using mouse button 1, click the menu name.
  - Pop-up menu: Click mouse button 3 inside the application.
  - Object's pop-up menu: Click the object with mouse button 3.
2. Click the item.

---

You can also choose a menu item by pressing the mouse button, dragging to the item, then releasing the mouse button.

To close a menu without choosing an item, move the pointer away from the menu and click.

## ▼ To Choose a Menu Item with the Keyboard

### Pull-down Menus

1. Press Alt+Tab until you've placed the keyboard focus, as shown by the highlight, on the application window.
2. Display the menu by holding down Alt and then pressing the key for the menu's mnemonic (the underlined character in the menu's name as shown in the menu bar).
3. Press the key for the item's mnemonic.

*Or, press an arrow key to move to the item, then press Return.*

### Pop-up Menus

1. Press Alt+Tab until the keyboard focus is on the application window or workspace object.
2. Press Shift+F10 to display the pop-up menu.
3. Press the key for the item's mnemonic.

*Or, press Down Arrow to move to the item, then press Return.*

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

For more information about using your keyboard for desktop navigation, refer to Appendix A, "Keyboard Shortcuts for the Desktop."

## Using Tear-Off Menus

In some applications such as Mailer and Calendar, you can tear off a menu, which keeps it open on your desktop for repeated use. You can recognize the availability of a tear-off menu by the appearance of a dotted line at the top of the menu.

▼ *To Invoke a Tear-Off Menu*

1. Display the menu by clicking its name in the menu bar.
2. Click the dotted line above the first menu item.

The tear-off menu stays on your desktop until you dismiss it by either pressing Alt+F4 or double-clicking the Window menu button (in the upper left corner of the application's window).

## Leaving the Desktop

This section describes how to log out of and exit the desktop, and how to lock your display to prevent unauthorized use of your system when you are away from it and have not logged out.

▼ **To Log Out**

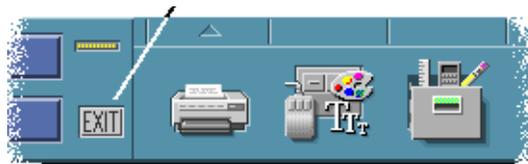


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**Caution** – Before logging out of the desktop, save your work in all open application windows. Remember to check each workspace.

---

- Click the Exit control in the Front Panel.



- Or, choose Log out from the Workspace menu:
  1. Move the pointer over the workspace backdrop.
  2. Press mouse button 3 to display the Workspace menu.
  3. Drag to choose Log out, then release the mouse button.

---

**Note** – You cannot display the Workspace menu using your keyboard.

---

As you log out of the desktop, your current session is saved. When you log back in, the desktop will appear as it did before you logged out.

Applications that do not get saved as part of the current session include:

- Applications that you run in terminal emulator windows
- Non-desktop applications that do not preserve their state during logout

You'll need to restart these applications when you log in. For more information, see Chapter 2, "Starting a Desktop Session."

## ▼ To Lock Your Display

To prevent unauthorized use of your system when you are away from it and have not logged out:

- ◆ Click the Lock control in the Front Panel.



To unlock your display, type your password.

For information about screen lock options, refer to Chapter 7, "Customizing the Desktop Environment."

## Getting Help

You can request help by:

- Pressing F1 or the Help key
- Choosing an item from an application's Help menu
- Clicking the Help button in a dialog box
- Opening the Help Manager to browse all the available help

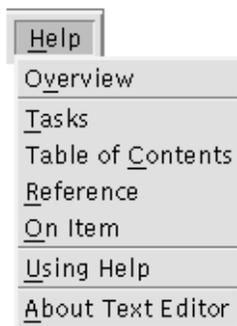
For more information on using help, refer to Chapter 3, "Getting Help."

The quickest and easiest way to get help is to press the F1 key. When you press F1, the application you are using displays the help topic most closely related to your current activity.

Some keyboards have a dedicated Help key that may take the place of the F1 key.

## Help Menu

Most applications have a Help menu for requesting specific kinds of help.



Overview	Displays introductory information about the application
Tasks	Displays instructions for using the application
Reference	Displays summary information about application components
On Item	Changes the pointer to a question mark—click the question mark pointer on an item to display its description
Using Help	Displays information about using Help
About ...	Displays version and copyright information about the application (in this case, Text Editor)

To learn more about using help windows, choose Using Help from an application's Help menu. Or, you can press F1 while using a Help window.

### ▼ To Display the Help Manager

The Help Manager lists all the online help volumes installed on your system.

1. Click the Help Manager control in the Front Panel.  
The Help Viewer opens, displaying the Help Manager.
2. Choose the Common Desktop Environment topic to display the list of help volumes for the desktop.
3. Browse the list of titles. To open a volume, click its title.



## Starting a Desktop Session

---

A desktop session occurs between the time you log in and the time you log out.

The login screen, displayed by the Login Manager, is your gateway to the desktop. It provides a place for you to type your login name and password. The Options menu on the login screen lists your login options. In addition to running a desktop session, you can run a failsafe session. You can also select the language for your session.

<i>Starting and Ending a Desktop Session</i>	<i>37</i>
<i>To Use a Session in a Different Language</i>	<i>38</i>
<i>Starting a Failsafe Session</i>	<i>39</i>
<i>Starting a Command-Line Session</i>	<i>39</i>
<i>Using a Home Session</i>	<i>40</i>

### Starting and Ending a Desktop Session

A desktop session starts when you log in. Session Manager is started after Login Manager authenticates your login and password.

Session Manager provides the ability to *manage* sessions—to remember the state of your most recent session and return you there the next time you log in.

Session Manager saves and restores:

- The appearance and behavior settings – for example, fonts, colors, and mouse settings.
- The window applications that were running – for example, your File Manager and Text Editor windows. Certain types of applications can't be saved and restored by Session Manager. For example, if you start the `vi` editor from a command line in a Terminal window, Session Manager cannot restore your editing session.

### ▼ To Log In to a Desktop Session

1. Type your login name and press Return or click OK.
2. Type your password and press Return or click OK.

If Login Manager does not recognize your name or password, click Start Over and start the log in process over again.

Once you've logged in, Session Manager starts a session:

- If this is the first time you've logged in, you'll get a new session.
- If you've logged in before, your previous session will be restored.

### ▼ To Log Out

- Click the Exit control in the Front Panel.
- Or, choose Log out from the Workspace menu.

When you log out of a regular desktop session, Session Manager saves information about your current session so that it can be restored the next time you log in. Information about non-desktop applications may not be saved.

### ▼ To Use a Session in a Different Language

1. Choose Language from the Options menu on the login screen.
2. Choose the language group that includes the language you need.
3. Select a language.
4. Log in.

---

The default language for your system is set by your system administrator. The Options menu enables you to access other languages. Choosing a language in the Options menu sets the LANG environment variable for your session. The default language is restored at the end of the session.

## Starting a Failsafe Session

A failsafe session is a session that starts a single Terminal window (and optionally Workspace Manager). It is useful when you need access to a single Terminal window to execute several commands before logging in to a desktop session.

### ▼ To Log In to a Failsafe Session

1. Choose Session from the Options menu.
2. Choose Failsafe Session from the Session submenu.
3. Log in.

### ▼ To Log Out of a Failsafe Session

- ◆ Type the `exit` command in a Terminal window.

## Starting a Command-Line Session

Command Line Login mode enables you to temporarily leave the desktop to work in your operating system environment. Command Line Login mode is not a desktop session. When your system is in Command Line Login mode, the desktop is suspended. You log in using your operating system mechanism rather than Login Manager. There are no windows because the X server is not running.

## ▼ To Log In to and Out of a Command-Line Session

---

**Note** – Certain types of configurations (for example, X terminals) do not provide a Command Line Login mode option.

---

To enter Command Line Login mode:

1. Choose Command Line Login from the Options menu.  
The login screen disappears and is replaced by a console prompt.
2. Supply your login and password as prompted.

To leave Command Line Login mode:

- ◆ Type `exit` at a command-line prompt.

## Using a Home Session

Ordinarily, the desktop saves session information when you log out and uses that information to start your next session. If you start or stop applications during your session, or use Style Manager to change the appearance and behavior of your system, changes you make are reflected in your next session. This type of session is called a *current session*.

The desktop also provides a *home session*. A home session is a session that you explicitly save. It's like taking a snapshot of your current session at some point in time. Once you've saved a home session, you can specify that logging in always restores that session instead of the current session.

## ▼ To Save a Home Session

1. Click the Style Manager control in the Front Panel.
2. Click the Startup control in Style Manager.  
The Startup dialog box is displayed.
3. Click Set Home Session in the Startup dialog box.
4. Click OK in the confirmation dialog box that appears.  
This saves the current state of your session.

---

▼ **To Automatically Start the Home Session at Login**

1. Click the Style Manager control in the Front Panel.
2. Click the Startup control in Style Manager.  
The Startup dialog box is displayed.
3. Select Return to Home session.
4. Click OK.

When you choose Return to Home session, Session Manager will *not* save your session at logout.

▼ **To Choose between the Current and Home Session for Each Session**

1. Click the Style Manager control in the Front Panel.
2. Click the Startup control in Style Manager.  
The Startup dialog box is displayed.
3. Select Ask Me at Logout.
4. Click OK.

You decide what will be your next session—current or home—at logout time. If you choose to return to the home session, the current session information is not saved. (You cannot change your mind the next time you log in.)



## Getting Help

---

Online help is available for each of the standard applications in the Common Desktop Environment (CDE). Whether you are using File Manager, Calendar, or Mailer for example, you request and display help topics in the same way. You can also browse help information on your system using the desktop Help Manager.

Other applications installed on your desktop may take advantage of using the desktop's Help System or provide help in other ways.

<i>Requesting Help</i>	<i>44</i>
<i>Using Help Windows</i>	<i>47</i>
<i>Selecting Help Topics</i>	<i>48</i>
<i>Moving between Help Topics</i>	<i>50</i>
<i>Searching for Specific Information</i>	<i>52</i>
<i>Browsing Help on Your System</i>	<i>55</i>
<i>Printing Help Topics</i>	<i>59</i>

## Requesting Help

Here are the ways you can request Help:

- Press F1—also known as the “help key”—to get *context-sensitive* help
- Choose a command from an application’s Help menu
- Open Help Manager from the Front Panel to browse help on your system
- Open the Help subpanel to choose help about the desktop or to choose On Item Help

### Press F1 — The Help Key

When you have a question, the quickest and easiest way to get help is to press F1. When you press F1, the application you are using displays a help topic most closely related to the component—a window or button for example—that is highlighted. Because the application determines which help topic is most appropriate, this type of help is called *context-sensitive*.

The F1 key is a quick way to get help on an application menu or dialog box. For example, to request help about the File Manager File menu, display the File menu and press F1. File Manager displays a description of each item in the menu. Or, if a dialog box is open, pressing F1 will display an explanation of the dialog box. The F1 key is a shortcut for clicking the dialog box’s Help button.

---

**Note** – Some computers have a dedicated “Help” key on the keyboard. If yours does, it may take the place of the F1 key.

---

### Using an Application’s Help Menu

Most applications have a Help menu that contains commands for requesting different types of help such as an introduction, application tasks, or reference information.

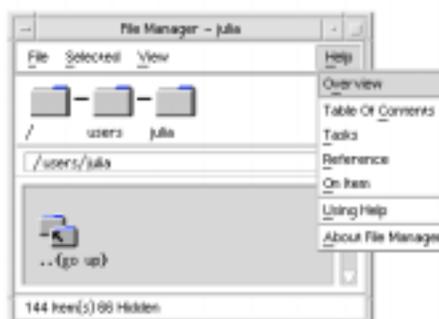


Figure 3-1 CDE application Help menu

A typical CDE Help menu includes these commands:

Overview	Displays the <i>home topic</i> for the application. The home topic is the first topic of the application's help topic hierarchy.
Tasks	Displays task instructions for most operations performed with the application.
Reference	Displays reference summaries for various components, such as windows and dialog boxes, menus, and application resources.
On Item	Enables you to click an item in any window of an application and view a description of the item.
Using Help	Provides help on using the help windows.
About <i>Application</i>	Displays the version and copyright information for the application.

Applications can include additional choices. Also, non-CDE applications may have different commands in their Help menus.

### On Item Application Help

On Item help is interactive. It enables you to move the pointer to a specific item (such as a menu, button or dialog box) and click the item to display its corresponding help.

▼ *To Select On Item Help*

1. Choose On Item from the Help menu.  
The pointer changes to a ? (question mark).
2. Move the pointer to an item in the application and click mouse button 1.  
A description of the item is displayed.

### Using Help Manager

Help Manager is a special help volume that lists all the online help registered on your system. Clicking the Help Manager control in the Front Panel opens the Help Manager help volume.



Figure 3-2 Help Manager control

Click any of the underlined titles to view the corresponding help information. For additional instructions about using Help Manager see “Browsing Help on Your System” on page 55.

For convenience, you can also find help about the desktop and the Front Panel in the Help subpanel. It also provides On Item help for the Front Panel and its subpanels.

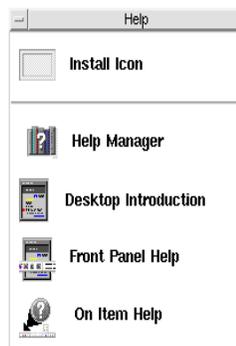


Figure 3-3 Help subpanel

## Using Help Windows

The Help System is built into each of the CDE applications (and possibly other applications installed on your system). When you ask for help while using an application, the application displays a help window.

Applications can use two types of help windows to display help topics: a *general help window* and a *quick help window*, shown in Figure 3-4.



Figure 3-4 Types of help windows

General help windows have a topic tree and a topic display area. The *topic tree* is a list of help topics that you can browse to find help on a subject. When you choose a topic, it is displayed in the lower portion of the help window called the *topic display area*.

Quick help windows are streamlined help windows. A quick help window has just a topic display area and one or more buttons.

## Selecting Help Topics

There are two ways to select a help topic. You can choose a topic from the topic tree. Or, within a help topic, you can select a hyperlink. A *hyperlink* is an active word or phrase that “jumps” to another related help topic. Any underlined text in a help window is a hyperlink.

Graphic images can also be used as hyperlinks. For more information about hyperlinks, see “Using Hyperlinks” on page 49.

### Using the Topic Tree

The topic tree is an outline of a help volume’s major topics. Subtopics are indented under main topics. The current topic, whose contents are displayed in the topic display area, is marked with an > (arrow). You can scroll the topic display area to see all your choices or resize the entire help window.

You can also change the size of the topic pane. To do so, drag the sash control shown in Figure 3-5. Then release the mouse button to set the new size.



Figure 3-5 Resizing the topic tree

▼ *To Select A Topic*

1. Move the pointer into the topic tree.
2. Click mouse button 1 on the topic you want to display.

## Using Hyperlinks

Any underlined text in a help window is a hyperlink. It is easy to “jump” to related help topics using hyperlinks—just click the underlined text.

### What Hyperlinks Look Like

A solid underline identifies a standard hyperlink that displays the new topic in the current help window. For example, the last paragraph in Figure 3-5 shows a hyperlink of this type.

A dashed underline indicates a *definition link*, which displays a quick help window.

A graphic—an icon, for example—can also be a hyperlink. A grey open-cornered border identifies a graphic hyperlink. Figure 3-6 shows the different hyperlink formats that can be used in help topics.



Figure 3-6 Hyperlink formats

### Links That Display a New Window

Most hyperlinks display the related topic in the same window. However, if you choose a hyperlink that jumps to a help topic for another application, a new window is displayed. Links that jump from one application’s online help into another’s are called *cross-volume* or *cross-application* hyperlinks.

▼ *To Select A Hyperlink*

1. Move the pointer to the underlined text or graphic image.
2. Click mouse button 1.

## Moving between Help Topics

To move between help topics, use these commands on the Navigate menu:

- |            |  |
|------------|--|
| Backtrack  | Returns to the previous topic. Backtrack enables you to return to each topic you have visited.                           |
| History    | Displays a History dialog box that lists help volumes and topics you have visited. Select a help topic to re-display it. |
| Home Topic | Returns to the home topic, or beginning of the help volume.  |
- For convenience, Backtrack and History are also provided as push buttons.

## Help Pop-up Menu

In a general help window, you can also use the Help pop-up menu as a shortcut. The pop-up menu includes both Backtrack and Home Topic, which are frequently used commands.

Quick help windows do not have a pop-up menu.

▼ *To Display the Help Pop-up Menu*

1. Point to the topic display area and press mouse button 3.
2. Choose Backtrack or Home Topic.

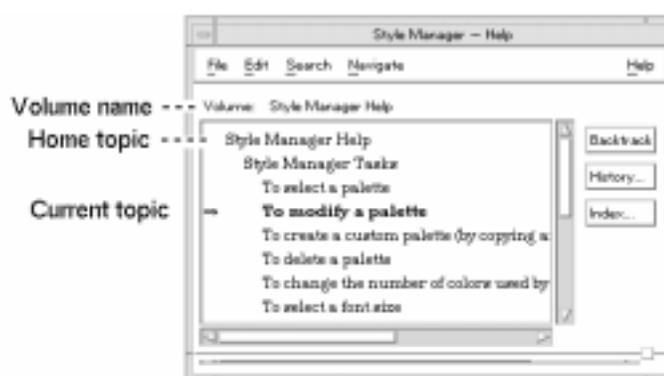


Figure 3-7 Help pop-up menu

## Location Indicators

Because hyperlinks can quickly take you from one piece of information to another, you may need to know where you are. A quick look at your help window can give you the information you need.

- The line located below the menu bar reports the name of the volume you are viewing. This is helpful when you have explored several help volumes using Help Manager, the help index, or cross-volume links.



- Within the topic tree, the first item is the *home topic*, or the beginning of the help volume. After exploring topics, you can easily return to the home topic by scrolling to the top of the topic tree. Or, you can choose Home Topic from the Navigate menu or pop-up menu.
- An  $\triangleright$  (arrow) points to the title of the current topic. As you choose topics, the arrow moves to identify your selection. Scrolling the topic tree shows you where you are located relative to other topics.

## Knowing Where You've Been

A general help window keeps track of the topics that you have visited. The History command opens a dialog box that lists the help volumes and help topics you have visited.



Figure 3-8 History dialog box

▼ **To Use History To Return to a Topic**

1. Click the History button.
2. Choose the title of the help volume or topic that you want to display.
3. When you're done, click Close.

## Searching for Specific Information

Like a book, a help volume has an index of important words and phrases that you can use to find help topics on a subject. You can browse or search the index of the current volume, selected volumes, or all help volumes available on your system.



Figure 3-9 Index Search dialog box

Because the help index can be quite large even for a single volume, index entries can be expanded or contracted. A + (plus) sign indicates that the index entry relates to more than one help topic. The number shows the count of help topics. You can click the index item to list the topics.

For instance, the result of an index search for the word “display” is shown in Figure 3-9. The -36 prefix tells you that there are 36 index entries that contain the keyword “display.” Clicking any title marked by a + (plus) expands the list and the + (plus) changes to a - (minus) sign. The last index entry shown in the figure has been expanded in this way.

## ▼ To Search for Topics Using the Help Index

---

**Note** – The help index is available only in a general help window

---

1. To open the index, click the Index button.

The index lists all of the entries for the current help volume. You can choose *All Volumes* to view an index for all available help volumes or choose *Selected* if you want to select only certain volumes.

2. Select the Entries with field, type the word or phrase you are looking for, and press Return.

Index searches are not case sensitive. Wildcards such as \* (asterisk) and ? (question mark) can be used (see “Pattern Searches” below).

3. Select the index entry you want to view.

If the entry has a + (plus sign) prefix, the list will expand to show additional choices. Then select a help topic to view.

You may view as many topics as you want.

4. Click Close when you are done.

## Pattern Searches

In a pattern search certain characters (known as “wildcards”) have special meaning. You can combine these characters in a variety of ways.

Two frequently used wildcards are asterisk (\*) and question mark (?). The \* matches any string of characters (including no characters), and ? matches any single character. Other wildcards include:

. (period)	Matches any character
(vertical bar)	Specifies two search patterns and matches either pattern (logical OR)
() (parentheses)	Encloses a pattern expression

To search for a character that has special meaning in a regular expression, precede the character with a \ (backslash).

### **Examples**

mouse.*clicking	Matches entries that contain the word “mouse” followed by any number of characters followed by “clicking”
mouse   click	Matches entries that contain the word “mouse” or “click”
(session   style).*manager	Matches entries that contain “Session Manager” or “Style Manager”

## Browsing Help on Your System

You can browse all application help volumes registered on your system without having to start each individual application—just start Help Manager from the Front Panel.

At the top level, Help Manager groups help volumes into *help families*. For example, the help family Common Desktop Environment lists help volumes for the standard desktop applications. You can browse and display any of the volumes listed.

▼ To Open Help Manager

1. Click the Help Manager control in the Front Panel (see Figure 3-2 on page 46).

A help window displays a list of help families with online help. This is the top level of Help Manager.



Figure 3-10 Top-level view in Help Manager

2. Scroll the window to find the product group you are interested in and click its title (underlined).

This lists the help volumes available for that product.

3. To open a particular help volume, click its title (underlined text).
4. To return to the top level of Help Manager, click the Top Level button.

For example, to browse File Manager's online help:

1. Click the Help Manager control.
2. Choose Common Desktop Environment.
3. Scroll the list of help volumes until you see File Manager Help.
4. Click File Manager Help.

File Manager's help is displayed. This is the same help information you would see if you opened File Manager and chose Overview from the Help menu.



Figure 3-11 File Manager help viewed in Help Manager

### ▼ To Duplicate a Help Window

1. Choose New Window from the Help Manager File menu.

The current help window is duplicated. You can size the new window and select topics independently of the original window.

2. To remove the window, choose Close from the File menu.

---

**Note** – The New Window command is only available in the Help Manager help window (see “Browsing Help on Your System” on page 55).

---

## Displaying AnswerBook

Online manuals can be displayed by choosing AnswerBook from the Help subpanel.

## Displaying a Man Page

Manual reference pages, traditionally known as “man pages,” can be displayed using the Man Page Viewer action. The action icon is located in the Desktop\_Apps folder in Application Manager.

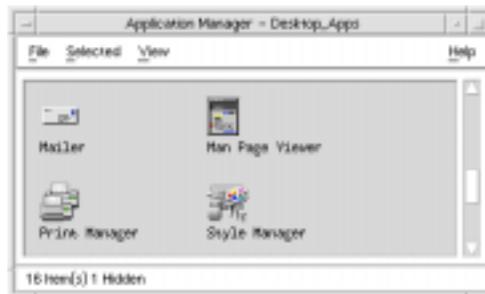


Figure 3-12 Man Page action icon

## ▼ To Display a Man Page

1. Click the Application Manager control in the Front Panel.



2. Double-click the Desktop\_Apps icon.
3. Click the Man Page Viewer icon.

A dialog box is displayed, prompting you to enter a man page name.



4. Type the name of the man page you want to see and press Return.  
The man page is displayed in a quick help window.
5. Click Close to dismiss the man page.

## Printing Help Topics

Sometimes you may want to have a printed version of a help topic for a particular application. You can print an individual help topic, a table of contents and index, or the entire help volume. Printing options, such as paper size, number of copies, and destination printer, can also be set in the Print dialog box.

Printed help topics are directed to your default printer unless you provide a different printer name in the dialog box. Printed output is text only.

▼ To Print a Help Topic

1. Choose Print from the File menu. (In a quick help window, click the Print button.)

You can use the default values in the Print dialog box and skip to step 5 or enter new values for your print job.



2. *Optional.* Type the name of the printer that you want to use.
3. *Optional.* Type the number of copies to print.
4. *Optional.* Click the paper size button to choose a paper size.
5. Select the topic or topics you want to print.

Current Topic (the default)	Prints only the current topic
Current and Subtopics	Prints the current topic and its subtopics
Table of Contents and Index	Prints the help volume table of contents and index
Entire Volume	Prints the contents of the help volume including the table of contents and index

6. Click Print.

## Printing Configuration

The Print dialog box displays the name of your default printer. You can change the default printer name by modifying the LPDEST environment variable. You can also change the printer for a specific application by modifying the application's application defaults file.

### ▼ *To Set the Printer Resource for an Application*

- ◆ Edit your *HomeDirectory*/.Xdefaults file by adding this resource:

```
application_name*printer           printer.name
```

If you do not have an .Xdefaults file, create the file in your home directory.

#### ***Example***

You want to direct all printed help topics of an application named ImageScan to a printer named laser2 rather than to your default printer.

Add this resource to your .Xdefaults file:

```
ImageScan*printer:                laser2
```

## Modifying Help Window Colors

You can change the colors of the topic tree or topic display area of a help window by setting application resources. Choosing contrasting colors is important. This ensures that text (foreground color) will be visible against the background color.

## ▼ To Change Help Window Colors for an Application

1. Edit your *HomeDirectory/.Xdefaults* file by adding these resources:

```

application_name*DtHelpDialog*DisplayArea.foreground:  color
application_name*DtHelpDialog*DisplayArea.background:  color
application_name*DtHelpDialog*TocArea.foreground:      color
application_name*DtHelpDialog*TocArea.background:      color
application_name*DtHelpQuickDialog*DisplayArea.foreground:  color
application_name*DtHelpQuickDialog*DisplayArea.background:  color

```

Substitute the name of the application whose help windows you want to change for *application\_name*.

You can ask your system administrator for a list of colors that you can use or refer to your system documentation.

2. Save and close the file.

When you restart your application, it will use the new color values for the topic tree and topic display area in its help windows.

For example, these resource entries change the foreground and background colors of the topic tree (TocArea) and topic display area (DisplayArea) for an application named DtCardCatalog.

```

DtCardCatalog*DtHelpDialog*TocArea.foreground:  yellow
DtCardCatalog*DtHelpDialog*TocArea.background:  blue
DtCardCatalog*DtHelpDialog*DisplayArea.foreground:  yellow
DtCardCatalog*DtHelpDialog*DisplayArea.background:  blue
DtCardCatalog*DtHelpQuickDialog*DisplayArea.foreground:  yellow
DtCardCatalog*DtHelpQuickDialog*DisplayArea.background:  blue

```

Quick help windows do not have a topic tree, so the TocArea resource is omitted.

## Using the Front Panel

---

The Front Panel is a special desktop window that contains a set of controls for doing common tasks. The Front Panel moves with you as you switch workspaces.

<i>Front Panel Elements</i>	<i>63</i>
<i>Basic Front Panel Skills</i>	<i>66</i>
<i>Tour of the Front Panel</i>	<i>71</i>
<i>Customizing the Front Panel</i>	<i>83</i>
<i>Customizing Workspaces</i>	<i>85</i>

### Front Panel Elements

The two main elements of the Front Panel are the Main Panel and the subpanels. The Main Panel includes the workspace switch.

## Main Panel

The Main Panel is the horizontal window at the bottom of the display.



It contains a number of controls you use often, including the workspace switch, which contains buttons for changing to other workspaces.

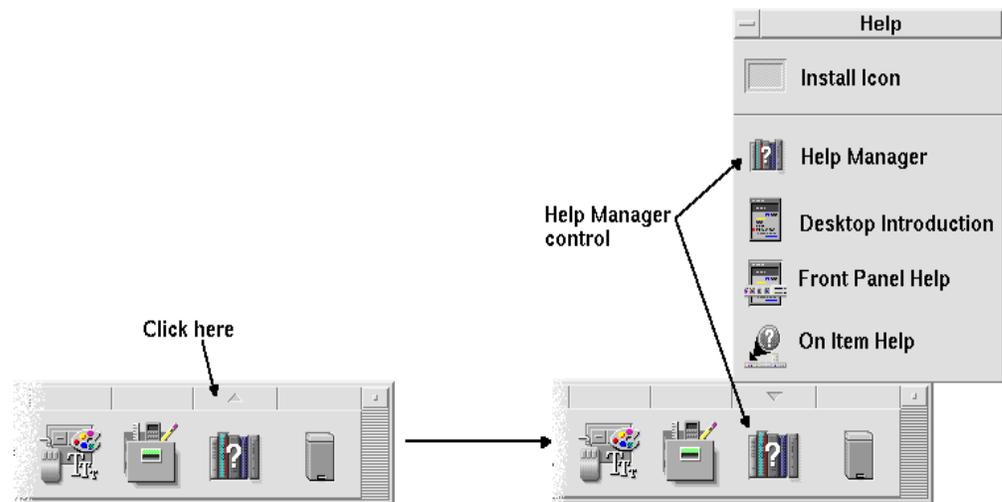
Many of the controls in the Front Panel start applications when you click them—for example, the File Manager and Style Manager controls.

Some controls are drop zones—for example, the Printer and Trash Can controls. You can drag a file from File Manager or Application Manager to the control.

Certain controls, such as the clock and busy light, are indicators that tell you something about the state of your system. Other controls have a dual purpose; for example, the Calendar and Mailer controls are both indicators (showing today's date and the arrival of new mail, respectively) and buttons for starting applications.

## Subpanels

If a control in the Main Panel has an arrow button on top of it, then that control has a subpanel.

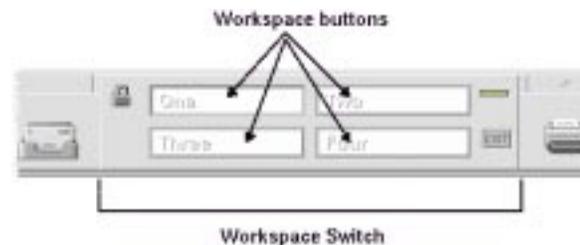


Subpanels always contain:

- An Install Icon control. Use this control to customize the subpanel.
- A labelled copy of the control in the Main Panel.

## The Workspace Switch

The workspace switch contains the buttons you use to change from one workspace to another. The workspace switch also contains several controls.



Each workspace occupies the entire display, as though your display has several layers. Workspaces multiply the amount of display area available for windows.

## Basic Front Panel Skills

This section covers basic skills for using Front Panel controls and subpanels.

### ▼ To Activate a Front Panel Control

- ◆ Click or double-click the control.

Some controls do not have a click action—for example, the Clock control and the busy light.

### ▼ To Open a Subpanel

Controls that have subpanels have an arrow button on top of the control.

- ◆ Click the arrow button above the control.



### ▼ To Close a Subpanel

The subpanel closes automatically when you choose a control unless you have moved the subpanel from its original location.

- Click the arrow control for the subpanel.
- *Or*, double-click the window button in the upper left corner of the subpanel



## Front Panel Pop-Up Menus

Each control in the Front Panel has a pop-up menu. The menu is different for each control.

### ▼ *To Display a Front Panel Pop-Up Menu*

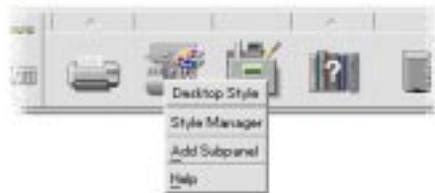
1. Point to the control.
2. Press and hold down mouse button 3.

### Contents of the Pop-Up Menu

The contents of the pop-up menu depend on the behavior of the control and its location.

### ***Main Panel Controls***

If the control starts an application, the first entry in the menu is a command that starts the application. Choosing the menu item has the same effect as clicking the control.

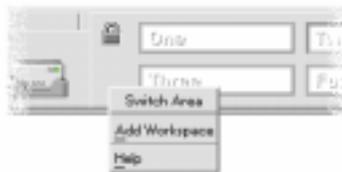


In addition, the pop-up menu may contain these items:

- |                 |                                       |
|-----------------|---------------------------------------|
| Add Subpanel    | Adds a subpanel to the control        |
| Delete Subpanel | Removes the subpanel and its contents |
| Help            | Displays On Item help for the control |

**Switch Area**

The switch area is the portion of the workspace switch not occupied by other controls or workspace buttons.

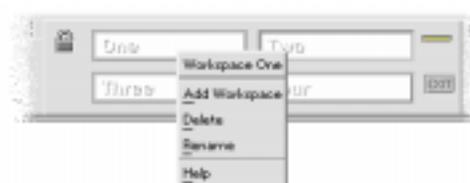


The switch area pop-up menu contains these items:

- |               |   |
|---------------|---|
| Add Workspace | Adds a workspace and creates a workspace button in the workspace switch |
| Help          | Displays help for the workspace switch                                  |

### ***Workspace Buttons***

Use the workspace buttons to change workspaces. Each button has its own menu.

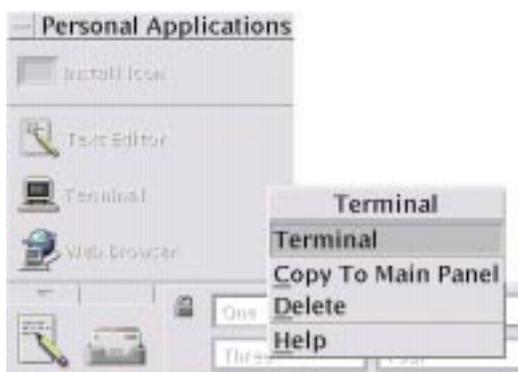


The workspace button pop-up menu includes these items:

Add Workspace	Adds a workspace to your list of workspaces
Delete	Deletes the workspace
Rename	Changes the button into a text field for editing the name
Help	Displays help for the workspace switch

### ***Subpanel Controls***

The pop-up menus for subpanels include a command for making the control the current Main Panel control.



The pop-up menu for subpanel controls includes these items:

Copy to Main Panel	Duplicates the control in the Main Panel, replacing the current Main Panel control
--------------------	--

Delete	Deletes the control from the subpanel
Help	Displays On Item help for the control

## Front Panel Help

You can get help on:

- Individual controls
- Using and configuring the Front Panel

### ▼ *To Get On Item Help on a Front Panel Control*

- ◆ Choose Help from the control's pop-up menu.

Or:

1. Display the Help subpanel.
2. Click the On Item Help control.

The pointer changes shape.

3. Click the control on which you want help.

### ▼ *To Get Help on Using and Configuring the Front Panel*

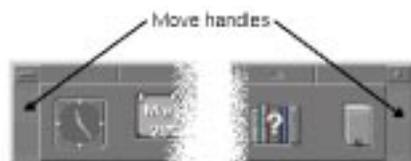
1. Display the Help subpanel.
2. Click the Front Panel Help control.

This displays the Help Viewer and Front Panel help volume.

### ▼ **To Move the Front Panel or a Subpanel**

Subpanels are moved like other windows—by dragging the title bar.

The Main Panel is moved using its move handles.



### ▼ To Minimize the Front Panel

Minimizing the Front Panel turns it into an icon.

- ◆ Click the Front Panel's minimize button.



The Front Panel window icon is labeled with the workspace name.

## Tour of the Front Panel

This section introduces the contents of the Main Panel and the subpanels:

- Folders subpanel
- Personal Applications subpanel
- Personal Printers subpanel
- Applications subpanel
- Help subpanel

Your Front Panel may be customized with different or additional controls.

## Main Panel

The Main Panel is the horizontal window at the bottom of the display



Table 4-1 describes the Main Panel controls.

Table 4-1 Main Panel Controls

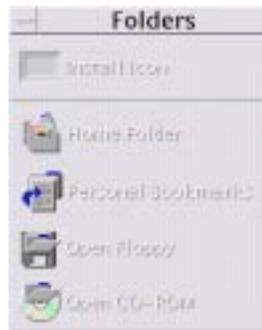
	Name	Click Behavior	Drop Behavior	Indicator Behavior
	Clock	None	None	Current time of day
	Calendar	Starts the desktop Calendar application	Dropping an appointment file adds the appointment to the calendar	Current date
	Folders (File Manager)	Opens a File Manager view of your home folder	Dropping a folder opens a File Manager view of that folder	None
	Personal Applications (Text Editor)	Starts the desktop Text Editor application	Opens the file in a new Text Editor window	None
	Mailer	Starts the desktop Mailer application	Opens the contents of the file in Mailer's New Message window	Changes appearance when new mail arrives
	Lock	Locks the display and keyboard. You must type your password to unlock the system.	None	None
	Workspace switch	Changes workspaces	None	Indicates current workspace

Table 4-1 Main Panel Controls (Continued)

	<b>Name</b>	<b>Click Behavior</b>	<b>Drop Behavior</b>	<b>Indicator Behavior</b>
	Busy light	None	None	Blinks when the system is running an action
	Personal Printers (Default)	Displays the status of the default printer	Prints the file on the printer	None
	Exit	Begins logout from the current session	None	None
	Style Manager	Opens the desktop Style Manager application	None	None
	Applications (Application Manager)	Opens an Application Manager window	None	None
	Help	Opens a Help Viewer window displaying the top level of help information	Dropping a master volume file (*.sdl) opens a Help Viewer window with that help volume	None
	Trash Can	Opens the Trash Can window	Moves the file to the Trash Can	Different appearance when empty and non-empty

## Folders Subpanel

Use the File Manager subpanel to access your home folder or to open a floppy diskette or CD-ROM that you have inserted into a disk drive.



The following table describes the File Manager subpanel controls:

*Table 4-2* Folders Subpanel Controls

	Name	Click Behavior	Drop Behavior	Indicator Behavior
	Install Icon	None	Installs an icon dragged from File Manger or Application Manager into the subpanel	None
	Home Folder	Opens your home folder displaying the top level file and folder information	Opens a File Manager view of the dropped folder	None

*Table 4-2* Folders Subpanel Controls

	<b>Name</b>	<b>Click Behavior</b>	<b>Drop Behavior</b>	<b>Indicator Behavior</b>
	Personal Bookmarks	Opens your Personal Bookmarks folder displaying bookmarks	Dropping text onto the control creates a file with a .url extension in the Personal Bookmarks folder	None
	Open Floppy	Opens one File Manager window for each readable floppy diskette you insert	None	Not Applicable
	Open CD-ROM	Opens a File Manager window for each CD-ROM you insert	None	Not Applicable

## Personal Applications Subpanel

Use the Personal Applications subpanel for applications you use frequently. The default applications are Text Editor, Terminal, and Icon Editor.



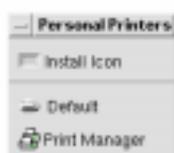
The following table describes the Personal Applications subpanel controls.

Table 4-3 Personal Applications Subpanel Controls

	Name	Click Behavior	Drop Behavior	Indicator Behavior
	Install Icon	None	Installs an icon dragged from File Manger or Application Manager into the subpanel	None
	Text Editor (duplicate of control in Main Panel)	Starts the desktop Text Editor application	Opens the file in a new Text Editor window	None
	Terminal	Starts the desktop Terminal Emulator	None	None
	Web Browser	Starts the HotJava web browser if PATH contains the hot java command	None	None

## Personal Printers Subpanel

Use the Personal Printers subpanel for printers you use frequently.



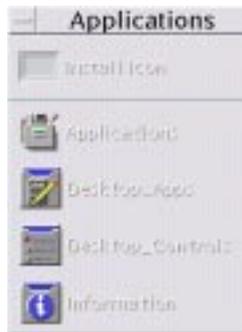
The following table describes the Personal Printers subpanel controls.

*Table 4-4* Personal Printers Subpanel Controls

	Name	Click Behavior	Drop Behavior	Indicator Behavior
	Install Icon	None	Installs an icon dragged from File Manger or Application Manager into the subpanel	None
	Default printer (duplicate of Main Panel control)	Display the status of print jobs on the default printer	Prints the file on the default printer or another printer of your choice	None
	Print Manager	Starts the desktop Print Manager	Prints the file on the default printer	None

## Applications Subpanel

Use the Applications subpanel for system applications and tools you use frequently.



The following table describes the Applications subpanel controls.

*Table 4-5 Applications Subpanel Controls*

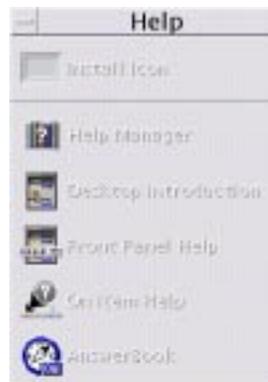
	Name	Click Behavior	Drop Behavior	Indicator Behavior
	Install Icon	None	Installs an icon dragged from File Manger or Application Manager into the subpanel	None
	Applications	Opens an Application Manager window	None	None

*Table 4-5 Applications Subpanel Controls*

	<b>Name</b>	<b>Click Behavior</b>	<b>Drop Behavior</b>	<b>Indicator Behavior</b>
	Desktop_Apps	Opens the Desktop_Apps folder	None	None
	Desktop_Controls	Opens the Desktop_Controls folder	None	None
	Information	Opens the Information folder	None	None

## Help Subpanel

The Help subpanel enables you to access the Help Manager, Desktop Introduction, and Front Panel help volumes, and On Item help.



The following table describes the Help subpanel controls.

*Table 4-6* Help Subpanel Controls

	Name	Click Behavior	Drop Behavior	Indicator Behavior
	Install Icon	None	Installs an icon dragged from File Manager or Application Manager into the subpanel	None
	Help Manager (duplicate of Main Panel control)	Opens a Help Viewer window displaying the top level of help information	Dropping a master volume file (* .sdl) opens that help volume	None
	Desktop Introduction	Displays the help volume "Introducing the Desktop"	None	None

Table 4-6 Help Subpanel Controls

	Name	Click Behavior	Drop Behavior	Indicator Behavior
	Front Panel Help	Displays the Front Panel help volume	None	None
	On Item Help	Provides on-item help for the Front Panel. Click this control, then click the control on which you want help.	None	None
	AnswerBook	Displays AnswerBook viewer if you have AnswerBook installed.	None	None

## Using the Web Browser

The Personal Applications subpanel of the Front Panel contains a Web Browser control. When you click the control, your `PATH` environment is searched for the `hotjava` command (for the HotJava browser) or `netscape` command (for the Netscape browser). You or your system administrator must customize your login environment to include the browser commands if you want to use the Web Browser control. See *Solaris Common Desktop Environment: Advanced User's and System Administrator's Guide* for details on how to customize your user `PATH` environment. Read about customizing the `.dtprofile` file if you want the change to be specific to a user. Read “*Changing the User or System Path*” if you are a system administrator and want the change to be network-wide.

If the `hotjava` command is found, the HotJava browser is launched. If it is not found in your `PATH`, and the `netscape` command is found, the Netscape browser is launched. If neither is found, an error dialog box appears reporting the failure to find a browser. If you want Netscape to be your default browser, and you have access to both HotJava and Netscape, change the line

```
MAP_ACTION SDtHotJava
```

to

```
MAP_ACTION SdtWebClient
```

in your `user-prefs.dt` file.

## Bookmarks

A bookmark is a file containing a Web URL, or a folder or attachment containing bookmarks. The Sample Bookmarks folder in the Application Manager Information folder contains examples of bookmarks. Clicking on a bookmark's icon brings up your default web browser with the web page displayed that is described by the bookmark URL. Double click on the `index.html` icon in the Sample Bookmarks folder to read about bookmarks.

### Personal Bookmarks

The Folders subpanel of the Front Panel contains a Personal Bookmarks control. When you click on the control, a File Manager view appears on the desktop. It is initially empty. You can create bookmarks to put in this folder. These Web URLs are then easily accessible through the Front Panel.

### Creating Bookmarks

You can create bookmarks in any of the following ways:

- Copy an existing bookmark: Use the File Manager Selected menu to copy an existing bookmark into your Personal Bookmarks folder, or hold down the Control key and drag the icon onto the opened Personal Bookmarks File Manager window or the Personal Bookmarks control on the Front Panel.
- Drag URL text onto the Personal Bookmarks window. This creates a new file. The new file name is `Untitled.url` unless there is another file in your Personal Bookmarks folder with that name. In that case, a dialog box appears telling you to rename the new file.
- Drag URL text onto the Personal Bookmarks control on the Front Panel. This creates a new file with a `.url` extension.

You can create a bookmark using any URL that is normally available, such as URLs with `http` addresses.

## Sharing Bookmarks

If you drop URL text or a bookmark file or folder onto the Front Panel mail icon, a mail compose window appears with the corresponding bookmark as an attachment.

## Customizing the Front Panel

There are two types of Front Panel customization:

- Easy customization

This is customization you can do using the desktop's interface, including:

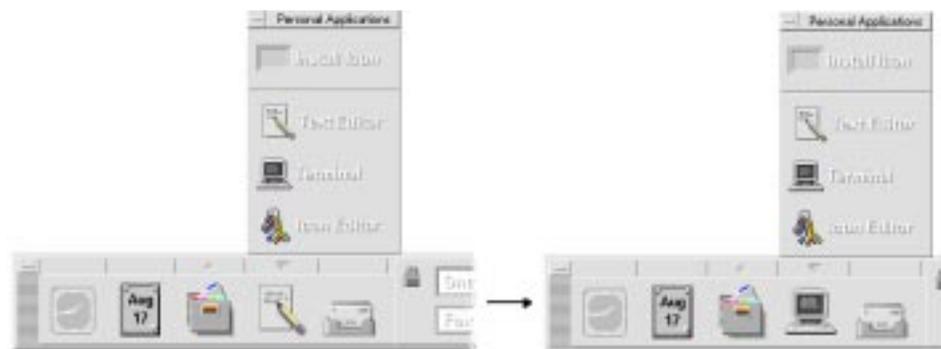
- Adding controls to subpanels
- Interchanging Main Panel and subpanel controls
- Adding subpanels
- Adding and deleting workspaces
- Renaming workspaces

- Advanced customization

This is customization that requires you to create or edit a Front Panel configuration file. For more information, see the *Advanced User's and System Administration Guide*.

### ▼ To Put a Subpanel Control in the Main Panel

1. Point to the subpanel control you want to put in the Main Panel.
2. Choose Copy to Main Panel from the control's pop-up menu.



▼ **To Add an Application or Other Icon to a Subpanel**

You can add any type of File Manager or Application Manager icon to the Front Panel. However, the most convenient use for this feature is adding application icons.

1. Display the object's icon in File Manager or Application Manager.
2. Display the subpanel to which the object is to be added.
3. Drag the object to the Install Icon control and drop it on the control.

**How Installed Icons Work**

The behavior of controls added to the Front Panel using the Install Icon control depend on the type of icon that was dropped.

<b>Type of Icon Installed</b>	<b>Behavior</b>
File	The same behavior as the file's icon in File Manager
Folder	Opens a File Manager view of the folder
Application group	Opens an Application Manager view of the application group
Application icon	The same behavior as the application's icon in File Manager or Application Manager

**Adding and Removing Subpanels**

Any control in the Main Panel can have a subpanel.

▼ ***To Add a Subpanel***

1. Point to a control in the Main Panel that does not have a subpanel.
2. Choose Add Subpanel from the control's pop-up menu.

▼ ***To Remove a Subpanel***

1. Point to the control whose subpanel you want to remove.
2. Choose Delete Subpanel from the control's pop-up menu.

### ▼ To Replace a Control in the Main Panel

The easiest way to replace a control in the Main Panel is to exchange it with a subpanel control. If the control does not have a subpanel, you can create one temporarily or permanently.

1. If the control you want to replace does not have a subpanel, create one by choosing Add Subpanel from the control's pop-up menu.
2. Display the new subpanel.
3. If the control you want to put in the Main Panel is not already in the subpanel, add it to the subpanel.

See "To Add an Application or Other Icon to a Subpanel" on page 84.

4. Choose Copy to Main Panel from the subpanel control's pop-up menu.

### ▼ To Remove All User Customizations

---

**Note** – This procedure does not affect advanced customizations made by manually editing Front Panel configuration files.

---

1. Open Application Manager and double-click the Desktop\_Tools application group icon.
2. Double-click Restore Front Panel.

The screen will go blank for several seconds while the Workspace Manager is restarted.

The Restore Front Panel action removes all customization made using:

- The Install Icon control
- The Front Panel's pop-up menus

## Customizing Workspaces

You can use the Front Panel workspace switch to rename workspaces and change the number of workspaces.

### ▼ To Rename a Workspace

1. Point to the workspace button of the workspace you want to rename.
2. Choose Rename from the button's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).

The workspace button turns into a text field.

3. Edit the text field.
4. Press Return.

### ▼ To Add Workspaces

1. Point to any area in the workspace switch and press mouse button 3 to display the pop-up menu.
2. Choose Add Workspace from the pop-up menu.

The new workspace, named New, is placed at the end of the set of workspaces.

3. Rename the workspace (see "To Rename a Workspace" above).

### ▼ To Remove Workspaces

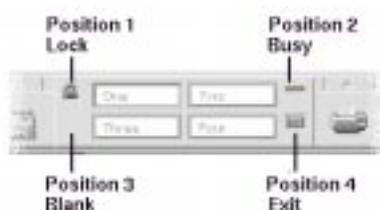
If you remove a workspace that contains windows, those windows are moved to the next workspace.

1. Point to the workspace button of the workspace you want to remove.
2. Choose Delete from the button's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).

### ▼ To Customize the Controls in the Workspace Switch

This is an advanced task that requires you to create a Front Panel configuration file. Advanced customization is covered in *Advanced User's and System Administrator's Guide*.

Initially, the workspace switch has the four positions shown below.



Use this procedure to replace one of these controls. (Blank is also a control.)

1. Install the application you want placed in the switch into the Personal Applications subpanel.

For example, if you want to add a Display System Load control to the switch, drag it from the Desktop\_Tools application group to the Personal Applications subpanel.

2. Locate the Front Panel configuration file created automatically when you installed the control in the Personal Applications subpanel. The definition is located in the directory *HomeDirectory*/.dt/types/fp\_dynamic.

For example, when Display System Load is added to the Personal Applications subpanel, it creates the file *Xload1.fp*.

3. Move the file from the *HomeDirectory*/.dt/types/fp\_dynamic directory to the *HomeDirectory*/.dt/types directory.

4. Open the file in the *HomeDirectory*/.dt/types directory for editing.

Edit the lines that define the `CONTAINER_TYPE` and `CONTAINER_NAME` to the following:

```
CONTAINER_TYPE      SWITCH
CONTAINER_NAME      Switch
```

5. Edit the line that defines the position (`POSITION_HINTS`). For example, to put the control in the Blank location, set:

```
POSITION_HINTS 3
```

6. Save the configuration file.
7. Create another file in the *HomeDirectory*/`.dt/types` directory.

The file name must end with `.fp`. For example, you might create a new file *HomeDirectory*/`.dt/types/DeleteBlank.fp`.

8. Open the file for editing.
9. Open the file `/usr/dt/appconfig/types/language/dtwm.fp` in another editor window.

This file is read-only. You will not have to write to it.

10. In `/usr/dt/appconfig/types/language/dtwm.fp`, find the definition for the switch control you are replacing.

For example, this is the definition for the Blank control:

```
CONTROL Blank
{
  TYPE           blank
  CONTAINER_NAME Switch
  CONTAINER_TYPE SWITCH
  POSITION_HINTS  3
  ICON           FpblnkS
  HELP_TOPIC     FOnItemSwitch
  HELP_VOLUME    FPanel
}
```

11. Copy the definition for the control you are replacing from `/usr/dt/appconfig/types/language/dtwm.fp` to the new configuration file.

For example, you would copy the definition for the Blank control to the new file *HomeDirectory*/`.dt/types/DeleteBlank.fp`.

12. Add the line `DELETE True` to the end of the definition, within the curly braces:

```
CONTROL Blank
{
  ...
  HELP_VOLUME      FPanel
  DELETE           True
}
```

13. Save the file.
14. Choose Restart Workspace Manager from the Workspace menu.  
You will see the new control in the switch.





## Managing Files with File Manager

---

5 

Use File Manager to create, find, and use desktop objects: files, folders, and applications. Each object is represented by an icon in File Manager.

<i>Introducing the File Manager Window and Desktop</i>	<i>92</i>
<i>Basic File System Concepts</i>	<i>93</i>
<i>Basic File Management Skills</i>	<i>95</i>
<i>Manipulating Files and Folders</i>	<i>102</i>
<i>Navigating to Folders and Subfolders</i>	<i>106</i>
<i>Deleting Objects to the Trash Can</i>	<i>109</i>
<i>File and Folder Ownership and Security</i>	<i>110</i>
<i>Using File Manager Objects on the Desktop</i>	<i>124</i>
<i>Locating Files</i>	<i>126</i>
<i>Customizing File Manager Views</i>	<i>129</i>
<i>Using Removable Media with File Manager</i>	<i>138</i>

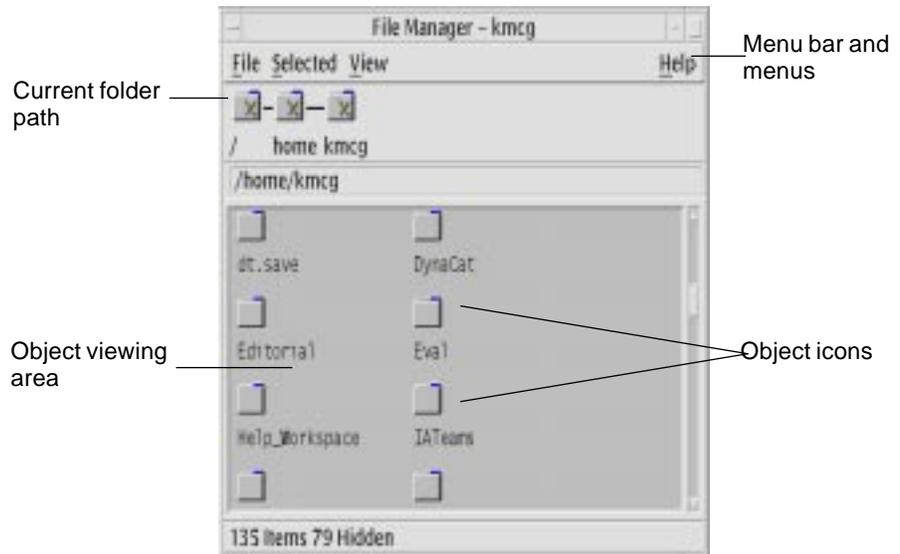
To open File Manager:

- ◆ Click the File Manager control in the Front Panel.



## Introducing the File Manager Window and Desktop

The File Manager main window is a view of a folder on your system. The folder you are currently viewing is called the *current folder*



Current folder path	Displays the path to the current folder
Menu bar and menus	Contain the commands available in File Manager
Object viewing area	Shows the objects (files and folders) in the current working folder
Object icons	Icons representing the files and folders in the current folder

---

## Basic File System Concepts

This section describes basic file system concepts.

### Files

A *file* is a container that holds information. Most of the files you use contain information (data) in some particular format—a document, a spreadsheet, a chart. The format is the particular way the data is arranged inside the file. The format of a file is known as its *data type*.

When File Manager is in one of its icon-view modes, you can identify the data type of a file by the icon used to represent the file. Each data type has a different icon.

Most application programs understand a limited number of data types. For example, a document editor probably cannot read a spreadsheet file. The desktop helps you recognize different types of files using a data-type database. In most cases, when you double-click a file, the desktop will automatically launch the application that understands that file's data type.

The maximum allowable length of a file name varies from system to system. Some operating systems do not allow file names longer than 14 characters. If necessary, consult with your system administrator.

### Folders

A *folder* is a container for files, similar to a folder in a file cabinet. In fact, File Manager uses a folder icon to represent a folder. A folder can contain other folders—sometimes called subfolders. With folders and subfolders, you can create multiple layers of organization that form a hierarchy. In other contexts, folders are often referred to as *directories*.

Within any single folder, each file name must be unique. However, files in different folders may have the same name.

As you navigate from folder to folder, your current location is referred to as the *current folder*.

## Objects

Since files and folders are both represented in File Manager as icons, the term *object* is used to describe them both. Objects are discrete things on the desktop that you can create and manipulate.

On the desktop, applications can also be represented as objects. For example, Application Manager contains objects representing the applications available on your system.

## Paths

The location of a file is often specified by listing the folders and subfolders that lead to the file—this list is called a *path*. A file's path is visible in two places in File Manager. First it is shown in the iconic path as a string of folders. Second, it is shown in a text form in the text path line above the view area. These two areas can be turned off. (See “To Configure the Headers” on page 129 for more information.)

### Paths and Path Names

The path to an object is a way to specify where the object is located in the file system. There are two ways to specify the path: absolute path and relative path.

#### Absolute Paths

A path is an *absolute path* if it begins at the root folder. The *root folder* is the single common folder on your system where the hierarchy begins. If a path begins with a slash (/), it is an absolute path specified from the root folder. For example, the following is an absolute path to the file `letter`:

```
/usr/dt/config/letter
```

#### Relative Paths

A path is *relative* if it describes the location of a file or folder as it relates to the current folder. If you are in a folder and you want to move down the folder tree, you don't need to type the absolute path name. You can just type the path starting with the name of the next folder in the path. If a path does not begin

with a slash, it is a relative path. For example, if the current folder is `/usr/dt` and you want to move to the folder `/usr/dt/config/letters`, you would use the following relative path:

```
config/letters
```

Two special folder names are useful when specifying relative paths. The “.” folder (sometimes called “dot”) represents the current folder. The “..” folder (sometimes called “dot-dot”) represents the *parent* folder—the folder one level up in the folder hierarchy. For example, if your current folder is `/usr/dt/config`, then the relative path to the `Dtwm` file becomes:

```
../app-defaults/language/Dtwm
```

because the file is in the `/usr/dt/app-defaults/language` folder, one level above the current folder and in the `app-defaults/language` subfolder.

### See Also

- “To Change to Another Folder” on page 106
- “To Find an Object by Name” on page 127
- “To Find a File by Contents” on page 128

If you still want to learn more about your computer’s file system, refer to the online help or documentation for your operating system. There are also many commercial books available that cover the basics of file systems and file management.

## Basic File Management Skills

To get started using File Manager, you need to learn a few basic skills. Each icon in File Manager represents an object that you can manipulate in a variety of ways, including:

- Object selection
- Dragging and dropping
- Using pop-up menus
- Renaming objects
- Getting online help on objects
- Opening objects
- Viewing information about an object

## ▼ To Select a Single File or Folder

When you select the icon of a file or folder, its name is highlighted. Many choices in File Manager's menus apply to the currently *selected* file or folder. The Selected menu contains choices that affect only the currently selected objects. The contents of this menu will change as you select different kinds of objects in the view area.

### Mouse

- ◆ Click once on the icon.

### Keyboard

1. Use the Tab and arrow keys to move the highlight to the icon you want to select.
2. Press the Spacebar.

To deselect a file or folder, select another icon or click an empty area within the File Manager window.

## ▼ To Select Multiple Files and Folders

Selecting multiple files is useful if you want to delete several files at once, or move a group of files to a new folder. Note that when you select more than one object, the Actions portion of the Selected menu will be empty.

When multiple icons are selected, dragging any one of the selected icons drags the whole group. The Selected menu and various menu commands that apply only to a single object are inactive.

### Mouse

- Press mouse button 1 in a blank area of the view, drag the mouse to draw a box around the icons you want to select, then release the mouse button.  
*Or, you can click mouse button 1 to select the first icon, then hold down the Control key and click mouse button 1 to select each additional icon. This method is useful when the icons you want to select are not located next to each other.*

- To remove a single icon from a selected group, hold the Control key down and click the icon you want to remove.

### Keyboard

1. Select the first file or folder icon by pressing the Spacebar.
2. For each additional icon you want to select, move the highlight to it, then press Control+Spacebar.

### ▼ To Drag and Drop a File or Folder

1. Put the mouse pointer over the file or folder.
2. Press *and hold* mouse button 1.
3. Drag the icon to where you want to drop it.
4. Release the mouse button.

So, the motion for dropping an object is *press...drag...release*.

To cancel a drag in progress, press Esc before releasing the mouse button.



Figure 5-1 Drag icon showing the object being dragged

If more than one icon is selected, you drag the entire group by dragging any of the selected icons.

---

**Note** – You cannot drag and drop an object without a mouse or other pointing device.

---

### Basic Drag-and-Drop Tasks

- To move a file to another folder, drop the icon on the destination folder's icon. Or, if both the source and destination folders are open, drag the icon from the source folder's view window and drop it onto the background of the folder's view window.
- To place an icon for a file or folder on the backdrop of your current workspace, drop the file or folder icon outside of any window. A desktop object is really just a *reference* to the real object, which remains in the File Manager view, unchanged.
- To print a file, drop the file icon onto the Printer control in the Front Panel (or one of the printers in the Personal Printers subpanel).
- To delete a file or folder, drop the file or folder icon onto the Trash Can control in the Front Panel.

If you try to drop an icon in a location that does not support dropped objects, the icon snaps back to its original location in File Manager or on the desktop.

### ▼ To Display a Pop-up Menu

Each object in File Manager has a pop-up menu. The File Manager window itself has a pop-up menu viewable when the pointer is placed in a location in the view window outside the boundaries of the individual file or folder objects.

## Mouse

1. Point to the icon whose pop-up menu you want to display and press mouse button 3.



Figure 5-2 Sample pop-up menu

2. To choose a command from the menu, drag to the command, then release. Or, click the command.

## Keyboard

1. Using the Tab and direction keys, move the highlight to the icon whose menu you want to display.
2. Press Shift+F10.
3. To choose a command from the menu, use the direction keys to highlight the command, then press Return.
4. To cancel the menu without choosing a command, press Esc.

## ▼ To Rename a File or Folder

---

**Note** – You can't rename actions.

---

## Mouse

1. Select the file or folder name by clicking the name beneath its icon.

2. Type the new name.
3. Press Return. If you click outside the name without first pressing Return, your changes will be lost.

To cancel a rename operation, press Esc.

### Keyboard

1. Use the Tab and arrow keys to move to the icon for the file or folder you want to rename.
2. Press the Spacebar to highlight (select) the icon name.
3. Choose Rename from the Selected menu.
4. Type the new name.
5. Press Return.

To cancel a rename operation, press Esc.

## ▼ To Get Help on a File or Folder

The description displayed when you ask for help on an icon describes the data type associated with the file or folder. The description is specified in the data-type definition.

### Mouse

- Select the file or folder, then press F1.
- *Or*, put the mouse pointer on the object and select help from the object's pop-up menu (displayed by pressing mouse button 3).
- *Or*, choose On Item from the Help menu, then click the file or folder's icon.

### Keyboard

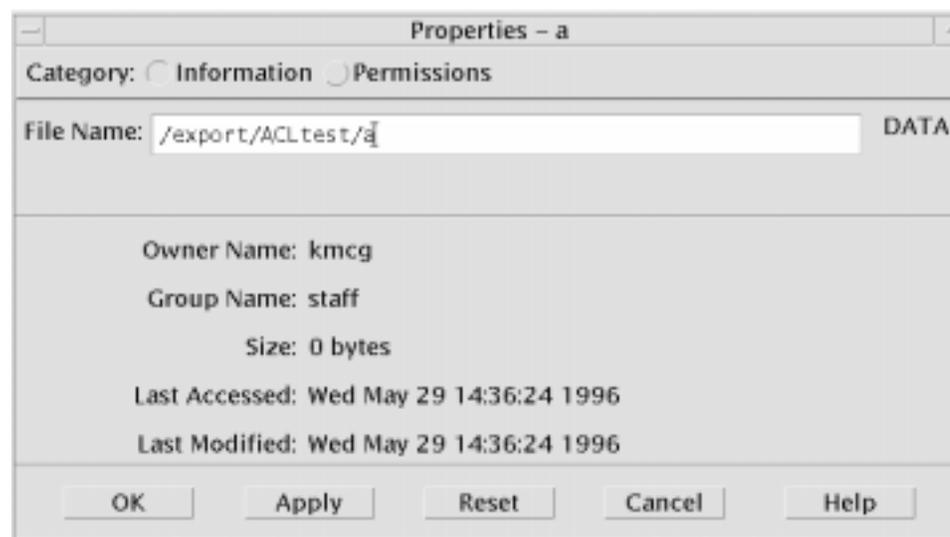
- ♦ Use the Tab and arrow keys to move to the icon, then press F1.

### See Also

- To find out more about how to use Help, see Chapter 3, “Getting Help.”
- For an introduction to creating data types and actions, see “Creating Personal Actions and Data Types” in Chapter 6, “Running Applications from the Desktop.”

### ▼ To View a File or Folder’s Information

Use the Information dialog box to view information about a file or folder.



1. In File Manager, select the icon of the file or folder whose information you want to view.
2. Choose Properties from the File Manager Selected menu, or from the icon’s pop-up menu (displayed by pressing Shift+F10 or mouse button 3).  
The Properties dialog box appears.
3. Click the Information radio button.
4. Examine the information about the file or folder:
  - Owner Name – The name of the file or folder’s owner

- Group Name – The name of the group to which the file or folder belongs
- Size – The size of the file or folder
- Last Accessed – The date on which the file or folder was last accessed
- Last Modified – The date on which the file or folder was last modified

---

**Note** – If you want to view the information for another file or folder, select the object, choose Properties from the Selected menu, and click the Information radio button. If you bring up the Properties dialog box by typing `sdtfprop&` on the command line, you can click Browse in the dialog box and select the file or folder name to view properties.

---

## Opening a File or Folder

The most basic action you can perform on an object is to open it. “Open” is a very general term, and the action taken depends on the type of object you are opening. For example, opening a folder changes the File Manager view to show the contents of that folder. Opening a data file usually starts the application that created the file and loads the data file.

### ▼ *To Open a File or Folder*

- Double-click the icon.

Double-clicking an icon executes the object’s *default action*, which is always the first action in the Actions portion of the Selected menu. For most data files, the default action opens the file by starting the appropriate application and loading the file.

- *Or*, select the icon, then go to the menu bar and choose Open (or Open In Place or Open New View) from the Selected menu.
- *Or*, choose an Open item from the icon’s pop-up menu (displayed by pressing Shift+F10 or mouse button 3).

## Manipulating Files and Folders

The major identifying features of a file or folder are:

- Its name and location in the folder hierarchy.
- Its owner permissions (properties).

---

For more information on permissions and how to set them, see “File and Folder Ownership and Security” on page 110.

- Whether it is linked to another file. A linked file is a representation of another file. Linked files provide a way for you to have one file that appears to exist in two or more folders.

### ▼ To Create a New File or Folder

1. Choose New File or New Folder from the File menu.
2. Type the name into the New File or New Folder field.
3. Click OK or press Return.

To close the New File or New Folder dialog box without creating a new file or folder, click Cancel or press Esc.

There are two other ways to create objects:

- Copy an existing object, then rename the copy (see “To Copy a File or Folder” on page 104).
- Create a new file within an application. For example, Text Editor creates a new file when you save a new document.

### ▼ To Move a File or Folder

---

**Note** – If you attempt to move a file or subfolder from a folder where you do not have permission to make changes, File Manager may create a copy of the object, and display an error message indicating that you cannot delete the original file.

---

#### Mouse

1. Make the source and destination folders visible:  
Open a File Manager view of the contents of the destination folder or the icon of the closed destination folder.
2. Select the file or folder to be moved and drag it to the destination folder.

If you move a folder, the entire folder and its contents are moved.

### Keyboard

1. Use the Tab and direction keys to move the highlight to the file or folder to be moved.
2. Press the Spacebar to select the object.
3. Choose Move to from the Selected menu.
4. Type a name into the Destination Folder text field.

For example, if you want to move the file `report` into the folder `/u/john`, you would type `/u/john`.

5. Click OK or press Return.

If you move a folder, the entire folder and its contents are moved.

## ▼ To Copy a File or Folder

### Mouse

1. Make the source and destination folders visible:

Open a File Manager view of the contents of the destination folder or the icon of the closed destination folder.

2. Select the file or folder to be copied.
3. Press and hold the Control key.
4. Drag the file or folder and drop it onto the destination folder.

Make sure that you release the mouse button before you release the Control key. Otherwise, you will move instead of copy the file or folder.

### Keyboard

1. Select the icon.
2. Choose Copy to from the Selected menu.

3. Type a name into the Destination Folder text field.

Note that this must be the new full path name for the file. For example, if you want to copy the file `report` into the folder `/u/john`, you would type `/u/john`.

4. Click OK or press Return.

To close the Copy File dialog box without copying a file, click Cancel or press Esc.

## ▼ To Create a Symbolic Link

A link icon is a copy of an icon that points to the same file or folder as the original icon. Any changes you make after opening the link icon will also appear when you access the file or folder using the original icon.

### Mouse

1. Make the source and destination folders visible:
  - Open a File Manager view of the contents of the destination folder.
  - *Or*, open a File Manager view that shows the icon of the closed destination folder.
2. Select the file or folder to be copied.
3. Press *and hold* the Shift key and the Control key while dragging and dropping the icon of a file or folder onto the icon of a new folder.

When you drop the icon, File Manager creates symbolic link in the new folder that points to the original file or folder. Make sure that you release the mouse button before you release the Shift key and the Control key. Otherwise, you will move instead of link the file or folder.

### Keyboard

1. Use the Tab and arrow keys to move the highlight to the icon of the file or folder to which you want to link.
2. Press the Spacebar to select the icon.
3. Choose Copy as Link from the Selected menu.

4. Type a name into the Destination Folder text field including the path for the name of the folder where you want this link icon to appear. If you want this link icon to have a different name than the original icon, type a new name in the Name for copy text field.
5. Click OK or press Return.

## Navigating to Folders and Subfolders

Each File Manager window (also called a *view*) shows the contents of a single folder.

If you are not familiar with hierarchical file systems, see “Basic File System Concepts” on page 93.

### ▼ To Change to Another Folder

You can change to another folder in any of the following ways:

- Double-click a folder icon.
- Select a folder icon and choose Open In Place from the Selected menu to open the folder in the current window, or Open New View from the Selected menu to open it in a new window.
- Choose the Open In Place or Open New View command from the folder’s pop-up menu (displayed by pressing Shift+F10 or mouse button 3).
- Double-click a folder in the iconic path to change the view to that folder.
- Select (click) the current folder line to change it into a text field. Type the name of the path you want and then press Return.
- In the current folder line, double-click a segment of the current path. For example, if the current folder is `/users/tom/.dt/types`, you can change to the `/users/tom` folder by double-clicking the word `tom`.
- Choose Go To from the File menu. Enter the folder’s full path name in the Destination Folder text field of the Go To window.

### ▼ To Go to Your Home Folder

- ◆ Choose Go Home from the File menu.

---

### ▼ To Change to the Parent Folder

- Choose Go Up from the File menu
- Or, double-click the .. (go up) icon.

### ▼ To Open a Terminal Window in the Current Folder

This procedure opens a terminal emulator window with the same current folder as the File Manager window. This is a quick way to type a command to affect the contents of the folder you are currently viewing.

- ◆ Choose Open Terminal from the File menu.

---

**Note** – You must have execute permission for a folder before you can open a Terminal window from it.

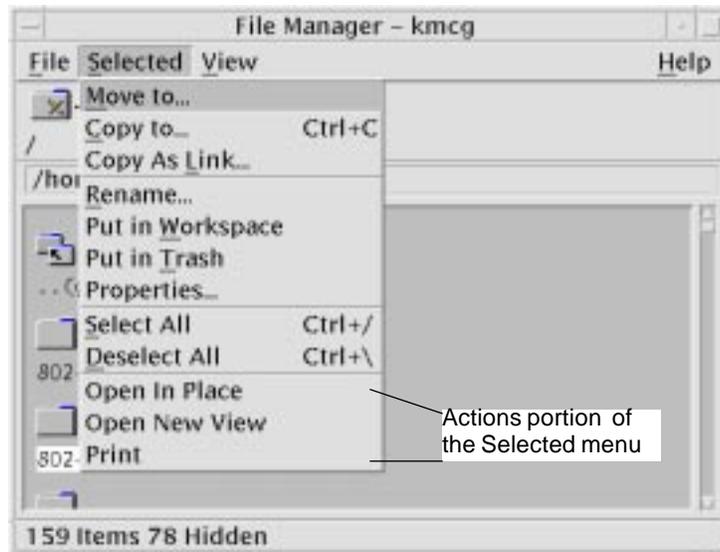
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To find out how to use terminal emulators, see Chapter 12, “Using Terminal.”

## Executing an Action for a File or Folder

Actions act on objects, and are a basic part of working with them. For example, printing the contents of an object uses the Print action. Starting an application for a data file object uses an Open action, or some other application action.

The Selected menu contains a list of commands followed by a list of actions you can use with the selected icon. The contents of the actions portion of the Selected menu change depending on the type of icon that is currently selected.



The action listed at the top of the action portion of the menu (the default action) is the action that will be taken when you double-click a file or folder. In the menu shown in the figure, the default action is Open In Place.

▼ To Execute the Default Action

The default action is the first action listed in the actions portion of the Selected menu.

- ◆ Double-click the object's icon.

▼ To Execute Other Actions

1. Select the object's icon.
2. Choose the action you want to execute from the Selected menu or from the object's pop-up menu.

## Deleting Objects to the Trash Can

The Trash Can collects the files and folders that you delete. They are not actually removed from the file system until the trash is “emptied.” You can only change your mind and *restore* a file you’ve put in the Trash Can if the Trash Can hasn’t been emptied.

### ▼ To Open the Trash Can Window

- ◆ Click the Trash Can control in the Front Panel.



### ▼ To Put an Object in the Trash Can

- Choose Put in Trash from the object’s pop-up menu (displayed by pressing Shift+F10 or mouse button 3).
- Or, select the object’s icon, then choose Put in Trash from the Selected menu.
- Or, drag the object’s icon and drop it onto the Trash Can control in the Front Panel.
- Or, drag an object’s icon to the open Trash Can window.

### ▼ To Put Back a File or Folder from the Trash Can

- Drag the object from the Trash Can window to File Manager.
- Or, in the Trash Can window, select the object you want to restore and choose Put back from the File menu.
- Or, choose Put back from the object’s pop-up menu (displayed by pressing Shift+F10 or mouse button 3).

### ▼ To Delete a File or Folder Permanently

When you delete a file permanently, it cannot be recovered (unless you have a backup mechanism.)

1. Open the Trash Can.
2. Select the objects you want to empty from the Trash Can.  
Select individual objects, or choose Select All from the File menu.
3. Choose Shred from the File menu or from the object's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).
4. Click OK in the confirmation dialog box.

## File and Folder Ownership and Security

The traditional UNIX file and folder protection scheme provides *read*, *write*, and *execute* permissions for three user types: *owner*, *group*, and *other*. These are called *basic permissions*.

Access Control Lists (ACLs) provide greater control over file and folder permissions than do basic permissions. ACLs enable you to define file or folder permissions for the owner, owner's group, others, and specific users and groups, and default permissions for each of these categories.

### Basic Permissions

The permissions on a file or folder specify how it can be accessed. These permissions apply to the basic user types as well as to the ACL default types described in "Setting Default Permissions through an Access Control List" on page 119.

- *Read Permission* – Allows access to retrieve, copy, or view the contents of the object.
- *Write Permission* – For a file, allows access to change the contents of the file. For a folder, allows access to create or delete objects from the folder.
- *Execute Permission* – For a file, allows access to run the file (for executable files, scripts, and actions). For a folder, allows access to search and list the folder's contents.

If you do not have permission to write inside a folder, the folder will look like this:



If you do not have read or execute permission for a folder, the folder will look like this:



## Basic User Types

For a file or folder, the three basic types of users are:

- *Owner* – The user who owns the file or folder. Only a system administrator (root user) can change the owner of a file or folder.
- *Group* – Users who have been grouped together by the system administrator. For example, the members of a department might belong to the same group. This group is the owning group and usually includes the file or folder's owner.
- *Other* – All other users on the system besides the owner and owning group.

## Examples

To make a folder private:

- Change the folder's properties, giving yourself (the owner) read, write, and execute permission, but giving no permissions for group and other. This means that only you and the root user can view the contents of the folder.

To make an object that you've created available for everyone to use but protect it so it isn't inadvertently overwritten:

- Change the file's properties, giving read and execute permission to owner, group, and other. Don't give anyone write permission.

### ▼ To View a File or Folder's Permissions

1. In File Manager, select the icon of the file or folder whose permissions you want to view.
2. Choose Properties from the File Manager Selected menu, or from the icon's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).

The Permissions dialog box is the default view.

3. Examine the file or folder's Basic Permissions in the Effective column ("r" stands for Read permission, "w" stands for Write permission, and "x" stands for Execute permission).
  - Owner – The permissions granted to the file or folder's owner
  - Group – The permissions granted to the file or folder's group
  - Other – The permissions granted to everyone besides the owner and group

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**Note** – The Read, Write, and Execute columns in the dialog box represent requested permissions, and may be different than the permissions that are actually in effect (which are shown in the Effective column). The requested permissions may not be in effect because of the mask (see "Permissions Mask" on page 123).

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If you want to look at the permissions for another file or folder, select the object and choose Properties from the Selected menu. If you display the Properties dialog box by typing `sdtfprop&` on the command line, you can click Browse in the dialog box and select the file or folder name to view properties.

### ▼ To Modify Basic Permissions

1. In File Manager, select the icon of the file or folder whose permissions you want to modify.
2. Choose Properties from the File Manager Selected menu or from the icon's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).

The Permissions dialog box appears.

3. Click the check boxes to set the Owner, Group, and Other permissions.  
The mask restricts the Group permissions, but does not affect Owner or Other permissions. The actual read, write, and execute permissions that Owner, Group, and Other receive appear in the Effective column.
4. Use the Apply Changes To option button to choose the scope of the changes.  
For files, the options are This File Only (default), All Files in Parent Folder, and All Files in Parent Folder and its Subfolders. For folders, the options are This folder only (default) and This folder and its Subfolders.
5. Click OK on the Permissions dialog box to apply the current settings and dismiss the dialog box. Click Apply to apply the settings without dismissing the Permissions dialog box.

If you want to modify the permissions for another file or folder, select the object and choose Properties from the Selected menu. If you display the Properties dialog box by typing `sdtfprop&` on the command line, you can click Browse in the dialog box and select the file or folder name to modify properties.

See “Permissions Mask” on page 123 for a discussion of the mask.

## ▼ To Change File or Folder Ownership

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**Note** – You must have logged in as the system administrator (root user) in order to change the ownership of a file or folder. If you do not have permission to change the properties, some of the controls in the Permissions dialog box are unavailable.

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1. In File Manager, select the icon of the file or folder whose ownership you want to modify.
2. Choose Properties from the File Manager Selected menu or from the icon’s pop-up menu (displayed by pressing Shift+F10 or mouse button 3).  
The Permissions dialog box appears.

3. To change the owner, type the new owner name into the Owner text field. To change the owning group, type the new group name into the Group text field.

You can specify a different owning group only if you are also a member of another group, even if you are not the file or folder owner.

4. Click OK to apply the current settings and dismiss the dialog box. Click Apply to apply the settings without dismissing the Permissions dialog box.

#### ▼ To Browse and Edit Properties of Multiple Files and Folders

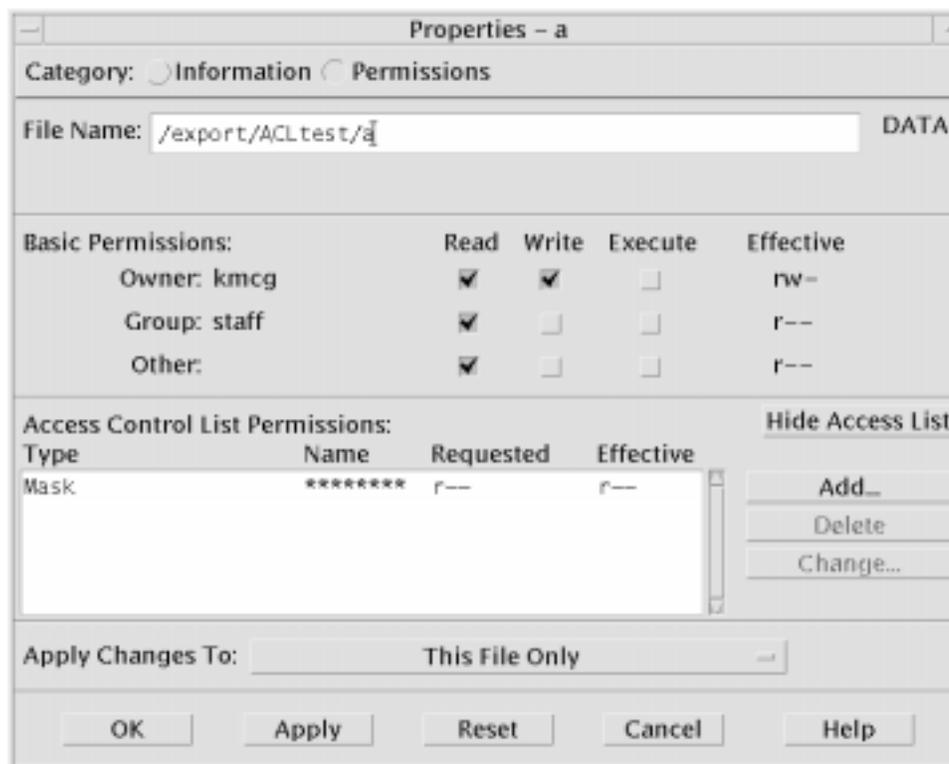
1. Open the Properties dialog box by typing `sd&tfprop&` at the command line.  
You can edit the File Name text field and click Browse to open the File Selection dialog box only if you open the Properties dialog box from the command line.
2. Click Browse or type the name of a file or folder in the File Name field.
3. Browse or edit the file or folder properties.
4. Click OK to apply the current settings and dismiss the dialog box. Click Apply to apply the settings and continue the browsing and editing process.

### Access Control Lists

ACLs enable you to define file or folder permissions for the owner, owner's group, others, and specific users and groups, and default permissions for each of these categories. You can set up only one ACL per file or folder. An ACL consists of ACL *entries*. Each entry has a user type associated with it, much as basic permissions have Owner, Group, or Other associated with them.

If you want to grant file or folder access to a particular user or group, use the User or Group type ACL entry, respectively. You must specify the name of the user or group when you create the ACL entry. For example, you can use an ACL to grant a friend read permission on your resume, while protecting it from being read by the rest of the world (besides yourself).

To create, modify, or view ACLs on a file or folder, it must reside on a Solaris 2.5 or later server or system, and you must be running Solaris 2.5 software or later. Such files and folders are called *ACL-enabled*. To set, modify, and view basic permissions and ACLs using the Properties Graphical User Interface (GUI), you must be running CDE 1.1 or later.



You must be the owner of the file or folder to create or modify basic permissions or ACLs for that file or folder. If you are not the owner, all fields in the Properties dialog box are displayed as read-only.

**Note** – ACL terminology in this section refers to terminology used in the Properties GUI. Command-line terminology may be slightly different.

### ▼ To View an Access Control List

1. In File Manager, select the icon of the file or folder whose Access Control List (ACL) you want to view.
2. Choose Properties from the File Manager Selected menu or from the icon's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).

The Properties dialog box appears.

If the file or folder has an ACL, it appears in the scrolling list labeled Access Control List Permissions. If the file or folder has no ACL, the scrolling list is hidden.

The Requested column shows the permissions that the owner requests for each ACL entry. These permissions are restricted by the mask, and the actual ACL entry permissions appear in the Effective column. See "Permissions Mask" on page 123 for a discussion of the mask.

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**Note** – To create, modify, or view ACLs on a file or folder, it must reside on a Solaris 2.5 or later server or system, and you must be running Solaris 2.5 or later.

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### ▼ To Add an Access Control List Entry

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**Note** – Adding the first Access Control List entry creates the Access Control List.

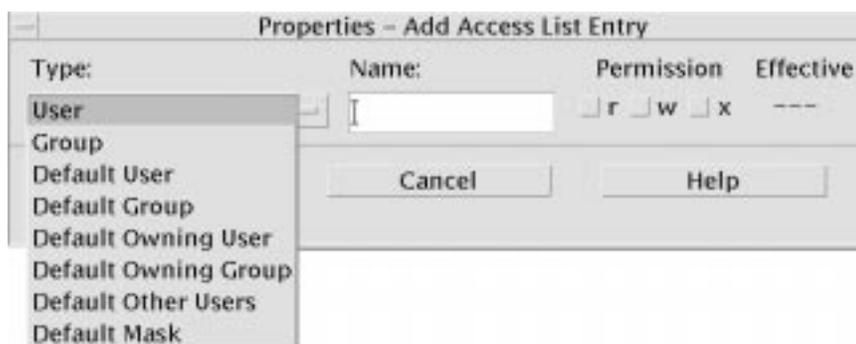
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1. In File Manager, select the icon of the file or folder whose ACL you want to modify.
2. Choose Properties from the File Manager Selected menu or from the icon's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).

The Permissions dialog box appears.

3. Click the Show Access Control List button if the ACL portion of the Permissions dialog box is not visible.
4. Click the Add button.

The Add Access List Entry dialog box appears.



5. Select an option from the Type option button.
6. Enter the name associated with the chosen Type, if it has one in the Name field.
7. Click the Permission check boxes to reflect the values you want for the new ACL entry.

The footer status line on the bottom of the dialog box informs you if the permissions you request are restricted by the mask.
8. Click the Add button in the Add Access List Entry dialog box.
9. Use the Apply Changes To option button to choose the scope of the change.

For files, the options are This File Only (default), All Files in Parent Folder, and All Files in Parent Folder and its Subfolders. For folders, the options are This folder only (default) and This folder and its Subfolders.
10. Click OK to apply the current settings and dismiss the dialog box. Click Apply to apply the settings without dismissing the dialog box.

### ▼ To Change an Access Control List Entry

1. In File Manager, select the icon of the file or folder for which you want to change an ACL entry.
2. Choose Properties from the File Manager Selected menu or from the icon's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).

The Permissions dialog box appears.

3. Select the entry in the Access Control List Permissions scrolling list that you want to change.
4. Click the Change button.

The Change Access List Entry dialog box appears.



5. Click the Permission check boxes to reflect the values you want for the ACL entry.  
The footer status line at the bottom of the dialog box informs you if the permissions you request are restricted by the mask.
6. Click the Change button in the Change Access List Entry dialog box.
7. Use the Apply Changes To option button to choose the scope of the change.  
For files, the options are This File Only (default), All Files in Parent Folder, and All Files in Parent Folder and its Subfolders. For folders, the options are This folder only (default) and This folder and its Subfolders.
8. Click OK to apply the current settings and dismiss the dialog box. Click Apply to apply the settings without dismissing the dialog box.

### ▼ To Delete an Access Control List Entry

1. In File Manager, select the icon of the file or folder for which you want to delete an ACL entry.
2. Choose Properties from the File Manager Selected menu or from the icon's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).  
The Permissions dialog box appears.

3. Select the entry in the Access Control List Permissions scrolling list that you want to delete.
4. Click the Delete button.

A dialog box appears asking you to confirm this deletion. If you delete any of the four required ACL default entries, all ACL default entries will be deleted. See “Setting Default Permissions through an Access Control List” for a description of required and optional default ACL entries.

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**Note** – Removing all entries (except Mask) removes the entire Access Control List.

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5. Use the Apply Changes To option button to choose the scope of the change.  
For files, the options are This File Only (default), All Files in Parent Folder, and All Files in Parent Folder and its Subfolders. For folders, the options are This folder only (default) and This folder and its Subfolders.
6. Click OK to apply the current settings and dismiss the dialog box. Click Apply to apply the settings without dismissing the dialog box.

### Setting Default Permissions through an Access Control List

When you create a file or folder within a folder, it inherits the basic permissions set by the system administrator. (To determine the current defaults, create a new file or folder and then choose Properties from the Selected menu to view the permissions.)

You can use an Access Control List to set default basic permissions yourself for any file or folder that is created within a folder. The ACL for that folder must contain entries for all four of the following *required* Default entry types: Default Owning User, Default Owning Group, Default Other, and Default Mask. An ACL can contain only one entry of each required type.

The file or folder inherits the values for Owner, Group, and Other from the person who creates it and inherits the basic permissions from the required ACL Default entry types on the containing folder. ACL entries of these types do not have names associated with them.

You can also set *optional* Default entry types—Default User and Default Group— for any file or folder that is created within a folder. You can create as many Default User or Default Group ACL entries as you want. You must specify the name of the user or group when you create the ACL entry.

Any ACL in which you want to put a Default User or Default Group entry must also contain one of each required entry type.

### **Example**

Suppose that the values for Owner and Group for a user named Carla are `otto` and `otto_staff`, respectively. The value for Other (call it `otto_other`) is everyone at Carla's company except for Carla and the members of `otto_staff`. Carla creates these required Default ACLs on her folder named `Project1`:

- Default Owning User with permissions `rw` (read, write, execute)
- Default Owning Group with permissions `rx` (read, execute)
- Default Other with permissions `no-read, no-write, no-execute`
- Default Mask with permissions `rw` (read, write)

Any file or folder subsequently placed in the `Project1` folder inherits these basic permissions from `Project1`:

- The file or folder Owner value is `otto` and `otto` has read, write, and execute permission on that file or folder
- The file or folder Group value is `otto_staff` and `otto_staff` has read and execute permission on that file or folder
- The file or folder Other value is `otto_other` and `otto_other` has no-read, no-write, and no-execute permission on that file or folder

Also, the file or folder has a Mask entry in the Access Control List Permissions scrolling list with value `rw` (read, write).

If Carla also adds an optional ACL of type Default User (Default Group) for the `Project1` folder, then any file or folder subsequently placed in `Project1` will inherit an ACL of type User (Group).

### ▼ **To Set Required Default Entry Types**

1. In File Manager, select the icon of the folder for which you want to set the required ACL Default entry types.

2. Choose Properties from the File Manager Selected menu or from the icon's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).  
The Permissions dialog box appears.
3. Click the Show Access Control List button if the folder has no ACL defined.  
If the folder has an ACL defined, it will be visible when you open the Permissions dialog box.
4. Click Add and select an ACL entry of type Default Owning User, Default Owning Group, Default Other, or Default Mask.  
A message appears reminding you that the other required ACL Default entries will also be added.
5. Click the Permission check boxes to set the permissions for the Default entry.
6. Click Add in the Add Access List Entry dialog box.  
The other three required ACL Default entries are automatically created for you, with permissions set to no-read, no-write, no-execute.
7. *Optional.* Change the permissions for the required ACL Default entries that were automatically created in Step 6 above.
8. Use the Apply Changes To option button to choose the scope of the changes.  
The options are This folder only (default) and This folder and its Subfolders.
9. Click OK to apply the current settings and dismiss the dialog box. Click Apply to apply the settings without dismissing the dialog box.

▼ ***To Delete Required ACL Default Entry Types***

1. In File Manager, select the icon of the folder for which you want to delete an ACL Default entry.
2. Choose Properties from the File Manager Selected menu or from the icon's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).  
The Permissions dialog box appears.

3. Select required ACL Default entry and click Delete.

A message appears to remind you that once you delete one of the required default ACL entries, the other three are automatically deleted for you.

4. Click Delete in the confirmation dialog box.
5. Use the Apply Changes To option button to choose the scope of the change.  
The options are This folder only (default) and This folder and its Subfolders.
6. Click OK to apply the current settings and dismiss the dialog box. Click Apply to apply the settings without dismissing the dialog box.

▼ ***To Set Optional ACL Default Entry Types***

1. In File Manager, select the icon of the folder for which you want to set an optional ACL Default entry type.
2. Choose Properties from the File Manager Selected menu or from the icon's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).  
The Permissions dialog box appears.
3. Click the Show Access Control List button if the folder has no ACL defined.  
If the folder has an ACL defined, it will be visible when you open the Permissions dialog box.
4. Click Add and select an ACL entry of type Default User or Default Owning Group.  
If the ACL does not contain the required default entries, they will also be created, with permissions set to no-read, no-write, no-execute.
5. Click the Permission check boxes to set the permissions for the Default entry.
6. Click Add in the Add Access List Entry dialog box.
7. Continue to add as many ACL entries of type Default User or Default Owning Group as you want.
8. Use the Apply Changes To option button to choose the scope of the changes.  
The options are This folder only (default) and This folder and its Subfolders.

9. Click OK to apply the current settings and dismiss the dialog box. Click Apply to apply the settings without dismissing the dialog box.

## Permissions Mask

ACL-enabled files and folders have a *mask* defined whose default permissions are the group permissions for the file or folder. The mask is the maximum allowable permissions granted to any user on all ACL entries and for Group basic permissions. It does not restrict Owner or Other basic permissions. For example, if a file's mask is read-only, then you cannot create an ACL with write or execute permission for a user without changing the mask value.

Use the mask as a quick way to limit permissions for users and groups.

### ▼ To Modify the Mask

1. In File Manager, select the icon of the file or folder whose mask you want to modify.
2. Choose Properties from the File Manager Selected menu or from the icon's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).  
The Permissions dialog box appears.
3. Click the Show Access Control List button if the folder has no ACL defined.  
If the folder has an ACL defined, it will be visible when you open the Permissions dialog box.
4. Select the Mask entry in the Access Control List Permissions scrolling list.  
The current mask permissions appear in the Effective column.
5. Click the Change button.
6. Click the Permission check boxes to reflect the values you want for the mask.
7. Click the Change button in the Change Access List Entry dialog box.

8. Use the Apply Changes To option button to choose the scope of the permissions changes.

For files, the options are This File Only (default), All Files in Parent Folder, and All Files in Parent Folder and its Subfolders. For folders, the options are This folder only (default) and This folder and its Subfolders.

9. Click OK to apply the current settings and dismiss the dialog box. Click Apply to apply the settings without dismissing the dialog box.

## Using File Manager Objects on the Desktop

The desktop lets you put any file or folder icon directly on the backdrop of the current workspace for quick access. Any icon you drop on the desktop stays where you put it.

File Manager provides a way to view all the objects in your file system. However, the object is only visible when you are viewing the folder it is in.

To make an object more accessible, you can put it directly on the workspace backdrop. The desktop is that area or surface on which windows appear to lie. When an object is placed there, it is called a *workspace object*. There is a separate desktop for each workspace.

Placing an object on the workspace does not alter the original file or folder. In fact, the icon that appears on the workspace is really just a shortcut for accessing the real file or folder. Any operation you perform on the workspace object is actually performed on the file or folder it represents.

## Workspaces in the Desktop

You can have several workspaces on your desktop, so you can set up your working environment by putting the files and folders in the workspaces where you use them most, or in more than one workspace if needed.

## Pop-up Menus

Each workspace object has its own pop-up menu, displayed with mouse button 3 or by pressing Shift+F10 when the icon is selected. This menu contains commands for manipulating the object, including all the actions that

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appear in the File Manager's Selected menu when the object is selected. The Workspace pop-up menu is similar to the pop-up menu available within File Manager windows, but contains a few different commands.

### ▼ To Put a File or Folder on the Workspace Backdrop

This procedure creates a copy of the icon on the workspace backdrop. Any changes you make to the copy on your workspace backdrop will also be made to the original that is still in File Manager.

1. Switch to the workspace where you want to display the object.
2. Then:
  - Drag and drop the object's icon onto the workspace.
  - *Or*, select the icon, then choose the Put in Workspace command from the Selected menu or from the icon's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).

You can repeat these steps to put an icon on the desktop in as many workspaces as you want.

### ▼ To Display the Pop-up Menu for a Workspace Object

#### Mouse

1. Point to the object's icon.
2. Press mouse button 3.
3. Choose a command from the menu by dragging to the command then releasing the mouse button.

#### Keyboard

1. Move the highlight to the object's icon using Alt+Tab.
2. Press Shift+F10.
3. Choose a command from the menu by using the direction keys to highlight the command, then press Return.

To cancel the menu without choosing a command, press Esc.

### ▼ To Remove an Object from the Workspace

1. Switch to the workspace where the object resides.
2. Locate the object's icon on the desktop.
3. Choose Remove From Workspace from the object's pop-up menu.

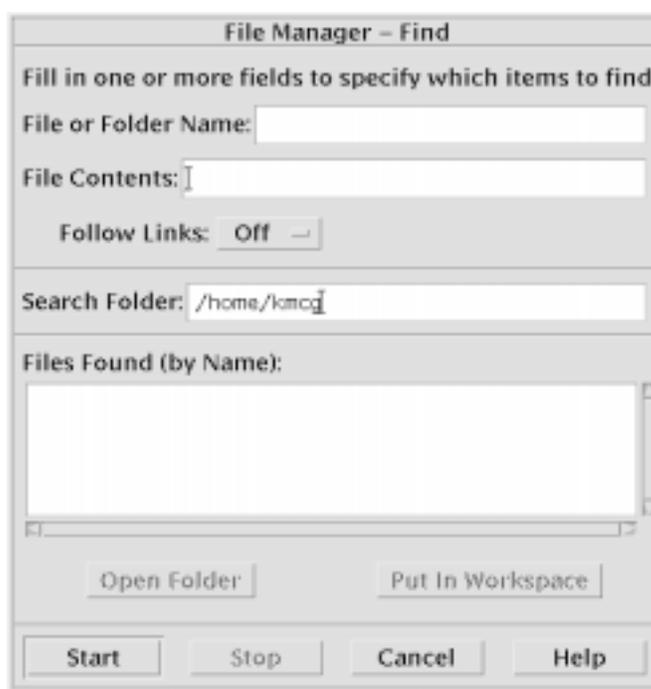
Removing an object from the workspace does not alter the original object; that is, the object still exists in File Manager.

## Locating Files

Keeping track of many files can quickly become difficult. File Manager helps by providing the ability to search for a file or folder by name. You can also search for files based on the contents of the file.

## ▼ To Find an Object by Name

1. Choose Find from the File menu.



2. Type the name of the file or folder you want to find into the File or Folder Name field.

When you specify a file or folder name, you can include wildcard characters such as asterisk (\*) and question mark (?). The \* matches any string of characters (including no characters), and ? matches any single character. For example:

- ba\* Matches all names that begin with the string ba
- ba? Matches all three-character names that begin with the string ba
- \*.dt Matches all names that end with the .dt suffix
- \*.???

The file name and contents can be specified using the same *regular expression* syntax allowed by the `find` command. (Refer to the `find` man page and `grep` man page for more information.)

3. Type the folder where you want the search to begin into the Search Folder field. (By default, this field contains the name of the current folder.)

Find will search this folder and all of its subfolders.

4. Click Start or press Return.

File Manager begins searching the Search Folder and the folders it contains for files that match the name you provided. Matches that are found are listed in the Files Found list. Once you have found an object, you can select it and click Open Folder to open the folder it is in or Put in Workspace to place its icon on the current backdrop.

To stop the search, click the Stop button or press Return.

### ▼ To Find a File by Contents

1. Choose Find from the File menu.
2. *Optional.* You can use the File or Folder Name text field to narrow, and therefore speed up, the search.

If you enter a partial name (using wildcards) File Manager examines only the files that match the File or Folder Name field. If you leave the File or Folder Name field empty, File Manager searches every file within the search folder. Names can be specified using the same *regular expression* syntax allowed by the `grep` command. (Refer to the `grep` man page for more information.)

3. Type the text string you want to search for into the File Contents field.

Case is ignored for this string (upper- and lowercase letters are equivalent). You do not have to use complete words. For example, if you type `fi` it will find both fish and File.

Contents can be specified using the same *regular expression* syntax allowed by the `grep` command. (Refer to the `grep` man page for more information.)

4. Type the name of the folder where you want the search to begin into the Search Folder field. (By default, this field contains the name of the current folder.)
5. Click Start or press Return.

File Manager begins searching the search folder and the folders it contains for files that contain the File Contents string. Matches that are found are listed in the Files Found list. Once you have found an object, you can select it in the list and then click Open Folder to open the folder it is in or Put In Workspace to place its icon on the current backdrop.

To stop the search at any time, click the Stop button or press Return.

## Customizing File Manager Views

File Manager provides several ways to see the contents of folders. You can:

- Change the basic viewing structure from one folder at a time to seeing a tree view. See “To Display the Tree View” on page 132.
- Determine the sort order of objects. See “To Change the Order Icons Are Sorted” on page 133.
- Hide (filter) certain objects. See “To Show or Hide Files and Folders” on page 135.
- Change the style used for objects – names and small or large icons, names alone, or a long list of names plus properties.

### ▼ To Configure the Headers

1. Choose Set View Options from the View menu.
2. Determine which headers to display:
  - Select Iconic Path to show current folder path as a string of folder icons at the top of the window.
  - Select Text Path to show the current folder’s full path name in a text field above the view pane.
  - Select Message Line to show a count of the number of files in the folder. The line will appear at the bottom of the window.

3. To implement the chosen option and close the Set View Options dialog box, click OK.

To implement the chosen option and leave the Set View Options dialog box open, click Apply.

### ▼ To Configure How Icons are Placed

1. Choose Set View Options from the View menu.
2. Determine how you want to have the icons placed:
  - Select As Placed to leave icons where they are dropped.
  - Select Rows and Columns to automatically align the icons you drop into a grid.
3. To implement the chosen option and close the Set View Options dialog box, click OK.

To implement the chosen option and leave the Set View Options dialog box open, click Apply.

### Using the Tree View

The tree view resembles an outline. Files and folders contained in a folder are listed beneath that folder in an indented list

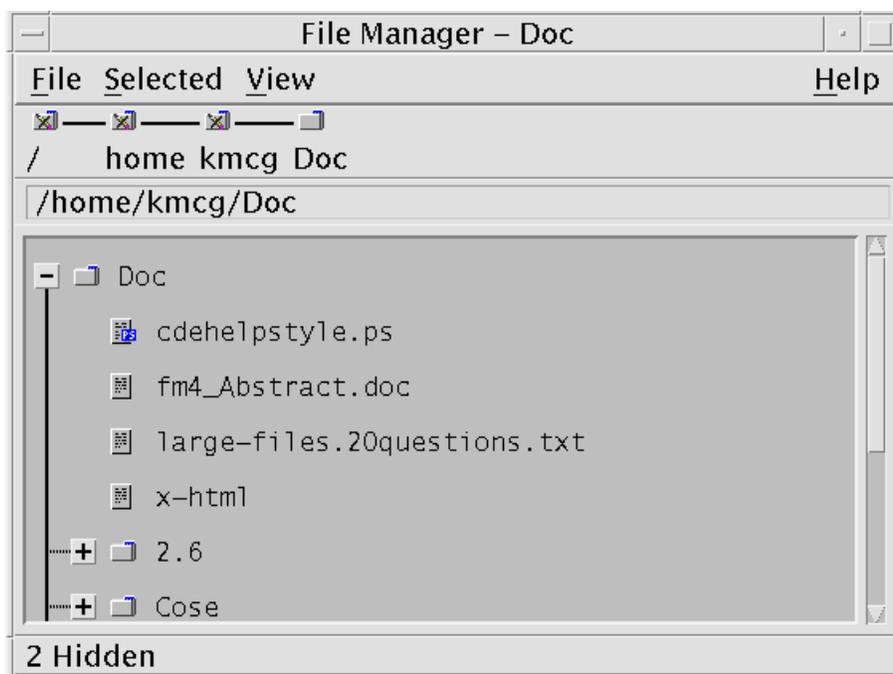


Figure 5-3 File Manager tree view

In the tree view, a folder can have three states. The states are shown and changed using the buttons to the left of the folder. You can also open and close the tree branches by selecting a folder and then pressing the + and - keys on your keyboard (these are the keys in the center, not the numeric keypad):

- + The folder is in its closed state. None of the folder's contents are shown. Clicking the button expands the folder partially or fully, depending on the tree view option currently in effect.
- The folder is in its fully expanded state. All objects in the folder are shown. Clicking the button fully closes the folder.
- +/- The folder is in its partially expanded state. The only contents shown are the folders it contains. (This view is possible only when using tree view option by Folders, then Files.) Clicking the button expands the folder to show the filenames.

You can alter the appearance of files and folders in the tree view by changing the settings in the Show box in the Set View Options dialog box. Changes to the preferences are only for the current session. To make them permanent, see “To Save the Current Preferences as Your Default” on page 134.

If you double-click a folder in tree view, a new view of that folder opens that is not in tree view mode.

### ▼ To Display the Tree View

The tree view shows a folder and the files and folders beneath it.

1. Change to the folder where you want the tree view to start.
2. Choose Set View Options from the View menu.
3. Select By Tree in the Show box.
4. Select one of the tree view options:

**Folders only**      The tree shows folders only. To view files, double-click a folder name. This is the default view.

**Folders, then Files**      Folders only appear at first. Click the [+] button next to each folder to view its contents. First click shows subfolders. Second click shows files that are inside. When you click the button the third time, the folder contracts again.

**Folders and Files**      The tree shows both folders and files automatically.

5. To implement the chosen options and close the Set View Options dialog box, click OK.

To implement the chosen options and leave the Set View Options dialog box open, click Apply.

### ▼ To Display the Folder View

The folder view will show a folder and all the files and folders in that folder.

1. Change to the folder that you want to view.
2. Choose Set View Options from the View menu.

3. Select **By Single Folder** in the **Show** box.
4. To implement the chosen options and close the **Set View Options** dialog box, click **OK**.

To implement the chosen options and leave the **Set View Options** dialog box open, click **Apply**.

You can alter the appearance of files and folders in the folder view by changing the settings in the **Show** box in the **Set View Options** dialog box. Changes to the preferences are only for the current session. To make them permanent, see “**To Save the Current Preferences as Your Default**” on page 134.

### ▼ To Change How Objects Are Represented

1. Choose **Set View Options** from the **View** menu.
2. Select the representation you prefer from the **Representation** box.
  - **By Name Only:** Icons will not be displayed in **File Manager**. **File Manager** indicates objects that are folders by adding a slash (/) after their names. Executable programs have an asterisk (\*) after their name.
  - **By Large Icons:** This is the default. The objects in **File Manager** will appear with their name and large icon.
  - **By Small Icons:** The objects in **File Manager** will appear with their name and small icon.
  - **By Name, date, size, ...:** The objects in **File Manager** will appear with their file date, size, and so on in addition to the file name and icon.
3. Click **OK** or **Apply**.

### ▼ To Change the Order Icons Are Sorted

1. Choose **Set View Options** from the **View** menu.
2. Select the sort order you prefer from the **Order** box, and the direction from the **Direction** box.
  - **Alphabetically:** **A to Z (Ascending)** or **Z to A (Descending)**. Icons with names that start with capital letters appear first. Icons with names that start with lowercase letters are at the bottom.

- **By File Type:** By object type. For example, files, folders and actions are different types of objects. Within each group of the same type, the icons are sorted alphabetically (based on the order the data types are read into the database).
- **By Date:** By date the files were last modified, oldest to newest (Ascending) or newest to oldest (Descending).
- **By Size:** By file size, smallest to largest (Ascending) or largest to smallest (Descending).

3. Click OK or Apply.

If you have Placement set to As Placed, icons are sorted only when you choose Clean Up from the View menu or when you click Apply in the Set View Options dialog box. If Placement is set to Rows and Columns, the icons are sorted each time there's a change to the folder's contents, or when you choose Update from the View menu.

### ▼ To Re-Sort (Clean Up) Objects

The Clean Up command sorts the objects in the current view (according to the settings in the Set View Options dialog box) and lines them up in a grid pattern. The settings in other File Manager windows are not affected.

◆ Choose Clean Up from the View menu.

The Clean Up command is unavailable if you have the Placement preference set to Rows and Columns.

### ▼ To Save the Current Preferences as Your Default

When you apply changes using the Set View Options and Set Filter Options dialog boxes, the changes only apply to the current session. If you want to save the preferences so they will be used the next time you open File Manager:

1. Set the preferences that you want and apply them (using Set View Options and Set Filter Options in the View menu).
2. Choose Save As Default Options from the View menu.
3. Click OK.

These changes to the default view will not take effect until the next time you click the File Manager control in the Front Panel.

After saving the current preferences, all new File Manager views you open use the new preferences and filter list.

## Hiding Files and Folders

Hidden files and folders are those whose file types are selected in the *filter list*.

The criterion for hiding or showing a file or folder is based on its data type. Use the Set Filter Options command to change which data types are shown and hidden. (See “To Specify Which Data Types Are Hidden” below.) The default hidden data types are DOT\_FILE, DOT\_FOLDER, and CURRENT\_FOLDER.

### ▼ To Show or Hide Files and Folders

- ◆ Choose Show Hidden Objects from the View menu.

Choosing the command a second time again reverses the toggle (from shown to hidden and back again).

The criterion for hiding or showing a file or folder is based on its data type. Use the Set Filter Options command to change which data types are shown and hidden. (See “To Specify Which Data Types Are Hidden” below.) The default hidden data types are DOT\_FILE, DOT\_FOLDER, and CURRENT\_FOLDER.

### ▼ To Specify Which Data Types Are Hidden

1. Choose Set Filter Options from the View menu.

Data types that have already been chosen to be hidden are highlighted.

2. In the Select File Types to be Hidden box, select the data types you want to be hidden. File types that are already being hidden are highlighted.

Or, to reset the default filter list (DOT\_FILE, DOT\_FOLDER, and CURRENT\_FOLDER), click Defaults.

3. *Optional.* Type a name pattern into the Also Hide (Optional) field specifying additional file and folder names to be hidden.

The filter list specifies which files are *not* to be displayed. If you select all object types or type \* into the Filter String field, then *no* files are displayed. If you type \*.txt, then any file whose name ends in .txt will be added to the filter list and not displayed.

Advanced users: The Filter String may be any *regular expression*. Refer to the `regexp(5)` man page for more information.

4. Click OK.

If you want to view the results before closing the dialog box, click Apply.

To reset to the default filter list, choose Defaults. This resets the default values but does not apply them until you click Apply or OK.

## Icon Browsing

Files with names that end in .pm or .bm contain icons. These are the files that File Manager uses to build icons. By default, you must open these files to see the icons they contain. If you enable icon browsing, File Manager displays the contents of .pm or .bm files so you don't have to open them to see what they look like.

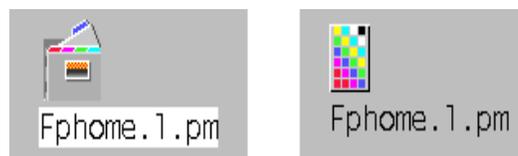


Figure 5-4 Icon with icon browsing enabled (left) and disabled (right)

### ▼ To Enable Icon Browsing

1. Copy the file `/usr/dt/examples/types/language/IconBrowse.dt` into your `/HomeDirectory/.dt/types` folder.
2. Open Application Manager and double-click Reload Actions in the Desktop\_Tools application group.
3. Restart File Manager.

---

**Note** – The maximum default display area for icons is 38x38 pixels. So, if a picture file is larger than 38x38, the picture will be clipped and only the top left 38x38 pixels will be shown. You can increase the size of the display area for icons if you want larger images to be fully visible (see “To Change the Icon Display Area Size”). However, a larger display size area will slow down the opening of folders, and icons will be spread further apart in folder views.

---

#### ▼ *To Disable Icon Browsing*

1. Remove your personal copy of the `IconBrowse.dt` file.
2. Open Application Manager and double-click Reload Actions in the Desktop\_Tools application group.

#### ▼ **To Change the Icon Display Area Size**

1. Open a Terminal window and type `dtpad ~/.Xdefaults`.
2. When the file is displayed, it may be empty or there may be text already in the file. In either case, add the following four lines of text to the file:

```
Dtfile*smallIconWidth:24
Dtfile*smallIconHeight:24
Dtfile*largeIconWidth:38
Dtfile*largeIconHeight:38
```

When you type in these lines, replace the default numbers at the end of each line with the new display area size you want.

3. Choose Save from the File menu.
4. Choose Close from the File menu.

---

**Note** – The change will not take effect until you exit the desktop and log back in. If you should want to return to the default display area size, type the default sizes back in or just remove the four lines you added, and then exit and restart the desktop.

---

## Using Removable Media with File Manager

File Manager enables you to use *removable media*, such as diskettes and CD-ROMs, on the workspace. You can view the contents of your diskettes or CD-ROMs if you have a system with at least one diskette drive or one CD-ROM drive and you are running Solaris CDE 1.1 or later.

Removable media are mounted on your file system in removable media folders. File Manager enables you to view the contents of the removable media without having to know the location of these folders.

File Manager restricts the view of a diskette or CD-ROM window to the removable media folder and its subfolders. You cannot navigate out of the folder `/floppy/diskette_name` when you view the diskette labeled `/diskette_name` or navigate out of the folder `/cdrom/cdrom_name` when you view the CD-ROM labeled `/cdrom_name`.

### Dragging and Dropping Files and Folders

When you drag a file or folder icon from a *regular folder window*, the default drag-and-drop behavior is:

- A copy operation when you drop the icon onto a diskette window.
- A move operation when you drop the icon onto a folder window.
- A move operation when you drop the icon onto the Trash Can or to the Trash window.

When you drag a file or folder icon from a *diskette window*, the default drag-and-drop behavior is:

- A copy operation when you drop the icon onto another diskette window.
- A copy operation when you drop the icon onto a folder window.
- A move operation when you drop the icon onto the Trash Can or to the Trash Can window.

When you drag a file or folder icon from a *CD-ROM window*, the default drag-and-drop behavior is:

- A copy operation when you drop the icon onto a diskette window.
- A copy operation when you drop the icon onto a folder window.

---

**Note** – You cannot drag and drop files or folders onto a CD-ROM.

---

## Removable Media Manipulation Skills

This section describes tasks that you can perform using diskettes and CD-ROMs with File Manager.

### ▼ *To View Files and Folders on a Diskette*

1. Insert the diskette into a disk drive.
2. Select Open Floppy from the Folders subpanel on the Front Panel, or from the File Manager File menu.

If the diskette is formatted and readable by the system, File Manager displays a view of the diskette's contents. If the diskette is unformatted or is unreadable by the system, File Manager displays the Unreadable Floppy dialog box.

---

**Note** – If your system has more than one disk drive, File Manager opens one window for each readable diskette you insert when you choose Open Floppy from the File menu.

---

### ▼ *To View Files and Folders on a CD-ROM*

- ◆ Insert the CD-ROM into a CD-ROM drive.

File Manager displays a window containing a view of the CD-ROM contents.

If you close the CD-ROM's File Manager window, you can reopen it by selecting Open CD-ROM from either the File Manager File menu or from the Folders Subpanel on the Front Panel.

### ▼ *To Format a Diskette*

1. Choose Format Floppy from the diskette's File Manager window File menu.  
The Format Floppy dialog box appears.

2. Select one of the three formatting options (UNIX, MS-DOS, NEC-DOS).
3. Click Format or press Return.
4. *Optional.* To rename the diskette, type the new name in the Floppy Name text field and press Return.

▼ *To Rename a Diskette*

1. Choose Rename Floppy from the diskette's File Manager window File menu.

The Rename Floppy dialog box appears.

2. Type the new name in the Floppy Name text field.
3. Click Rename or press Return.

▼ *To Eject a Diskette or CD-ROM*

1. Choose Eject from the File Manager window File menu.
2. Remove the diskette or CD-ROM from the disk drive.

▼ *To Copy Files or Folders to a Diskette*

1. Select the icon for the file or folder you want to copy.
2. Choose Copy to from the Selected menu.

The Copy Object dialog box appears.

3. Type a full path name in the Destination Folder text field.

Use `/floppy` as the directory name. For example, if you want to copy the file `report` onto a diskette named `john`, you would type `/floppy/john`.

4. Type the file or folder name in the Name for copy text field.

In the above example, you would type `report`.

5. Click OK or press Return.

---

**Note** – You cannot copy files or folders to a CD-ROM.

---

---

▼ *To Move Files or Folders to a Diskette*

1. Select the icon for the file or folder you want to move.
2. Choose Move to from the Selected menu.

The Move Object dialog box appears.

3. Type a full path name in the Destination Folder text field.

Use `/floppy` as the directory name. For example, if you want to move the file `report` onto a diskette named `john`, you would type `/floppy/john`.

4. Click OK or press Return.

---

**Note** – You cannot move files or folders to a CD-ROM.

---

▼ *To Delete Files or Folders From a Diskette*

- Choose the Put in Trash command from the file or folder icon's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).
- *Or*, select the file or folder's icon, then choose Put in Trash from the Selected menu.
- *Or*, drag the file or folder's icon and drop it onto the Trash Can control in the Front Panel.
- *Or*, drag the file or folder's icon to an open Trash Can window.

▼ *To Create Files and Folders on a Diskette*

1. Choose New File or New Folder from the File menu.
2. Type a name in the New File Name field of the New File dialog box or New Folder Name field of the New Folder dialog box.
3. Click OK or press Return.

To close the New File or New Folder dialog box without creating a new file or folder, click Cancel or press Escape.

---

**Note** – You cannot create files or folders on a CD-ROM.

---



# Running Applications from the Desktop

This chapter covers several ways to run applications from the desktop.

<i>Running Applications Using Application Manager</i>	<i>143</i>
<i>Running Applications Using File Manager</i>	<i>153</i>
<i>Running and Organizing Applications Using the Front Panel</i>	<i>154</i>
<i>Running Applications from a Terminal Emulator Window</i>	<i>155</i>

## Running Applications Using Application Manager

Application Manager is a container for the applications and other tools available on your system. Most of the applications and tools in Application Manager were placed there by your system administrator or are built into the desktop.

Although configuring Application Manager is primarily a system administration task, you can also make personal customizations to Application Manager.

To open application manager:

- Click the Application Manager control in the Front Panel.



Figure 6-1 Application Manager control

## Application Manager Window

The Application Manager window is a special File Manager view of a special folder on your system. It looks very much like a File Manager window, except that the iconic and text path are not shown.

The top level of Application Manager is special because other folders and files are never created directly in it. Instead, folders in other locations are gathered into this location automatically when you log in. Contents of Application Manager

The top level of Application Manager contains a set of application groups.

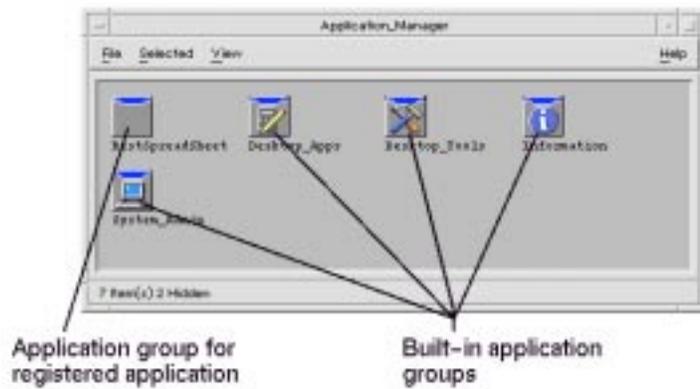


Figure 6-2 Top level of Application Manager

Each application group is a folder containing one or more icons that you use to start applications.

An icon that starts an application is called an *action icon* or *application icon*.



Figure 6-3 Action (application) icons in the Desktop\_Apps application group

Some application groups contain other useful application files such as sample data files, templates, and “read me” files.

The application groups in your Application Manager are either built in or registered by your system administrator. Application registration is a process by which an application lets the desktop know of its presence.

The application groups in Application Manager are gathered together each time you log in. The application groups may be located on your system or on other systems throughout the network.

### Built-In Application Groups

The desktop provides these built-in application groups that are containers for various tools and utilities available on your system:

Application Group	Contents
Desktop_Apps	Desktop applications such as File Manager, Style Manager, and Calculator

Desktop_Tools	Desktop administration and operating system tools such as User Registration, Reload Application, vi text editor, and Check Spelling
Information	Icons representing frequently used help topics
System_Admin	Tools used by system administrators

### Application Manager Menus and Commands

Since Application Manager is closely related to the File Manager window, it uses most of the same menus, commands, and other features.

For more information about using the Application Manager menus and dialog boxes, see Chapter 5, “Managing Files with File Manager.”

### Solaris User Registration

With this version of Solaris, system administrators and users can now register with Sun Microsystems, establishing themselves as users of Solaris. Registering enables users to receive information about new Sun products and services.

The registration process can be invoked from the CDE desktop by running the User Registration application located in the Application Manager’s desktop tools folder. The following procedure describes how to run an application from Application Manager.

#### ▼ To Run an Application from Application Manager

1. Open Application Manager.
2. Double-click the application group’s icon to display its contents.

3. Double-click the application's action icon.

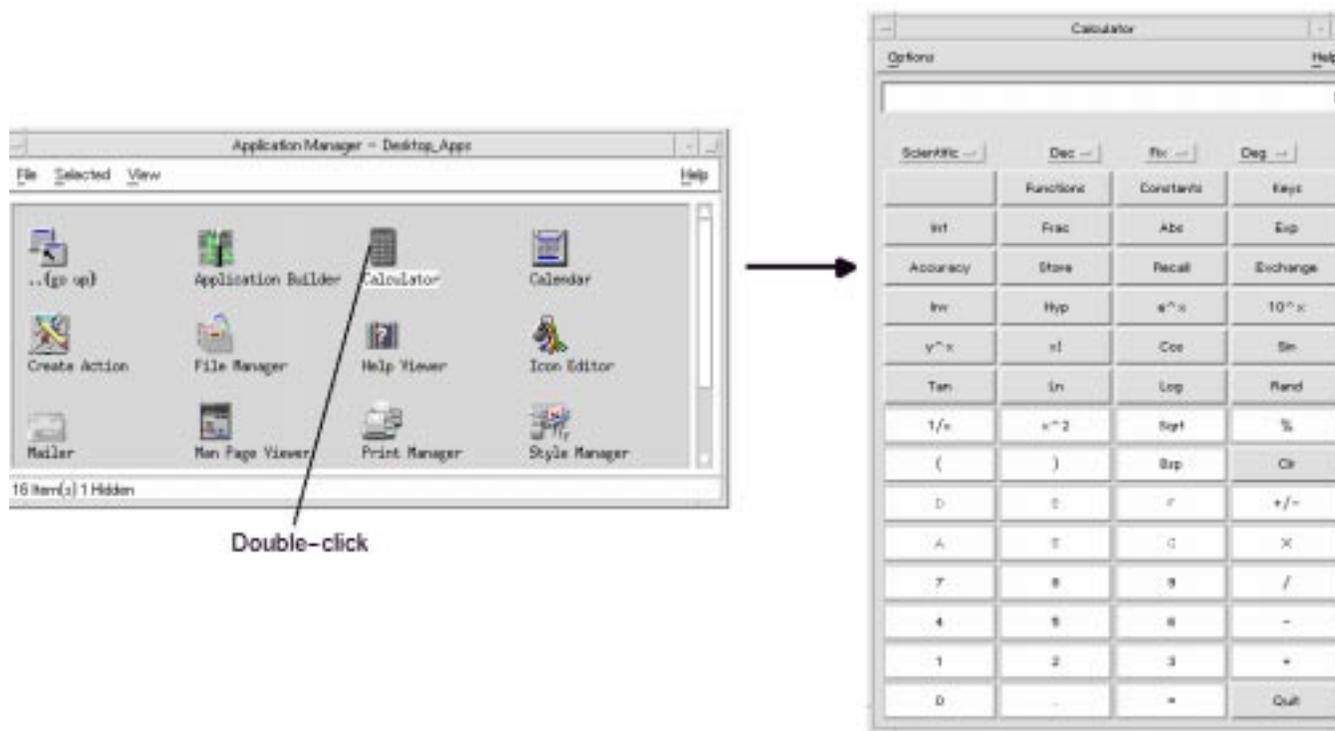


Figure 6-4 Opening an application window from Application Manager

▼ To Get Help on an Application Icon

From the Icon's Pop-up Menu

1. Point to the icon and press mouse button 3 to display its pop-up menu.
2. Choose Help from the pop-up menu.

From the Help Menu

1. Choose On Item from the Help menu.
2. Click the icon on which you want help.

▼ To Put an Application Icon in the Front Panel

1. Display the application's icon in Application Manager.
2. Display the subpanel to which you want to add the application.
3. Drag the action icon from Application Manager to the Install Icon control in the subpanel.

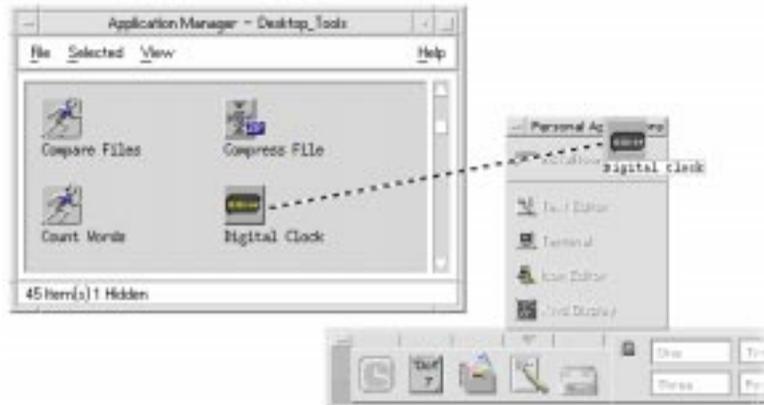


Figure 6-5 Installing an application (action icon) in the Front Panel

### ▼ To Put an Application Icon on the Workspace Backdrop

This procedure copies an application icon from Application Manager to the workspace (backdrop). This makes the icon available when you don't have an Application Manager window open.

1. Open the application group containing the application you want to add.
2. Drag the application from Application Manager to the workspace backdrop.

### ▼ To Update Application Manager

The contents of your Application Manager are built each time you log in. Each time it is built, it searches certain system and network locations for applications.

If your system administrator adds an application to your system or to an application server while you are in a session, you must update your Application Manager if you want the new application to be registered immediately.

There are two ways to update Application Manager:

- Open the Desktop\_Tools application group and double-click Reload Applications.
- Or, log out and back in.

### ▼ To Create a Personal Application Group

A personal application group is an application group that you can alter, since you have write permission to it.

1. From your home folder, change to the `.dt/appmanager` subfolder.
2. Create a new folder.

The folder name will become the name of the new application group.

3. Double-click Reload Applications in the Desktop\_Apps application group.

Your new application group will become registered at the top level of Application Manager.

### ▼ To Add Applications to a Personal Application Group

- Copy icons from other application groups to the personal application group.  
For example, you can copy (by pressing Control and dragging) the Calculator icon from the Desktop\_Tools application group to your new personal application group.
- Create an action for an application and then place an application (action) icon in the personal application group. See “Creating Personal Actions and Data Types” on page 151.

## Advanced Application Manager Concepts

This section describes several advanced Application Manager concepts:

- The relationship between file names and icon labels
- The folder location of Application Manager
- Creating personal actions and data types
- Where to obtain additional information about customizing Application Manager

### File Names in Application Manager

In File Manager and Application Manager, files and folders are represented as icons, and these icons are usually labeled with the file name. Action icons are sometimes an exception to this rule.

In most cases you see the action icon’s label instead of the action file name. Normally, you do not need to know the action file name. However, there are situations where you may see the file name.

For example, if you use the Copy File dialog box to copy the icon (by selecting the file and choosing Copy to from the Selected menu), the dialog box will display the file name.

## Folder Location of Application Manager

Application Manager behaves very much like File Manager. This is because Application Manager is a File Manager view of a special folder on your system used to gather registered applications. Ordinarily, you do not need to know the location of this special folder. However, its location may be useful to you if you are trying to troubleshoot problems.

Login Manager creates the Application Manager folder each time you log in. Its location is:

```
/var/dt/appconfig/appmanager/special_folder_name
```

where *special\_folder\_name* is a name assigned by the system that is unique for your system and login name.



---

**Caution** – You should *never* attempt to directly modify the *special\_folder\_name* folder from a command line.

---

## Creating Personal Actions and Data Types

The desktop provides a tool that helps you create icons for running scripts, applications, and other commands. You may want to use this tool if you have a personal application your system administrator has not configured for you.

For example, suppose you have your own favorite spreadsheet application that you usually start by typing a command into a terminal emulator window:

```
FavoriteSpreadSheet -file data_file
```

You can create an icon that runs this command so that you won't have to continue manually typing it. To do this, you must create a special desktop "macro" called an *action*. You can also create a data type for the *data\_files* if you like.

The desktop includes a tool called Create Action that makes it easy to create actions and data types. To open the Create Action window, double-click the Create Action icon in the Desktop\_Tools application group.



Figure 6-6 Create Action window

To see online instructions for using the window:

1. Choose Tasks from the Create Action window's Help menu.
2. Click the hyperlink "To Create an Action With Create Action."

Create Action:

- Creates an action for your application
- Places an action icon in your home folder.

You can move or copy that icon to other locations—for example, to a personal application group that you've created.

## Registering Applications

When an application is registered in Application Manager, it has its own application group. This application group is available to all users on the system.

Registering applications is an advanced task, since it requires you to be the root user. For instructions, see the *Advanced User's and System Administrator's Guide*.

## Running Applications Using File Manager

If an application uses data files, it may be configured so that the application can be started from File Manager using any of its data files.

### ▼ To Run an Application from File Manager

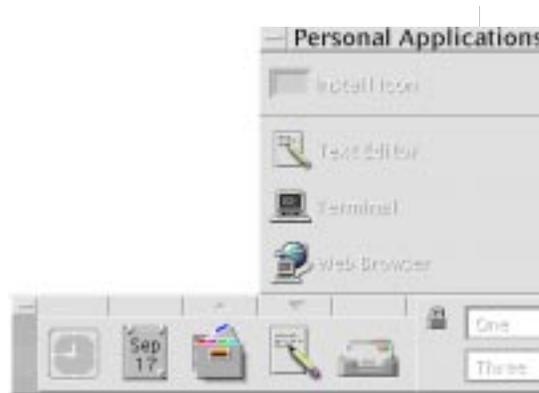
- Double-click an application's data file.

For example, double-clicking a bitmap file (a file whose name ends with .bm) runs Icon Editor.

- Or, select an application's data file and choose Open from the icon's pop-up menu or from the Selected menu.

## Running and Organizing Applications Using the Front Panel

The Personal Applications subpanel is a container for applications you use frequently.



Initially, it contains:

Install Icon	Drop zone for adding applications to the subpanel.
Text Editor	Duplicates the control in the Main Panel. Opens the desktop Text Editor.
Terminal	Starts the desktop terminal emulator for entering commands manually.
Web Browser	Starts the Web browser to which your PATH defaults.

### ▼ To Put an Application in the Personal Applications Subpanel

1. Open the application group containing the application you want to add.
2. Display the subpanel to which you want to add the application.
3. Drag the application from Application Manager to the Install Icon control in the Personal Applications subpanel.

### ▼ To Run an Application from the Personal Applications Subpanel

- ◆ To run the application, click its control.

---

If the application icon that was installed in the subpanel is a drop zone, the control is a drop zone too. You can run an application by dragging a data file from File Manager to its control.

### ▼ To Replace the Main Panel Personal Applications Control

Initially, the Main Panel contains the Text Editor control. You can replace the Text Editor control with the control of your choice.

1. Add the application you want in the Main Panel to the Personal Applications subpanel.

See “To Put an Application in the Personal Applications Subpanel” on page 154.

2. In the Personal Applications subpanel, point to the control you want in the Main Panel and choose Copy to Main Panel from the control’s pop-up menu.

## Running Applications from a Terminal Emulator Window

A terminal emulator is an application whose window provides a command line. The command line lets you type commands into your system—for example, operating system commands, script names, or commands that run applications.

All applications have a command that users can type to start them. The application’s documentation usually describes how to use the command.

The desktop provides a terminal emulator called `dterm`. Your system may include other terminal emulators.

To open a terminal emulator window, click the Terminal control in the Personal Applications subpanel.

For more information on using `dterm`, see Chapter 12, “Using Terminal.”

### ▼ To Start an Application on Your System Using a Terminal Emulator

- ◆ Type the command that starts the application into the terminal emulator window.

If the application has its own window, you should add an ampersand character (&) to the end of the command. This runs the application “in the background,” which lets you continue using the terminal emulator window while the application is running.

For example, the following command runs the load meter program `xload` in the background:

```
/usr/bin/X11/xload &
```

## ▼ To Start an Application on Another System Using a Terminal Emulator

There are two ways to use a command line to start an application on another system:

- Using `rlogin`
- Using `remsh`

### Using `rlogin`

When you use `rlogin`, you use your terminal emulator to log in to a different (remote) system. You then run the command to start the application on that system.

1. Use the `rlogin` command to log in to the system containing the application.

```
rlogin remote_system_name
```

For example:

```
rlogin systemA
```

2. Type the command to start the application. Use the `-display` option to send the window back to your display.

For example, assuming your own system's display name is `MySystem:0`:

```
/usr/bin/X11/xload -label systemA -display MySystem:0
```

### Using `remsh`

The term `remsh` stands for “remote shell.” It provides a one-step way to run an application, since you do not have to log in before running the command.

- ◆ Type the command:

```
remsh remote_system_name -n command
```

The command must include the `-display` option to send the window back to your display.

For example:

```
remsh systemA -n /usr/bin/X11/xload -display MySystem:0
```



# Customizing the Desktop Environment

Style Manager can be used to customize the appearance of the desktop.

<i>Customizing Screen Appearance</i>	<i>160</i>
<i>Customizing System Behavior</i>	<i>167</i>
<i>Customizing Startup and Logout</i>	<i>172</i>

To start Style Manager:

- ◆ Click the Style Manager control in the Front Panel.



Figure 7-1 Style Manager Front Panel control

The Style Manager controls and the items that they control are:

Color	Workspace colors and palettes
Font	Application font sizes and font groups
Backdrop	Workspace backdrop patterns
Keyboard	Key click volume and character repeat capability
Mouse	Mouse button click settings, double-click speed, pointer acceleration, and pointer movement threshold
Beep	Beeper volume, tone, and duration
Screen	Number of minutes before your screen blanks and whether your screen is covered and locked at that time
Window	How a window acquires focus, if the window raises when it receives focus, and where window icons are placed
Startup	How your session begins and ends



Figure 7-2 Style Manager controls

## Customizing Screen Appearance

You can change the following aspects of your screen appearance:

- Workspace colors
- Workspace backdrops
- Font sizes and font groups

## Colors



You set your workspace colors through a color palette. The number of color buttons in the palette is determined by your display type and the Number of Colors selection.

The default is More Colors for Applications, which keeps the number of colors used on a high-color display to a minimum. To increase the number of color buttons on a high-color display, select More Colors for Desktop in the Number of Colors dialog box and restart the current session.

While you can't use more colors than your display allows, you can reduce the number of colors used by the desktop by choosing a lower-valued color usage.

For example, if you have a high-color display and have selected More Colors for Desktop but you want to run a color-rich application such as a computer-aided design (CAD) program, you should choose More Colors for Applications or Most Colors for Applications to decrease the number of colors that the desktop uses. The remaining colors are available for the CAD program.

### Color Buttons

Your display type and the Number of Colors selection determine the number of color buttons that make up a palette. You will have two, four, or eight color buttons in the Color dialog box. The different color buttons in the palette control the colors used for different areas of the screen.

If you have eight color buttons, they will be used as follows (buttons numbered from left to right, top to bottom):

1. Active window borders
2. Inactive window borders
3. Switch for workspace 1 and every fourth additional workspace (workspace 5, 9, ...)
4. Text and list areas
5. Main window background and switch for workspace 2 and every fourth additional workspace (workspace 8, 12, ...)
6. Dialog box background and menu bar and switch for workspace 3 and every fourth additional workspace (workspace 7, 11, ...)

7. Switch for workspace 4 and every fourth additional workspace (workspace 6, 10, ...)

8. Front Panel background

If you have four color buttons, they will be used as follows (buttons numbered from left to right):

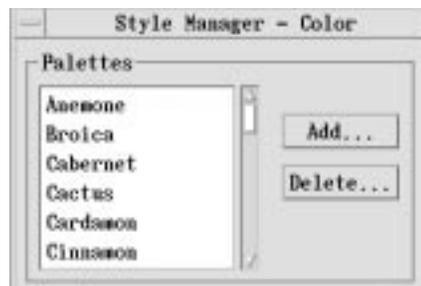
1. Active window borders
2. Window bodies:
  - a. Inactive window borders
  - b. Main window and dialog box backgrounds and menu bar
  - c. Front Panel background
3. Workspace switches and backgrounds
4. Text and list areas

If you have two color buttons, they will be used as follows (buttons numbered from left to right):

1. Active window borders
2. Everything else

▼ *To Select a Palette*

1. Click the Style Manager Color control.
2. Select a palette from the Palettes list.



3. Click OK.

Workspace colors come from predefined color palettes. The Color dialog box lists the palettes that came with your system plus any palettes you have added.

▼ *To Modify an Existing Palette*

1. Click the Style Manager Color control.
2. Select a palette in the Color dialog box.
3. Double-click a color button to open the Modify Color dialog box, or click a color button and then click Modify.
4. Adjust the settings for the level of red, green, blue, brightness, or hue by adjusting the corresponding slider.

The old and new color samples will be displayed in the upper left corner of the Modify Color dialog box.

5. Click OK in the Modify Color dialog box.
6. Repeat steps 2-4 to modify another color button.
7. Click OK in the Color dialog box.

▼ *To Grab a Color from the Workspace*

1. Click the Style Manager Color control.
2. Select a palette in the Color dialog box.
3. Double-click a color button to open the Modify Color dialog box, or click a color button and then click Modify.
4. Click Grab Color to display the grab pointer.
5. Move the pointer to an area of color on the screen that you want to grab.
6. Click to make that color the new color.

---

**Note** – This causes the desktop to use one more color so applications have one fewer color available to them.

---

▼ **To Create a Custom Palette**

You can create your own palette by copying and modifying an existing palette.

1. Click the Style Manager Color control.
2. Choose Add in the Color dialog box.
3. Type the new palette name and click OK in the Add Palette dialog box.
4. Modify the palette.
5. Click OK in the Color dialog box.

Adding a palette makes a copy of the currently selected palette with a unique name. You then create your custom palette by modifying the copy and the original palette is not changed.

▼ **To Delete a Palette**

1. Click the Style Manager Color control.
2. Select the palette from the Palettes list.
3. Click Delete.
4. Click OK in the Delete Palette dialog box.

When you delete a palette, Style Manager prefixes the name of the palette with a ~ and stores a copy in the *HomeDirectory*/.dt/palettes directory.

▼ **To Restore a Deleted Palette**

1. Open a File Manager view showing *HomeDirectory*/.dt/palettes.
2. For system-supplied palettes, delete the file *~palette\_name.dp*  
For user-added palettes, rename the deleted palette from *~palette\_name.dp* to *palette\_name.dp*.
3. Restart Style Manager (close, then reopen).

▼ *To Change the Number of Colors Used by the Desktop*

1. Click the Style Manager Color control.
2. Click Number of Colors in the Color dialog box.
3. Select an option to set the number of colors used by the desktop.  
See “Colors” on page 161.
4. Click OK.

You must log out and back in for the change to take effect.

## Fonts



The font size and font group you select in Style Manager is used on titles, menu bars, window labels and text. The new font size and font group is used as applications are started. Existing windows will not reflect the change.

▼ *To Select a Font Size*

1. Click the Style Manager Font control.
2. Select a font size under Size.
3. Click OK to enable newly started applications to use the selected typeface, or click Cancel to cancel the operation.

▼ *To Select a Font Group*

1. Click the Style Manager Font control.
2. Select a font group under Font Group.
3. Look at the Preview window labels and text, which show the new font typeface.
4. Click OK to enable newly started applications to use the selected typeface, or click Cancel to cancel the operation.

**▼ To Add a Font Group**

1. Click the Style Manager Font control.
2. Choose Add in the Font dialog box.
3. Choose a font group from the System scrolling list and a font group from the User scrolling list.
4. Click OK to open the Font Group Name dialog box.
5. Enter a name in the New Font Group Name field of the Font Group Name dialog box for the new font group.

You can enter any non-blank name that you want.

6. Click OK to add a font group to the Font dialog box scrolling list.

**▼ To Delete a Font Group**

1. Click the Style Manager Font control.
2. Select a font group from the Font Group scrolling list on the Font dialog box.
3. Click the Delete button.

The Delete Font Group dialog box appears.

4. Click OK to delete the font group from the Font Group scrolling list.

**▼ To View Font Attributes**

1. Click the Style Manager Font control.
2. Click the Attributes button.

The Font Attribute dialog box appears. It provides name and location information on the font size and font group you selected. This information varies according to the alias family (system, user, user bold) and character set you choose from the combo boxes at the top of the dialog box.

3. Click Close to dismiss the Font Attribute dialog box.

## Backdrops



You can select a backdrop pattern to cover each of your workspaces (the screen area underneath your windows). A unique backdrop for each workspace adds variety and helps you to quickly identify the workspace you are in.

### ▼ *To Select a Backdrop*

1. Switch to the workspace where you want the backdrop.
2. Click the Style Manager Backdrop control.
3. Select a backdrop.
4. Click Apply.

## Customizing System Behavior

You can adjust the following settings for system devices:

- Keyboard click volume and character repeat
- Mouse button click settings, double-click speed, pointer acceleration, and pointer movement threshold
- Beeper volume, tone, and duration
- Screen blanking when not in use
- Window focus, movement, and icon behavior

### ▼ **To Change Keyboard Behavior**



1. Click the Style Manager Keyboard control.
2. Select the settings you want:
  - Auto Repeat: Sets characters to repeat when you hold down their keys
  - Click Volume: Determines the volume of key clicks (turned off at 0%)
3. To save the changes, click OK. To return to the default settings, click Default.

### ▼ To Change Mouse Behavior



1. Click the Style Manager Mouse control.
2. Select the settings you want:
  - Handedness: Reverses mouse buttons 1 and 3.
  - Button 2: Determines whether the middle mouse button is used to extend selections (Adjust) or drag-and-drop objects (Transfer). If Adjust is selected, transfer actions (drag) will require the use of mouse button 1.
  - Double-Click: Determines the maximum time between clicks of a double-click. (Test the speed by double-clicking in the mouse picture provided.) A new double-click speed does not take effect until the next time you log in.
  - Acceleration: Sets how fast the mouse pointer moves across the display.
  - Threshold: The distance in pixels the pointer moves at a slow speed before moving at the accelerated rate.
3. To save the changes, click OK. To return to the default settings, click Default.

### ▼ To Change Beep Settings



1. Click the Style Manager Beep control.
2. Select the settings you want:
  - Volume: Determines the volume of the beep (turned off at 0%)
  - Tone: Determines the pitch of the beep from 82 to 9000 Hertz
  - Duration: Determines the length of the beep
3. To save the changes, click OK. To return to the default settings, click Default.

### Screen without Lock Extensions



You can customize the screen blanker or Front Panel lock, or return the settings to the default. If your system supports lock on timeout, see “Screen with Lock Extensions” on page 169.

If you have a color display, bright colors on the screen can burn into the picture tube. Setting the screen to go blank or be covered prevents this from happening.

### ▼ *To Change Screen Blanker Settings*

1. Click the Style Manager Screen control.
2. Select the settings you want:
  - **Screen Blanker:** Enables (On) or disables (Off) the screen blanker immediately, even before you click OK. When Screen Blanker is On the Start Blanker slider is active.
  - **Start Blanker:** Specifies the number of minutes from the last pointer movement or keystroke before the screen is blanked. When this value is changed, the new value goes into effect immediately, even before you click OK.
3. To save the changes, click OK. To return to the default settings, click Default.

### ▼ *To Change Front Panel Lock Settings*

1. Click the Style Manager Screen control.
2. Select the settings you want:
  - **Use Backgrounds For Lock:** Enables the lock backgrounds.
  - **Transparent Lock:** Backgrounds are not used when the screen is locked.
  - **Backgrounds List:** Displays the available backgrounds in a multiple-select list. Select or deselect a background by clicking on the list item. The last background selected will be displayed to the right of the list.
  - **Time Per Background:** Specifies the number of minutes each selected background runs before the next one starts when the screen is being saved. The backgrounds are cycled through in the same sequence as they appear in the list. A setting of 0 (zero) results in only the last background (the one currently in the preview area) being used.
3. To save the changes, click OK. To return to the default settings, click Default.

## Screen with Lock Extensions

You can customize the screen saver or screen lock, or return the settings to the default. If your system does not support lock on timeout, see “Screen without Lock Extensions” on page 168.

If you have a color display, bright colors on the screen can burn into the picture tube. Setting the screen to go blank or be covered prevents this from happening.

▼ **To Change Screen Saver Settings**



1. Click the Style Manager Screen control.
2. Select the settings you want:
  - Screen Saver: Enables (On) or disables (Off) the screen saver immediately, even before you click OK. When Screen Saver is On the Start Saver slider is active.
  - Screen Saver List: Displays the available screen savers in a multiple-select list. Select or deselect a screen saver by clicking on the list item. The last screen saver selected will be displayed to the right of the list.
  - Start Saver: Sets the number of minutes from the last pointer movement or keystroke before the screen saver starts. When this value is changed, the new value goes into effect immediately, even before you click OK.
  - Time per Saver: Specifies the number of minutes each selected screen saver runs before the next one starts.
3. To save the changes, click OK. To return to the default settings, click Default.

▼ **To Change Screen Lock Settings**

If the screen saver and screen lock are both enabled (On) and the Start Lock value is smaller than the Start Saver value, when the screen lock times-out it replaces the contents of the screen with the currently selected screen savers. If Start Lock is greater than Start Screen, then the automatic screen lock simply continues the current screen saver.

If the screen saver is disabled (Off) and automatic screen lock is enabled (On), when the screen lock times-out the contents of the screen are not covered with a screen saver.

1. Click the Style Manager Screen control.
2. Select the settings you want:
  - Screen Lock: Enables (On) or disables (Off) Screen Lock on a timeout. When this setting is changed, the new setting goes into effect immediately, even before the dialog box is closed.

- **Start Lock:** Specifies the number of minutes from the last pointer move or keystroke before the screen lock starts. When this value is changed, the new value goes into effect immediately, even before you click OK.
3. To save the changes, click OK. To return to the default settings, click Default.

## Windows

You can change the window focus policy, how active windows are displayed, and where window icons are displayed.

### ▼ *To Change Window Behavior*



1. Click the Style Manager Window control.
2. Select the settings you want:
  - **Point In Window To Make Active:** Makes a window active when the mouse pointer enters it
  - **Click In Window To Make Active:** Makes a window active when the mouse pointer enters it and you click mouse button 1
3. To save your changes, click OK.
4. Click OK when asked to Restart the Workspace Manager.

### ▼ *To Change How Active Windows Are Displayed*

1. Click the Style Manager Window control.
2. Select the settings you want:
  - **Raise Window When Made Active:** Select this if you want a partially concealed window to be brought to the top when it becomes active
  - **Allow Primary Windows On Top:** Select this if you want the main window to be displayed on top of secondary windows when you click the primary window
  - **Show Contents During Move:** Select this if you want to move the whole window during a window move instead of just moving the outline at first
3. To save your changes, click OK.
4. Click OK when asked to Restart the Workspace Manager.

▼ *To Change Where Window Icons Are Displayed*

1. Click the Style Manager Window control.
2. Select the settings you want:
  - Use Icon Box: Displays your window icons in an icon box
  - Place On Workspace: Displays your window icons on the workspace backdrop
3. To save your changes, click OK.
4. Click OK when asked to Restart the Workspace Manager.

## Customizing Startup and Logout

You can change the following options for startup and logout:

- Session started when you log in
- Session to be your home session
- Logout confirmation preference

Whenever you are logged into the desktop, you are working in a *current session*. By default, when you log out, the desktop saves your current session and restores it the next time you log in.

You can also save a *home session*, a session you want to be able to return to regardless of what you do during the current session.

▼ **To Change How Your Next Session Starts**

1. Click the Style Manager Startup control.
2. Select the settings you want:
  - Resume current session: Starts your next session the way you left your last one including any setting, client, or resource modifications
  - Return to Home session: Starts the session you set as your home session
  - Ask me at Logout: Select this if you want to be asked at logout whether to restart the current session or restore the home session

To define a new home session based on your current session, select Set Home Session.

3. To save your changes, click OK.

---

### ▼ To Set a Home Session

When setting a home session, be sure to first select and save your desired startup settings.

1. Click the Style Manager Startup control.
2. Click Set Home Session.
3. Click OK in the confirmation dialog box that appears.
4. Click OK in the Startup dialog box.

If you have never set a home session, the system default session is used when you select Return to Home session.

### ▼ To Set Your Logout Confirmation Preference

1. Click the Style Manager Startup control.
2. Select On or Off for Logout Confirmation.

If you set Logout Confirmation to On, whenever you log out you will be asked for confirmation that you want to log out.

3. Click OK.



## Using Mailer



Mailer is a desktop application for sending, receiving, and managing your electronic mail (email) messages.

<i>Starting Mailer</i>	<i>176</i>
<i>Logging In to Your IMAP Inbox</i>	<i>176</i>
<i>Using the Mailer Main Window</i>	<i>177</i>
<i>Viewing Your Mail Messages</i>	<i>178</i>
<i>Acting on Your Mail Messages</i>	<i>179</i>
<i>Sending Mail Messages</i>	<i>190</i>
<i>Editing and Formatting Outgoing Messages</i>	<i>200</i>
<i>Creating and Using Mailboxes</i>	<i>203</i>
<i>Printing Mail Messages</i>	<i>207</i>
<i>Working with Attachments</i>	<i>209</i>
<i>Customizing Mailer</i>	<i>211</i>
<i>Using the File Selection Dialog Box</i>	<i>214</i>
<i>Using Mailer Mnemonics and Keyboard Shortcuts</i>	<i>216</i>

The instructions in this chapter assume you are familiar with basic desktop skills and keyboard navigation.

For more information, see Chapter 1, “Basic Skills,” and Appendix A, “Keyboard Shortcuts for the Desktop.” Many of the tasks you do in Mailer can be done using drag and drop.

## Starting Mailer

- ◆ Click the Mailer control in the Front Panel.



Figure 8-1 Mailer icons showing new, read, and no mail

When you start Mailer for the first time on your system, it looks for a local or remote Internet Messaging Access Protocol (IMAP) mailbox in your email setup.

- If the setup does not indicate the type of mailbox you have, Mailer prompts you to specify the mailbox type.
- If the setup indicates that your mailbox is local, Mailer opens your Inbox (which usually resides in the directory `/var/mail/username`).
- If the setup indicates that your mailbox is remote, Mailer opens the Mailer Login dialog box so you can log in to the IMAP server.

After Mailer starts, the mailbox is displayed, along with message headers and a view of the selected message.

## Logging In to Your IMAP Inbox

With the Login dialog box displayed, do the following:

1. Type the server name in the IMAP Server field.

The name that you type in this field becomes the default. Next time you log in, Mailer displays it in the IMAP Server field.

To change this default, see “To Change the Default Mailbox Directory” on page 206.

2. Type your login name in the Login field.
3. Type your password in the Password field.
4. Click Login.

Your IMAP Inbox opens with the headers of your email messages displayed in the Message Header List.

## Using the Mailer Main Window

The Mailer main window is shown in Figure 8-2.

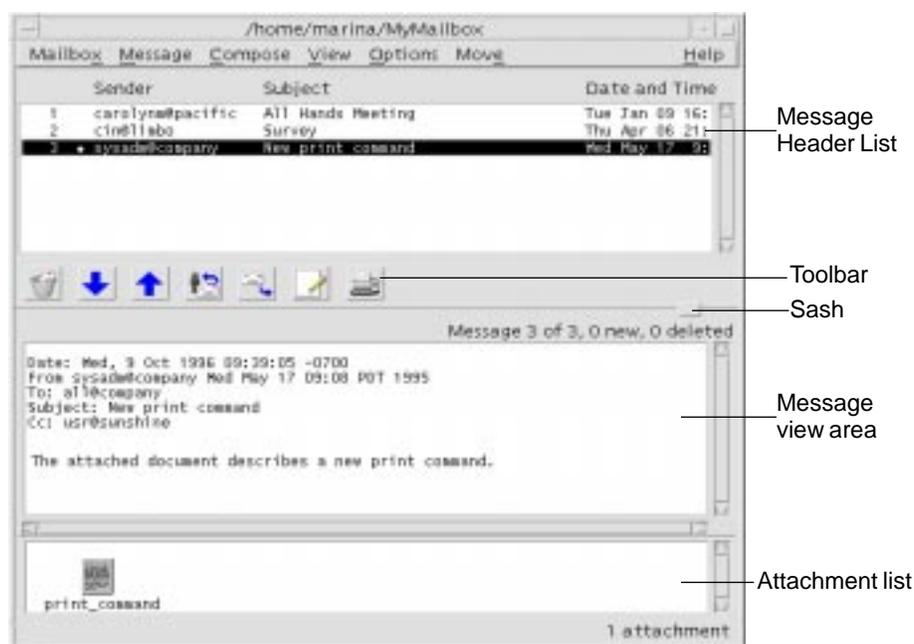


Figure 8-2 Mailer main window

The main window contains the following areas:

Message Header List	Displays information about mail messages
Toolbar	Contains buttons for tasks that you perform frequently
Sash	Resizes the Message Header List and message view area
Message view area	Contains header fields and message text
Attachment list	Displays icons of mail message attachments, if any

## Viewing Your Mail Messages

Once you've started Mailer and begun to collect email messages, you'll want to read and perhaps sort them.

### ▼ To Read a Mail Message

1. Choose Check for New Mail from the Mailbox menu to retrieve any new messages that have been delivered to your mailbox.
2. Click to select the message to be viewed from the Message Header List.

The text of the message is displayed in the message view area.

Use the Next and Previous buttons on the Toolbar or options on the View menu to continue to select and read messages in the message view area.

To open a message into a separate window for reading:

- ◆ Select the message and choose Open from the Message menu. From this window, the Edit and Attachments menus become available.

The message remains in the separate window even when you select another message in your Message Header List. You can then view two messages at the same time.

### ▼ To Change the Character Set of an Incoming Message

On occasion, you may receive an email message from a machine that uses an encoding that is different from the default encoding for your machine. To be able to read the message, change the character set for your machine to one that matches the message's encoding (for example, US-ASCII).

1. Select the message in the Message Header List.

2. Choose Change Char Set from the View menu or press Control+Y, the keyboard accelerator.

Mailer displays the name of a character set (for example, US-ASCII) in the footer immediately below the Toolbar icons.

3. Choose the Change Char Set menu item or press Control+Y again to cycle through the choices until the correct one is displayed.

Selecting Default Char Set displays your message in the default encoding for your machine.

Mailer converts the text of the message to the character set that you selected, not its header or attachments.

## Sorting Mail Messages

You can use the options on the View menu to order your messages.

By Date/Time	Sorts messages with the most recent at the bottom
By Sender	Sorts messages alphabetically by sender name
By Subject	Sorts messages alphabetically by subject
By Size	Sorts messages from the smallest to the largest
By Status	Sorts messages together by read and new (useful if you read your mail in non-sequential order)

The message headers are rearranged and redisplayed in the mailbox in the new order.

## Acting on Your Mail Messages

After reading your email, you may want to reply to, search for, delete, and (possibly) undelete some messages.

### ▼ To Reply to a Message

1. Select the message to which you want to reply.
2. Decide on the type of reply:
  - **To reply to the sender**, choose Reply from the Compose menu.

A Compose window is displayed with the email address of the recipient and the message subject filled in.

- **To reply to the sender and all recipients**, choose Reply to All from the Compose menu.

A Compose window is displayed with the email addresses of the recipients and the subject of the message filled in.

- **To reply to the sender or all recipients and include a copy of the message**, choose Reply, Include Message or Reply to All, Include Message from the Compose menu.

A Compose window is displayed that includes the text of the message with the email addresses of the recipients and the subject filled in. Attachments are not included in the reply.

3. Type your reply and click Send.

For more information, see “To Address, Compose, and Send a Mail Message” on page 191.

### ▼ To Forward a Message

1. Select the message you want to forward.
2. Choose Forward from the Compose menu, or click the Forward button on the Toolbar.

The text of the message to be forwarded is displayed within a new message, as well as its attachments, if any.

If you do not want to forward the attachments, choose Forward, no Attachments.

3. Type the addresses of the message recipients in the To or Cc fields, or use the To or Cc button menus to access any aliases that you have set up.
4. Add any additional text and click Send.

See “To Address, Compose, and Send a Mail Message” on page 191 for more information.

### ▼ To Edit an Incoming Message

1. Select the message you want to change.

2. Choose Forward from the Compose menu.
3. Address the message to yourself.
4. Edit the message in the Compose window and send it.

---

**Note** – You may want to create a separate mailbox for these edited messages as they can add to the size of your Inbox.

---

### ▼ To Save an Incoming or an Outgoing Message as Text

1. Determine the save format.
  - For an incoming message: Select the message, then choose Save As Text from the Message menu.
  - For an outgoing message: Choose Text from the Save As submenu of the File menu in a Compose window.
2. Type a file name and location in the File Selection dialog box that appears.
3. Click Save.

### ▼ To Delete a Mail Message

To remove a message from the Message Header List:

1. Select the message for deletion.

You can drag to select multiple messages. Shift+Click selects several messages in a row by moving the highlight up or down the Message Header List. Control+Click selects discontinuous messages from the list, one at a time.
2. Choose Delete from the Message menu, or click the Delete button in the Toolbar.

The messages are deleted from the list.

---

**Note** – Even if a message has been deleted, you can get it back unless you made your deletions permanent by choosing Destroy Deleted Messages from the Mailbox menu. See the following section.

---

### ▼ To Undelete a Mail Message

Do one of the following to undelete a mail message:

- To restore a message you just deleted, choose Undelete Last from the Message menu.
- To restore an earlier message, choose Undelete from List from the Message menu, then select one or more messages from the list of deleted messages, and click the Undelete button.

---

**Note** – To make the deletions in the list permanent, choose Destroy Deleted Messages from the Mailbox menu.

---

### ▼ To Destroy Deleted Messages When Closing the Mailbox

You can set your options so that when you close your mailbox, the messages you deleted will be permanently destroyed. Doing so means that once you close your mailbox, you cannot restore the messages that you deleted.

1. Choose Basic from the Options menu.

The Basic Options dialog box is displayed.

2. Select “When I close the mailbox” under Destroy Deleted Messages.

To remove the confirmation notice that appears each time you close the mailbox and asks if you want to destroy deleted messages, deselect “Show confirmation notice.”

3. Click OK or Apply to make your changes take effect.

### Searching for Mail Messages Within a Mailbox

You can search for mail messages within a mailbox according to the search criteria that you define. Basic search criteria fields in the Basic window of the Search dialog box include: the addressees (To), the sender (From), the subject (Subject), the carbon copy recipients (Cc), and the message text, including the headers (Entire Message).

By creating a search script in the Advanced window of the Search dialog box with keywords and arguments, you can define more sophisticated search criteria for finding messages.

---

The tables that follow show the keywords you can use in search scripts, grouped under the following categories:

- Headers – Keywords that denote the headers or the text part of the messages (Table 8-1)
- Dates – Keywords that indicate when the messages were sent (Table 8-2)
- States – Keywords that describe the status of the messages (Table 8-3)
- Operators – Keywords that join together other keywords to form a search criterion (Table 8-4)

---

**Note** – Those keywords you can type manually but are not available through the menus in the Advanced window of the Search dialog box are marked with an asterisk (\*).

---

*Table 8-1* Headers Search Keywords

<b>Keyword</b>	<b>Explanation</b>
TO	
FROM	
SUBJECT	
CC	
TEXT	A keyword that pertains to the entire message, including headers and attachments
BCC	
HEADER*	A keyword to use according to the syntax: header <i>HeaderName HeaderValue</i> , such as header x-sun-charset us-ascii
BODY*	A keyword that applies to the message text and the text attachments, but not the headers

---

Table 8-2 lists and describes the Dates keywords.

**Note** – The date format is dd-mmm-yyyy (for example, 02-Apr-1996).

*Table 8-2* Dates Search Keywords

<b>Keyword</b>	<b>Explanation</b>
BEFORE	
SINCE	
ON	
DURING	
SENTSINCE*	
SENTBEFORE*	
SENTON*	
TODAY	An argument for the keywords that are associated with dates, such as before
YESTERDAY	Same as above
LASTWEEK	Same as above
THISMONTH	Same as above
LASTMONTH	Same as above
JANUARY . . DECEMBER	
SUNDAY . . SATURDAY	

Table 8-3 lists and describes the States keywords.

*Table 8-3* States Search Keywords

<b>Keyword</b>	<b>Explanation</b>
READ	
UNREAD	
NEW*	
OLD*	
DELETED*	A keyword for messages that you have deleted, but not permanently

*Table 8-3 States Search Keywords (Continued)*

<b>Keyword</b>	<b>Explanation</b>
UNDELETED*	
RECENT*	
FLAGGED*	
ANSWERED*	
UNANSWERED*	
KEYWORD*	
UNKEYWORD*	
DRAFT*	
UNDRAFT*	
ALL*	A keyword that denotes all the messages in the mailbox
LARGER*	A keyword that requires two arguments, such as <code>smaller 300</code> , the numeric denoting bytes
SMALLER*	Same as above

Table 8-4 lists and describes the search operators.

*Table 8-4 Search Operators*

<b>Operator</b>	<b>Explanation</b>
AND	
OR	
~ (not)	A symbol that represents the logical not operator
(	A symbol that denotes the beginning of an expression
)	A symbol that denotes the end of an expression

Search scripts are not case sensitive.

Here are some examples:

To search for messages that were sent from `john` in April with either “urgent” or “important” in the subject line:

```
from john and (subject urgent or subject important) and during april
```

To search for messages that were sent from `bill` with no carbon copy to `tigerteam` and not yet read:

`from bill and ~(cc tigerteam) and unread`

To search for messages that were addressed to `bill` or sent with a carbon copy to `bill`, with “monthly report” in the message, including the headers and attachments:

`(to bill or cc bill) and text "monthly report"`

▼ **To Find a Mail Message Within a Mailbox**

1. Choose Search from the Message menu.

The Search dialog box is displayed.

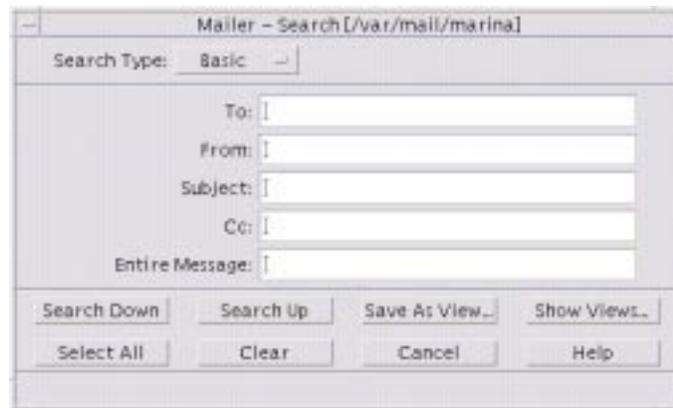


Figure 8-3 Mailer Search dialog box

2. Type the text you want to search for in the appropriate field.

You can search for a match on one or more of the To, From, Subject, or Cc fields. If you type the criteria in multiple fields, Mailer searches for messages that match *all* of the criteria.

Within each field, Mailer considers the input as one criterion even if there are multiple strings separated by spaces or commas. For example, if you type wood smith in the To field, Mailer looks for a message that is addressed to wood smith, not wood or smith.

The fields are *not* case-sensitive.

3. Click Search Down or Search Up to find the next or previous matching message in your mailbox. To find all the matches, click Select All.

---

**Note** - To remove all the text in the fields in the Search dialog box, click Clear.

---

### ▼ *To Create Advanced Search Scripts*

1. Choose Advanced from the Search Type menu.

The Advanced Search dialog box is displayed.



2. Type your script in the text area.

Choose keywords from the menus to help you create the script.

The keywords are *not* case sensitive.

## Using Views

Occasionally, you may want to display only the messages in your mailbox that match one or more search criteria, such as messages to or from a certain individual. You can do so by defining the criteria and saving them as a view.

### ▼ *To Create a View*

1. Choose Search from the Message menu.

The Mailer Search dialog box is displayed.

2. Specify your search criteria.

3. Click Save As View.

The Mailer Save As View dialog box is displayed.

4. Type a name in the Enter View Name field.

You cannot use All or New as a view name; they are listed under Default Views. You may want to use a name that reflects the search criteria.

5. Click OK.

Mailer creates a new view and places it in the Custom Views list in the Views dialog box. To see the list, click Show Views in the Search dialog box or choose Show Views from the Mailbox menu.

### ▼ *To Display, Delete, or Update Views*

1. Choose Show Views from the Mailbox menu.

If the Search dialog box is open, you can also click Show Views in that dialog box.

The Views dialog box is displayed.



Listed are:

- **Default Views:** Message statistics for the entire mailbox (All) and messages that you have not yet read (New)
  - **Custom Views:** Message statistics for the views that you have created. Mailer displays the name of the view being loaded in the title bar of the main window.
2. To display a view, double-click the view in the list, or select it and click Load.  
The messages that match the search criteria for that view are displayed in the mailbox.
  3. *Optional.* To update views, click Update.  
Mailer revises the message statistics for all of the views for the mailbox.
  4. *Optional.* To delete a view, select it and click Delete.
  5. Click Close to close the dialog box.

#### ▼ *To Edit a View*

1. Select a view in the Custom Views list.

2. Click Edit.

The Search dialog box is displayed with the fields filled in with the search criteria for that view.

3. Edit the fields.

If Mailer cannot display the search criteria in the Basic window, then it loads the search script in a text area in the Advanced window for you to edit.

4. Click Save as View.

Mailer displays the view name in the Enter View Name field.

5. Click OK to save the view with the same name.

Alternately, type a new name for the view and click OK to save it.

▼ *To Rearrange the Order of the List Under Custom Views:*

- ◆ Select a view under Custom Views. Click the up or down arrow button to move the view up or down the list.

## Sending Mail Messages

An email address is like your personal address for receiving electronic mail messages. This is also the way you send messages to other email users. The format used for email addresses is *username@hostname*. Your system administrator uses this format to set up email addresses.

This section gives you most of the information you need to address, compose, and send a message to another user.

### Using Aliases

An alias is a private name for one or more user names (or user addresses). By creating a distribution list of user addresses to which you frequently send mail and giving the list a name, you can just type the name of the alias instead of typing each address in the To or Cc field every time you send messages.

The name you give to your alias can be descriptive of a group of users, or just a name you will remember.

---

▼ *To Create, Modify, or Delete an Alias*

1. Choose Aliases from the Options menu in the main window, from the Format menu in a Compose window, or from the To or Cc button menu in the Compose window.

The Aliases Options dialog box is displayed.

2. Type the name for your alias in the Alias field.
3. Type the user addresses that will make up the alias in the Addresses field.  
Each of these addresses should be in the form *username@hostname*, separated by a comma, space, or both.
4. Click Add to add the information in the Alias and Addresses fields to the scrolling list.
5. *Optional.* To change an alias, select it and edit the Alias or Addresses field, as appropriate, then click Change.
6. *Optional.* To remove an alias, select it and click Delete.
7. Click OK or Apply to make the settings take effect.

▼ **To Address, Compose, and Send a Mail Message**

Once you have the receiving party's email address, you can send a message.

---

**Note** – If this is the first time you are using email and if you know your own email address, you can use these procedures to send a test message to yourself.

---

1. If Mailer is not already started, click the Mailer control in the Front Panel.  
The Inbox is displayed.
2. Choose New Message from the Compose menu.  
The (New Message) Compose window is displayed.

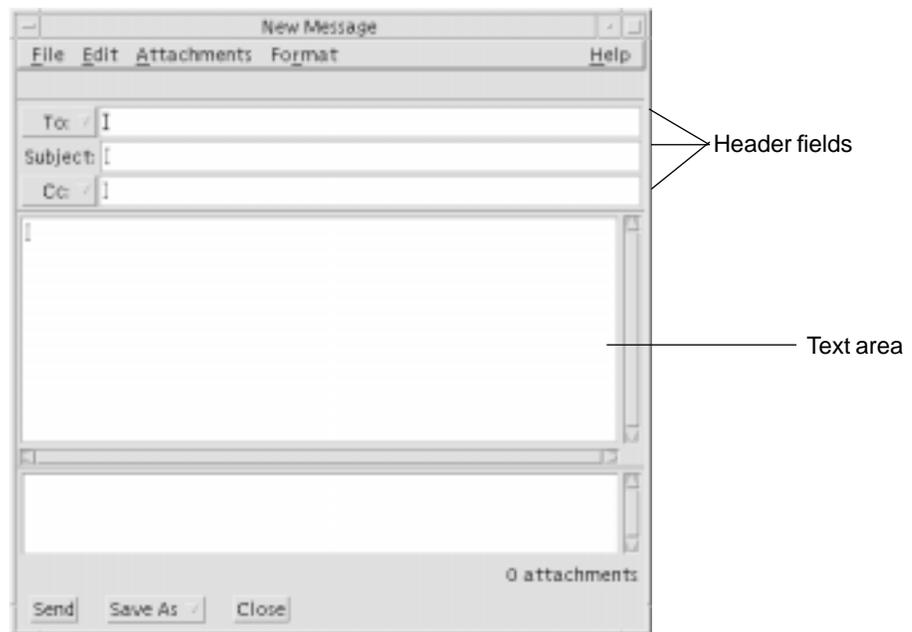


Figure 8-4 Mailer Compose window

3. Type the email address of the recipient in the To field and press Return.

You can address a message to one or more people, or to an alias.

If one or more of the email addresses contains a space, then separate the email addresses with commas; otherwise, separate them with commas or spaces.

Alternatively, if you have created aliases, use the To button menu to access them.

For information on aliases, see “Using Aliases” on page 190.

4. *Optional.* Type the topic or title of the message in the Subject field and press Return.
5. *Optional.* Type the email addresses of users you want to be carbon copy recipients of this message in the Cc field, or, if you have created aliases, use the Cc button menu to access any aliases that you have set up.

6. Once your message is addressed, press Return to go to the text area and compose the message.

To insert a text file, see “To Include a Text File in a Mail Message” on page 197. Also see “Using a Template to Compose a Mail Message” on page 194 and “Using a Draft to Compose a Mail Message” on page 195.

To find out about editing text in your message, see “Editing Text” on page 201 or “Formatting Text” on page 201.

You can save the message you are composing at any time by choosing Text from the Save As submenu of the File menu or from the Save As button menu at the bottom of a Compose window.

7. *Optional.* Choose Include Signature from the Compose Format menu to place your signature in the text area if you have deselected “Include signature in every message” in the Signature Options dialog box.

See “Using a Signature” on page 197 for details.

8. *Optional.* To format the text to the width of your Compose window, select the text and choose Word Wrap from the Compose Format menu.

9. *Optional.* Add files to the message as attachments, if necessary.

To find out how to do so, see “To Add an Attachment” on page 209.

10. *Optional.* Choose Save Outgoing Mail from the Compose File menu to save a copy of the message to the file that stores your outgoing messages (*HomeDirectory/Mail/sent.mail* by default).

To change the default file name, choose Basic from the Options menu and edit the “Save a copy of outgoing mail in” field.

11. Click the Send button, choose Send from the Compose File menu, or press F3.

The Compose window closes, and the message is sent.

---

**Note** – Clicking Close removes the Compose window and discards your message. Be sure to save any text you might want later before closing a Compose window.

---

## To Change the Character Set of an Outgoing Message

If you need to send an email message to a machine that uses a different encoding from the one for your machine, you can convert its text to your recipient's encoding.

1. After typing your message in the Compose window, choose Change Char Set from the Format menu or press Control+Y, the keyboard accelerator.

Mailer displays the name of a character set (for example, ISO-2022-JP) in the footer of the Compose window.

2. Choose the Change Char Set menu item or press Control+Y again to cycle through the choices until the correct one is displayed.

Selecting Default Char Set means that your message is sent in the default encoding for your machine.

The display of the message in your Compose window does not change; however, Mailer delivers it in the selected character set when you click Send.

---

**Note** – Mailer converts only the text of the outgoing message, not its header or attachments.

---

## Using a Template to Compose a Mail Message

You can save a message as a template for use repeatedly, such as a template for a status report that you send out monthly. The status report template might contain, for example, the addresses, subject, and headings for the message body. You could use that template and fill in the contents before emailing it as a status report every month.

### ▼ *To Create a Template*

1. Choose Templates from the Options menu of the Mail Options dialog box.

The Templates Options dialog box is displayed.

2. Click the New Template button.

A Compose window is displayed.

3. Type the headers and template body.
4. Choose Template from the Save As button menu at the bottom of the window, or from the Save As submenu of the File menu.

The Mailer Save As Template dialog box is displayed.

5. Type the template name in the text field, and click Save.

The template is saved in the default directory *HomeDirectory/MailTemplates*. Its name and path are displayed in the Templates scrolling list.

You can save an attachment as part of a template. Doing so is equivalent to copying the attachment there. Editing or moving the source of the attachment after it has been included in the template does not affect the attachment in the template.

#### ▼ *To Use a Template*

1. From the main window, choose New, Use Template from the Compose menu, then choose the template you would like to use from the submenu.

The Compose window opens with the template loaded.

---

**Note** – If the Compose window is already open, you can load the template by choosing its name from the Use Template submenu of the Format menu in the Compose window.

---

2. Edit the headers and body, as necessary, and send the message as usual.

For more details, See “Editing and Formatting Outgoing Messages” on page 200.

## Using a Draft to Compose a Mail Message

Occasionally, while composing a message, you may want to save it as a draft, then continue to work on it later before sending it as a message. A draft is intended for one-time use only. Once you click Send after working on a draft in the Compose window, Mailer deletes it from your file system.

▼ *To Create a Draft*

1. Choose New Message from the Compose menu.  
A Compose window is displayed.
2. Compose the message as you normally would.
3. Choose Draft Message from the Save As button at the bottom of the window, or from the Save As submenu of the File menu.

The Mailer Save As Draft dialog box is displayed.

4. Type a file name under Draft Name.
5. Click Save.

Mailer saves the draft in the default mailbox *HomeDirectory/MailDrafts*.

---

**Note** – You can also save the message body only as text by choosing Text from the Save As button.

---

▼ *To Use a Draft*

1. Choose Continue Composing Draft from the Compose menu, then choose the draft you would like to work on from the submenu.

The Compose window opens with the draft loaded.

---

**Note** – If the Compose window is already open, you can load the draft by choosing its name from the Use Draft submenu of the Format menu.

---

2. Continue with your edits and send the message as usual.

After you have clicked Send, Mailer posts a message that asks if you want to delete that draft from the file system once the message is sent.

### ▼ To Include Multiple Messages in a New Message

1. From the Message Header List, select the email messages to be included in your new message.  
Shift+Click selects several messages in a row by moving the highlight up or down the Message Header List. Control+Click selects discontinuous messages from the list, one at a time.
2. Choose Forward from the Compose menu.
3. Compose and send your message as usual.

### ▼ To Include a Text File in a Mail Message

You can drag and drop a text file from File Manager to a Compose window or follow these steps:

1. Choose New Message from the Compose menu.  
A Compose window is displayed.
2. Choose Include from the File menu in the Compose window.
3. Select the text file to be included in your email message.
4. Click Include.  
The file is included in the text area of your message.
5. Compose and send your message as usual.

## Using a Signature

A signature is text you can include with each mail message that you send. For example, a typical signature might include your name, job title, company name, and so on:

```
John Person  
Marketing Manager  
ABC Products, Inc.  
Email: john.person@mymachine  
Phone: (100) 555-1234
```

You can either include this signature with each email message, or choose to include it on an individual message basis.

▼ ***To Create a Signature***

1. Choose Signature from the Options menu in the main window or the Format menu in a Compose window.

The Signature Options dialog box is displayed.

2. Type the text for the signature in the Signature text pane.
3. Click OK or Apply.

Your signature is saved in the default file *HomeDirectory/.signature*. You can change this default location by typing a new path in the Save signature to Path/File field.

▼ ***To Include a Signature in All Messages***

1. Choose Signature from the Options menu in the main window or the Format menu in a Compose window.

The Signature Options dialog box is displayed.

2. Select the “Include signature in every message” option.
3. Click OK or Apply.

▼ ***To Include a Signature Only in Specific Messages***

1. Choose Signature from the Options menu in the main window or the Format menu in a Compose window.

The Signature Options dialog box is displayed.

2. Deselect the “Include signature in every message” option.
3. Click OK or Apply.
4. In the Compose window for the message in which you want to include your signature, choose Include Signature from the Format menu.

## ▼ To Create an Automatic Reply (Vacation Message)

If you plan to be away from your mail for a period of time, such as during a vacation, you can set up an automatic reply to alert the senders of your incoming mail about your absence.

1. Choose Vacation Message from the Options menu.

The Vacation Message Options dialog box is displayed.

2. Select On next to Vacation.

3. Type the date you want the vacation reply to start under Start Date.

The default is today's date.

4. Type the End Date.

Your vacation message takes effect at 12:01 a.m. or later of the Start Date, and ends at 12:01 a.m. of the End Date. If the start and end dates are the same, then the vacation notifier ends at midnight of the End Date.

5. *Optional.* Under "Interval between replies to repeat senders," set a number for the interval during which the sender will receive one automatic reply from you.

The default is seven days, which means the senders of your incoming mail will receive only one automatic reply from you within seven days of your absence, regardless of how many messages they send you during that period.

6. Type a subject and the text for your vacation message.

The default for this field is "Out of the office." If you use the variable `$(SUBJECT)` in your message, the subject of the incoming mail will be quoted in your vacation message. For example:

I am on vacation, and will read your message regarding "`$(SUBJECT)`" when I return.

7. Click OK or Apply.

Once your vacation message is on, Mailer adds [Vacation] to the mailbox name on the title bars of your Inbox and other mailboxes until your vacation message is off.

---

**Note** – To stop sending your vacation message before the End Date, select Off next to Vacation, then click OK or Apply.

---

## Sending Mail Messages in MIME or Sun Mail Tool Format

Mailer sends messages in MIME format (a published standard officially known as RFC 1521 or RFC-MIME). If your email recipients see confusing codes like =20 or =09 in the messages that you send, their mail applications are not MIME-compliant.

You can solve this problem by having your email recipients use a MIME-compliant mail application. If that is not possible, then send your email in Sun Mail Tool format. However, most MIME-compliant mail readers do *not* understand this proprietary format.

### ▼ *To Send Mail Messages in MIME or Sun Mail Tool Format*

1. Choose Send As from the Compose File menu.
2. Choose either Internet MIME or Sun Mail Tool from the submenu.

Your message is sent in the selected format.

If you do not specify a format, the default is Internet MIME. To change this default:

1. Choose Advanced from the Options menu.  
The Advanced Options dialog box is displayed.
2. Deselect the option, “Send mail in MIME format.”
3. Click OK.

## Editing and Formatting Outgoing Messages

While composing an outgoing message, you can use Mailer to edit and format your text, as well as check the spelling.

## Editing Text

You can use the Edit menu options in a Compose window to change the message text you are composing.

*Table 8-5* Mailer Compose Window Editing Options

---

Undo	Reverses the last editing action in the text area.
Cut	Removes the selected text and stores it on the clipboard. Only one selection can be stored at a time. If text is already there, the most current selection overwrites it.
Copy	Stores a copy of the selected text on the clipboard. Only one selection can be stored at a time. If text is already there, the most current selection overwrites it.
Paste	Inserts the contents of the clipboard at the insertion point.
Paste Special (Bracketed or Indented)	Inserts the contents of the clipboard at the insertion point surrounded above and below by Begin and End Included Message text, or by indented markers.
Clear	Removes the selection and leaves the resulting white space.
Delete	Removes the selection and the resulting white space.
Select All	Selects all the text in the text area.
Find/Change	Opens a dialog box for you to search for words or phrases in your message and make changes to occurrences that are found.
Check Spelling	Runs the spelling checker on your mail message and displays a dialog box that lists words that might be spelled incorrectly. You can Find, Change, or Change All instances of a word.

---

For more information on editing functions, see Chapter 10, “Using Text Editor.”

## Formatting Text

You can use two of the Format menu options in the Compose window to make formatting changes to the message you are composing.

Word Wrap	Toggles the text entry mode that causes lines to automatically wrap at the edge of the message. Note that if you have Word Wrap on and the recipient’s window is of a different size, you may cause display problems.
-----------	---

Settings                      Displays a dialog box for setting margins and paragraph alignment, and applying format settings to your message.

For more information on editing functions, see Chapter 10, “Using Text Editor.”

▼ To Find or Change Text

1. Choose Find/Change from the Compose Edit menu.

The Find/Change dialog box is displayed.



Figure 8-5 Mailer Find/Change dialog box

2. Type (or copy and paste) the text you want to locate in the Find field.
3. *Optional.* To automatically change the located text to replacement text, type the replacement text in the Change To field.
4. Select the appropriate option:
  - Click Find to find and select the text.
  - Click Change to change the first instance.
  - Click Change All to change all instances.
5. Click Close to dismiss the dialog box.

▼ To Check Spelling

You can use the spelling checker in Mailer to verify and correct the spelling in the message you are composing.

1. Choose Check Spelling from the Edit menu in the Compose window.

The Spell dialog box is displayed, showing the first instance of a potentially misspelled word under Word. Suggestions for the correct spelling are displayed in a scrolling list. For details, see “To Correct Misspelled Words” in Chapter 10, “Using Text Editor.”

---

**Note** – The spelling checker is case sensitive.

---

2. Click Close to exit the Spell dialog box.

## Creating and Using Mailboxes

You may want to file certain mail messages for safekeeping. All your messages are received by default in the mailbox (Inbox). Since keeping all your mail messages in your Inbox probably is not practical, you may want to set up other mailboxes to store groups of messages together.

Mailboxes help you organize your mail. You can create mailboxes by project, by user, by email list, or any other system that works for you. You should place these mailboxes in the default mailbox directory *HomeDirectory/Mail*.

To find out how to change the default mailbox directory, see “To Change the Default Mailbox Directory” on page 206.

### ▼ To Create a Mailbox

1. Choose New Mailbox from the Mailbox menu.

The File Selection dialog box is displayed.

2. Specify the mailbox name and location.

See “Using the File Selection Dialog Box” on page 214 for details.

3. Click New.

The new mailbox is created in *HomeDirectory/Mail*, the default mailbox directory, and opened.

To find out how to change this directory, see “To Change the Default Mailbox Directory” on page 206.

### ▼ To Open a Mailbox

1. Choose Open Mailbox from the Mailbox menu.
2. Choose one of the following items in the submenu:
  - Inbox – The mailbox where you receive email by default
  - Sent Mail – The file that contains your outgoing messages (*HomeDirectory/Mail/sent.mail* by default). This item is active only if you have saved outgoing messages in this file.
  - Select Mailbox – A mailbox that you specify from the File Selection dialog box
  - Other Mailboxes – One of the mailboxes in the default mailbox directory
  - The mailboxes that you opened, or moved or copied messages to previously in this Mailer session

### ▼ To Close a Mailbox

To close a mailbox:

- ◆ Choose Close from the Mailbox menu or Window menu, or press Alt+F4.

When the last open mailbox is closed, Mailer exits.

## Filing Messages in Other Mailboxes

You can file some incoming messages by manually moving or copying them into specific mailboxes.

### ▼ *To Manually File Messages in Other Mailboxes*

- ◆ Select the messages that you want to file and do one of the following:
  - Choose Select Mailbox from the Move menu (or the Copy To submenu of the Message menu) and select the desired mailbox in the File Selection dialog box.
  - Choose Other Mailboxes from the Move menu (or the Copy To submenu of the Message menu) and indicate the desired mailbox.
  - Drag and drop messages to other mailboxes.

See “To Drag and Drop Messages to Other Mailboxes” on page 205 for more information.

For convenience, you can:

- Add mailboxes where you frequently file messages to your Move menu (and the Copy To submenu of the Message menu).

For information on adding mailboxes to your Move menu, refer to “Customizing the Open, Move, and Copy To Menus” on page 206.

- Set your Move menu to display the most recently visited mailboxes.

For details, refer to “To Change the Number of Mailboxes Displayed in the Move Menu and Copy To Mailbox Submenu” on page 207.

#### ▼ *To Drag and Drop Messages to Other Mailboxes*

1. Make sure Mailer is open on the desktop and its Message Header List is visible.
2. Open the mailbox to which you want to move the message and make sure you can see the Message Header List.
3. Select the message to be moved.
4. Drag the message and drop it onto the appropriate mailbox Message Header List.

The message is moved to the end of the target mailbox.

You can also drag and drop a message to the file icon of the target mailbox in File Manager. With this method, Mailer places a copy of the message in the target mailbox instead of moving it.

#### ▼ **To Remove a Mailbox from Your File System**

1. Open File Manager.
2. Select the mailbox to be deleted.
3. Choose Put in Trash from the Selected menu.

The mailbox is deleted.

See “To Put an Object in the Trash Can” in Chapter 5, “Managing Files with File Manager,” for more information.

---

**Note** – Do not remove a mailbox while it is open in Mailer.

---

### ▼ To Change the Default Mailbox Directory

1. Choose Move Menu Setup from the Options menu.  
The Move Menu Setup Options dialog box is displayed.
2. Type the directory name in the Default Mailbox Folder field.
3. *Optional.* Type the IMAP server name in the IMAP Filing Server field.  
You can also specify the default mailbox folder for your IMAP server by editing the Default IMAP Folder field; the default is *HomeDirectory/Mail*.
4. Click OK or Apply.

### Customizing the Open, Move, and Copy To Menus

Once you have set up a number of mailboxes, you may discover that there are several mailboxes you use frequently. You can customize your Move menu, the Open Mailbox submenu of the Mailbox menu, and the Copy To Mailbox submenu of the Message menu to show these key mailboxes. Opening and filing to mailboxes is much more efficient this way.

Adding the names of the mailboxes that you recently opened to the Move Menu and Copy To Mailbox submenu of the Message menu can save you time when you next move or copy messages to these mailboxes.

### ▼ To Add Mailboxes to the Open, Move, and Copy To Menus

1. Choose Move Menu Setup from the Options menu.  
The Move Menu Setup Options dialog box is displayed.
2. Select Local or IMAP Server to specify the server where the mailboxes are located.  
If you select IMAP Server, type the server name in the text field.

3. Type the path to the mailbox under Path/Mailbox Name, then click Add.

The mailbox is added to the Move menu, as well as the Open Mailbox submenu of the Mailbox menu and the Copy To Mailbox submenu of the Message menu.

4. *Optional.* Make further customizations:

- To alter what is in the Path/Mailbox Name field once a mailbox name is selected, edit that field and click Change.
- To delete a mailbox name from the scrolling list, select it and click Delete.
- To display the mailboxes in alphabetical order, click Alphabetize.
- To change the position of a selected mailbox in the scrolling list, click Move Up or Move Down.

5. Click OK or Apply.

▼ ***To Change the Number of Mailboxes Displayed in the Move Menu and Copy To Mailbox Submenu***

To change the number of mailboxes that are displayed on these menus:

1. Choose Move Menu Setup from the Options menu.

The Move Menu Setup Options dialog box is displayed.

2. Increase or decrease the number of mailboxes you have recently opened in the “Display up to: Recently visited mailboxes” field.
3. Click OK or Apply to make the change take effect.

Up to the desired number of mailboxes now appear on the Move menu and the Copy To Mailbox submenu of the Message menu.

## Printing Mail Messages

You can print messages with the default options, or set different print options before starting the print job.

### ▼ To Print a Copy of a Message with Default Options

1. Select the message to be printed in the Message Header List.  
Shift+Click selects several messages in a row by moving the highlight up or down the Message Header List. Control+Click selects discontinuous messages from the list, one at a time.
2. Choose Print One from the Message menu.

### ▼ To Print a Message with Specific Options

1. Select the message to be printed.  
Shift+Click selects several messages in a row by moving the highlight up or down the Message Header List. Control+Click selects discontinuous messages from the list, one at a time.
2. Choose Print from the Message menu.
3. Set the options you want to change:
  - Type a new printer name in the Printer field.
  - Indicate the number of copies in the Copies field.
  - Type a banner page title in the Banner Page Title field.
  - Select Print Page Numbers to print page numbers in your document.
  - Type print command options in the Print Command Options field.
4. Click Print.

### ▼ To Print a Message Using Drag and Drop

1. Select the message to be printed.
2. Drag the message onto the Printer control in the Front Panel.  
The Print dialog box is displayed.
3. Set the print options as desired and click Print.

For more information, see “To Print a Message with Specific Options” on page 208.

---

## Working with Attachments

An attachment is an image, document, or executable file that you send or receive with your email.

### ▼ To View an Attachment

1. Select the attachment icon in the attachment list.



*Figure 8-6* Example of an attachment icon

2. Choose Open from the Attachments submenu in the Message menu, or double-click the attachment icon.

---

**Note** – If Open does not appear on the Attachments submenu, you cannot open the attachment.

---

### ▼ To Print an Attachment

1. Select the attachment.
2. Choose Print from the Attachments submenu in the Message menu.

---

**Note** – If your system does not provide the ability to print attachments, or if the attachment cannot be printed, the Print item will not be available.

---

### ▼ To Add an Attachment

1. Compose your email message.

2. Choose Add File from the Attachments menu in the Compose window.

The Mailer - Attachments - Add dialog box is displayed. See “Using the File Selection Dialog Box” on page 214 for more information.

3. Select a file to attach and click Add.

The attachment is added to the attachment list in the lower portion of the Compose window.

To remove an attachment you just added, select its icon and choose Delete from the Attachments menu.

To restore a deleted attachment, choose Undelete from the Attachments menu.

4. *Optional.* Choose Rename from the Attachments menu to change the name of a selected attachment.

If you drag and drop messages from the Message Header List in the main window to the attachment list, Mailer creates one mailbox that contains all of the messages.

### ▼ To Save an Attachment to Your File System

1. Select the attachment you want to save.
2. Choose Save As from the Attachments menu.
3. In the File Selection dialog box, indicate where you want to save the attachment.
4. Type a new name, if desired, for the file.
5. Click Save.

The file is saved to the selected location.

---

**Note** – You can also drag and drop an attachment to File Manager. See Chapter 5, “Managing Files with File Manager,” for more information.

---

---

### ▼ To Attach a File from File Manager

1. Select the file within File Manager.
2. *Optional.* If the attachment list is not displayed, choose Show List from the Attachments menu in a Compose window.
3. Drag the file from File Manager and drop it onto the attachment list in a Compose window.
4. Send the message as usual.

---

**Note** – You can also drag an attachment from the attachment list to File Manager. See Chapter 5, “Managing Files with File Manager.”

---

### ▼ To Attach a Calendar Appointment

1. Create the calendar appointment in Calendar.
2. Drag the appointment from the Calendar Appointment Editor dialog box and drop it onto the attachment list in the Compose window.
3. Send the message as usual.

---

**Note** – You can also drag a calendar appointment attachment from the attachment list to Calendar. See “To Drag an Appointment from Another Application to Calendar” in Chapter 11, “Using Calendar.”

---

## Customizing Mailer

Once you have used Mailer for some time, you may want to change some of its defaults. The Options menu provides you with these choices:

- Basic
- Aliases
- Compose Window
- Message View
- Move Menu Setup
- Notification
- Signature

- Templates
- Toolbar
- Vacation Message
- Advanced

The following sections describe some of the customizations you can do using the options in these dialog boxes.

#### ▼ To Display Message Numbers in Your Mailbox

1. Choose Basic from the Options menu.  
The Basic Options dialog box is displayed.
2. Select the Display message numbers option.
3. Click OK or Apply to make your changes take effect.

The numbering appears on the left side of your Message Header List.

#### ▼ To Change the Character Marker for Included Text in a Reply

Having a marker for text you include when you reply to a message sets it off from the text you want to add. Mailer provides a right-angle bracket (>) as the default. You can customize this marker to a character of your choice.

1. Choose Compose Window from the Options menu.  
The Compose Window Options dialog box is displayed.
2. Type the character you want to use under Indent Characters For Included Message.
3. Click OK or Apply to make your changes take effect.

#### ▼ To Set How Often Mailer Checks for Messages

1. Choose Basic from the Options menu.  
The Basic Options dialog box is displayed.
2. Increase or decrease the setting in the “Check for new mail every” field.
3. Click OK or Apply to make your changes take effect.

## ▼ To Add Custom Fields to the Format Menu

Besides the To, Subject, Cc, and Bcc fields in the Format menu of a Compose window, you may want to add your own fields, such as Reply-To, Return-Receipt-To, and so on.

1. Choose Compose Window from the Options menu.

The Compose Window Options dialog box is displayed.

2. Type a name in the Header Name field as it will appear in the Compose window header (for example, Return-Receipt-To).

3. *Optional.* Type a default entry for the defined header field in the Default Value field (for example, your email address).

4. Click Add to add the values to the scrolling list.

To change a custom field, select it and edit the Header Name or Default Value field, as appropriate, then click Change.

To remove a custom field, select it and click Delete.

5. Click OK or Apply to make your changes take effect.

## ▼ To Customize Mail Notification

To determine how Mailer signals the arrival of new mail:

1. Choose Notification from the Options menu.

2. Under “Signal new mail with,” specify whether you want Mailer to beep, the Header window to flash, or Mailer to play an audio file when new mail arrives. You can choose to have all three signals if you desire.

Set the number of beeps and flashes by clicking on the up or down arrow under Beeps and Flashes.

To play an audio file, either type the full path name of the file in the Sound File text field, or click Select to specify that file in a File Selection dialog box.

## Configuring the Appearance of the Toolbar

From the settings in the Toolbar Options dialog box, you can change the appearance of the Toolbar buttons (as icons or with text), determine which buttons display, and set the order in which they are displayed.

By default, the following commands appear as icons: Delete; Next; Previous; Reply, Include Message; Forward; New Message; and Print One.



### ▼ To Customize the Toolbar

1. Choose Toolbar from the Options menu.

The Toolbar Options dialog box is displayed. Under Commands is a list of the commands you can choose to be displayed in the Toolbar, either as icons or with text. Those commands you have chosen to be displayed in the Toolbar are shown in the Toolbar scrolling list.

2. Select Icons or Text as your preference for the display.
3. *Optional.* Click Add or Remove to add or remove a selected command from the Toolbar.
4. *Optional.* Click Move Up or Move down to change the order in which the buttons are displayed.
5. Click OK or Apply to make your changes take effect.

## Using the File Selection Dialog Box

When you perform certain functions (like opening a mailbox or saving a message), there is a standard method to access your file system. From a File Selection dialog box, you are presented with a place to enter a path or folder name or a place to select from the folders and files in your file system.

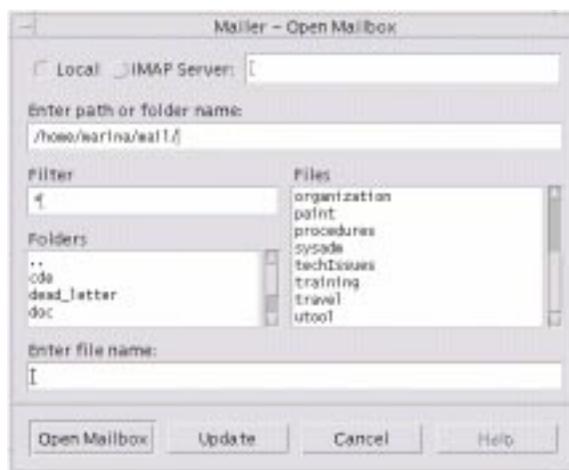


Figure 8-7 File Selection dialog box

The title bar and the buttons of the dialog box vary, depending on the operation you wish to perform.

The fields are:

- **Local or IMAP Server** – Specifies the mail server type. If you select IMAP Server, type its name in the text field.
- **Enter path or folder name** – Indicates the path to the item. It can be a location anywhere in your file system. If folders or file names are selected, the path appears here.
- **Filter** – Shows the filter criteria; an asterisk (\*) shows all files. You can enter wildcard characters to display only those files that match a suffix. For example, \*.doc lists only those files with a .doc suffix.
- **Folders** – Lists the folders in the current directory.
- **Files** – Lists the files within the current folder.
- **Enter file name** – Shows the name of the mailbox. You can either type in the name or select it from the list.

You can:

- Click Open Mailbox (or whatever action is specified in the leftmost button) to perform the operation and dismiss the dialog box.

- Click Update to display a new list of files after changing the filter key or changing to a new folder.
- Click Cancel to halt the operation without applying the changes and dismiss the dialog box.
- Click Help to display information about this dialog box.

## Using Mailer Mnemonics and Keyboard Shortcuts

You can use keyboard alternatives to the mouse, called *mnemonics*, to navigate and perform some functions in Mailer. The mnemonics and shortcuts in Table 8-6 apply to Mailer only. Letters shown in uppercase should be typed as lowercase.

For more information on keyboard shortcuts, see Appendix A, “Keyboard Shortcuts for the Desktop.”

**Note** – Some Mailer shortcuts may interfere with UNIX key bindings. For more information on these bindings, see Chapter 10, “Using Text Editor.”

Table 8-6 Keyboard Mnemonics and Shortcuts

Task	Mnemonic	Keyboard Shortcut
<i>Mailbox menu</i>		
Check for New Mail	Alt+X, then M	Control+M
Show Views	Alt+X, then S	
Select All Messages	Alt+X, then A	
New Mailbox	Alt+X, then N	
Open Mailbox	Alt+X, then O	
Destroy Deleted Messages	Alt+X, then D	
Close	Alt+X, then C	Alt+F4

Table 8-6 Keyboard Mnemonics and Shortcuts (Continued)

<b>Task</b>	<b>Mnemonic</b>	<b>Keyboard Shortcut</b>
<i>Message menu</i>		
Open	Alt+M, then O	
Copy Selected Text	Alt+M, then X	Control+S
Select All Text	Alt+M, then T	
Save As Text	Alt+M, then A	
Attachments	Alt+M, then H	
Copy To Mailbox	Alt+M, then C	
Print One	Alt+M, then E	
Print	Alt+M, then P	Control+P
Search	Alt+M, then S	
Delete	Alt+M, then D	Control+D
Undelete Last	Alt+M, then L	
Undelete From List	Alt+M, then U	
<i>Compose menu</i>		
New Message	Alt+C, then M	Control+N
New, Use Template	Alt+C, then N	
Forward	Alt+C, then F	
Forward, no Attachments	Alt+C, then S	
Reply	Alt+C, then R	Control+R
Reply to All	Alt+C, then A	
Reply, Include Message	Alt+C, then I	
Reply to All, Include Message	Alt+C, then E	
Continue Composing Draft	Alt+C, then C	
<i>View menu</i>		
Next	Alt+V, then N	
Previous	Alt+V, then P	
Abbreviated Headers	Alt+V, then H	

*Table 8-6 Keyboard Mnemonics and Shortcuts (Continued)*

<b>Task</b>	<b>Mnemonic</b>	<b>Keyboard Shortcut</b>
Change Char Set	Alt+V, then C	Control+Y
By Date/Time	Alt+V, then D	
By Sender	Alt+V, then S	
By Subject	Alt+V, then B	
By Size	Alt+V, then Z	
By Status	Alt+V, then T	
<i>Options menu</i>		
Basic	Alt+O, then B	Control+I
Aliases	Alt+O, then A	
Compose Window	Alt+O, then C	
Message View	Alt+O, then M	
Move Menu Setup	Alt+O, then P	
Notification	Alt+O, then N	
Signature	Alt+O, then S	
Templates	Alt+O, then T	
Toolbar	Alt+O, then R	
Vacation Message	Alt+O, then V	
Advanced	Alt+O, then D	
<i>Move menu</i>		
Inbox	Alt+E, then I	
Select Mailbox	Alt+E, then S	
Other Mailboxes	Alt+E, then O	
<i>Help menu</i>		
Overview	Alt+H, then V	
Tasks	Alt+H, then T	
Reference	Alt+H, then R	
Messages	Alt+H, then M	

Table 8-6 Keyboard Mnemonics and Shortcuts (Continued)

<b>Task</b>	<b>Mnemonic</b>	<b>Keyboard Shortcut</b>
On Item	Alt+H, then O	
Using Help	Alt+H, then U	
About Mailer	Alt+H, then A	
<i>Compose File menu</i>		
Include	Alt+F, then I	
Save As	Alt+F, then A	
Save Outgoing Mail	Alt+F, then M	
Send	Alt+F, then S	F3
Send As	Alt+F, then N	
Close	Alt+F, then C	Alt+F4
<i>Compose Edit menu</i>		
Undo	Alt+E, then U	Control+Z
Cut	Alt+E, then T	Control+X
Copy	Alt+E, then C	Control+C
Paste	Alt+E, then P	Control+V
Paste Special	Alt+E, then L	
Clear	Alt+E, then E	
Delete	Alt+E, then D	Del
Select All	Alt+E, then S	
Find/Change	Alt+E, then F	Control+F
Check Spelling	Alt+E, then K	
<i>Compose Attachments menu</i>		
Add File	Alt+A, then F	
Save As	Alt+A, then A	
Delete	Alt+A, then D	
Undelete	Alt+A, then U	
Rename	Alt+A, then R	

*Table 8-6 Keyboard Mnemonics and Shortcuts (Continued)*

<b>Task</b>	<b>Mnemonic</b>	<b>Keyboard Shortcut</b>
Select All	Alt+A, then S	
Show List	Alt+A, then L	
Open	Alt+A, then O	
Print	Alt+A, then P	
<i>Compose Format menu</i>		
Word Wrap	Alt+R, then W	
Settings	Alt+R, then S	
Change Char Set	Alt+R, then C	Control+Y
Use Template	Alt+R, then T	
Use Draft	Alt+R, then D	
Include Signature	Alt+R, then I	
Signature	Alt+R, then E	
Vacation Message	Alt+R, then V	
Aliases	Alt+R, then A	
Add Bcc:	Alt+R, then B	
<i>Miscellaneous</i>		
Move between buttons or fields	Tab	
Select multiple messages	Shift+Click	
Select discontinuous messages	Control+Click	

You can easily print files, find or cancel print jobs, and get information about printers and print jobs through the desktop.

<i>Your Default Printer</i>	<i>221</i>
<i>Printing Files</i>	<i>222</i>
<i>Printer Applications</i>	<i>226</i>

## Your Default Printer

Your system may have more than one printer that you can use for printing. One of the printers will be designated as the *default* printer. The default printer is the printer that your desktop automatically uses if you submit a document for printing and you don't specify a printer name. When you first open your desktop, the default printer is shown in the Front Panel.

To find out how to display a printer other than your default printer in the Front Panel, see "To Change the Front Panel Printer" on page 232.

### ▼ To Determine the Default Printer

- ◆ To find out the name of your default printer, double-click the Default printer control in the Personal Printers subpanel in the Front Panel.

This starts the Printer Jobs application. The name under the printer icon is the name of your default printer.

### ▼ To Change the Default Printer

To designate a different printer as the default printer:

1. Go to your home folder and open the file `.dtprofile`.
2. Add or edit a line that sets a value for the LPDEST environment variable:

```
LPDEST=printer_device; export LPDEST
```

If you are using `cs`h the syntax is:

```
setenv LPDEST printer_device
```

---

**Note** – This change will take effect the next time you log out and back in again.

---

For example, the following line would change the default printer to the printer whose device name is `laser3d`.

```
LPDEST=laser3d; export LPDEST
```

If you are using `cs`h the syntax is:

```
setenv LPDEST laser3d
```

## Printing Files

The desktop can print different types of files, as listed in Table 9-1.

*Table 9-1* Types of Data That Can Be Printed (Initial Configuration)

Type of Data	Data Type Requirement	Description
Text file	File name ends with <code>.txt</code>	Text files containing ordinary (ASCII) text data
PostScript	File name ends with <code>.ps</code> , or content is recognized as PostScript data	PostScript files (requires a PostScript printer)
PCL	File name ends with <code>.pcl</code> , or content is recognized as PCL data	Printer Control Language files (requires a PCL printer)
Data	Contains text data	The default data type assigned to all files containing ASCII data that do not match other data types

If applications are installed on your system that create other types of files, your system administrator can add printing capabilities for them.

**Note** – Ensure that your destination printer is capable of printing PostScript™ or PCL files before you try to print them.

## Submitting a File to a Printer

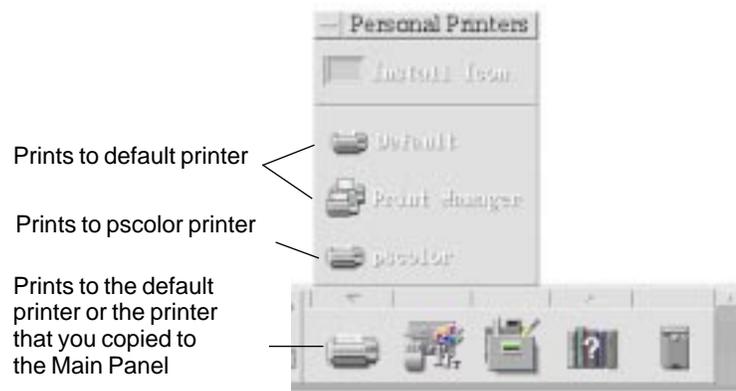
There are many ways to submit a file to a printer:

- Using the Front Panel
- Using File Manager
- Using Print Manager
- Using applications

### ▼ To Print Using the Front Panel

1. Drag a single file or multiple files from File Manager to the Printer control in the Front Panel or to a Printer icon in the Personal Printers subpanel.

The system then displays a Print dialog box for specifying print options. A Print dialog box appears for each file you drag to the Printer control.




---

**Note** – pcolor will not show on your system. It is only included as an example of a printer that has been added to a system.

---

2. *Optional.* Use the text fields in the Print dialog box to set additional print options. (See “Setting Print Options Using the Print Dialog Box” on page 225.)
3. Click OK in the Print dialog box to send the job to the printer.

### ▼ To Print Using File Manager

1. Select the file in File Manager.
2. Choose Print from the Selected menu or the file’s pop-up menu.  
The system displays a Print dialog box for specifying various print options.
3. *Optional.* Use the text fields in the Print dialog box to set additional print options. (See “Setting Print Options Using the Print Dialog Box” on page 225.)
4. Click OK in the Print dialog box to send the job to the printer.

## ▼ To Print Using Print Manager

1. Start Print Manager from the Personal Printers subpanel.
2. Drag a file from File Manager to a printer icon in Print Manager.

In Print Manager, you can submit a document by dropping it on a printer icon or into the jobs list area to the right of a printer.

---

**Note** – If you submit a job to a printer that is down (flag is showing), it may never be printed even though it appears in the jobs list.

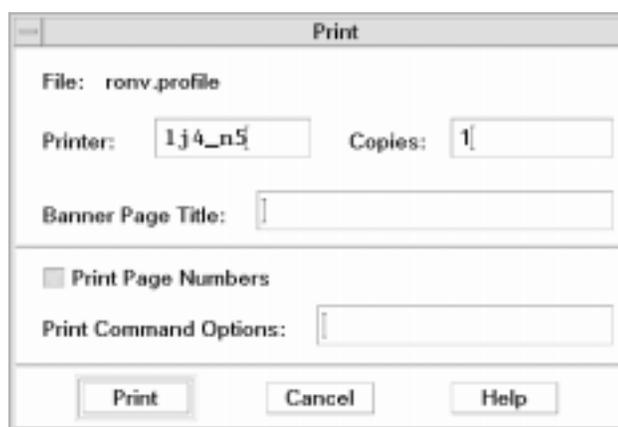
---

The system displays a Print dialog box for specifying various print options.

3. *Optional.* Use the text fields in the Print dialog box to set additional print options. (See “Setting Print Options Using the Print Dialog Box” on page 225.)
4. Click OK in the Print dialog box to send the job to the printer.

## Setting Print Options Using the Print Dialog Box

The desktop displays the Print dialog box when you print text, PCL, PostScript, and data files (see Table 9-1 on page 223).



When application data files, such as word processor documents, are submitted for printing, they may display their own unique Print dialog boxes.

Use the Print dialog box to set these print options:

Printer	The destination for the print job. The text field initially displays the printer on which you dropped the data file. In this example, the document was dropped on a printer named <code>lj4_n5</code> .
Copies	The number of copies to print. The default is 1.
Banner Page Title	A title to appear on the banner page. The banner page is a sheet of paper that the printer prints before it prints the first page of your document.
Print Page Numbers	Prints page numbers on each page. If page numbering is selected, Print Manager will not display the true name of your document. Instead, the name in the jobs list will be <code>STDIN:XXXXX</code> , where <code>XXXXX</code> is a five-digit number.
Print Command Options	Other options that change the way printing is done. See the next section for more details on using this field.

### Print Command Options

You can use the Print Command Options text field in the Print dialog box to set other print options. Type the proper `lp` command flag in the text field for the print option you want to use. To see a list of the `lp` command flags, type `man lp` in a Terminal window.

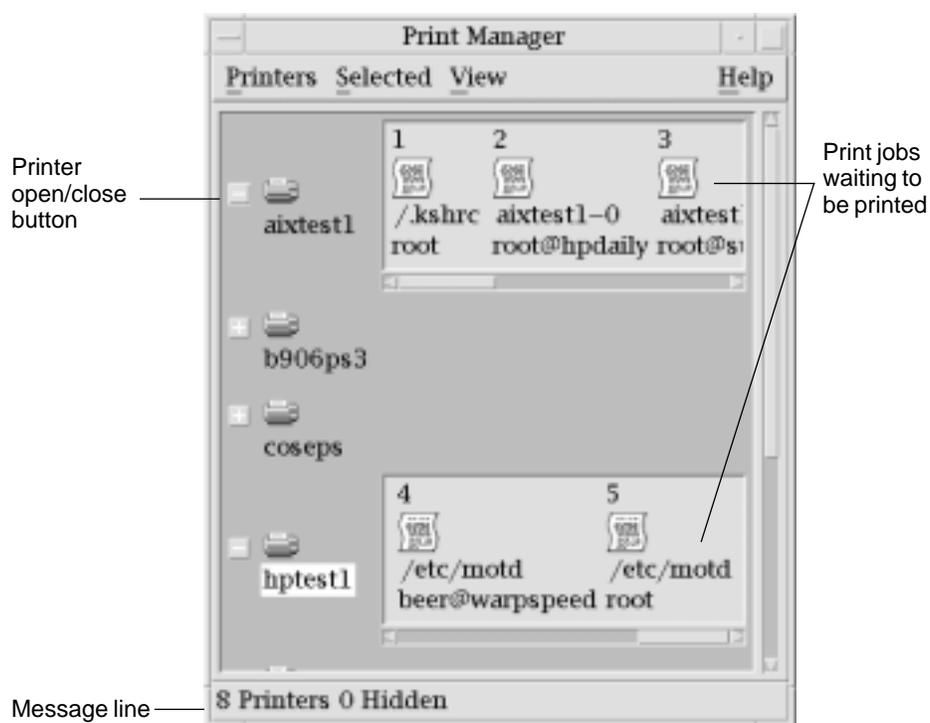
For example, one of the `lp` flags is `-m`. This flag tells the print server to send you a mail message that tells you when it is done printing your document. To use this flag you would type `-m` in the Print Command Options field of the Print dialog box. Then when your document is done printing, a message appears in your mailbox from the printer.

## Printer Applications

After you submit a document (print job) for printing, you can use the Print Manager or Printer Jobs applications to find out about the progress of the printing. Printer Jobs gives you information about jobs on a single printer. Print Manager shows all the printers that are on your system.

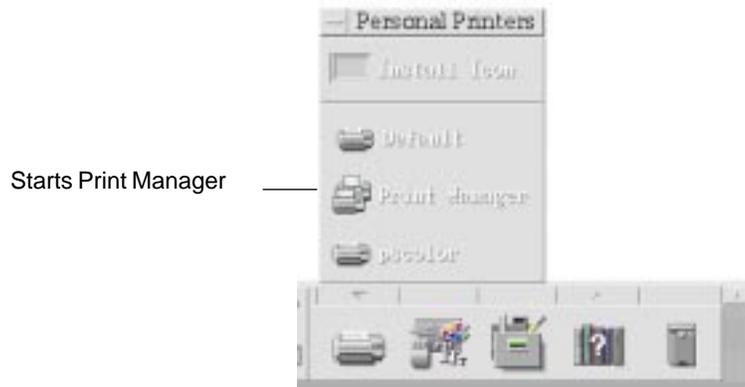
## Print Manager

The Print Manager window is shown below. To find out how to modify it, see “Changing the Print Manager Display” on page 233.



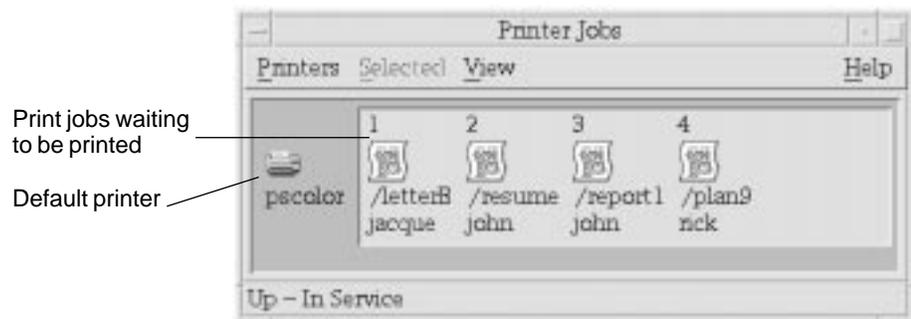
### ▼ To Start Print Manager

- ◆ Click the Print Manager control in the Personal Printers subpanel in the Front Panel.



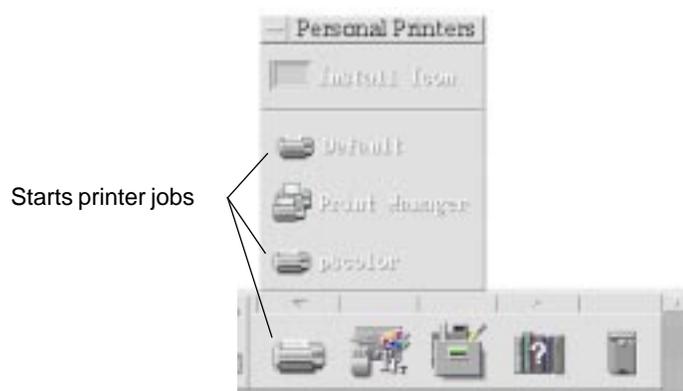
### Printer Jobs Application

The Printer Jobs application is the application you see when you open a single printer from the Front Panel. The Printer Jobs application is a simplified version of Print Manager that shows only a single printer instead of all the printers on your system. The functions that are available inside Printer Jobs work the same way as they do in Print Manager.



▼ *To Start the Printer Jobs Application*

- ◆ Click the Printer control in the Front Panel.



---

**Note** – The pscolor printer is only shown in the figure as an example of a printer that has been added to a system. It will not be on your subpanel.

---

## Displaying Print Job Information

Information about the jobs waiting to be printed on a printer is displayed when you open a printer icon. A display area to the right of the printer icon displays an icon for each of the jobs waiting to be printed on it, and each job's position in line, job name, and owner.

▼ **To Open a Printer Icon**

There are three ways to open a printer:

- Click the Open [+] button to the left of the printer icon.
- Select a printer, then choose Open from the Selected menu or from the printer's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).
- Double-click the printer icon.

---

**Note** – Your job will not appear in the Print Manager or Printer Jobs window if there are no jobs waiting to be printed when you send your job to the printer.

---

### ▼ To Close a Printer Icon

Close a printer if you don't want to see the jobs waiting to be printed on it.

- Click the Close [-] button to the left of the printer icon.
- Select a printer, then choose Close from the Selected menu or from the printer's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).

### ▼ To Find a Print Job

1. Choose Find from the Printers menu.

Find is available in Print Manager but not in the Printer Jobs application.

2. Type the name of the print job you want to find in the Job Name field.

For example, typing `cat` will find all jobs that include the fragment “cat” in their name, such as “Catchall” and “catalog,” regardless of case.

To find jobs with the name “cat” only, you would select Exact match.

To find only jobs that match your capitalization, deselect Ignore case.

---

**Note** – Find only finds print jobs that list you as the owner and it searches all printers, even those that are not currently displayed.

---

3. Click Start Find.

4. Once you have found a job, you can go directly to it in Print Manager or cancel it. To go to a found job, select the job and click Goto. To cancel a found job, select it and click Cancel Print Jobs.

### ▼ To Cancel a Print Job

1. Select a print job in the Print Manager or Printer Jobs window.

2. Choose Cancel from the Selected menu or from the print job's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).
3. Click Yes in the confirmation dialog box.

## Print Job Properties

The following properties can be displayed for print jobs:

- Job name
- Job owner
- Job number
- Job size
- Time job submitted
- Date job submitted

---

**Note** – The term “not available” may appear in some fields to indicate that the print system is not supplying that information.

---



### ▼ To Display Print Job Properties

1. Select a print job.

2. Choose Properties from the Selected menu or the print job's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).

The properties are displayed.

## Printers and the Front Panel

The printer shown in the Front Panel is usually your default printer. You can change it to another printer, or add a printer to the Personal Printers subpanel.

### ▼ To Change the Front Panel Printer

---

**Note** – This does not change your default printer assignment. To find out how to change the default printer, see “To Change the Default Printer” on page 222.

---

1. Open the Personal Printers subpanel (by clicking the arrow above the Printer control in the Front Panel) and verify that the icon for the printer you want to move to the Front Panel appears.

If the printer is not in the Personal Printers subpanel, add it by following the steps in “To Add a Printer to the Personal Printers Subpanel.”

2. In the subpanel, point to the printer icon you want to add to the Front Panel and select Put In Main Panel from the icon's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).

To verify that the printer has been changed, click the Printer control in the Front Panel and check the name of the icon in the Printer Jobs window that appears.

### ▼ To Add a Printer to the Personal Printers Subpanel

1. Open the Personal Printers subpanel (by clicking the arrow above the Printer control in the Front Panel).
2. Start Print Manager.
3. Drag a printer icon from the Print Manager window to the Install Icon control in the open subpanel.

---

## Changing the Print Manager Display

This section describes how to change display parameters in Print Manager.

### ▼ To Change How Printers and Print Jobs Are Displayed

1. Start Print Manager.
2. Choose Set Options from the View menu.
3. Select how you want the print jobs represented:
  - Large Icon – Displays printers and print jobs as large icons
  - Small Icon – Displays printers and print jobs as small icons
  - Name Only – Displays printer and print jobs as only text
  - Details – Displays job owner, size, job number, and the date and time each job was submitted
  - Show Labels – Displays a description of each details row to the left of the job list area

---

**Note** – The term “not available” may appear in some fields to indicate that the print server is not supplying that information

---

4. Click OK.

### ▼ To Change the Update Frequency

1. Start Print Manager.
2. Choose Set Options from the View menu.
3. Adjust the interval gauge to specify how frequently printers are queried for information about their print jobs. The default is every 30 seconds.
4. Click OK.

### ▼ To Determine Which Jobs Are Displayed

1. Start Print Manager.
2. Choose Set Options from the View menu.

3. Select which jobs you want shown:
  - Only Mine – Displays just your print jobs
  - Everyone's – Displays all print jobs
4. Click OK.

#### ▼ To Display the Print Manager Message Line

1. Start Print Manager.
2. Choose Set Options from the View menu.
3. Select Message Line to display a message line at the bottom of the Print Manager window.

The message line shows the number of printers on your system and the number that are currently hidden. It also presents messages telling you when printer updates are being done.

4. Click OK.

#### ▼ To Display the Print Manager Problem Flag

1. Start Print Manager.
2. Choose Set Options from the View menu.
3. Select Problem Flag to have a flag icon displayed next to printers when a problem is found with one of them.

For more information on the problem, you can double-click the Flag icon.

4. Click OK.

#### ▼ To Determine Which Printers Are Shown

1. Start Print Manager.
2. Choose Modify the Show List from the View menu.

Printers that are visible in the Print Manager window have highlighted names.

3. Click a non-highlighted printer to make it visible in the Print Manager window.

Click a highlighted printer to remove it from the main window. You can also use Select All to show all the printers or Deselect All to hide all the printers.

4. Click OK.

## Printer Properties

The following properties can be displayed:

- Icon label
- Icons
- Description
- Printer queue
- Printer queue status
- Device name
- Device status

### ▼ To Show a Printer's Properties

1. Select a printer in the Print Manager window or the printer in the Printer Jobs window.
2. Choose Properties from the Selected menu or from the printer's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).

### ▼ To Change a Printer's Icon

1. Select a printer in the Print Manager window or the printer in the Printer Jobs window.
2. Choose Properties from the Selected menu or from the printer's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).
3. Click Find Set.
4. Select the new icon you wish to use.

If the icon you want is not visible, choose another folder from the Icon Folders menu. This dialog box will only display icons that have a complete set of all three sizes.

5. After you have selected an icon, click OK.
6. Click OK in the Properties dialog box.

#### ▼ To Change a Printer's Icon Label

1. Select a printer in the Print Manger window or the printer in the Printer Jobs window.
2. Choose Properties from the Selected menu or from the printer's pop-up menu (displayed by pressing Shift+F10 or mouse button 3).
3. Type the new icon label in the Icon Label field.
4. Click OK.

This chapter describes how to create and edit short documents such as memos, mail messages, or resource files using Text Editor.

<i>Opening and Closing Text Editor</i>	<i>238</i>
<i>Text Editor Window</i>	<i>239</i>
<i>Opening and Saving Documents</i>	<i>240</i>
<i>Moving the Cursor in a Document</i>	<i>245</i>
<i>Entering Text</i>	<i>244</i>
<i>Editing Text</i>	<i>248</i>
<i>Correcting Misspelled Words</i>	<i>253</i>
<i>Searching a Document</i>	<i>261</i>
<i>Formatting and Printing Documents</i>	<i>262</i>

## Opening and Closing Text Editor

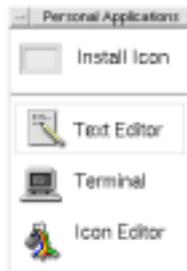
There are several ways to start Text Editor from your desktop.

### ▼ To Open Text Editor

- Click the Text Editor control in the Front Panel.



- Or, open the Personal Applications subpanel in the Front Panel and click the Text Editor control.



Text Editor can also be started from the command line by typing this command in a Terminal window:

```
dtpad filename &
```

The file name is optional.

---

**Note** – If the path `/usr/dt/bin` has not been set in your `.cshrc` file, then type `/usr/dt/bin/dtpad` to run Text Editor from the command line.

---

### ▼ To Close Text Editor

- ◆ Choose Close from the File menu or press Alt+F4.

---

**Note** – If your keyboard does not have an Alt key, ask your system administrator to identify the corresponding key.

---

## Text Editor Window

You create and edit a document in the Text Editor window. The title bar displays the name of the current document. A new document is named (UNTITLED).



Figure 10-1 Text Editor window

You can optionally display a status line that reports the number of lines in your document and enables you to go to a specific line number.

### ▼ To Display the Status Line

The status line displays the line number where the insertion cursor is located and the total number of lines in the document. It also reports Text Editor messages and indicates whether Overstrike mode is active.



- ◆ Choose Status Line from the Options menu. To remove the status line, choose Status Line again from the menu.

## Opening and Saving Documents

You can create a new document or open an existing document. Opening a document displays the contents of a selected file in the Text Editor window.

Saving a document stores the edited contents into a file. You can save a document to its original file or to a new file.

### ▼ To Create a New Document

A new document named (UNTITLED) is created when you start Text Editor. To enter text in your document, see “Entering Text” on page 244. You provide a new file name when you save the document.

After finishing a document, you can create another document using the New command.

- ◆ Choose New from the File menu.

The Text Editor window is cleared and a new document is created. If you have not saved your current document, a dialog box is displayed that enables you to save your document.

### ▼ To Save a Document to a New File

1. Choose Save As from the File menu.

The Save As dialog box lists files and folders located in your current folder. You can store your document in the current folder, a subfolder, or a folder that you specify.

If you used Wrap To Fit, the dialog box includes an additional choice about handling line endings. If Wrap To Fit is set off, the dialog box omits this choice (see “Using Wrap To Fit” on page 244).



Figure 10-2 Save As dialog box

2. *Optional.* If you do not want to save the file to the current folder, choose a subfolder or indicate a different folder.
  - For a subfolder, select the subfolder in the Folders list and press Return.
  - For a different folder, use the .. (go up) icon to change to a folder or type its path name in the Enter path or folder name field.
3. Type a new file name in the Enter file name field.
4. Press Return or click OK.

### ▼ To Save a Document to the Original File

- ◆ Choose Save from the File menu to save your work and continue editing your document.

If you used Wrap To Fit, the Save dialog box includes an additional choice about handling line endings (see “Using Wrap To Fit” on page 244).

## Opening an Existing Document

You can open an existing document in these ways:

- Open the document in Text Editor.
- Select the file icon in File Manager and choose Open from the File Manager Selected menu.
- Double-click the file icon in File Manager.
- Drag the document's file icon to the Text Editor control in the Front Panel.

### ▼ To Open an Existing Document from Text Editor

1. Choose Open from the File menu.

The Open a File dialog box lists files and folders in your current folder. You can browse the documents listed, or change to a new folder to locate other files on your system.



Figure 10-3 Open a File dialog box

2. Select the name of the document you want to open, or type the document name in the Enter file name field.
3. Press Return or click OK.

---

**Note** – You can also use this shortcut: double-click the document name in the dialog box.

---

▼ *To Open an Existing Document from File Manager*

1. Display the document's file icon in a File Manager window.

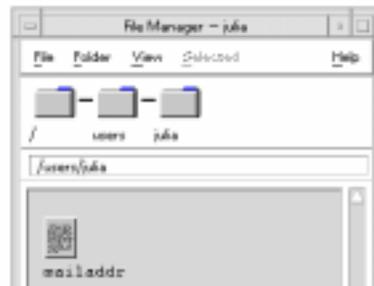


Figure 10-4 Document file icon

2. Open the document in *one* of the following ways:
  - Double-click the document.
  - Select the document, then choose Open from the File Manager Selected menu.
  - Drag the document file icon to the Front Panel and drop the icon on the Text Editor control.

## Entering Text

As you create a document, you type and edit text. A cursor (I) shows your current position. Characters are inserted unless you set Overstrike mode (see “To Set Overstrike Mode” on page 250).

### ▼ To Enter New Text

- ◆ Click in the document and start typing.

To start a new line, press Return. Or, you can use the Wrap To Fit option to automatically wrap text at the edge of the window.

To start a paragraph, press Return twice.

### Using Wrap To Fit

Wrap To Fit controls whether lines are automatically wrapped to fit the width of the window. When Wrap To Fit is set on, lines are broken automatically at the edge of the window. Because these line breaks are dynamic, you can resize the Text Editor window and the text automatically adjusts to fit the new window width.

When you save your document, you decide whether to add a line break to each of the wrapped lines, or to retain the dynamic line endings. When you save your document, you choose one of these options:

- Add a newline character (hard return) to the end of each wrapped line to preserve each line ending as it currently appears.
- Or, preserve only line breaks that were created by pressing Return.



### ▼ To Set Wrap To Fit On or Off

- ◆ To set Wrap To Fit on, choose Wrap To Fit in the Options menu. To set Wrap To Fit off, choose it from the menu again.

## Entering Special Characters

Different systems often use certain key combinations to insert special characters. In some instances, a key combination may be reserved by Text Editor. For example, a Text Editor mnemonic for displaying a menu might conflict with a key sequence you want to use on your keyboard.

To insert the correct character you may need to override the reserved behavior by preceding the key combination with Control+Q.

## Moving the Cursor in a Document

As you enter and edit text, you move the insertion cursor using the mouse and keyboard cursor keys. Using the mouse, move the pointer to the new location in the document and click mouse button 1.

You can also use the keyboard cursor movement keys:

<b>Key</b>	<b>Cursor Movement</b>
Up Arrow	Up one line
Down Arrow	Down one line
Left Arrow	Left one character
Right Arrow	Right one character
Control+Left Arrow	Move left to previous word
Control+Right Arrow	Move right to next word
Home	Beginning of the current line
End	End of the current line
Control+Up Arrow	Beginning of the previous paragraph
Control+Down Arrow	Beginning of the next paragraph
Control+Home	Beginning of the document
Control+End	End of the document
Control+G	To the Line field in the status line

---

**Note** – If your keyboard uses different key labels, ask your system administrator to identify the corresponding keys.

---

▼ **To Go to a Specific Line**

1. Display the status line (see “To Display the Status Line” on page 239).
2. Press Control+G or click in the Line field of the status line.
3. Type the line number you want to go to and press Return.

▼ **To Scroll a Document**

- ◆ Select and drag the vertical scroll bar to view more text. Use the horizontal scroll bar to view long lines.

You can also use the scrolling keys:

<b>Key</b>	<b>Scroll Movement</b>
Page Up	Up one page
Page Down	Down one page
Control+Page Up	Left one page
Control+Page Down	Right one page

## Selecting Text

Before using edit commands such as cut and paste, you must select the text. You can select text using the mouse or the keyboard.

## ▼ To Select Text with the Mouse

1. Click at the beginning of the text you want to select.
2. Press and hold mouse button 1 and drag to the end of the text.

To deselect text, click any area in the window.

---

**Note** – To modify a selection you have made, press and hold the Shift key and mouse button 1. Then drag forward or backward to adjust the amount of selected text. Or, hold down the Shift key and one of the arrow keys to change the selection.

---

You can also use these shortcuts for selecting text:

Word	Double-click the word
Line	Triple-click the line
All text	Quadruple-click in the text

## Secondary Selection

This method enables you select text and replace it with another selection, which is used as the replacement text.

### ▼ *To Replace Text Using Secondary Selection*

1. Select the text that you want to replace.
2. Move the pointer to the beginning of the text you want to replace the first selection with. Hold down the Alt key and mouse button 2 and drag to the end of the text you want to use.

The text is underlined.

---

**Note** – If your keyboard does not have an Alt key, ask your system administrator to identify the corresponding key.

---

3. Release the Alt key and mouse button.

The underlined text overwrites your first selection.

▼ To Select Text with the Keyboard

<b>Text to Select</b>	<b>Action</b>
Text block	Move the cursor to the beginning of the text block. Hold down the Shift key and an arrow key to move the cursor to the end of the text block.
Cursor to beginning of line	Shift+Home
Cursor to end of line	Shift+End
Cursor to beginning of paragraph	Shift+Control+Up Arrow
Cursor to end of paragraph	Shift+Control+Down Arrow
Cursor to beginning of document	Shift+Control+Home
Cursor to end of document	Shift+Control+End
All text	Control+/
Deselect all text	Control+\

## Editing Text

Minor edits can be made using the editing keys. You may also want to copy, move, or delete portions of text, find and change a word or phrase, or check the spelling of your document.

### Editing Keys

<b>Key</b>	<b>Action</b>
Backspace	Deletes the character before the cursor
Delete	Deletes the character following the insertion cursor
Control+Backspace	Deletes the previous word
Shift+Backspace	Deletes characters from the cursor to the beginning of the line
Control+Delete	Deletes all the characters from the cursor to the end of the current line
Insert	Toggles Overstrike and Insert mode

## Menu Shortcut Keys

You can also use these shortcut keys when making edits.

Control+C	Copy selected text
Control+X	Cut selected text
Control+V	Paste selected text
Control+F	Find/Change text
Control+Z	Undo a cut, delete, clear, include, copy, or paste command

## UNIX Key Bindings

UNIX™ key bindings enable you to use a set of extended Emacs keys, such as Alt+B (back word) or Control+N (next line), in Text Editor. To enable UNIX key bindings (which are set off by default) you edit a file in your home directory.

### ▼ *To Enable UNIX Key Bindings*

1. Add the following line to the `.Xdefaults` file in your home directory:

```
#include "/usr/dt/app-defaults/language/UNIXbindings"
```

Replace *language* with the name of your language environment.

If the `.Xdefaults` file does not exist, create the file in your home directory.

2. Log out of your current session.
3. Log in and restart Text Editor.

Some Text Editor menu accelerators conflict with UNIX key bindings. When UNIX key bindings are enabled, Text Editor provides alternate menu accelerators for these commands:

<b>Command</b>	<b>Alternate Menu Accelerator</b>
Find/Change (Control+F)	Control+S
Paste (Control+V)	Shift+Insert
Print (Control+P)	no alternate accelerator
Undo (Control+Z)	Control+_

If you want to modify these menu accelerators, copy the contents of the `/usr/dt/app-defaults/language/UNIXbindings` file into your `.Xdefaults` file and then make your changes.

---

**Note** – When using UNIX key bindings, the Delete key deletes the previous character rather than the character that follows the cursor.

---

### ▼ To Set Overstrike Mode

As you type, new characters are inserted. If you want to type over existing characters, change to Overstrike mode.

- Choose Overstrike from the Options menu. To return to Insert mode, choose Overstrike again from the menu.
- Or, use the Insert key to switch between Insert and Overstrike mode.

When Overstrike mode is on, the cursor changes to a block (■). If you use Overstrike mode often, you may want to display the status line (see “To Display the Status Line” on page 239) because it indicates whether Overstrike mode is on or off.

### ▼ To Type Over Text

1. Select the text.
2. Type the replacement text.

You can also choose Overstrike from the Options menu to turn off Insert mode and type over the text directly.

### ▼ To Delete Text

1. Select the text.
2. Choose Delete from the Edit menu or press the Delete key.

Deleted text cannot be pasted, but it can be recovered with the Undo command (see “To Undo an Edit” on page 251).

If you intend to paste the text that you delete, use the Cut command (see “To Move Text (Cut and Paste)” on page 251).

---

### ▼ To Clear Text

The Clear command replaces the selected text with spaces or blank lines.

1. Select the text to be cleared.
2. Choose Clear from the Edit menu.

### ▼ To Undo an Edit

- ◆ Choose Undo from the Edit menu or press Control+Z.

Undo reverses the last cut, paste, clear, delete, change, include, or format operation.

### ▼ To Copy Text

1. Select the text to be copied.
2. Choose Copy from the Edit menu or press Control+C.

A copy of the text is stored on a clipboard where it can be accessed or replaced by other applications.

3. Click where you want to insert the text.
4. Choose Paste from the Edit menu or press Control+V.

You can also use drag and drop to copy text (see “To Copy Text Using Drag and Drop” on page 260).

---

**Note** – Use this shortcut to copy a word or phrase: Select the text, move the pointer to where you want to insert the text, and click mouse button 2. This is a quick way to copy text into a dialog box.

---

### ▼ To Move Text (Cut and Paste)

1. Select the text.
2. Choose Cut from the Edit menu or press Control+X.

The text is erased from the document and stored on a clipboard where it can be accessed or replaced by other applications.

3. Move the cursor to where you want to insert the text.
4. Choose Paste from the Edit menu or press Control+V.

You can also use drag and drop to move text (see “To Move Text Using Drag and Drop” on page 260).

▼ **To Include a File**

You can insert a text file into your document using a menu command or by dragging a file icon into the Text Editor window (see “To Include a File Using Drag and Drop” on page 260).

1. Position the cursor where you want to insert the text file.
2. Choose Include from the File menu.

The Include a File dialog box lists files and folders on your system. You can browse the documents listed, or change to a new folder to locate other files on your system.



Figure 10-5 Include a File dialog box

3. Select the document you want to insert in the Files list.
4. Press Return or click OK.

## Correcting Misspelled Words

You can correct misspelled words with the Spelling Checker. You can also customize your Personal Dictionary and Main Dictionary; see “Customizing Spelling Checker Dictionaries” on page 255 for more information.

### ▼ To Correct Misspelled Words

1. Choose Check Spelling from the Edit menu.

---

**Note** – Your Spelling Checker dialog box may look different than the one pictured in Figure 10-6. If so, go to Figure 10-7 on page 254 and follow the instructions after that figure.

---

The Spell dialog box lists misspelled or unrecognized words.

The Check Spelling (Version 1) feature is only available for the English language.



Figure 10-6 Spell dialog box - Version 1

2. Select the misspelled word in the Misspelled Word list that you want to find and press Return. Or, just double-click the word.

The next occurrence of the word is highlighted in your document.

3. Type the correct word into the Change To field.
4. Click Change to correct a single occurrence.

Or, click Change All to replace all occurrences.

5. To find and change additional single occurrences, click Find and then Change.
6. Click Close when you are done.

---

**Note** – If your Spelling Checker dialog box resembles Figure 10-7, follow the instructions after the figure.

---

The Spelling Checker dialog box displays a misspelled or unrecognized word and lists suggestions. To start a new spelling check while the Spelling Checker dialog box is open, click Start Check.

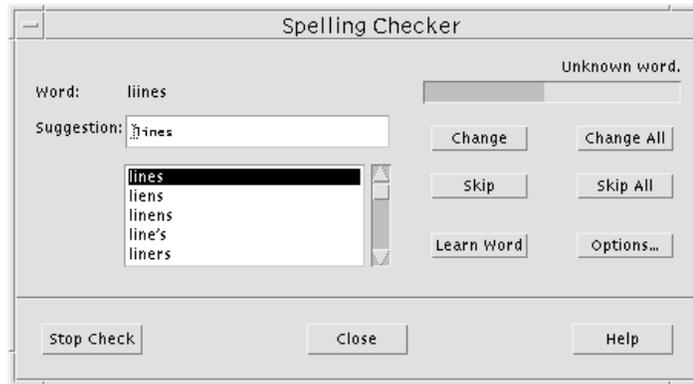


Figure 10-7 Spelling Checker dialog box - Version 2

1. Take action on the first word found by the spelling checker:
  - If the suggested replacement is correct, click Change to correct this occurrence, or Change All to change all occurrences. (You cannot Undo a Change All.)
  - If you see the correct replacement in the list, select it and click Change or Change All.
  - If the correct replacement is not in the list, type it in the suggestion field and click Change or Change All.
  - If the word is correct and you want to add it to your Personal Dictionary, click Learn Word.
  - If the word is correct but you do not want to add it to your Personal Dictionary, click Skip to skip this occurrence, or Skip All to skip all occurrences.

2. Continue through the misspelled words found by the Spelling Checker.
3. To stop the Spelling Checker and leave the dialog box displayed, click Stop Check.

To stop Spelling Checker and close the dialog box, click Close.

## Customizing Spelling Checker Dictionaries

When you run Spelling Checker, it uses both your Personal Dictionary and Main Dictionary. You can edit your Personal Dictionary and set your Main Dictionary.

You can run Spelling Checker with or without your Personal Dictionary. You can also remove words from your Personal Dictionary, import another user's Personal Dictionary, and export your Personal Dictionary to make it accessible to other users. When you import another user's Personal Dictionary, you can choose whether you want to append the imported Personal Dictionary to your own Personal Dictionary, or overwrite your own Personal Dictionary with the imported one.

Spelling Checker automatically sets your Main Dictionary to the default locale installed on your system. You can change the Main Dictionary to a different locale whenever Spelling Checker starts or change the locale just for the current session.

### ▼ *To Run Spelling Checker Without Your Personal Dictionary*

1. Click Options in the Spelling Checker dialog box.

2. Choose Personal Dictionary as the Category.

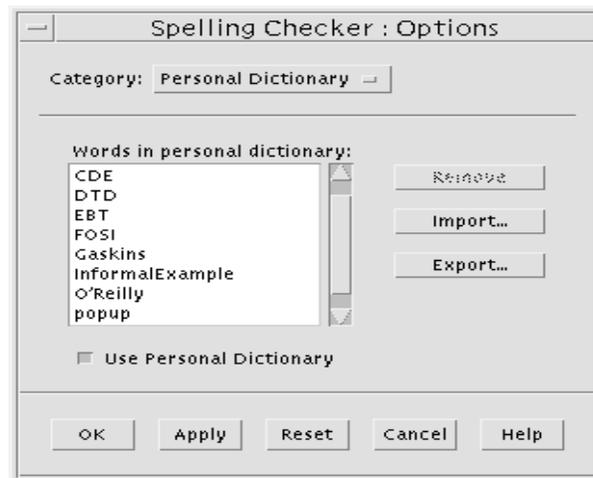


Figure 10-8 Personal Dictionary dialog box

3. Deselect the Use Personal Dictionary checkbox.

4. Click OK to save your changes and close the dialog box.

Spelling Checker will now run only with your Main Dictionary.

▼ **To Remove a Word From Your Personal Dictionary**

1. Click Options in the Spelling Checker dialog box.

2. Choose Personal Dictionary as the Category.

3. Select the word in the scrolling list.

To select more than one word, select the first word and then Shift-Click (or Control-Click) to choose the other words. You can drag choose contiguous words.

4. To delete the word from the list, click Remove.

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

▼ *To Import Another User's Personal Dictionary*

1. Click Options in the Spelling Checker dialog box.
2. Click Import in the Spelling Checker Options dialog box.

The Spelling Checker Import dialog box is displayed.

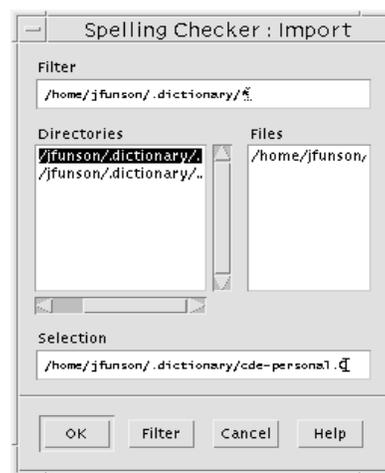


Figure 10-9 Personal Dictionary Import dialog box

3. Select the dictionary you want to import in the Files list, or type the dictionary name in the Selection field.
4. Press Return or click OK.

---

**Note** – You can also double-click the dictionary name in the dialog box.

---

5. In the dialog box that appears, choose whether you want to append the imported personal dictionary to your own personal dictionary, or overwrite your own personal dictionary with the imported one.

▼ *To Export Your Personal Dictionary*

1. Click Options in the Spelling Checker dialog box.

2. Click Export in the Spelling Checker Options dialog box.  
The Spelling Checker Export dialog box is displayed.



Figure 10-10 Personal Dictionary Export dialog box

3. Select the dictionary you want to export in the Files list, or type the dictionary name in the Selection field.
4. Press Return or click OK.

---

**Note** – You can also double-click the dictionary name in the dialog box.

---

Now other users can import your dictionary. You can send your personal dictionary to another user or tell them where it is in your file system.

▼ **To Set Your Current Dictionary Locale**

1. Click Options in the Spelling Checker dialog box.

2. Choose Main Dictionary as the Category.

The Main Dictionary dialog box is displayed.

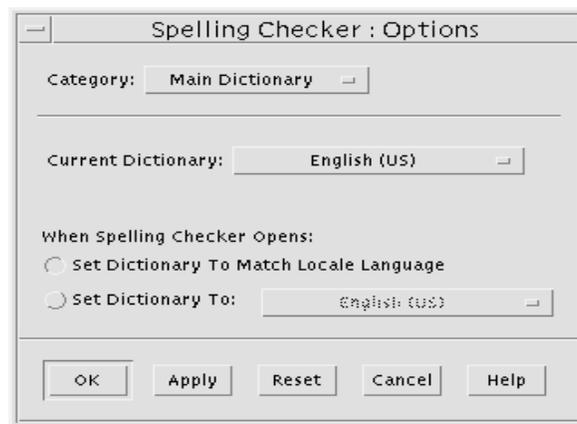


Figure 10-11 Main Dictionary dialog box

3. Choose the desired locale as the Current Dictionary.

---

**Note** – This locale setting is for the current Spelling Checker session only. The next time you restart Spelling Checker it will run with your default locale.

---

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

#### ▼ *To Set Your Default Dictionary Locale*

1. Click Options in the Spelling Checker dialog box.

2. Choose Main Dictionary as the Category.

3. Determine your main dictionary locale:

- To have your Main Dictionary match the default locale installed on your system, select Set Dictionary to Match Locale Language.
- To override the system default locale, Set Dictionary To and choose the desired locale.

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

## Using Drag and Drop

You can use drag and drop to move or copy text between Text Editor documents or other applications. You can also include a file into your document using drag and drop.

### ▼ To Move Text Using Drag and Drop

1. Select the text that you want to move.
2. With the pointer on the selection, press and hold mouse button 1, and drag to where you want to insert the text.
3. Release the mouse button.

The text is inserted into your document relative to the position of the drag icon.

### ▼ To Copy Text Using Drag and Drop

1. Select the text you want to copy.
2. With the pointer on the selection, press and hold the Control key and mouse button 1, and drag to where you want to copy the text.
3. Release the Control key and mouse button.

The text is copied relative to the position of the drag icon.

### ▼ To Include a File Using Drag and Drop

When using drag and drop, the contents of the file are copied into the Text Editor window at the position of the insertion cursor. The original file remains intact.

1. Click in your document where you want to include the file.
2. Drag the file icon that you want to include into the Text Editor window.

## Searching a Document

You can search for a word or phrase in your document. The Find command begins from the position of the insertion cursor and proceeds through the entire document. You can automatically replace or delete occurrences found in your document.

Searches are case sensitive. To find all occurrences, search for both lowercase and uppercase instances.

### ▼ To Find Text

1. Choose Find/Change from the Edit menu or press Control+F.



Figure 10-12 Find/Change dialog box

2. Type the text you want to find in the Find field.
3. Press Return or click the Find button to locate the next occurrence of the text.
4. To find additional occurrences, press Return or click Find again.

### ▼ To Find and Change Text

1. Choose Find/Change from the Edit menu or press Control+F.
2. Type the text you want to find in the Find field.
3. Type the replacement text in the Change To field.

4. Press Return or click the Find button to locate the next occurrence of the text.
5. Click Change to replace a single occurrence.
6. To find and change additional occurrences, click Find and then Change.  
Or, click Change All to replace all occurrences.



---

**Caution** – There is no Undo for Change All.

---

7. Click Close when you are done.

#### ▼ To Find and Delete Text

1. Choose Find/Change from the Edit menu or press Control+F.
2. Type the text you want to delete in the Find field.
3. Leave the Change To field blank.
4. Press Return or click Find to locate the next occurrence.
5. Click Change to delete a single occurrence.
6. To find and change additional occurrences, click Find and then Change.  
Or, click Change All to replace all occurrences.
7. Click Close when you are done.

## Formatting and Printing Documents

Once your editing is complete, format your document by choosing margins and text alignment.

## ▼ To Format a Document

1. Choose Settings from the Format menu.

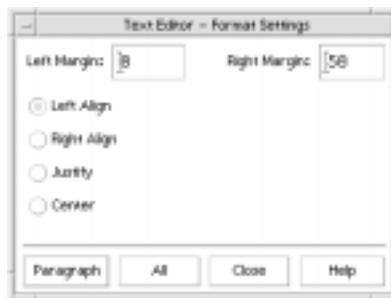


Figure 10-13 Format Settings dialog box

2. Enter margins.

The default left margin is 0 and the right margin is dynamically set to the width of the Text Editor window. Margins are specified as a number of character columns.

3. Select left, right, justify (block style), or center alignment.
4. Determine the scope of the formatting:
  - To format a single paragraph, place the cursor in the paragraph, then click Paragraph.
  - To format the entire document, click All.
5. After closing the dialog box, choose Paragraph or All from the Format menu to apply the settings.

## ▼ To Print an Open Document

1. Open the document in Text Editor.
2. Choose Print from the File menu or press Control+P.

The Print dialog box displays the name of your system's printer and enables you to set printing options. By default, your document is printed on your system printer. If desired, you can direct your job to a different printer.

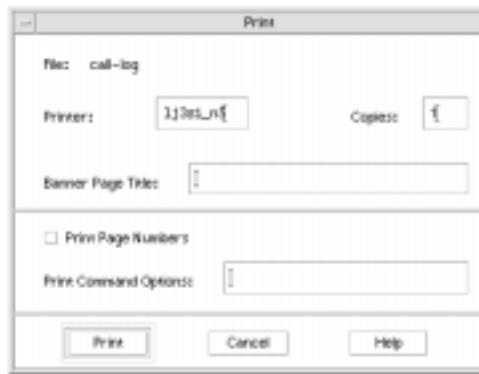


Figure 10-14 Print dialog box

3. *Optional.* Set any of these printing options:

- Type the number of copies to print.
- Type text to appear on the printer banner page.
- Click Print Page Numbers if you want to number the pages.
- Type command-line printer options.

4. Click Print.

The Print dialog box closes when you print your document. To close the dialog box without printing your file, click Cancel.

▼ To Print a Closed Document

1. Display the document's file icon in File Manager.
2. Drag the file icon to the Printer control in the Front Panel.

The Print dialog box is opened.

3. *Optional.* Set printing options.
4. Click Print.

## Recovering a File

If Text Editor is interrupted due to a system error, it attempts to save your changes in a recovery file in your current folder. The recovery file is named `#filename#`, where *filename* is the name of the document. If you had never named your document, the recovery file name is `#UNTITLED#`.

### ▼ To Recover a File

1. Start Text Editor.
2. Open the recovery file.
3. Save the document using your original file name or provide a new name for a previously unsaved document.

## Text Editor and Other Applications

Other applications can use Text Editor as a tool to edit documents or other types of information. Under certain conditions, an application may choose to restrict your editing choices. In the example below, the File menu has been modified. The Save As command has been replaced with a Copy To File command and the New and Open commands are not available.



Figure 10-15 Text Editor with modified File menu

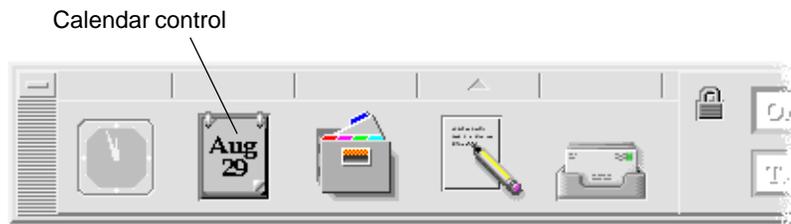


Calendar is a desktop application that enables you to schedule appointments and To Do items, set reminders, make and print appointment and To Do lists, browse other calendars, and schedule group appointments.

<i>Starting Calendar</i>	<i>268</i>
<i>Calendar Main Window</i>	<i>268</i>
<i>Calendar Views</i>	<i>270</i>
<i>Appointments</i>	<i>273</i>
<i>To Do Items</i>	<i>277</i>
<i>Printing Calendars, Appointment, or To Do Lists</i>	<i>280</i>
<i>Browsing Calendars on a Network</i>	<i>281</i>
<i>Scheduling Appointments on Other Calendars</i>	<i>283</i>
<i>Customizing Calendar</i>	<i>288</i>
<i>Other Calendar Tools</i>	<i>296</i>
<i>Using Federated Naming with Calendar</i>	<i>302</i>

## Starting Calendar

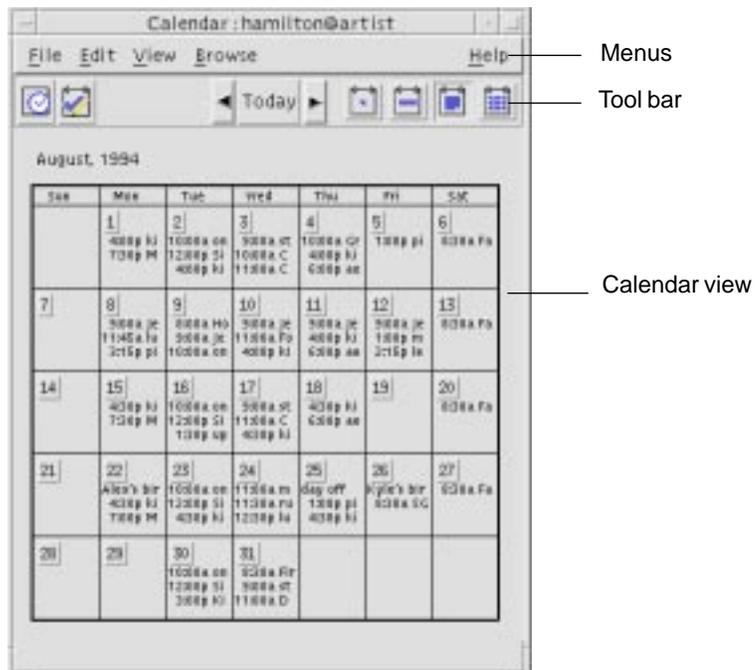
- ◆ Click the Calendar control in the Front Panel.



- ◆ Type `atcm` to start Calendar from the command line.

## Calendar Main Window

The menus and tool bar controls are at the top of the main window. The selected Calendar view is displayed in the lower part of the main window.



## Calendar Tool Bar

Calendar's tool bar provides controls for quick navigation through calendars. The tool bar controls and their functions are described in Table 11-1.

*Table 11-1* Calendar Tool Bar Icons

Control	Function
	<i>Appointment Editor icon</i> opens the Appointment Editor so you can insert, delete, or edit Calendar appointments.
	<i>To Do Editor icon</i> opens the To Do Editor so you can create, modify, update, or set reminders for things you have to do.
	<i>Previous View arrow</i> changes the Calendar view to display the view before the current view. For example, if you are viewing August in Month view, clicking the Previous View arrow changes the Calendar display to July.
	<i>Today</i> changes the Calendar view to display the current day in the format you are viewing. For example, if you are viewing by month, clicking Today displays the current month.
	<i>Next View arrow</i> changes the Calendar view to display the view after the current view. For example, if you are viewing August in Month view, clicking the Next View arrow changes the Calendar display to September.
	<i>Day View icon</i> displays the calendar you are viewing with one day's appointments in the window plus a three-month mini-calendar.
	<i>Week View icon</i> displays the calendar you are viewing with a week's appointments in the window plus a week grid showing scheduled times.
	<i>Month View icon</i> displays the calendar you are viewing with a month's appointments in the window.
	<i>Year View icon</i> displays the calendar you are viewing with a year in the window. Appointments are not displayed.

## Calendar Views

The Calendar view is the day, week, month, or year displayed in the main Calendar window.

### Day View

Day view displays the calendar you are viewing with one day's appointments in the window. Day view also provides a three-month mini-calendar that displays the month you are viewing and the previous and next months.

Clicking on a day in the three-month mini-calendar changes the Day view to display the selected day. Clicking on a month name in the mini-calendar changes the Calendar display from Day view to Month view.

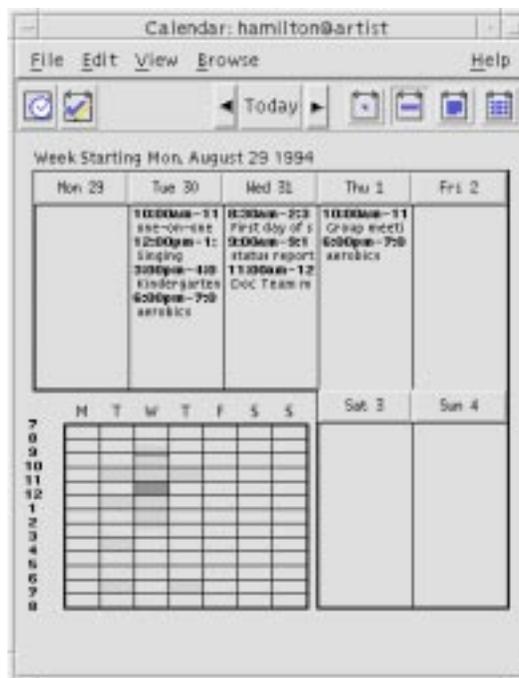


## Week View

Week view displays the calendar you are viewing with one week's appointments in the window. The selected day is highlighted.

Week view also provides a week grid showing at a glance the times that are scheduled (shaded) and the times that are available (unshaded).

Clicking on a day name in the Week view changes the Calendar display from Week view to Day view.



## Month View

Month view displays the calendar you are viewing with one month's appointments in the window. The selected day is highlighted.

Clicking on a day in Month view changes the Calendar display to Day view.



## Year View

Year view displays a year calendar. Appointments are not displayed. Clicking on a month name in Year view changes the Calendar display to Month view.



## Appointments

Use the Appointment Editor to insert, change, or delete appointments on your calendar.

### ▼ To Schedule a Basic Appointment

1. In Day, Week, or Month view, display the day for which you want to schedule an appointment.
2. Double-click that day to open the Appointment Editor.

3. Choose the Start and End times.

The default appointment duration is one hour. If your appointment is longer or shorter, edit the time in the End field.

4. Type a description of the appointment in the What field.

For example, you may want to enter the appointment's location and purpose.

If you want to add optional settings to an appointment, see "To Set Appointment Options."

5. Click Insert.

The appointment is added to your calendar.

6. Click Cancel to close the Appointment Editor.

### ▼ To Set Appointment Options

1. Set up a basic appointment, as described above.
2. Click the More button in the Appointment Editor to display additional appointment options.
3. Select the desired appointment in the Appointment Editor list.
4. Select Beep, Flash, Popup, or Mail (or more than one, in combination) for the types of reminders you want.
5. Edit the reminder intervals and the Mail To entry if necessary.
6. *Optional.* To repeat the appointment more than once, choose an option from the Occurs menu, and then choose an option from the For menu.

If you don't see the interval you want, choose Repeat Every from the Occurs menu, and type the desired interval in days, weeks, or months.

7. Choose an option from the Privacy menu.

Others See Time and Text	Displays full appointment to others
Others See Time Only	Displays only time commitment, not description
Others See Nothing	Displays nothing to others

8. Click Change.

If you set the appointment options at the same time as setting up a basic appointment, click Insert at this step.

---

**Note** – If you are inserting multiple appointments one after another, be sure to click Clear between insertions. This will reset options that you may not want to carry over from one appointment to the next.

---

9. Click Cancel to close the Appointment Editor.

### ▼ To Change an Appointment

1. Click the Appointment Editor icon.
2. Select the appointment in the appointment list that you want to change.
3. Edit the appointment date, start or end time, description, reminders, frequency, or privacy.
4. Click Change.
5. Click Cancel to close the Appointment Editor.

### ▼ To Delete an Appointment

1. Click on the Appointment Editor icon to open it.
2. Select the appointment in the appointment list.
3. Click Delete.
4. Click Cancel to close the editor.

### ▼ To Find an Appointment

1. Choose Find from the View menu.

The Find dialog box is displayed

2. Type some text in the in the Find field that can become a keyword for the search; for example, *conference*.

The Find field is not case-sensitive.

By default, Calendar searches the past and future six months in your calendar. If you want to change the search range, click Search all to search your entire calendar (can take a long time) or edit the dates in the Search from fields.

3. Click Find.

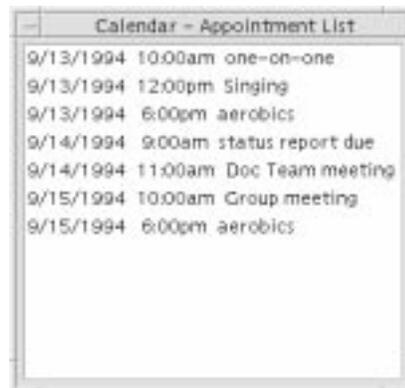
Appointments with matching text are displayed in the Find window.

4. Select the desired appointment in the list.
5. Click Show Appointment to display the entire appointment.
6. Click Close to close the Find dialog box.

### ▼ To View an Appointment List

This section describes how to create an appointment list and display it on your system. If you want to print your Appointment list, see “Printing Calendars, Appointment, or To Do Lists.”

1. Display the view of the calendar that you want the appointment list to show.
2. Choose Appointment List from the View menu.



Appointments are listed chronologically and show date, time, and description. For example, if you are viewing by week, the Appointment List displays the week's appointments.

## To Do Items

Use the To Do Editor to insert, update, or delete To Do items in your Calendar.

### ▼ To Insert a To Do Item

1. Click the To Do Editor icon.



2. Type or edit the due date for the item in the Due Date field.
3. Type a description of the To Do item in the What field.
4. Click Insert.
5. Click Cancel to close the To Do Editor.

**▼ To Change a To Do Item**

1. In Day, Week, or Month view, display the day for which you want to change a To Do item.
2. Select that day.
3. Click the To Do Editor icon.
4. Select the To Do item in the To Do list.
5. Edit the due date or the description of the To Do item.
6. Click Completed to change the status of the To Do item, if applicable.
7. Click Change.
8. Click Cancel to close the To Do Editor.

**▼ To Delete a To Do Item**

1. Click the To Do Editor icon to open it.
2. Select the To Do item in the To Do list.
3. Click Delete.
4. Click Cancel to close the editor.

**▼ To View a To Do List**

This section describes how to create a list of To Do items and display it on your system. If you want to print your To Do list, see “Printing Calendars, Appointment, or To Do Lists.”

1. Display the view of the calendar that you want the To Do list to show.
2. Choose To Do List from the View menu.



To Do items are listed chronologically and show a check box beside each item, due date, and description. For example, if you are viewing by day, the To Do List displays the day's To Do items.

## Marking To Do Items Completed

Calendar keeps track of the state of To Do items: whether they're *completed* or *pending*. In the To Do List dialog box, you can choose to display all To Do items, only completed items, or only pending items.

If you make a To Do list and then want to check off an item on the list, use one of the two methods described below.

### ▼ *To Mark an Item Directly in the To Do List*

1. Choose To Do List from the View menu.
2. Click the check box beside the To Do item you've completed.
3. Click Apply or OK.

This changes the item's state to completed.

To return the item's state to pending, click the check box again and apply your changes.

▼ **To Use the To Do Editor To Mark an Item**

1. Click the To Do Editor icon.
2. Select the To Do item in the To Do list.
3. Click Completed to mark the item completed.  
To return the item's state to pending, click Completed again.
4. Click Change.  
This changes the item's state to completed.
5. Click Cancel to close the To Do Editor.

## Printing Calendars, Appointment, or To Do Lists

You can print any of the four Calendar views, plus appointment and To Do lists. Calendar uses the default printer settings when you choose Print Current View from the File menu. To customize printer settings, see “To Change the Printer Settings for Future Print Jobs” on page 294.

▼ **To Print Current Day, Week, Month, or Year Views**

1. Display the Calendar view you want to print.
2. Choose Print Current View from the File menu.

▼ **To Print Your Appointment or To Do List**

1. Display the Calendar view containing the day for which you want to print an appointment or To Do list.
2. Select that day.
3. Choose Print from the File menu.  
The Print dialog box is displayed.
4. Choose Appointment List or To Do List from the Report Type menu.
5. Specify a printer in the Printer Name field.
6. Click Print.

## ▼ To Change the Print Options for a Single Print Job

1. Choose Print from the File menu.  
The Print dialog box is displayed.
2. Double-click in the Printer Name field to select the contents and type a printer name.
3. Choose the view or list you want to print from the Report Type menu.
4. Click the arrows next to the Copies field to adjust the number of copies to be printed or type the number.
5. *Optional.* Change the range of time to print in the From or To fields.
6. *Optional.* Add printer options in the Print Command Options field.  
For example, to save paper, you may want to specify `-o nobanner` to suppress header pages.
7. To print Calendar data to a file instead of to a printer, select Print to file.  
Click again on this setting to deselect it.
8. Edit the file name, if desired.
9. Click Print.
10. Click Close to close the Print dialog box.

## Browsing Calendars on a Network

If you know the names of other calendars on a network, you can use Calendar to browse those calendars. A practical example is to set up a meeting or appointment for several people. You can use Calendar to check for free times.

To browse other calendars and possibly to insert an appointment, you need:

- The calendar names in the form *calendar-name@hostname*, such as `kent@dailyplanet`
- To add calendars to the Browse list
- To determine if you have access to other calendars

---

**Note** – Calendar doesn't yet provide a way for you to look up other calendar names. Call or talk to people and get them to tell you their *calendar-name@hostname* information.

---

By default, Calendar allows the “world” (all users) to have browse permission. Only the calendar owner has insert and delete permission. To change access and permissions, see “Changing Access and Permissions” on page 290.

#### ▼ To Add or Delete Calendars in the Browse List

To add:

1. Choose Menu Editor from the Browse menu.
2. Type *calendar-name@hostname* in the User Name field.
3. Click Add Name.
4. Click OK to add the calendar to the Browse list and close the dialog box.

To delete:

1. Select a calendar name in the Browse list.
2. Click Remove Name.
3. To delete the calendar from the Browse list and close the dialog box, click OK.

To delete the calendar and leave the dialog box displayed, click Apply.

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

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

#### ▼ To Determine Whether You Have Access to Other Calendars

1. Choose Compare Calendars from the Browse menu.
2. Select one or more entries in the Browse list that you want to check for access.
3. Click Schedule to open the Group Appointment Editor.

---

#### 4. Look at the Calendar Access list.

The Calendar Access list displays the calendar names that you selected in the Compare Calendars dialog box.

A “Y” in the Access column means you have insert access. An “N” means you don’t.

---

**Note** – To add appointments or To Do items to other calendars, ask the owners to grant you *insert access*. To find out how to grant or deny access to your calendar by others, see “Changing Access and Permissions” on page 290.

---

## Scheduling Appointments on Other Calendars

Once you’ve browsed calendars for free times and have permission to insert appointments on other calendars, you can schedule a group appointment.

Use the Group Appointment Editor to insert, change, or delete a group appointment on your and other calendars. If you don’t have insert access to other calendars, you can use the Group Appointment Editor to mail notices of group appointments to other users.

### ▼ To Schedule a Group Appointment

1. Choose Compare Calendars from the Browse menu.

2. Click one or more entries in the Browse list.

Notice that the grid overlays calendars one on top of another and displays busy times shaded darker and available times unshaded.

3. Click in an unshaded time block in the grid.

4. Click Schedule.

The Group Appointment Editor is displayed with the fields for date, time, and mail automatically filled out.

5. Type (or edit) the group appointment start time in the Start field.

6. Type (or edit) the group appointment end time in the End field.

7. In the What field, type the appointment description, such as its location or purpose.
8. Click More.
9. Choose the repeat interval and duration for the group appointment.
10. Click Insert to add the group appointment to the selected calendars.

If you don't have insert access on all the calendars, you can send mail to notify others about the group appointment. See "To Mail Reminders to a Group Using Calendar."

11. Click Cancel to close the Group Appointment Editor.

#### ▼ To Mail Reminders to a Group Using Calendar

Once you've set up a group appointment (date, start and end times, description, repeat interval), you may want to mail the group a reminder. With the group appointment displayed in the Group Appointment Editor:

1. Click More to display additional options.
2. Click Mail.

Calendar displays a Compose window containing an appointment attachment. The appointment attachment is pre-addressed to the selected users and automatically filled out with the date and appointment start and end times.

3. Click Deliver in the Compose window.

Calendar mails the reminder to the selected users.

Recipients of a mail message with a calendar-formatted reminder can drag the message from the mailer header window and drop it on their calendars to automatically schedule the pre-formatted appointment.

#### ▼ To Create an Appointment Message Using a Mail Program

1. Start Mailer (or your regular mail program).
2. Open a compose window or create a blank message.

3. Add a section to the message that includes exactly the following format. Replace `<tab>` with a tab character, `<blank line>` with a blank line, and replace the italicized format information with actual data.

```
<tab>** Calendar Appointment **
<blank line>
<tab>Date:<tab>mm/dd/yy
<tab>Start:<tab>hh:mm am
<tab>End:<tab>hh:mm pm
<tab>What:<tab>description line 1
<tab><tab>description line 2
```

An example might be:

```
  ** Calendar Appointment **

  Date: 11/22/94
  Start: 10:00 am
  End: 11:00 am
  What: Staff meeting
        Monet conference room
```

4. Insert any additional text into the mail message.
5. Address the message to the recipient and include the subject of the message.
6. Send the message.

For information about using Mailer, see Chapter 8, “Using Mailer.”

## ▼ To Drag an Appointment from Another Application to Calendar

From Mailer or File Manager, and possibly other applications, you can drag an appointment icon to Calendar to schedule it.

### From Mailer

1. In Mailer's Message Header List, click the header containing the formatted appointment.
2. Drag the header to Calendar and drop it.

The pointer changes to an icon representing the moving file.

Calendar schedules your appointment and prints a message in the message area stating that the appointment was scheduled.

3. Display the Calendar view containing the day on which you scheduled the appointment.
4. Double-click that day to open the Appointment Editor.

Verify that the appointment is scheduled for the correct day and time.

For more information on using Mailer, see Chapter 8, "Using Mailer."

### From File Manager

If you have a file containing a formatted appointment:

1. In an open File Manager window, navigate to a folder containing a file with a formatted appointment.
2. With both the formatted appointment and Calendar visible on your screen, drag the formatted appointment file to Calendar and drop it.

Calendar schedules your appointment.

3. Double-click that day to open the Appointment Editor.

Verify that the appointment is scheduled for the correct day and time.

For more information about File Manager, see Chapter 5, "Managing Files with File Manager."

## ▼ To Drag an Appointment from Calendar to Another Application

From Calendar, you can drag an appointment icon to Mailer to mail it to someone or to File Manager to save it in your file system.

### To Mailer

1. Use the Appointment Editor to create an appointment but don't click Insert.
2. Start Mailer and choose New Message from the Compose menu.

Make sure both the Appointment Editor and Mailer's Compose window are visible on your screen.

3. Drag the Drag Appt icon from the Appointment Editor and drop it on Mailer's attachment list.

The pointer changes to an appointment icon representing the moving file.

Mailer displays your appointment as a text file in the attachment list.

4. Compose and address your mail message and send it.

For more information on using Mailer, see Chapter 8, "Using Mailer."

### To File Manager

1. Use the Appointment Editor to create an appointment but don't click Insert.
2. In an open File Manager window, navigate to a folder where you want to save the appointment in a file.
3. With both the File Manager window and Calendar Appointment Editor visible on your screen, drag the Drag Appt icon from the Appointment Editor and drop it on the File Manager window.

The appointment is saved in a text file in the folder where you dropped it.

For more information about File Manager, see Chapter 5, "Managing Files with File Manager."

## Customizing Calendar

Calendar provides Options dialog boxes to change the settings for all future appointments. To change the settings for *individual* appointments, see “To Set Appointment Options” on page 274.

### ▼ To Change Appointment Editor Defaults

1. Choose Options from the File menu.  
The Calendar Options dialog box is displayed.
2. Choose Editor Defaults from the Category menu.
3. *Optional.* Change the default appointment duration in the Duration field.
4. *Optional.* Change the default appointment start time by choosing from the Start menu.
5. Select Beep, Flash, Popup, or Mail reminders.
 

Beep	Causes your system to emit an electronic beep
Flash	Causes your calendar to flash
Popup	Displays a reminder dialog box
Mail	Sends electronic mail
6. Edit the default time intervals if necessary.  
The time interval fields are active for each reminder you select. They specify the time *before* an appointment that the reminder is activated.
7. Choose a privacy option from the Privacy menu.
 

Others See Time Only	The default – displays only the time of an appointment so others can see you’re busy
Others See Time and Text	Displays the time and text of an appointment in your calendar
Show Nothing	Displays nothing about an appointment in your calendar for maximum privacy
8. Click Apply to apply the new defaults to all future appointments.
9. Click Cancel to close the Calendar Options dialog box.

---

## Changing the Display Settings

You can customize many parts of the Calendar display:

- Determine the initial calendar that displays
- Set time boundaries
- Set the default view

### ▼ *To Set the Initial Calendar Displayed*

You can set Calendar to display a calendar other than your own when you first start it.

1. Choose Options from the File menu

The Calendar Options dialog box is displayed.

2. Choose Display Settings from the Category menu.
3. Double-click in the Initial Calendar View field and type *calendar-name@hostname* for the calendar you want to view each time you start Calendar.
4. Click Apply.
5. Click Cancel to close the Options dialog box.

### ▼ *To Set the Time Boundaries on Day and Week Views*

Time boundaries are the earliest and latest hours you want displayed in your calendar.

1. Choose Options from the File menu.
2. Choose Display Settings from the Category menu.
3. Move the Begin and End sliders to adjust the earliest and latest hours you want displayed on your calendar.
4. Select 12 Hour or 24 Hour time display.
5. Click Apply.
6. Click Cancel to close the Options dialog box.

▼ *To Set the Default Calendar View*

Calendar displays the default Calendar view each time you start it. The initial default view is by month. You may want to set the default to the view you use most often, such as Week view.

1. Choose Options from the File menu.
2. Choose Display Settings from the Category menu.
3. Select Day, Week, Month, or Year from the Default View options.
4. Click Apply.
5. Click Cancel to close the Options dialog box.

## Changing Access and Permissions

You can set access to your calendar, controlling what others can do in your calendar. To determine whether you have access to other calendars, see “To Determine Whether You Have Access to Other Calendars” on page 282.

▼ *To Grant Access to Your Calendar*

1. Choose Options from the File menu.
2. Choose Access List and Permissions from the Category menu.

The Access List and Permissions dialog box is displayed.

---

**Note** – Depending on the version of your calendar, your Access List and Permissions dialog box may look different than the one pictured in Figure 11-1. If so, go to Figure 11-2 on page 292 and follow the instructions after that figure.

---

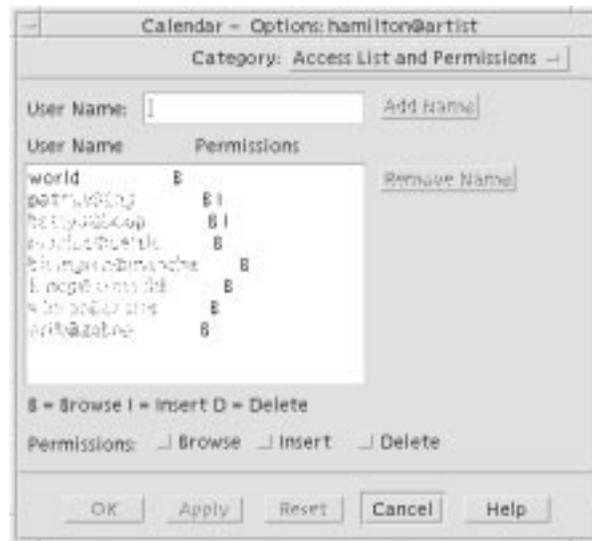


Figure 11-1 Access List and Permissions dialog box – Version 1

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

The default permission is for browse access only.

4. Select Browse, Insert, and/or Delete permissions.

Browse	The default – enables others to see information in your calendar
Insert	Others can add appointments or To Do items to your calendar
Delete	Others can delete appointments or To Do items from your calendar

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

---

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

---

6. To grant the selected access and close the dialog box, click OK.  
 To grant the selected access and leave the dialog box displayed, click Apply.  
 To erase your changes and leave the dialog box displayed, click Reset.  
 To erase your changes and close the dialog box, click Cancel.

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

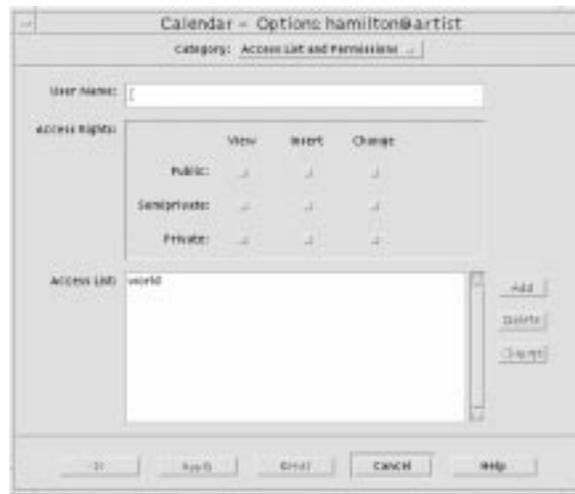


Figure 11-2 Access List and Permissions dialog box – Version 2

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

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

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

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

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

---

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

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

---

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

---

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

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

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

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

#### ▼ *To Deny Access to Your Calendar*

1. Choose Options from the File menu.
2. Choose Access List and Permissions from the Category menu.
3. Select the user to whom you want to deny access in the Access list.
4. Click Remove Name (Calendar data version 3, Figure 11-1) or Delete (Calendar data version 4, Figure 11-2) to remove the user from the Access list.

5. To remove access for the specified user and close the dialog box, click OK.  
To remove access for the specified users and leave the dialog box displayed, click Apply.  
To erase your changes and leave the dialog box displayed, click Reset.  
To erase your changes and close the dialog box, click Cancel.

### ▼ To Change the Printer Settings for Future Print Jobs

To print a Calendar view or appointment or To Do list using the default printer settings, see “To Print Current Day, Week, Month, or Year Views” on page 280. To change the printer settings for future print jobs:

1. Choose Options from the File menu.  
The Options dialog box is displayed.
2. Choose Printer Settings from the Category menu.  
The Printer Settings dialog box is displayed.
3. Select Printer or File.
4. Type the name of your default printer.
5. Edit the Options field to specify print command-line options, if any.  
For example, to save paper, you may want to specify `-o nobanner` to suppress header pages.
6. Edit the page dimensions or position, if necessary.
7. Edit the number of units, if desired.  
For example, if you are printing Week view and you set Units to 2, you will print the current week and the next week.
8. Edit the number of copies if you want more than one.
9. Choose the desired privacy option for the information you want printed.  
See Step 7 of “To Change Appointment Editor Defaults” on page 288 for privacy options.

10. To save your changes and close the dialog box, click OK.  
To save your changes and leave the dialog box displayed, click Apply.  
To erase your changes and leave the dialog box displayed, click Reset.  
To erase your changes and close the dialog box, click Cancel.

### ▼ To Change the Date Format

1. Choose Options from the File menu.
2. Choose Date Format from the Category menu.  
The default date format in Calendar is MM/DD/YY.
3. Choose the desired date order option.
4. Choose the desired date separator.
5. To save your changes and close the dialog box, click OK.  
To save your changes and leave the dialog box displayed, click Apply.  
To erase your changes and leave the dialog box displayed, click Reset.  
To erase your changes and close the dialog box, click Cancel.

### ▼ To Change the Default Time Zone

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

1. Choose Time Zone from the View menu.
2. Choose the Custom Time setting.
3. In the Hours field, edit the number of hours before or after Greenwich Mean Time that you want your calendar set to.  
For example, to synchronize your calendar for Pacific Standard Time, choose GMT+8 hours. For Finland, choose GMT-2 hours. For Japan, choose GMT-9 hours. You may have to adjust by one hour for daylight, or summer, time.
4. To revert to your own time zone, click the My Time setting in the Time Zone dialog box.

5. Click OK to apply changes and close the dialog box.

## Other Calendar Tools

Calendar includes several command-line interface tools:

- `sdtcm_admin` - Use to create and administer calendars
- `sdtcm_convert` - Use to convert data format or prune a calendar
- `dtdm_editor` - Use to edit appointments
- `dtdm_lookup` - Use to view calendar appointments
- `dtdm_insert` - Use to insert calendar appointments
- `dtdm_delete` - Use to delete calendar appointments

### `sdtcm_admin`

Use `sdtcm_admin` from the command line to create and administer calendars. This tool can be used to add or remove a calendar on a local system or remotely on a host on the network. Use `sdtcm_admin` to list calendars that exist on a host, or to grant and revoke access to users to a specific calendar. Options to `sdtcm_admin` include:

<code>-l</code>	Lists calendars on your system in a single column
<code>-h</code>	Lists calendars on other hosts
<code>-a</code>	Adds a new calendar to a system (by default, <code>&lt;login&gt;@&lt;localhost&gt;</code> )
<code>-c</code>	Add a named calendar to a system
<code>-d</code>	Delete a calendar from a system (by default, removes )

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

### Examples

To list calendars on your system:

```
% sdtcm_admin -l
kasso
vacation
```

```
test
foobar
sleepy
```

To list calendars on another host:

```
% sdtcm_admin -l -h totoro
ytso
root
test
sportv4
```

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

```
% sdtcm_admin -a
```

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

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

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

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

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

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

```
% sdtcm_admin -d
```

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

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

Respond `y` or `n`.

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

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

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

```
Delete the calendar old@aha [y/n]? y
sdtcm_admin: Could not delete calendar because: Permission denied.
```

## `sdtcm_convert`

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

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

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

---

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

---

Options for `sdtcm_convert` are listed and described below.

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

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

---

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

---

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

Appointments starting before the specified date are pruned. One-time appointments with a start date on or after the specified date are included. Repeating appointments are truncated such that the first appointment in the

sequence will happen on or after the specified date and those sequences that end before the specified date are removed. If this option is not specified, no appointments are pruned.

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

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

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

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

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

## Examples

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

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

To check data integrity of the calendar `user1`:

```
% sdtcm_convert user1
```

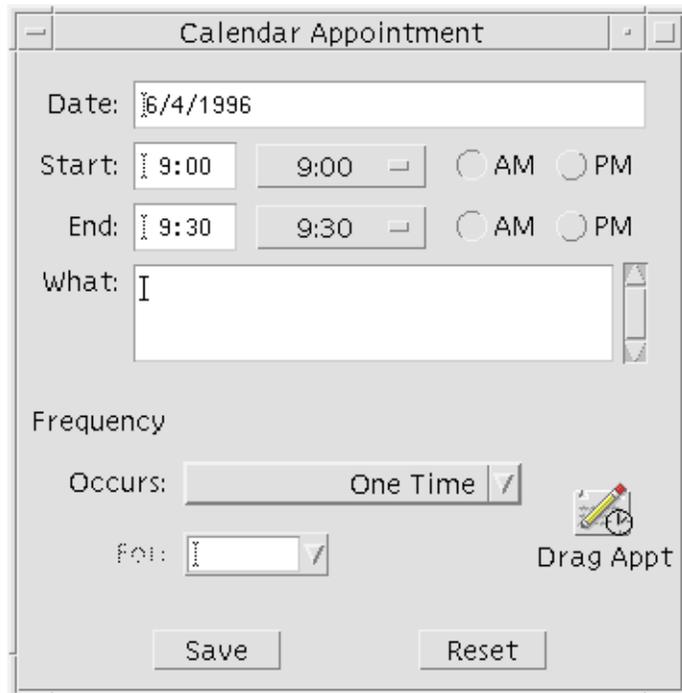
If no option is specified, `sdtcm_convert` will check the calendar file for data integrity.

## dtdcm\_editor

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

1. Type `dtdcm_editor filename` at the command line.

The standalone Appointment Editor is displayed.



2. Type a date in the Date field.  
Remember to use the date format set in the Date Format dialog box.
3. Choose the Start and End times for the appointment.
4. Type a description of the appointment in the What field.
5. Choose a frequency for the appointment from the Occurs menu.
6. Click Save to write the appointment contents to the file you specified on the command line.

## dtcm\_lookup

Use `dtcm_lookup` to view appointments on your calendar.

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

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

```
system% dtcm_lookup
Appointments for Monday October 31, 1994:
  1) Halloween
  2) 2:30pm-3:30pm Staff meeting
  3) 6:00pm Trick-or-treating
  4) 7:15pm-10:00pm Choir practice
```

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

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

For example:

```
system% dtcm_lookup -c hamilton@artist -d 10/28/94 -v day
Appointments for Friday October 28, 1994:
  1) 9:00am-10:00am Project meeting
  2) 1:30pm-2:00pm Testing
```

## dtcm\_insert

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

```
system% dtcm_insert -d 11/1/94 -s 11:30am -e 12:30pm -w workout
Appointments for Tuesday November 1, 1994:
  1) 10:00am-11:00am one-on-one
  2) 11:30am-12:30pm workout
  3) 12:30pm-1:00pm eat lunch
```

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

## dtcm\_delete

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

```
system% dtcm_delete -d 11/1/94
Appointments for Tuesday November 1, 1994:
  1) 10:00am-11:00am one-on-one
  2) 11:30am-12:30pm workout
  3) 12:30:pm-1:00pm eat lunch
Item to delete (number)? 3
Appointments for Tuesday November 1, 1994:
  1) 10:00am-11:00am one-on-one
  2) 11:30am-12:30pm workout
```

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

## Using Federated Naming with Calendar

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

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

## Calendar Naming

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

---

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

## Calendar Registration

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

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

## Naming Service Dependencies

In Solaris 2.5, FNS works with NIS+ only.

## Build Dependencies

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

## Runtime Dependencies

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



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

<i>Default Desktop Terminal Emulator</i>	<i>306</i>
<i>Starting a Terminal Window</i>	<i>306</i>
<i>To Close a Terminal Window</i>	<i>309</i>
<i>Using a Terminal Window</i>	<i>310</i>
<i>Running dtterm on Another System</i>	<i>311</i>
<i>Customizing dtterm</i>	<i>313</i>
<i>dtterm Global Options</i>	<i>314</i>
<i>dtterm Terminal Options</i>	<i>319</i>
<i>Terminal Control Characters</i>	<i>324</i>
<i>Changing the Default Terminal Emulator</i>	<i>325</i>

---

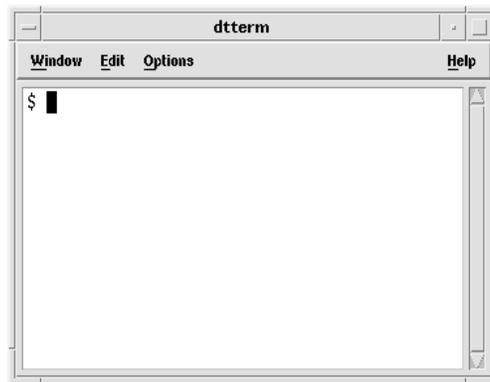
**Note** – Illustrations shown in this chapter were taken from the default CDE screens. Your screens may be different from the illustrations if you or your system administrator have customized them.

---

## Default Desktop Terminal Emulator

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

The `dtterm` command-line prompt is a special character that is displayed in the left margin of your terminal emulator. It can be a ``%``, ``<``, ``$``, or another special character. A small box or bar, called a *cursor*, shows where characters will appear in the window when you type something on the keyboard.



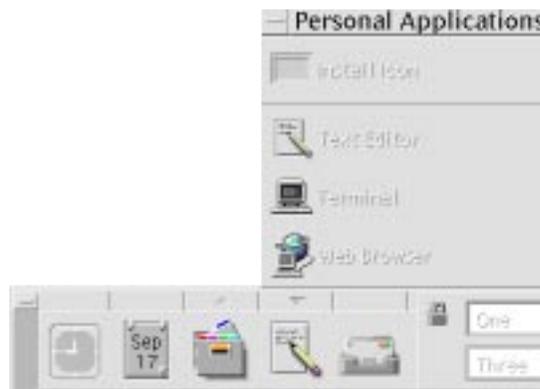
## Starting a Terminal Window

There are several ways you can start a Terminal window:

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

▼ *To Start a Terminal Window from the Front Panel*

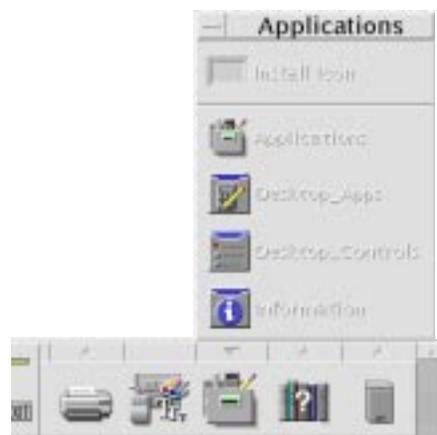
1. Click the arrow above the Text Editor control (or the control that appears as the second one to the left of the workspace switches) in the Front Panel
2. Click the Terminal control in the Personal Applications subpanel.



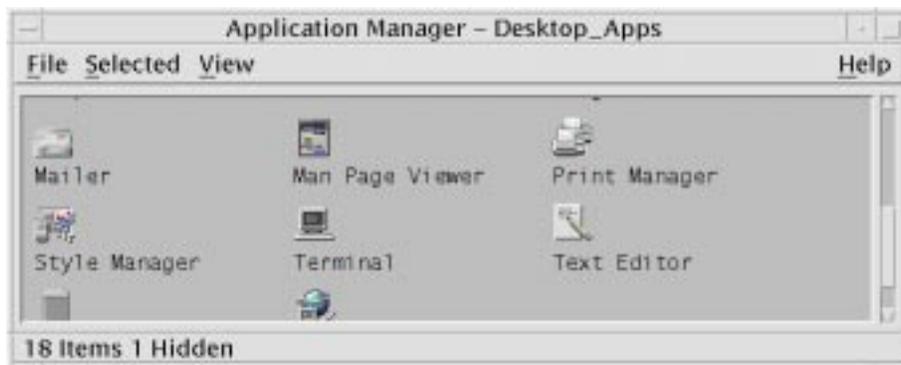
The default Terminal window appears.

▼ *To Start a Terminal Window from Application Manager*

1. Click the Desktop\_Apps control on the Front Panel.



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



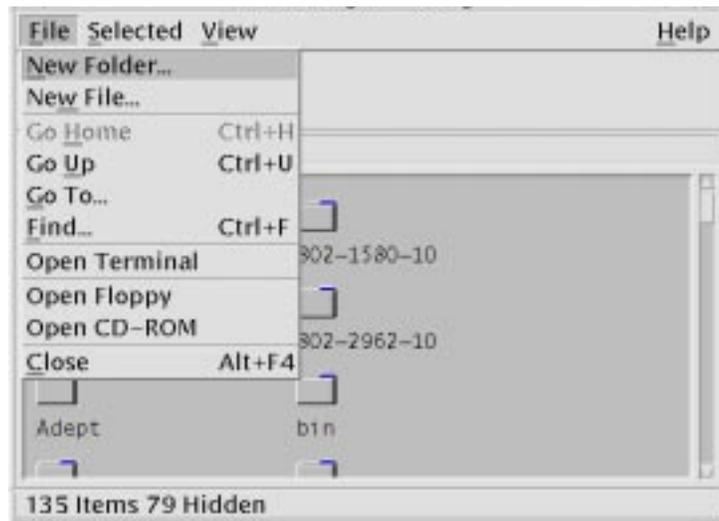
▼ *To Start a Terminal Window from File Manager*

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



The File Manager window appears.

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



▼ *To Start a Terminal Window from the Window Menu*

- ◆ Choose New from the Window menu of an existing Terminal window.  
An exact replica of the Terminal window appears.

▼ **To Close a Terminal Window**

- ◆ Type `exit` at the command line and press Return.  
Or, choose Exit from the Terminal Window menu.  
Or, choose Close from the Window menu (displayed through the button at the upper left of the window frame).

---

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

---

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

## Using a Terminal Window

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

### ▼ To Start Applications in a Terminal Window

- ◆ Type the command to start the application at the command-line prompt.

The general syntax for starting an application is:

*application* [*options*] &

*application*      The application name

*options*            A list of optional information to be passed to the application

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

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

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

```
xclock -digital &
```

### ▼ To Enter a Command

- ◆ Type the command and press Return.

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

```
ls
```

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

```
ls | lp
```

### ▼ To Copy and Paste Text

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

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

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

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

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

### ▼ To Resize the Window Contents

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

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

```
eval `resize`
```

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

## Running `dtterm` on Another System

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

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

### Using the `-display` Option

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

where

*host*            The name of a valid system on the network.

*display*        The number of the display on the host.

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

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

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

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

### Using rlogin

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

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

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

### Using remsh

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

It has the syntax:

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

where:

<i>remote</i>	The remote host name
<i>client</i>	The program you want to run on the remote host
<i>system:display[.screen]</i>	The host and display on which the results are to be displayed

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

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

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

## Customizing dtterm

There are several ways in which you can customize dtterm:

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

### Displaying the Menu Bar

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

#### ▼ *To Remove the Menu Bar*

- ◆ Choose Menu Bar from the Options menu.

The menu bar disappears from the dtterm window.

#### ▼ *To Restore the Menu Bar*

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

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



2. Choose Menu Bar from the Options menu.

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

### Displaying the Scroll Bar

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

#### ▼ *To Display the Scroll Bar*

- ◆ Choose Scroll Bar from the Options menu.

The scroll bar appears in the `dtterm` window.

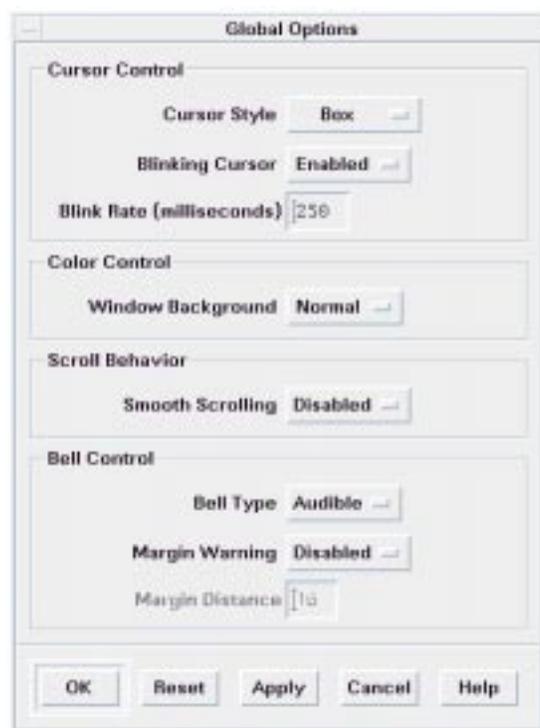
To remove the scroll bar from the window, choose Scroll Bar from the Options menu again.

### `dtterm` Global Options

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

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

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



## Cursor Control

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

### ▼ *To Determine Cursor Style*

1. If the Global Options dialog box is not displayed, choose Global from the Options menu.
2. Click the Cursor Style button and choose the cursor style option you want:
  - Box (the default)
  - Underline
  - None (the cursor is invisible)

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

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

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

#### ▼ *To Determine Cursor Blinking*

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

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

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

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

#### ▼ *To Set the Cursor Blink Rate*

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

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

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

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

▼ **To Switch Foreground and Background Colors (Color Control)**

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

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

▼ **To Determine Scroll Behavior**

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

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

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

## Bell Control

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

- Bell type
- Margin warning
- Margin distance

▼ **To Set the Bell Type**

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

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

▼ **To Set the Margin Warning**

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

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

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

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

▼ **To Set the Margin Distance**

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

To change the distance:

1. If the Global Options dialog box is not displayed, choose Global from the Options menu.
2. Click inside the Margin Distance text field in the Bell Control area and type the number of characters from the right margin of the window at which you want the margin warning to be issued.
3. Click OK at the bottom of the Global Options dialog box or press Return to save your selection and exit the window.

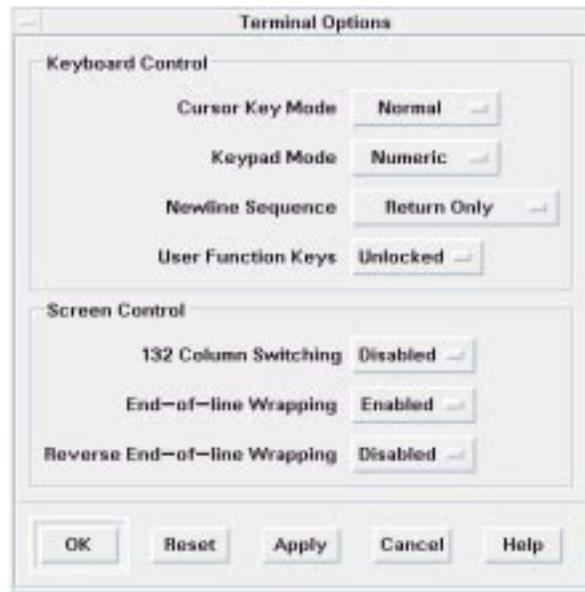
To save your selection and retain the window, click Apply.

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

## **dtterm Terminal Options**

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

- Keyboard control
  - Screen control
- ♦ To display the Terminal Options dialog box, choose Terminal from the Options menu.



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

### Keyboard Control

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

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

#### ▼ *To Set the Cursor Key Mode*

1. If the Terminal Options dialog box is not displayed, choose Terminal from the Options menu.
2. Click the Cursor Key Mode button in the Keyboard Control section and choose the mode you want:

- In Normal mode (the default), the cursor keys move the cursor in the specified direction.
  - In Application mode, the cursor keys generate escape sequences that the application uses for its own purpose.
3. Click OK at the bottom of the Terminal Options dialog box or press Return to save your selection and exit the window.

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

#### ▼ *To Set the Keypad Mode*

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

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

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

#### ▼ *To Determine the Newline Sequence*

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

1. If the Terminal Options dialog box is not displayed, choose Terminal from the Options menu.
2. Click the Newline Sequence button in the Keyboard Control section and choose the mode you want:
  - Return Only (the default) generates only a carriage return.
  - Return/Line Feed generates both a carriage return and a line feed.

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

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

▼ **To Set the User Function Keys**

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

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

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

### Screen Control

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

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

▼ **To Set 132-Column Switching**

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

- `-132`
- `+132`
- `c132`

1. If the Terminal Options dialog box is not displayed, choose Terminal from the Options menu.
2. Click the 132 Column Switching button in the Keyboard Control section and choose the mode you want:

- Disabled (the default) does not change the display when an application switches to 132 columns.
  - Enabled automatically enlarges the `dtterm` window to display 132 columns when the application switches to 132 columns.
3. Click OK at the bottom of the Terminal Options dialog box or press Return to save your selection and exit the window.

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

#### ▼ *To Set End-of-Line Wrapping*

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

- `-aw`
- `+aw`
- `autoWrap`

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

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

#### ▼ *To Set Reverse End-of-Line Wrapping*

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

- `-rw`
- `+rw`
- `reverseWrap`

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

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

## Terminal Control Characters

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

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

*Table 12-1* Terminal Control Characters

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

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

The syntax for the `ttyModes` resource is:

```
ttyModes: Control+C name
```

---

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

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

### ▼ To Set Terminal Control Characters

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

## Changing the Default Terminal Emulator

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



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

<i>Basic Drawing Tasks</i>	329
<i>Saving Icon Files</i>	333
<i>Color Usage</i>	335
<i>Advanced Drawing Tasks</i>	336

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

*Table 13-1* Icon Formats

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



Figure 13-1 Icon Editor main window

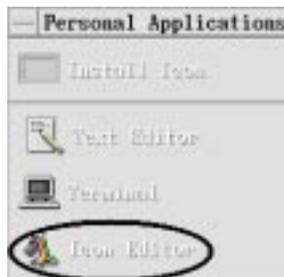
You create images by selecting drawing tools and colors, and using them in the work area. As you draw, Icon Editor displays an actual-size copy of your icon in both formats. You need to consider the two-color version of the icon even if you are drawing an image for use on color systems, because icons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

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

## Startup

To start Icon Editor:

- ◆ Open the Personal Applications subpanel and click the Icon Editor control.



Icon Editor starts with an empty drawing work area.

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

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

```
dticon -f filename &
```

---

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

---

## Basic Drawing Tasks

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

▼ To Open an Existing Icon

1. Choose Open from the File menu.

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

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

---

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

---

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

▼ To Start a New Icon

- ◆ Choose New from the File menu.

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

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

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

### ▼ To Clear an Icon

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

The entire icon drawing work area is cleared.

### ▼ To Draw an Image

1. Select one of the drawing tools (listed in Table 13-2 on page 332).
2. Select a color (static color, static gray, or a dynamic color).
3. Begin drawing with the tool you've selected.

More details on drawing with each tool are provided below.

## Drawing Tools

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

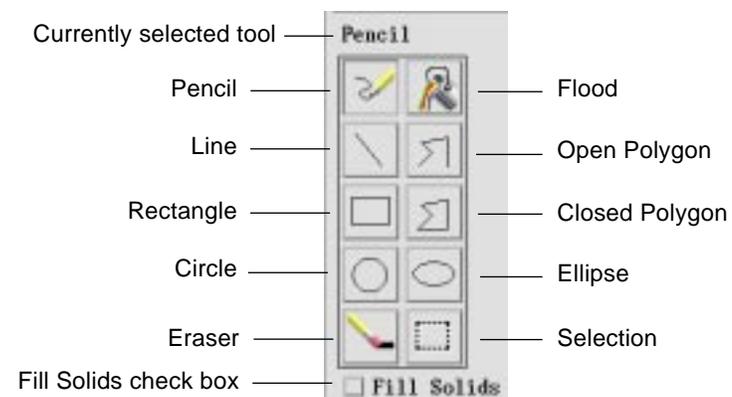


Figure 13-2 Icon Editor drawing tools

*Table 13-2 Using the Drawing Tools*

<b>Tool</b>	<b>Purpose</b>	<b>Action</b>
Pencil	For drawing freehand lines and individual pixels.	Press and hold to draw freehand lines.
Line	For drawing straight lines.	Press and hold to stretch the line. Release to draw the line.
Rectangle	For drawing solid or outlined rectangles.	Press and hold to stretch the outline of the rectangle. Release to draw the rectangle.
Circle	For drawing solid or outlined circles.	Point to where you want the center of the circle, press and hold, drag to the desired size, and release.
Eraser	For erasing large areas of the image.	Press and hold; then drag over the area to erase. To erase individual pixels, select the Pencil tool and the Transparent color.
Flood	For flooding a region of one color with the selected color.	Click any pixel within the region to be flooded. The selected pixel and all adjacent pixels of the same color are recolored with the selected color. The filled region extends in all directions, bounded only by pixels of a different color.
Open Polygon	For drawing connected straight lines.	Click the starting point; then click for each segment. Double-click to end the last segment.
Closed Polygon	For drawing connected straight lines, where the first line and last line are connected to form a closed polygon.	Click the starting point; then click for each segment. Double-click to end the last segment.
Ellipse	For drawing solid or outlined ovals.	Press and hold, drag to the desired size and shape, and release.

Table 13-2 Using the Drawing Tools (Continued)

Tool	Purpose	Action
Selection	For selecting an area to work on. Several commands in the Edit menu require an area to be selected.	Point to the corner pixel of the region to be selected, press and hold, drag to the desired region, and release.
Fill Solids	For changing the rectangle, circle, ellipse, and closed polygon tools to draw filled-in shapes instead of outlines.	Select the check box to automatically draw filled-in shapes. Deselect the check box to return the tools to drawing outlines.

### ▼ To Undo a Drawing Operation

- ◆ Choose Undo from the Edit menu.

Only the single, most recent change can be undone.

## Saving Icon Files

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

*basename.size.format*  
*basename.format*

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

*size* is a single letter indicating the standard size of the icon: *l* for large (48x48 pixels), *m* for medium (32x32), *s* for small (24x24), or *t* for tiny (16x16). (See “Icon Size Conventions” on page 334.) If your icon is not a standard size, you can omit this letter.

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

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

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

### Icon Size Conventions

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

Table 13-3 Icon Size Recommendations

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

#### ▼ To Save the Icon

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

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

---

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

---

### ▼ To Save the Icon with a New Name

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

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

## Color Usage

Icons in the desktop use a palette of 22 colors:

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

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

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

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

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

## Advanced Drawing Tasks

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

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

- Cut, copy or move it
- Resize (scale) it
- Flip it (horizontally or vertically)
- Rotate it (right or left)

### ▼ To Select an Area of the Icon

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

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

### ▼ To Cut a Region of the Icon

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

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

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

### ▼ To Copy a Region of the Icon

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

---

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

#### ▼ To Move a Region of the Icon

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

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

#### ▼ To Rotate Part of the Icon

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

#### ▼ To Flip (Mirror) Part of the Icon

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

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

## Resizing Icons

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

### ▼ *To Resize the Current Icon*

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

---

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

---

### ▼ *To Resize (Scale) a Region of the Icon*

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

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

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

## Hotspots

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

---

▼ *To Add a Hotspot*

You can only have one hotspot in an icon.

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

▼ *To Delete a Hotspot*

- ◆ Choose Delete Hotspot from the Edit menu.

## Screen Captures

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

▼ *To Capture (Grab) a Region of the Display*

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

---

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

---

## Modifying the View of an Icon

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

### ▼ *To Hide the Grid*

- ◆ Choose Visible Grid from the Options menu.

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

### ▼ *To Change the Magnification of an Icon*

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

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

<i>Starting and Quitting Image Viewer</i>	<i>342</i>
<i>Viewing Images</i>	<i>343</i>
<i>Editing Images</i>	<i>345</i>
<i>Saving Images</i>	<i>350</i>
<i>Viewing PostScript Files</i>	<i>351</i>
<i>Printing</i>	<i>355</i>
<i>Image Viewer File Formats</i>	<i>358</i>
<i>Using Snapshot</i>	<i>359</i>

## Starting and Quitting Image Viewer

There are several ways to start Image Viewer:

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

### ▼ To Start Image Viewer from the Workspace Programs Menu

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

The Workspace menu appears.

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

The Image Viewer main window appears.

### ▼ To Start Image Viewer from the Front Panel

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



Figure 14-1 Image Viewer icon

To install Image Viewer in the Front Panel, see “To Put an Application Icon in the Front Panel” on page 148 for instructions.

### ▼ To Start Image Viewer from the Command Line

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

- ◆ Type `sdtimage` to start Image Viewer.

---

Or, type `sdt:image filename` to start Image Viewer and open a specific file.

### ▼ To Exit Image Viewer

- ◆ Choose Exit from the File menu.

## Viewing Images

With Image Viewer, you can view, edit, print, and translate the file formats of monochrome and color images and PostScript files. See “Image Viewer File Formats” on page 358 for a list of the file formats that Image Viewer can open. See “Viewing PostScript Files” on page 351 to learn how to view PostScript files.

### ▼ To Open an Image File

1. Choose Open from the File menu.  
The Open dialog box appears.
2. To navigate among and display the contents of folders, double-click a folder in the Folders list.
3. Select an image file from the Files list or type its name in the Enter file name field.
4. Click OK to open the image file.  
The image file is displayed in the View window.

### ▼ To Open an Image File Using Drag and Drop

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

If Image Viewer is not running:

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

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

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

#### ▼ To View an Image in Gray Scale or Color

To determine whether images appear in gray scale or color:

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

The Color setting depends on the type of display monitor you have. For example, if only one option, such as 256, appears, that is the only option available on your monitor.

4. Click OK to activate the settings and close the dialog box. Click Apply to activate the setting and leave the dialog box displayed.

#### ▼ To Move the Image within the View Window

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

See “Using the Palette Tools” on page 346 for information on the palette.

3. Move the pointer into the View window, over the image or page.

The pointer changes to a hand shape.

4. Drag the pointer in the direction you want to move the image or page.
5. Click the Pan tool to deselect it.

#### ▼ To Change an Image Orientation in the View Window

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

1. Choose Page Viewing Controls from the View menu.

2. Select a percentage by which you want the image rotated (90°, 180°, or 270°).
3. Select whether you want the image rotated Right or Left.
4. Click OK to rotate the image and close the dialog box, or Apply to rotate the image and leave the dialog box displayed.

### ▼ To Display Information about an Image

- ◆ Choose Image Info from the View menu.

The Image Information dialog box appears.

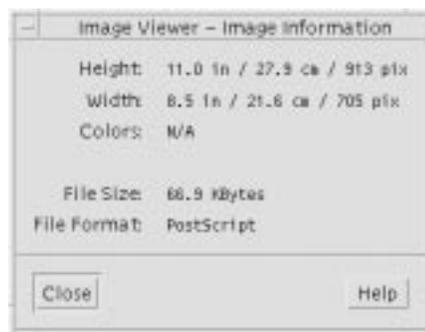


Figure 14-2 Image Information dialog box

The dialog box displays the following information about the image:

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

## Editing Images

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

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

## Using the Palette Tools

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

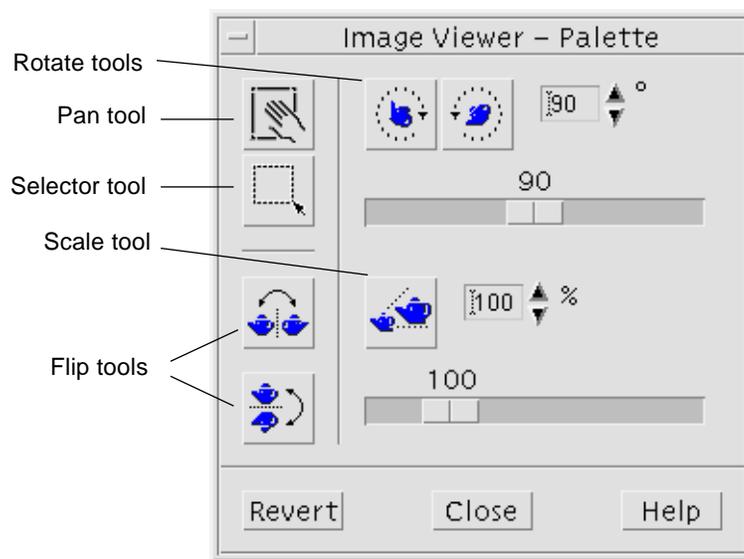


Figure 14-3 Palette dialog box

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

### ▼ To Display the Palette Automatically

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

1. Choose Options from the File menu.

2. Select Display Palette On Opening Document.
3. Click OK or Apply.

### ▼ To Select a Region to Save as a New File

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

1. Select Palette from the Edit menu if the palette is not displayed.
2. Click the Selector tool in the palette.
3. Move the pointer into the View window.
4. Place the target pointer over a corner of the region you want to save as a new image and drag mouse button 1 to the opposite corner.



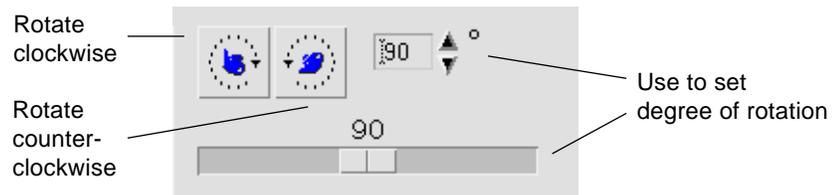
Image Viewer draws a border around the region you define.

5. Choose Save Selection As from the File menu.  
The Save Selection As dialog box appears.
6. Select the file format in which you want your file written.  
For a list of the formats, see “Image Viewer File Formats” on page 358.
7. *Optional.* Choose a compression method from the Compression menu button.  
The default is None (no compression); compressed files require less disk space.
8. *Optional.* Choose the number of colors to save for your file from the Colors menu button.  
The choices depend on the type of monitor you have.

9. Click OK.

### ▼ To Rotate an Image

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



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

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

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

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

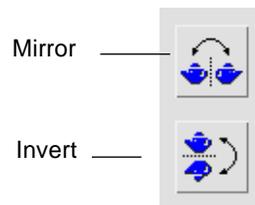
Image Viewer rotates the image or page according to the value in the Rotate Degrees field.

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

### ▼ To Flip an Image

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

2. Click one of the flip tools to invert or create a mirror image of the currently displayed image or page.



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

### ▼ To Scale an Image

To enlarge or reduce an image proportionally:

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



2. Specify the scale percentage.

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

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

3. Click the Scale tool.

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

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

### ▼ To Undo an Edit Operation

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

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

## Saving Images

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

### ▼ To Save an Edited Image in the Same File

1. Choose Save from the File menu.

The Save dialog box appears.

2. Click OK.

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

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

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

### ▼ To Save an Image as a New File

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

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

For a list of the formats, see “Image Viewer File Formats” on page 358.

5. Choose a compression method from the Compression menu button.  
The default is None (no compression); compressed files require less disk space.
6. Choose the number of colors to save for your file from the Colors menu button.  
The choices depend on the type of monitor you have.
7. Click OK.  
Image Viewer saves your file in the specified format.

## Viewing PostScript Files

With Image Viewer you can view and manipulate PostScript files as well as image files. (See “Viewing Images” on page 343 to learn how to view image files.)

### ▼ To Open a PostScript File from the File Menu

1. Choose Open from the File menu.
2. To navigate among and display the contents of folders, choose a folder from the Folders list.
3. Choose a PostScript file from the Files list or type the PostScript file name in the Enter file name field.
4. Click OK to open the PostScript file.  
The PostScript file is displayed in Image Viewer’s View window.

### ▼ To Open a PostScript File Using Drag and Drop

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

If Image Viewer is not running:

1. Drag a PostScript file icon from File Manager and drop it on the Workspace.

2. Press or click mouse button 3 over the PostScript file icon on the workspace and choose Open from the Workspace Object menu.

Image Viewer is started up and the PostScript file is displayed in Image Viewer's View window.

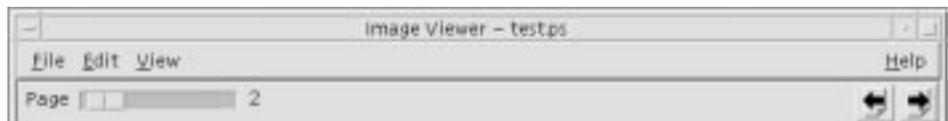
3. To remove the icon from the Workspace when you are finished with it, click mouse button 3 on the icon and select Remove From Workspace from the popup menu.

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

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

#### ▼ To Page through a PostScript File

- ◆ Use the Page slider or the arrow buttons.



Using your keyboard, you can view:

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

#### ▼ To View a Specific Page of a PostScript File

1. Choose Page Overview from the View menu.

The Page Overview window uses thumbnail page buttons to show simple renderings of the pages in a document. Up to 16 thumbnail page buttons are displayed in a set. Clicking the scroll bar displays up to 12 new thumbnail page buttons.



---

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

---

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

### ▼ To Reverse Page Order

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

1. Choose Page Viewing Controls from the View menu.

The Page Viewing Controls dialog box appears.
2. Select the order in which you want the pages of the current document displayed (First Page First or Last Page First).
3. Click OK to apply your choices and close the dialog box.

### ▼ To Change the Size of the Displayed Page

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

1. Choose Page Viewing Controls from the View menu.  
The Page Viewing Controls dialog box appears.
2. Select the size of the page you want for displaying the current document.
3. Click OK to apply your choices and close the dialog box.  
See “Print Dialog Box” on page 355 for information on changing the size of the printed page.

▼ **To Save a PostScript Page as a Bitmap Image**

1. Choose Save Page As Image from the File menu.  
The Save Page As Image dialog box appears.
2. Select the file you want to save.  
If you do not specify a file, Image Viewer saves the page currently displayed in the View window.  
You can filter the Files list by typing a file-name condition in the Filter field and clicking Update. For example, typing \*.ps will list only the files ending in .ps in the Files list.
3. Select the format in which you want to save the page from the File Format list.  
See Table 14-1 on page 358 for a list of file formats in which Image Viewer can save an image.
4. *Optional.* Set a compression type through the Compression button menu.
5. *Optional.* Choose the number of colors for the image from the Colors button menu.  
The default is 256.
6. Type the name under which you want to save the file in the Enter file name field.
7. Click OK.

## Printing

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

### Print Dialog Box



Figure 14-4 Print dialog box

The dialog box settings are:

Copies

Increase or decrease the number of copies to print.

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

▼ **To Print an Image or PostScript File**

1. Choose Print from the File menu.  
The Print dialog box appears.
2. Determine your print parameters.  
See “Print Dialog Box” on page 355 for a description of the dialog box settings.
3. Click Print.

▼ **To Preview a File to Be Printed**

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

1. Choose Print Preview from the File menu.

The Print Preview dialog box appears.

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

2. To control which area of the image or page is printed, move the pointer into the window (it changes to a hand shape) and use mouse button 1 to drag the image into position.
3. To print the image, click Print, and then click Print in the Print dialog box that is displayed.  
See “Print Dialog Box” on page 355 for information about print settings.
4. Click Close to close the Print Preview dialog box.

### ▼ To Print a Single Copy

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

- ◆ Choose Print One from the File menu.

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

See “Print Dialog Box” on page 355 for information about Print settings. .

## Image Viewer File Formats

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

*Table 14-1* Image Viewer Open File Formats

Andrew Toolkit	Kodak Photo CD (Base/4)
Atari Compressed Spectrum*	Lisp Machine Bit-Array
Atari Degas 1*	MGR
Atari Degas 3*	MTV/PRT Ray-Tracer
Atari Uncompressed Spectrum*	MacPaint
AutoCAD Slide	PBM
Benet Yee Face File	PC PaintBrush
CMU Window Manager	PGM
Encapsulated PostScript (EPSF)	PICT
FITS	PPM
GEM	PostScript
GIF	QRT Ray-Tracer
Gould Scanner	Sun Icon
Group 3 FAX	Sun Raster
HIPS	TIFF
HP PaintJet	TrueVision Targa
IFF ILBM	Usenix FaceSaver
Img-Whatnot	X Bitmap
JFIF (JPEG)	X11 Window Dump (XWD)
Kodak Photo CD (4Base)	XPM
Kodak Photo CD (Base)	Xerox Doodle Brush
Kodak Photo CD (Base/16)	Xim

\*SPARC only.

Image Viewer can save files in the formats listed below:

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

## Using Snapshot

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

### ▼ To Start Image Viewer Snapshot

- ◆ Choose Snapshot from the Image Viewer File menu

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

```
sdtimage -snapshot
```

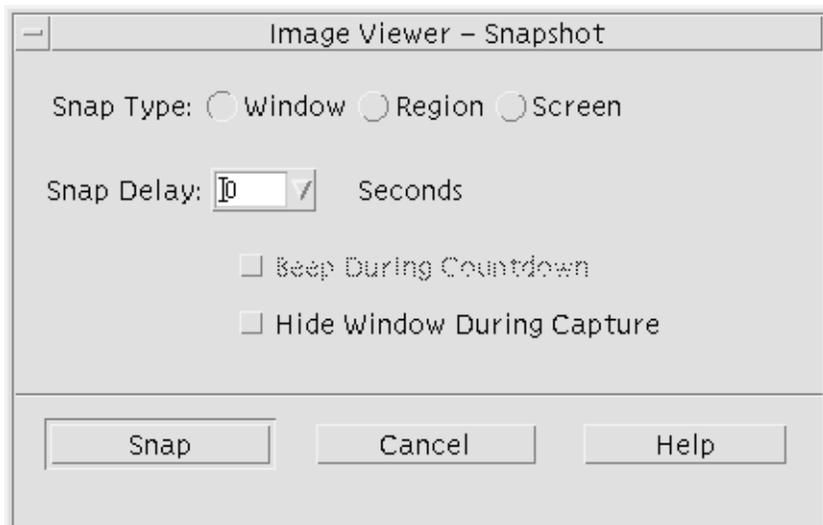


Figure 14-5 Snapshot window

▼ **To Take a Snapshot of a Window**

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

The mouse pointer becomes a plus sign.

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

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

▼ **To Take a Snapshot of a Region**

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

The mouse pointer becomes a plus sign.

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

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

▼ **To Take a Snapshot of the Screen**

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

3. Click the Snap button.

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

### ▼ To Take a Delayed Snapshot

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

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

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

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

If Snap Type is Region, drag mouse button 1 to select the region to be snapped.

5. Make any necessary adjustments to the image during the snap delay time.

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

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

### ▼ To Hide the Snapshot Dialog Box While Taking a Snapshot

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

1. If Snapshot is not running, choose Snapshot from the Image Viewer File menu.

2. Select the Hide Window During Capture check box.

The Snap Delay changes to 8 seconds and the message area at the bottom of the Snapshot dialog box displays “Timer adjusted to guarantee correct operation.”

3. Click Snap to take the snapshot.

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

#### ▼ To Save a Snapshot

See “To Save an Image as a New File” on page 350 for instructions for saving a captured snapshot image.

# Keyboard Shortcuts for the Desktop



This appendix describes keyboard alternatives to using your mouse.

<i>Menu Shortcuts</i>	364
<i>Moving the Keyboard Focus</i>	365
<i>Opening and Closing Windows</i>	366
<i>Online Help Keyboard Navigation</i>	372

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

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

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

For more information on the Window Behavior setting, refer to Chapter 7, “Customizing the Desktop Environment.”

## Menu Shortcuts

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

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

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

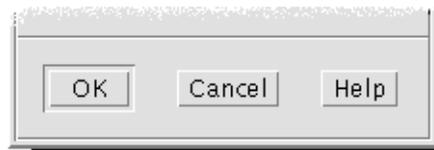
To choose an item from a pull-down menu using the menu's mnemonics:

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

## Keyboard Focus and the Highlight

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

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



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

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

---

## Moving the Keyboard Focus

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

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

---

<b>Press</b>	<b>To Move To</b>
Tab	The next tab group
Shift+Tab	The previous tab group
Down Arrow	The next control in the tab group
Up Arrow	The previous control in a tab group
F10	The window's menu bar—use the arrow keys to display menus and move among their items
Shift+F10	The selected object's pop-up menu—use the arrow keys to move among the menu's items
Alt+Spacebar	The Window menu

---

- Within a workspace

---

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

---

- Within a menu

---

<b>Press</b>	<b>To Move To</b>
Down Arrow	The next menu item
Up Arrow	The previous menu item

---

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

Press Esc to dismiss a menu.

## Opening and Closing Windows

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

### ▼ To Open an Application Window

From the Front Panel:

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

From Application Manager:

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

From a terminal emulator window:

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

### ▼ To Close an Application Window

Closing a window removes it from all workspaces.



---

**Caution** – Before closing an application window, save your work.

---

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

#### ▼ To Select a Window or Icon

- ◆ Press Alt+Tab to move the highlight to the window or icon you want to select.

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

#### ▼ To Turn a Window into an Icon (Minimize)

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

#### ▼ To Restore a Window from an Icon

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

### ▼ To Move a Window or Window Icon

1. Press Alt+Tab to move the highlight to the window or icon you want to move.
  2. Press Alt+Spacebar to display the Window menu.
  3. Press M, the menu's mnemonic for Move.
  4. Press the arrow keys to relocate the window or icon.  
Hold down Control while you press an arrow key to speed up the movement of the window or icon.
  5. When you've moved the window or icon where you want it, press Return.
- To cancel the move operation, press Esc.

### ▼ To Resize a Window

1. Press Alt+Tab to move the highlight to the window you want to resize.
  2. Press Alt+Spacebar to display the Window menu.
  3. Press S, the menu's mnemonic for Size.
  4. Press the arrow keys to stretch or shrink the window. An outline appears to show you the window's size.  
Hold down Control while you press an arrow key to size the window faster.
  5. When the outline shows the size you want, press Return.
- To cancel the resize operation, press Esc.

### ▼ To Scroll a Window's Contents

1. Press Alt+Tab to move the keyboard focus, as shown by the highlight, to the window whose contents you want to scroll.
2. Press Tab to move to the window area you want to scroll.
3. Press the arrow keys, Prev and Next, or Page Up and Page Down.  
Hold down Control while you press an arrow key to scroll faster.

### ▼ To Select a List Item

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

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

To select more than one contiguous item in lists that allow you to do so, press Shift+Down Arrow or Shift+Up Arrow.

3. Press Tab to move the highlight to the appropriate button (such as OK), then press Return.

### ▼ To Display a Pull-down Menu

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

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

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

### ▼ To Use a Pop-up Menu

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

1. Press Shift+F10 to display the pop-up menu.
2. Choose a menu item:
  - Press the Down Arrow key to move through the menu, highlight the item you want, then press Return.
  - Or, type the underlined letter in the menu item's name (its mnemonic).
  - Or, type the shortcut key, as listed to the right of the item's name.

### ▼ To Use the Window Menu

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

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

### ▼ To Switch to Another Workspace

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

### ▼ To Rename a Workspace

1. Press Alt+Tab until you've placed the keyboard focus, as shown by the highlight, on the Front Panel.
2. Press the arrow keys to move the highlight to the button for the workspace you want to rename.
3. Press Shift+F10 to display the workspace button's pop-up menu.
4. Press the Down Arrow key to select Rename, then press Return.  
The button becomes a text field.
5. Edit the workspace's name in the text field.
6. Once you've renamed the workspace, press Return.

### ▼ To Move among Windows

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

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

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

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

### ▼ To Display a Window in Other Workspaces

1. Press Alt+Tab to move the keyboard focus, as shown by the highlight, to the window you want to display in other workspaces.
2. Display the Window menu by pressing Alt+Spacebar.
3. Press the Down Arrow key to select Occupy Workspace, then press Return. The Occupy Workspace dialog box appears.
4. Press Tab until the keyboard focus is in the Workspaces list.
5. Select the workspaces in which you want the window to appear:
  - Press Down Arrow or Up Arrow to move through the list.
  - To select more than one workspace, press Shift+Down Arrow or Shift+Up Arrow.
6. Press Tab to move the keyboard focus to OK, then press Return or the Spacebar.

### ▼ To Choose a Front Panel Control

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

**▼ To Choose a Subpanel Control**

1. Press Alt+Tab to move the keyboard focus to the Front Panel.
2. Press the arrow keys to move the highlight within the Front Panel to one of the subpanel arrow controls, then press Return.
3. Press the arrow keys to move the highlight among the controls within the subpanel, then press Return or the Spacebar to choose a selected control.

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

**▼ To Move the Front Panel**

1. Press Alt+Tab to move the keyboard focus to the Front Panel.
2. Press Alt+Spacebar to display the Front Panel menu.
3. Press M, the menu's mnemonic for Move.
4. Press the arrow keys to relocate the Front Panel.  
Hold down Control while you press an arrow key to speed up the movement of the Front Panel.
5. When you've moved the Front Panel to where you want it, press Return.

To cancel the move operation, press Esc.

**Online Help Keyboard Navigation**

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

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

**▼ To Get Help in Any Window**

- ◆ Press F1 (or the Help key if your keyboard has one).

---

### ▼ To Choose a Help Topic Hyperlink

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

To return from a hyperlink to the previous topic:

- ◆ Press Control+B, the keyboard accelerator for Backtrack.

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



## Running Localized Sessions

---



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

<i>Default Language at Login</i>	<i>375</i>
<i>Logging In to a Language-Specific Session</i>	<i>376</i>
<i>Creating or Editing a Language-Specific File</i>	<i>376</i>
<i>Using a Language-Specific Terminal Emulator</i>	<i>377</i>
<i>Specifying Fonts</i>	<i>377</i>
<i>Changing Fonts</i>	<i>378</i>
<i>Choosing Your Input Method and Keyboard</i>	<i>379</i>

### Default Language at Login

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

## Logging In to a Language-Specific Session

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

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

The list of languages includes all the supported languages.

2. Log in normally with your name and password.

## Creating or Editing a Language-Specific File

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

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

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

### ▼ To Create or Edit a Language-Specific File

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

```
LANG=Japanese_locale
```

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

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

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

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

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

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

See “To Specify Fonts from the Command Line” on page 378 for an example of specifying a font set.

## Using a Language-Specific Terminal Emulator

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

◆ From a command line in a Korn shell Terminal window type:

```
LANG=Japanese_locale dtterm
```

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

## Specifying Fonts

The user usually changes fonts using Style Manager, which in turn restarts Workspace Manager, resetting the desktop fonts. You can also customize fonts at the command line or in resource files. In an internationalized environment, the user must specify fonts that are independent of the code set. This is necessary because the specification can be used under various locales with different code sets than the character set (*charset*) of the font. Therefore, all font lists should be specified with a font set.

### Font Specification

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

```
-dt-interface system-medium-r-normal-serif-*-*-*-*p-*-iso8859-1  
Or, -*-r-*-14-*iso8859-1
```

## Font Set Specification

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

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

- Sample name list with character set:

```
-dt-interface system-medium-r-normal-serif-*--*-p-*-14;
-dt-mincho-medium-r-normal--14-*-*-m-*-jisx0201.1976-0;
-dt-mincho-medium-r-normal--28-*-*-m-*-jisx0208.1983-0;
```

- Sample single pattern name without character set:

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

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

## Changing Fonts

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

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

### ▼ To Specify Fonts from the Command Line

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

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

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

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

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

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

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

These specifications will work for any locale.

### ▼ To Specify Fonts within a Resource File

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

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

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

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

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

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

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

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

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

3. Save the file.

## Choosing Your Input Method and Keyboard

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

## Using Input Method Modifiers

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

```
inputMethod :@im=modifier
```

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

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

## Specifying the Input Method Style

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

<b>Syntax</b>	<b>value[,value,....]</b>
Possible values	OverTheSpot, OffTheSpot, Root, None
Default value	OverTheSpot, OffTheSpot, Root

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

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

## Changing the X Keyboard Map at the Server

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

# Glossary

---

**access privileges**

Permissions granted to a user or group of users to perform various operations on a file or folder (directory). See *permission*.

**action**

A desktop construct that provides a method for running applications, executing commands, and other activities such as printing, removing files, and changing directories. Actions are defined in a database of configuration files.

**action icon**

An icon that represents an action in a File Manager or Application Manager window, or in the workspace. An action icon is created by creating an empty executable file with the same name as the action it represents.

**action label**

The name displayed under the icon of an action. See *action name*.

**action name**

The name associated with an action, which by default is displayed under the icon for the action. See *action label*.

**active**

A window, window element, or icon that is currently affected by keyboard and mouse input. Active windows are differentiated from other windows on the workspace by a distinctive title-bar color or shade. An active window element is indicated by a highlight or selection cursor.

---

<b>active window</b>	A window that receives keyboard input.
<b>address</b>	An electronic mail location of a user.
<b>alias</b>	An alternative name or names assigned to a program or to an electronic mail address. In electronic mail, an address for mailing to a group of users. An alias can be created to send electronic mail to a small group of people or to many people.
<b>application</b>	See <i>software application</i> .
<b>application group</b>	An Application Manager folder that holds a specific software application or set of software applications.
<b>application icon</b>	See <i>action icon</i> .
<b>Application Manager</b>	A window containing objects representing the system actions available to you.
<b>application server</b>	A host computer that provides access to a software application.
<b>Apply</b>	A choice that causes a selection (or group of selections) in a dialog box to take effect.
<b>Appointment Editor</b>	In Calendar, a window you use to schedule, change, or delete an appointment.
<b>Appointment List</b>	A chronological list of appointments displayed by Calendar.
<b>arrow button</b>	An element of a scroll bar used to scroll a window by small increments. Also, a control in the Front Panel used to slide up or slide down a subpanel.
<b>arrow keys</b>	The four directional keys on a keyboard. Also see <i>navigation keys</i> .

---

<b>attachment</b>	In Mailer, a data object within an electronic mail message that is displayed as an icon in the Attachments list. An attachment can be text, sound, or a graphic. Multiple messages can be added (attached) to a single electronic mail message.
<b>backdrop</b>	The pattern that covers the <i>workspace background</i> .
<b>background</b>	The underlying area of a window on which elements, such as buttons and lists, are displayed.
<b>Backtrack</b>	In Help Manager, a button and Navigate menu item you use to follow links backward, in the reverse order they were traversed.
<b>base name</b>	The file name of an icon file minus the file-name suffixes for size (.l, .m, .s, .t) and type (.bm, .pm). For example, the base name of an icon file named <code>myicon.m.pm</code> is <code>myicon</code> .
<b>bitmap</b>	An image stored in a raster format. Usually refers to an image limited to two colors (a foreground and a background color). Contrast with <i>pixmap</i> .
<b>busy light</b>	A control that blinks when a Front Panel action has been invoked prior to the appearance of a window or when reloading actions.
<b>button</b>	A generic term for a window control. See <i>push button</i> .
<b>Calculator</b>	A software application that mimics the function of a hand-held calculator.
<b>Calendar</b>	A software application that enables you to schedule appointments and create To Do lists.
<b>Calendar view</b>	The day, week, month, or year displayed in the main Calendar window.
<b>Cancel</b>	A push button that removes a window without applying any changes made in that window.

---

**CDE**

An acronym for Common Desktop Environment, a graphical user interface running on UNIX.

**check box**

A nonexclusive control whose setting is indicated by the presence or absence of a check mark. A check box has two states, on and off.

**choose**

To use the mouse or keyboard to pick a menu item, button, or icon that begins a command or action. Contrast with *select*.

**click**

To press and release a mouse button without moving the mouse pointer. Unless otherwise specified, mouse button 1 is assumed.

**client**

A system or software application that requests services from another application, usually across a network.

**clipboard**

A buffer that temporarily stores the last cut, copy, or pasted data.

**Clock**

A Front Panel control that displays the local time.

**Close**

A menu item used to remove a window and all related secondary windows from all workspaces.

**command-line prompt**

A prompt (usually %, >, or \$) that shows the computer is ready to accept commands. In a terminal emulation window, you display the command-line prompt by pressing Return.

**Compose window**

In Mailer, the window you use to create new electronic mail messages. Several message-composing options are available from the Compose window menu bar.

**configuration file**

A file that is used to customize the properties of an application.

---

**container**

A control intended to hold objects or data. A folder and a notebook are examples of containers.

In Mailer, your electronic mailbox and filing system that contains all mail messages. Once a message is put in a container, you can display, modify, delete, print, include, forward, and reply to it.

**control**

A generic term for a variety of elements (such as buttons, check boxes, and scroll bars) that perform an action or indicate an option setting. See *Front Panel control*.

**Create Action**

A software application that enables you to associate an icon with a command so that the command can be issued by clicking on the icon. Create Action is also used to define specific data types for an application's data files and to associate icons with those data types.

**current folder**

The currently opened folder in an active File Manager view.

**current item, current selection**

The currently highlighted item in a list.

**current session**

The session saved by Session Manager when you log off. At the next login, unless you specify otherwise, this session automatically opens, enabling work to continue where you left off. Contrast with *home session*.

**cursor**

A graphical device that shows the area that will receive keyboard or pointing device input.

**customization**

The process of changing settings to alter the appearance and behavior of the desktop and applications running on the desktop.

**data type**

A mechanism that associates particular data files with the appropriate applications and actions. Data types can determine the type of a file based on file-naming conventions, such as a particular extension name, or on the contents of the file.

---

<b>default</b>	A value set automatically by an application.
<b>desktop</b>	See <i>workspace</i> .
<b>dialog box</b>	A window displayed by an application that requires user input.
<b>dimmed</b>	Reduced contrast to show unavailable emphasis.
<b>directory</b>	A collection of files and other subdirectories. In graphical user interface applications, may be called a <i>folder</i> .
<b>double-click</b>	To quickly press a mouse button twice without moving the mouse pointer. Unless otherwise specified, mouse button 1 is assumed. Double-clicking can often be used as an alternative to selecting menu items.
<b>drag</b>	To press and hold down any mouse button while moving the pointer—and the object under the pointer—on the screen.
<b>drag and drop</b>	To directly manipulate an icon by using a pointing device to move and place the icon somewhere else. Also referred to as <i>drag transfer</i> .
<b>drag transfer</b>	See <i>drag and drop</i> .
<b>drop</b>	After starting the drag of an object, the act of releasing the mouse button. If the object is dropped in an appropriate area, an action is initiated.
<b>drop target</b>	A rectangular graphic that represents the drop zone in an application.
<b>drop zone</b>	An area of the workspace, including the Trash Can, Print Manager, and Mailer Front Panel controls, that accepts a dropped icon. Icons can be dropped on the workspace for quick access.

---

**element**

A generic term for any entity that can be considered a standalone item in a broader context, such as an item in a list or a control in a window.

**email**

Short name for “electronic mail.” Email usually describes text messages addressed and sent to you electronically and are received in your electronic mailbox. Sometimes just known as “mail.”

**environment variables**

Standard UNIX variables that are used by the shell and by applications.

**error message**

A message that requires the user’s immediate attention. Error messages are used to convey a message about a user error.

**execute**

A file or folder (directory) access permission. For files, execute permission enables the user to run a program or shell script file. For folders (directories), execute permission enables the user to access the folder (directory) contents.

**Exit button**

A Front Panel control used to log out of the desktop.

**extended selection**

To add multiple items to a selected set by augmenting the selection technique. For example, you can add to a selection by moving the pointer to a new item and pressing Control and mouse button 2 simultaneously.

**file**

A unit of data, such as text, program, image, and so on, that is stored in a folder (directory).

**File Manager**

The software application that manages the files and directories on your system.

**file name**

The name of the file as it is stored in a folder (directory) or on a storage device. A file name consists of a base name and any suffixes. A fully qualified file name also includes the path.

**file server**

A host computer that stores data files used by applications.

---

**file suffix**

A suffix added to the end of a file name, often used in file typing or to categorize files for the user.

**file type**

Characteristics of a file that determine how it is used. The type of a file may be determined by a portion of its name (for example, the file extension) or by its content.

**filter**

Used to display only objects that meet certain criteria, such as a name pattern match, and to hide all other objects from view.

**focus**

The place to which keyboard input is directed, indicated by the highlight.

**folder**

An icon that represents a *directory*.

**font**

A complete set of characters (letters, digits, and special characters) of one size and one typeface. Ten-point Helvetica bold is an example of a font.

**foreground**

The content of a window and the color or shading used to distinguish it from the window's background.

**Front Panel**

A centrally located window containing controls for accessing applications and utilities, including the *workspace switch*. The Front Panel occupies all workspaces.

**Front Panel control**

An object in the Front Panel used as an interface to basic system services and frequently performed tasks and operations. Controls in the default Front Panel are: Clock, Calendar, Mailer, Text Editor, Help Viewer, File Manager, Printer, Style Manager, Application Manager, and Trash Can.

**Front Panel move handles**

An area on each end of the Front Panel used for moving the Front Panel and for bringing it to the front of the workspace.

---

<b>grab handles (or handles)</b>	The small squares displayed at the corners and midpoints of a selected graphic element.
<b>group</b>	A collection of users who are referred to by a common name. Also, a permission setting that determines a group's access to files.
<b>Group Appointment</b>	In Calendar, an appointment for a group of people, scheduled using the Group Appointment Editor.
<b>header</b>	In Mailer, the basic information about an electronic mail message as it appears in the mailer container. A message header displays the name of the sender, subject, the date and time it was received, and message size.
<b>Help</b>	A button or menu item used to access information about objects, choices, tasks, and error messages.
<b>help family</b>	A set of <i>help volumes</i> that provide online information about related applications.
<b>Help Index</b>	An alphabetic listing of help topics.
<b>help key</b>	A designated key, usually the F1 key, used to request online help information about what the cursor is currently on. Some keyboards have a dedicated Help key that may take the place of F1.
<b>Help Manager</b>	A special help volume that lists all the online help registered on your system.
<b>Help Viewer</b>	The software application that displays online help.
<b>help volume</b>	A complete body of help information about a subject.
<b>help window</b>	A secondary window that displays help information.

---

**hierarchical file system**

A way to organize data on computer systems using a hierarchy of containers, often called folders (directories) and files. In this scheme, folders may contain other folders and files. The successive containment of folders within folders creates the levels of organization, which is the hierarchy.

**highlight**

(v) To make something stand out on the screen by selecting or choosing it. Also (n) the visual indicator that something is selected.

**history**

A list of the most recently accessed commands, files, folders, or help topics.

**home directory**

A directory where you keep personal files and additional directories. In graphical user interface applications, may be called the *home folder*.

*HomeDirectory*

Symbolizes your home directory. For example: If your home directory is `/users/anna`, then `/HomeDirectory/bitmaps/smile.bm` represents `/users/anna/bitmaps/smile.bm`.

**home folder**

A folder where you keep personal files and additional directories. By default, File Manager and Terminal Emulator windows are set to the home folder when you first open them. When discussing command-line activities, may be called the *home directory*.

**home session**

A choice at logout to designate a particular session, other than the one you are currently in, as the one you will automatically return to at the next login.

**host**

A computer system.

**hyperlink**

In Help text, text or a graphic you click to display another Help topic.

**icon**

A graphical representation of an object consisting of an image, an image background, and a label. An icon can be directly manipulated.

**Icon Editor**

The software application used to create new icons and to modify existing icons.

---

<b>Inbox</b>	The main or default Mailer container. The Inbox receives all incoming mail. Messages can be moved out of the Inbox and put in various containers.
<b>index</b>	In a help volume, an alphabetical list of words or phrases that can be searched to find help on a subject. The Help System displays the index when you choose the Index button in a help dialog box.
<b>insertion point</b>	The point at which data typed on the keyboard, or pasted from the clipboard or a file, appears on the screen. In text, a synonym for <i>cursor</i> .
<b>Install Icon</b>	An item on a subpanel used to install icons into the Front Panel using <i>drag and drop</i> .
<b>ITE</b>	Internal Terminal Emulator. ITE allows use of a bitmapped display as a terminal (through command-line mode from the login screen).
<b>items</b>	Elements in a list or menu.
<b>label</b>	The text appearing next to an icon or control that names the element.
<b>link</b>	Synonym for <i>symbolic link</i> .
<b>list</b>	A control that contains elements from which you select. Also called selection list.
<b>Lock button</b>	A Front Panel control used to lock the screen.
<b>log in</b>	To supply a user name and password to gain access to a system or desktop session.
<b>login</b>	The process of gaining access to a system.

---

<b>log out</b>	To terminate or end access to a system or desktop session.
<b>logout</b>	The termination of a desktop session.
<b>Mailer</b>	An application that enables you to send, receive, and compose electronic mail messages.
<b>mailer container</b>	The electronic mail box and filing system that contains all mail messages. Once a message is put in a container, you can display, modify, delete, print, include, forward, and reply to it.
<b>Mailer control</b>	The Front Panel control used to start the Mailer software application. Dropping a file on the control loads the file into the Mailer Compose window.
<b>Main Panel</b>	The portion of the Front Panel excluding the subpanels.
<b>mapping</b>	A method of using one action to run another action. Also, a pairing of entities in one set with those in another set.
<b>Maximize</b>	A choice that enlarges a window to its largest possible size.
<b>maximize button</b>	A button on a window's title bar that you choose to display the window in its largest size.
<b>menu</b>	A list of items from which you select to perform a particular application task. Also see <i>submenu</i> .
<b>menu bar</b>	The part of the application window between the title bar and the work area where menu names are listed.
<b>menu item</b>	An element in a menu that represents a choice (for example, Copy on the Edit menu).

---

**Minimize**

To turn a window into an icon. The push button that minimizes a window is located near the upper right corner of the window frame.

**minimize button**

A button on a window's title bar that you choose to display the window as an icon.

**mnemonic**

A single, underlined character in a command. The mnemonic indicates that you can choose the command by typing that letter. Mnemonics are used most commonly in menu commands; however, other buttons may also have mnemonics.

**modifier key**

A key that when pressed and held along with another key or mouse button changes the meaning of the second key or mouse click. Control, Alt, and Shift are examples.

**mouse**

A device for moving the pointer and making selections.

**mouse button**

A mechanism on a mouse that you press to make selections.

**mouse button 1**

On a mouse, the leftmost button when configured for right-handed use; the rightmost button when configured for left-handed use. Mouse button 1 is primarily used for selection, and is the default button for the "click" instruction.

**mouse button 2**

On a three-button mouse, the middle button. Mouse button 2 has two modes: Transfer and Adjust.

**mouse button 3**

On a mouse, the rightmost button when configured for right-handed use; the leftmost button when configured for left-handed use. Mouse button 3 activates pop-up menus.

**Move**

A Window menu choice used to put a window in a different location on the screen.

---

**navigation keys**

The keyboard keys used to move the current location of the cursor. These include the arrow keys (with or without the Control key); the Tab key (with or without the Control or Shift keys); the Begin and End keys (with or without the Control key); and the Page Up and Page Down keys.

**newline character**

An unseen character that marks the end of a line of text in a document. It tells a printer or screen to break a line and start a new one.

**object**

Any logical piece of data that has associated behavior. For example, in File Manager, files, folders, actions, and applications are all considered objects. Each type of object has specific associated actions. Typically, each object is represented as an icon.

**object type**

A desktop mechanism used to associate particular data files with the appropriate applications and actions. Object typing defines the criteria for typing the file (such as name or contents), the appearance (the icon used in File Manager), and the behavior of the object (for example, what happens when you double-click it).

**OK**

A choice that accepts the information in a window and closes it. If the window contains changed information, those changes are applied before the window is closed.

**On Item help**

When you choose On Item from the Help menu, the cursor changes to a question mark and you can obtain information about a particular command, operation, dialog box, or control by clicking that object.

**On Item Help control**

A Front Panel control used to access item help information on the Front Panel.

**overwrite**

To replace.

**page**

To advance text displayed in a window by one full screen at a time, usually using a scroll bar.

---

<b>palette</b>	A range of graphically displayed choices, such as colors or collections of tools, that you can select in an application.
<b>parent directory</b>	A directory that contains subdirectories and files. In graphical user interface applications, this may be called the <i>parent folder</i> .
<b>parent folder</b>	A folder that contains subfolders and files. When discussing command-line activities, this may be called the <i>parent directory</i> .
<b>password</b>	A sequence of characters that users type to prove their identity to the system.
<b>path</b>	A text string that specifies the hierarchical location of a folder (directory).
<b>pause</b>	To temporarily suspend a process without ending it.
<b>permission</b>	A setting that determines how users or groups of users may access a file or folder (directory).
<b>pixmap</b>	An image stored in a raster format. Usually refers to an image that may have more than two colors. Contrast with <i>bitmap</i> .
<b>point</b>	To move the mouse until the pointer rests on a particular screen element or area.
<b>pointer</b>	A cursor that shows the area that receives input from a pointing device. The pointer can take the form of an arrow, an I-beam, a cross, or other graphic. Also see <i>cursor</i> .
<b>pop-up menu</b>	A menu that, when requested, is displayed next to the object with which it is associated. Pop-up menus are usually displayed by clicking mouse button 3 or pressing Shift+F10.
<b>Print Manager</b>	A software application that shows all the printers on your system.

---

**print server**

A host computer to which one or more printers are connected, or the UNIX process that manages those printers.

**Printer control**

The Front Panel control used to start the Printer software application. Dropping a file on the control displays a dialog box you can use to print the file to the default printer.

**Printer Jobs**

A software application that provides information about jobs on a single printer.

**program**

A sequence of instructions that a computer can interpret and execute.

**Properties**

A menu item used to set characteristics of an item, such as its date or name, or display identifying characteristics of an item, such as typefaces.

**pull-down menu**

A menu of related choices that extends from a cascading choice when you click mouse button 1 on a menu bar item or the Window menu button.

**push button**

A control that immediately starts an action by an application, usually executing a command (such as Apply), displaying a window, or displaying a menu.

**queue**

An ordered list of jobs waiting to be performed.

**radio button**

An exclusive control whose setting is indicated by the presence or absence of a graphical indicator, usually part of a radio group. A radio button has two states, on and off.

**Read**

Permission to look at the data in a file or permission to list the files and folders (directories) in a folder (directory).

**Reset**

A button or menu item used to return an item to the condition it was in when it was last opened or to the condition it was in before the most recent changes were applied to it, whichever is more recent.

---

**resize border**

A control used to change the size of a window or a pane in a window.

**resource**

A mechanism of the X Window System™ for specifying an attribute (appearance or behavior) of a window or application. Resources are usually named after the elements they control.

**restart**

To stop a process and start it again.

**Restore**

A menu item used to return a window to the size and position it occupied before you minimized or maximized it.

**root, root user**

See *superuser*.

**root directory**

In a hierarchical file system, the directory that contains all other directories and files. Represented by a / (slash) in UNIX systems.

**run**

To start an application or action.

**sash**

A box on a separator or split bar that enables you to increase or decrease the size of a window pane using the mouse. You can navigate to the sash using the keyboard.

**screen lock**

A function that locks the workstation screen, barring further input until the valid user password is entered.

**screen saver**

A choice that, after a specified time period, switches off the workstation display or varies the images that are displayed, thereby prolonging the life of the screen.

**scroll**

To move the cursor through data one increment at a time. While scrolling, data shifts within the window to indicate the current position of the cursor.

---

**scroll bar**

A control located at the right or bottom of a window that enables you to display window content not currently visible.

**scroll box**

The part of a scroll bar that shows the position of the visible information relative to the total amount of information available in a window. You click a scroll box to see information that is not currently visible.

**select**

To add highlighting or some other visual cue to an item or element so that it can be operated or enabled. Selection does not imply the initiation of an action but rather a change of state, such as highlighting an item in a list, or toggling a check box on.

**server**

A system that supplies services to a client.

**session**

The elapsed time between user *login* and *logout*. Also, a particular configuration of workspaces that includes Style Manager settings, open applications, and the size and position of objects.

**Session Manager**

A software application that controls saving sessions, restoring sessions, screen locking and unlocking, and the use of screen savers. When a session is saved, the state of the desktop environment (location of icons, size and location of open windows, open/closed status of applications, current color palette, and so on) is preserved so that it can be restored at the next login.

**session server**

A system that provides networked sessions. Session files reside on the session server and are used whenever you log in to a system on the network.

**shortcut**

General term for a mouse gesture that simplifies filling out a dialog box. For example: As a shortcut, double-click an item in the Filename list box to select it and choose OK in one action.

**shortcut keys**

A keyboard key sequence used to activate a menu item, usually through a special accelerator key. For example: Press Alt+F to choose Print from the File menu.

---

**slider**

A control that uses a track and arm to set a value from among the available values. The position of the arm (or a separate indicator) gives the currently set value.

**software application**

A computer program that provides you with tools to do work. Style Manager, Text Editor, and File Manager are examples of software applications.

**status area**

A part of a window where information is displayed that shows the state of an object or the state of a particular view of an object.

**Style Manager**

The software application used to customize some of the visual elements and system device behaviors of the workspace environment, including colors and fonts, and keyboard, mouse, window, and session start-up behaviors.

**subdirectory**

A directory contained within another directory (sometimes called the *parent directory*). In graphical user interface applications, this may be called a *subfolder*.

**subfolder**

A folder contained within another folder (sometimes called the *parent folder*). When discussing command-line activities, this may be called a *subdirectory*.

**submenu**

A menu displayed by choosing an item from a menu.

**subpanel**

An extension of the Front Panel that slides up, providing access to additional elements. Subpanels usually contain groups of related elements.

**suffix**

A part of a file name, added at the end, separated from other suffixes or the base file name by some punctuation, such as a period (.).

**superuser**

A login identity that enables special permissions for modifying system files that most users do not have permission to modify. Superuser is also called “the root user” or “root” because the user ID for superuser is `root`. On most computer systems, only a few users have permission to become superuser.

---

**symbolic link**

A type of link that is capable of pointing to a file or directory that resides on another physical storage device or partition.

**template**

In Mailer, an ASCII file you can create for conveniently including frequently typed information, such as your name and electronic mail address, in your mail messages.

**Terminal**

In the Front Panel, an item in the Personal Applications subpanel used to open a terminal window.

**terminal emulator**

A window that emulates a particular type of terminal for running nonwindow programs. Terminal emulator windows are most commonly used for typing commands to interact with the computer's operating system.

**text cursor**

A cursor that shows the insertion point for textual input. This cursor usually takes the form of an I-beam. Contrast with *location cursor* and *pointer*.

**Text Editor**

The software application used to create and edit documents.

**text field**

A rectangular area in a window where information is typed. Text fields with keyboard focus have a blinking text insertion cursor.

**title bar**

The topmost area of a window containing the window title, window menu button, and the maximize and minimize buttons. See also *window title*.

**toggle**

To change the state of a two-state control, such as a radio button or check box, using either the mouse or keyboard.

**topic tree**

In a general help dialog box, a list of topics that can be selected to display help information.

**Trash Can**

A container for deleted files or folders.

---

**tree view**

A view of a folder or files that includes all lower-level folders in the search path.

**user name**

An identifier for making a user known to the system. Sometimes called a login name. For example, a user whose name is John Doe might have the user name jdoe. The login screen prompts for the user name.

**window**

A rectangular area on the display. Software applications typically have one main window from which secondary windows, called *dialog boxes*, can be opened.

**window frame**

The visible part of a window that surrounds a software application. A window frame can contain up to five controls: title bar, resize borders, minimize button, maximize button, and the Window menu button.

**window icon**

A minimized window.

**Window Manager**

The software application that provides users with the capability to manipulate windows on the workspace; for example, opening, resizing, moving, and closing windows.

**Window menu**

The menu displayed by choosing the Window menu button. The menu provides choices that manipulate the location or size of the window, such as Move, Size, Minimize, and Maximize.

**Window menu button**

The control at the upper left corner of a window, next to the title bar. Choosing it displays the Window menu.

**work area**

The part of a window where controls and text appear.

**workspace**

The current screen display, the icons and windows it contains, and the unoccupied screen area where icons can be placed.

---

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

# Index

---

## Symbols

.. (parent directory), 135

## A

absolute path, 94

accelerators, keyboard, Mailer, 216

access

- denying to your calendar, 293
- granting to your calendar, 290, 293
- to calendar, changing, 290
- to other calendars, 282

Access Control Lists, 110, 114

- adding entries, 116
- changing entries, 117
- default permissions, 119
- deleting entries, 118
- viewing, 116

ACL-enabled, 115

action icon, 145

- and file names, 150
- help on, 148

actions

- creating, 151
- double-clicking, 102
- executing, 107
- executing the default, 108

Actions menu, 102

add calendar, 297

adding

- applications, 151
- applications to Front Panel, 148
- applications to personal application group, 150
- attachments to mail messages, 209
- calendars to Browse list, 282
- controls with Install Icon, 84
- group appointment, 283
- mail signatures to all messages, 198
- palette, 164
- subpanels, 84
- To Do item, 277
- workspaces, 86

addresses, 190

aliases, 190

AnswerBook, displaying, 58

application

- adding to Front Panel, 84

application groups, 144 to 146

- built-in, 145
- definition of, 144
- personal, 149

application help, 44

application icon, 145

- help on, 148
- on workspace backdrop, 149

- 
- Application Manager, 143
    - application groups, 144
    - built at login, 145
    - customizing, 149
    - folders in, 144
    - Front Panel control, 8, 143
    - labels and file names, 150
    - location in file system, 151
    - opening, 8, 143
    - running applications from, 146
    - starting Icon Editor from, 329
    - updating, 149
    - window, 144
  - Application Manager control, 73
  - applications
    - adding, 151
    - adding to Front Panel, 148
    - adding to Personal Applications subpanel, 154
    - registering, 153
    - reloading, 149
    - running from Application Manager, 146
    - running from File Manager, 153
    - running from Front Panel, 154
    - running from Personal Applications subpanel, 155
    - running from terminal emulator, 155
    - starting in Terminal window, 310
    - using Text Editor with, 265
  - applications, opening, 28
  - Appointment Editor
    - changing defaults, 288
    - Group, 283
    - options, 274
    - standalone, 300
    - using, 273
  - appointment list
    - displaying, 276
    - printing, 280
  - appointments
    - adding to mail message, 211
    - basic, 273
    - changing, 275
    - creating, 273
    - creating using standalone Appointment Editor, 300
    - deleting, 275
    - deleting using `dtcm_delete`, 302
    - dragging from File Manager, 286
    - dragging from Mailer, 286
    - dragging to File Manager, 287
    - dragging to Mailer, 287
    - finding, 276
    - finding using `dtcm_lookup`, 301
    - format for mail message, 284
    - frequency of, 274
    - inserting, 273
    - inserting using `dtcm_insert`, 301
    - inserting using standalone Appointment Editor, 300
    - looking up, 301
    - mailing, 284, 290
    - options, 274
    - reminders, 274
    - scheduling, 273
    - scheduling using standalone Appointment Editor, 300
  - attachments
    - adding to mail message, 209
    - adding with drag and drop, 211
    - as part of a template, saving, 195
    - printing, 209
    - reading, 209
    - saving, 210
    - viewing, 209
  - automatic mail messages, 199
- B**
- Backdrop dialog box, 167
  - backdrop, *See* workspace backdrop
  - Backspace key, 24
  - base name font list, 378
  - basic appointment, 273
  - basic file management skills, 95
  - basic permissions, 112
    - default, 119
  - basic user types, 111

---

- Beep Calendar reminder, 274
- Beep dialog box, 168
- beep, changing settings for, 168
- bell options in Terminal, 317 to 319
- BottomShadow, 335
- Browse list, 282
- browsing calendars, 281
- Browsing Help on Your System, 58
- Busy light, 73
- buttons
  - check box, 20
  - OK, 19
  - radio, 20
  - types of, 19

## C

- Calendar
  - add, 297
  - convert version 3 to version 4, 298
  - creating, 296
  - delete, 297
  - Front Panel control, 268
  - list calendars, 296
  - menus, 268
  - saving data in a file, 281
  - starting, 268
  - starting from command line, 268
  - Tool bar, 268
  - tool bar, 269
- Calendar access
  - world (anyone), 291, 292
- Calendar control, 72
- Calendar tools, 296
- Calendar views
  - changing, 270, 271, 272, 273
  - changing default, 290
  - Day, 270
  - default, 268
  - displaying, 270
  - Month, 272
  - printing, 280
  - Week, 271
  - Year, 273

- calendars
  - access to other, 282
  - browsing, 281
  - comparing, 282
  - deleting from the Browse list, 282
- canceling
  - dragging, 97
  - print jobs, 230
- capturing region of display, 339, 340
- CD-ROM, 138
  - ejecting, 140
- changing
  - Appointment Editor defaults, 288
  - appointments, 275
  - beep settings, 168
  - calendar access and permissions, 290
  - Calendar printer settings, 294
  - Calendar time zone, 295
  - Calendar views, 270, 271, 272, 273
  - colors, 162
  - date format in Calendar, 295
  - default Calendar view, 290
  - File Manager default preferences, 134
  - Front Panel lock settings, 169
  - how your next session starts, 172, 173
  - initial calendar displayed, 289
  - number of colors, 165
  - permissions for your calendar, 292
  - printer icon, 235
  - printer label, 236
  - privacy defaults in Calendar, 288
  - reminders in Calendar, 288
  - time boundaries on Day and Week views, 289
  - To Do item, 278
- changing the character set of an incoming message, 178
- changing the character set of an outgoing message, 194
- character marker for included mail messages, changing, 212
- character set
  - incoming message, changing, 178
  - outgoing message, changing, 194

---

check boxes, 19, 20

choosing

- Front Panel controls with the keyboard, 371
- help, 33
- help topic hyperlinks with the keyboard, 373
- menu items, 31
- push buttons, 19
- subpanel controls with the keyboard, 372
- Window menu items, 29
- Workspace menu items, 30

Clean Up (command in View menu), 133, 134

clicking, 2

- to make window active, 171

Clock control, 72

closing

- application windows, 12, 366
- subpanels, 66

color

- changing, 162
- displaying use of in image, 345
- for icons, 335
- grabbing from workspace, 163
- in help windows, 61
- limiting usage of, 165
- in Terminal window, 317
- viewing image in, 344

Color dialog box, 162, 163, 164

Color setting in Image Viewer, 344

command line

- to start Calendar, 268

Command Line Login mode

- definition of, 39
- exiting, 40
- logging in to, 40

commands

- entering in Terminal window, 310
- issuing for printing, 226

Compare Calendars grid, using, 283

comparing calendars, 282

contents, finding file using, 128

control

- adding to subpanel, 84

control characters in Terminal, 324 to 325

Control key, 3

controls

- adding with Install Icon, 84
- customizing in the workspace switch, 86 to 89
- deleting, 70
- moving to Main Panel, 83
- replacing in Main Panel, 85

convert version 3 Calendar to version 4, 298

copying

- files, 104
- folders, 104
- objects, 104
- palette, 164
- a region of an icon, 336
- text, 251
- text in Terminal window, 310

Create Action, 151

creating, 151

- actions, 151
- appointment using standalone Appointment Editor, 300
- appointments, 273
- custom palette, 164
- data types, 151
- document, 240
- file with language-specific characters, 376
- files, 103
- folders, 103
- mail aliases, 191
- mail search scripts, 187
- mail signatures, 198
- mailboxes, 182, 203
- objects, 103
- personal application group, 149
- To Do items, 277

creating a calendar, 296

current folder, 93

current session, 33

- 
- definition of, 40, 172
  - resuming at, 172
  - cursor movement keys, 245
  - cursor options in Terminal, 315 to 316
  - custom fields in Format menu,
    - adding, 213
  - Custom Time, in Calendar, 295
  - customizing
    - Calendar printer settings, 281, 294
    - colors, 163
    - File Manager views, 129 to 130
    - keyboard behavior, 167
    - mouse behavior, 168
    - palette, 163
    - screen saver, 169, 170
  - cutting a region of an icon, 336
- D**
- data types, 151
  - date format, 295
  - Day view
    - Calendar, 270
    - changing time boundaries, 289
    - three-month mini-calendar, 270
  - default actions, 108
  - default permissions, 119
    - optional Default entry types, 120, 122
    - required Default entry types, 119, 120, 121
  - default printer
    - changing, 222
    - control, 77
    - definition of, 221
    - determining, 222
  - default terminal emulator, 306
    - changing, 325
  - defaults
    - Calendar view, 268
    - changing access and permissions, 290
    - changing Appointment Editor, 288
    - changing Calendar reminder, 288
    - changing Calendar view, 290
    - changing privacy, 288
    - date format in Calendar, 295
    - initial calendar displayed, 289
    - time boundaries on Day and Week views, 289
  - delaying a snapshot, 361
  - delete calendar, 297
  - Delete char key, 24
  - Delete key, 24
  - deleting
    - appointments, 275
    - appointments using
      - dtdcm\_delete, 302
    - calendars from Browse list, 282
    - controls from subpanels, 70
    - files, 109
    - folders, 110
    - mail messages, 181
    - palette, 164
    - subpanels, 84
    - text, 250
    - text in a field, 24
    - To Do items, 278
    - workspaces, 86
  - denying access to your calendar, 293
  - deselecting text, 16
  - desktop
    - current session, 33
    - exiting, 32
    - help, 33
    - logging out, 32
    - overview, 4
    - windows, 4
    - workspaces, 4, 16
  - Desktop Introduction control, 80
  - desktop session, 38
  - directories, *See* folders
  - diskette, 138
    - copying files and folders to, 140
    - creating files and folders on, 141
    - deleting files and folders from, 141
    - ejecting, 140
    - formatting, 139
    - moving files and folders to, 141
    - renaming, 140

---

display

- capturing region of, 339, 340
- locking, 33
- refreshing, 28
- unlocking, 33

displaying

- appointment list, 276
- Calendar views, 270
- concealed windows, 15
- Front Panel pop-up menus, 67
- help, 33
- image in color, 344
- man pages, 59
- message line in Print Manager, 234
- pop-up menus, 26, 30, 369
- PostScript file in black and white, 352
- PostScript file in color, 352
- PostScript files, 351
- print job properties, 231
- print jobs, 229
- Print Manager problem flag, 234
- printer properties, 235
- pull-down menus, 25, 30, 369
- subpanels, 66
- To Do list, 278
- Window menu, 26
- Workspace menu, 27
- workspaces, 16, 370

document

- creating, 240
- editing, 237
- formatting, 262
- going to specific line in, 246
- including file in, 252
- including file through drag and drop, 260
- justifying text in, 263
- margins, 263
- new lines in, 244
- opening existing, 242 to 243
- opening existing from File Manager, 243
- printing, 263
- restoring, 237
- saving, 240
- searching, 261
- word wrap, 244

dot files, 135

double-clicking, 2

- action performed, 102

drafts

- creating for mail messages, 196
- using for mail messages, 195

drag and drop, in Text Editor, 260

dragging, 2

- appointment from Calendar to File Manager, 287
- appointment from Calendar to Mailer, 287
- appointment from File Manager to Calendar, 286
- appointment from Mailer to Calendar, 286
- canceling, 97
- file to Text Editor, 260
- files, 97
- folders, 97
- objects, 97
- text, 260

drawing icon image, 331

- undo, 333

drawing tools for Icon Editor, 331 to 333

dropping

- file in Text Editor, 260
- files, 97
- folders, 97
- icon file, 329
- objects, 97
- text, 260

dtdm

- to start Calendar from command line, 268

dtdm\_convert, 298

dtdm\_delete, 302

dtdm\_editor, 300

dtdm\_insert, 301

dtdm\_lookup, 301

dtdm command, 306

---

`dtterm`, *See* Terminal  
due date, setting for To Do item, 277  
dynamic colors for icons, 335

## **E**

### editing

- existing mail message text, 180
- file with language-specific characters, 376
- text fields, 24
- text or document, 237

effective permissions, 112

### encoding

- incoming messages, 178
- outgoing messages, 194

Enter key, 3

### entering

- commands in Terminal window, 310
- text in a text field, 23

Esc key, 3

executing actions, 107

Exit control, 32, 38, 73

Extend char key, 3

## **F**

F1 key, 33

failsafe session, 39

file management, basic skills, 95

### File Manager

- changing icon display area size in, 137
- determining headers for, 130
- disabling icon browsing in, 137
- Front Panel control, 7, 92
- icon browsing in, 136
- Information dialog box, 101
- main window, 92
- opening, 7
- opening existing text document from, 243
- printing using, 224
- removable media, 138

- running applications from, 153
- saving current preferences as default, 134
- starting, 92
- starting Icon Editor from, 329

File Manager control, 72

### File Manager views

- aligning icons in, 134
- arranging icons in, 130
- changing, 129
- changing sort order of, 133
- customizing, 129 to 130
- folder, 132
- saving, 134
- tree, 130 to 132

### file names

- and action icons, 150
- in Application Manager, 150

file path, 94

### file system

- concepts, 93
- hierarchical, 93
- moving through, 106

### files

- ACL-enabled, 115
- changing ownership, 113
- copying, 104
- copying to diskette, 140
- creating, 103
- creating on diskette, 141
- default permissions, 119
- deleting from diskette, 141
- dragging, 97
- dropping, 97
- dropping in Text Editor document, 260
- finding by contents, 128
- finding by name, 127
- getting help on, 100
- hidden, 135
- hiding, 135
- including in document through drag and drop, 260
- including in mail messages, 197

---

- including in Text Editor
  - document, 252
- with language-specific characters, 376
- locating, 126
- moving, 103
- moving to diskette, 141
- opening, 102
- ownership, 110
- putting on workspace backdrop, 125
- removing from workspace, 126
- renaming, 99
- restoring from Trash Can, 109
- security, 110
- selecting multiple, 96
- selecting single, 96
- sorting, 134
- types for printing, 222 to 223
- viewing on CD-ROM, 139
- viewing on diskette, 139

filing mail messages

- manually, 204

finding

- appointment using
  - dtcm\_lookup, 301
- appointments, 276
- files, 126
- mail messages, 182
- objects, 126
- objects using wildcards, 127
- print jobs, 230

Flash Calendar reminder, 274

Flip tool, in Image Viewer, 346

flipping an image, 348

flipping part of an icon, 337

folder view in File Manager, 132

folders

- ACL-enabled, 115
- changing, 106
- changing ownership, 113
- changing to, 106
- copying, 104
- copying to diskette, 140
- creating, 103
- creating on diskette, 141
- default permissions, 119
- definition of, 93
- deleting, 110
- deleting from diskette, 141
- dragging, 97
- dropping, 97
- getting help on, 100
- hidden, 135
- hiding, 135
- moving, 103
- moving to diskette, 141
- opening, 102
- ownership, 110
- putting on workspace backdrop, 125
- removing from workspace, 126
- renaming, 99
- restoring from Trash Can, 109
- security, 110
- selecting multiple, 96
- selecting single, 96
- sorting, 134
- viewing on CD-ROM, 139
- viewing on diskette, 139

Font dialog box, 165, 166

font group

- adding, 166
- deleting, 166
- selecting, 165

font set specification, 378

font specification, 377

fonts

- internationalizing, 377 to 379
- selecting font group, 165
- selecting new size for, 165, 166
- specifying from the command line, 378 to 379
- specifying within a resource file, 379
- viewing attributes, 166

format of image, displaying, 345

formatting

- document in Text Editor, 262
- mail message text, 201

forwarding messages, 180

---

frame controls, 9  
frequency of appointments, 274  
Front Panel, 63 to 89

- adding applications to, 148, 154
- Application Manager control, 143
- Calendar control, 268
- changing the printer in, 232
- contents, 72
- drop zones, 64
- Exit control, 32, 38
- File Manager control, 92
- help, 70
- Help control, 81
- Icon Editor control, 329
- Lock control, 33
- lock settings, 169
- minimizing, 71
- moving, 70
- On Item help, 70
- pop-up menus, 67
- printing through, 223 to 224
- removing customizations made
  - through the GUI, 85
- restoring default, 85
- running applications from, 154
- Style Manager control, 73
- Text Editor control, 238

## G

grabbing

- region of display, 339, 340

grabbing color from workspace, 163  
granting access to your calendar, 290  
gray scale, displaying image in, 344  
grid

- Calendar Week view, 271
- Compare Calendars, 283
- in Icon Editor, 340

Group Appointment Editor, starting, 283  
group appointments

- inserting, 283
- mailing reminders, 284
- scheduling, 283

## H

height of image, displaying, 345  
help

- on action icon, 148
- on application icon, 148
- browsing, 55
- context-sensitive, 44
- displaying, 33
- displaying for file, 100
- displaying for folder, 100
- displaying topics, 48
- Front Panel, 70
- hyperlinks, 372
- index, 52
- keyboard navigation, 372
- moving between topics, 50
- on objects, 100
- On Item help, 45
- pop-up menu, 50
- printing help topics, 59
- using Help key, 44
- window colors, 61
- windows, 47

help commands

- Backtrack, 50
- History, 50
- Home Topic, 50
- Index, 54
- New Window, 57
- Print, 60
- Top Level, 56

Help key, 33  
Help Manager

- Front Panel control, 46
- opening, 56

Help Manager control, 73, 80  
Help menu, 35  
help windows

- color in, 61
- duplicating, 57
- topic display area, 47
- topic tree, 47
- types of, 47

hidden files, 135

- 
- hiding
    - files, 135
    - folders, 135
    - Icon Editor grid, 340
    - objects, 135
    - waiting print jobs, 230
    - Snapshot dialog box during snap, 361
  - hierarchical file system, 93
  - highlight, keyboard, 364
  - home folder, navigating to, 106
  - home session
    - definition of, 40, 172
    - returning to, 172
    - setting, 40, 173
    - starting automatically at login, 41
  - hotspot in an icon, 339
  - hyperlink, used in help, 48
- I**
- icon browsing, 137
  - Icon Editor
    - control, 329
    - drawing tools, 331 to 333
    - hiding grid in, 340
    - opening icon for editing, 329
    - saving icon, 334
    - saving icon with new name, 335
    - starting, 328
    - starting a new icon, 330
    - starting from Application Manager, 329
    - starting from File Manager, 329
    - starting from Terminal, 329
  - Icon Editor control, 76
  - icons
    - aligning in File Manager view, 134
    - arranging in File Manager view, 130
    - behavior of in Front Panel, 84
    - browsing in File Manager, 136
    - changing display area size in File Manager, 137
    - changing for printer, 235
    - changing magnification of, 340
    - clearing loaded, 331
    - color usage for, 335
    - copying a region of, 336
    - cutting a region of, 336
    - displaying in icon box, 172
    - displaying on workspace, 172
    - drawing image, 331
    - flipping part of, 337
    - hotspot, 339
    - moving a region of, 337
    - naming, 333 to 334
    - opening existing, 330
    - output format, 334
    - resizing, 338
    - resizing a region of, 338
    - rotating part of, 337
    - saving, 334
    - saving with new name, 335
    - selecting an area of, 336
    - selecting multiple, 96
    - selecting single, 96
    - size conventions for, 334
  - image
    - changing orientation in the View window, 344
    - displaying color usage of, 345
    - displaying format of, 345
    - displaying height of, 345
    - displaying in color, 344
    - displaying in gray scale, 344
    - displaying size of, 345
    - displaying width of, 345
    - flipping, 348
    - moving within View window, 344
    - opening in Image Viewer, 343
    - rotating, 348
    - saving, 350
    - saving a PostScript file page as, 354
    - saving region of to new file, 347
    - saving to a new file, 350
    - scaling, 349
  - Image Viewer
    - opening image in, 343
    - palette tools, 346
    - starting from command line, 342

- 
- starting from Front Panel, 342
  - starting from Workspace Programs menu, 342
- IMAP**
- default mailbox folder in IMAP server, 206
  - filing server, 206
  - mailbox, 176
- included text, marker for, 201
- including multiple messages in a mail message, 197
- indicator controls, 64
- initial calendar displayed, changing, 289
- input method for locales, 380
- inserting
- appointment, 273
  - appointment using
    - dtdm\_insert, 301
  - appointment using standalone Appointment Editor, 300
  - group appointment, 283
  - To Do item, 277
- Install Icon**
- behavior of icons installed with, 84
  - control, 65, 76, 77
- Install Icon control, 84**
- internationalization and fonts, 377
- Internet Messaging Access Protocol (IMAP) Inbox, logging in to, 176
- J**
- justification, setting in Text Editor, 263
- K**
- keyboard**
- basic skills, 3
  - choosing menu items with, 31
  - cursor movement keys in Text Editor, 245
  - customizing behavior, 167
  - displaying menus with, 369
  - focus, 364, 365
  - highlight, 364
  - navigation, 3, 363
  - navigation and Window Behavior setting, 3
  - options in Terminal, 320 to 322
  - shortcuts, 3, 363
  - tab groups, 364
- Keyboard dialog box, 167**
- keyboard shortcuts, Mailer, 216
- keymaps, changing, 380
- keywords, for mail search scripts, 183 to 186
- L**
- labels**
- changing for printer, 236
  - in Application Manager, 150
- LANG environment variable, 376**
- language, setting for desktop session, 38
- language-specific
- characters in file, 376
  - data, 376
  - login, 376
  - sessions, 375
  - terminal emulator, 377
  - Text Editor, 376
- link, creating symbolic, 105
- list**
- of appointments, 276
  - of To Do items, 278
- list calendars, 296**
- lists**
- scrollable, 19
  - selecting items in, 22
- local time, setting in Calendar, 295
- Lock control, 33, 72**
- locking the display, 33
- logging in, 38
- to language-specific session, 376
- logging in to
- IMAP Inbox, 176
  - Mailer, 176

---

logging out, 32, 38  
login screen, 37  
login, language-specific, 376  
logout confirmation, 173  
logout, determining session resumption  
at, 172  
looking up appointments, 301

## M

magnification of icons, 340  
mail aliases, 190  
Mail Calendar reminder, 274  
mail messages, *See* messages  
mail notification, customizing, 213  
mail search scripts  
creating, 187  
keywords for, 183 to 186  
mail signatures  
adding to specific messages, 198  
automatically adding to all  
messages, 198  
creating, 198  
mailboxes  
adding to menus, 206  
changing default directory for, 206  
closing, 204  
creating, 203  
filing messages in, 204  
filing using drag and drop, 205  
opening, 204  
removing, 205  
views of, 188 to 190  
Mailer  
keyboard accelerators, 216  
logging in to, 176  
main window, 178  
mnemonics, 216  
starting, 176  
Mailer control, 72  
Mailer Inbox  
IMAP (remote), 176  
local, 176  
mailing

Calendar appointment, 284, 290  
reminders of group appointment, 284  
Main Panel, 64  
changing controls in, 83  
contents, 72  
moving subpanel control to, 69  
replacing a control, 85  
replacing Personal Applications  
control in, 155  
man pages, displaying, 58, 59  
managing files, 95  
margins, document, 263  
marking To Do item completed  
using To Do Editor, 280  
using To Do list, 279  
mask, 123  
modifying, 123  
maximize button, 10  
menu bar  
removing from Terminal  
window, 313  
restoring to Terminal window, 313  
menus  
Calendar, 268  
mnemonics, 25, 364  
shortcut keys, 25, 364  
using, 25  
Window, 26  
Workspace, 27  
message filing  
manual, 204  
messages  
adding attachments to, 209  
adding Calendar appointments  
to, 211  
adding signature to specific, 198  
automatically generated, 199  
Calendar appointment format  
for, 284  
changing character set of  
incoming, 178  
changing character set of  
outgoing, 194  
changing text, 202

- 
- checking spelling, 202
  - deleting, 181
  - displaying numbers of, 212
  - editing existing, 180
  - filing, 204
  - finding text in, 202
  - forwarding, 180
  - frequency of checking for new, 212
  - including signature in all, 198
  - including text files, 197
  - printing, 207
  - reading, 178
  - replying to, 179
  - restoring deleted, 182
  - saving as template, 194
  - searching for, 182
  - setting marker for included text
    - in, 201
  - sorting, 179
  - viewing, 178
- MIME format, email in, 200
- minimize button, 10
- minimizing
  - Front Panel, 71
  - windows, 12
- mnemonics, Mailer, 216
- mnemonics, menu, 25, 364
- Modify dialog box, 163
- Month view, 272
- mouse
  - choosing a menu item, 30
  - click, 2
  - customizing behavior, 168
  - double-click, 2
  - dragging, 2
  - using, 2
- mouse button 1, 2
- mouse button 2, 16
- mouse button 3, 26
- Mouse dialog box, 168
- moving
  - controls to Main Panel, 83
  - files, 103
  - folders, 103
  - Front Panel, 70
  - icons, 13
  - keyboard focus, 365
  - objects, 103
    - a region of an icon, 337
    - subpanels, 70
    - windows, 13, 368
- My Time, setting Calendar time zone, 295
- ## N
- name, finding file by, 127
- names
  - for icon files, 333 to 334
- navigating
  - to home folder, 106
  - moving text insertion cursor, 245
  - to specific line in document, 246
  - with keyboard, 363
- Next key, 21
- notification of new mail, customizing, 213
- ## O
- objects
  - aligning in File Manager view, 134
  - copying, 104
  - creating, 103
  - dragging, 97
  - dropping, 97
  - executing action of, 107
  - finding by name, 127
  - folder, 93
  - getting help on, 100
  - hiding, 135
  - manipulating, 102
  - moving, 103
  - opening, 102
  - pop-up menu for, 125
  - putting on workspace backdrop, 125
  - removing from workspace, 126
  - renaming, 99
  - restoring from Trash Can, 109
  - selecting multiple, 96
  - selecting single, 96

- sort order in File Manager, 133
  - sorting, 134
  - workspace, 8
- Occupy Workspace dialog box, 17
- OK button, 19
- On Item help, 45, 100
- On Item Help control, 81
- online help, 43
  - displaying, 33
  - keyboard navigation, 372
- opening
  - application windows, 11, 366
  - existing document, 242 to 243
  - files, 102
  - folders, 102
  - icon, 329
  - mailboxes, 204
  - objects, 102
  - Style Manager, 159
  - subpanels, 66
  - Terminal window in current directory, 107
- opening applications, 28
- overstrike mode, in Text Editor, 250

## **P**

- Page Down key, 21
- Page Up key, 21
- palette
  - adding, 164
  - creating, 164
  - deleting, 164
  - modifying, 163
  - restoring, 164
  - selecting, 162
- palette (Image Viewer)
  - description of tools in, 346
  - displaying automatically, 346
- Pan tool, in Image Viewer, 346
- parent folder, navigating to, 107
- pasting
  - text, 16
  - text in Terminal window, 310

- path, 94
- pending To Do item, 279
- permissions
  - Access Control Lists, 114
  - basic, 110
  - basic user types, 111
  - changing for your calendar, 290, 292
  - default, 119
  - effective, 112
  - mask, 123
  - modifying basic, 112
  - setting for your calendar, 291
- Permissions dialog box, 112, 121, 122
- personal application group
  - adding applications to, 150
  - creating, 149
- Personal Applications control, 72
- Personal Applications subpanel, 154
  - adding applications to, 154
  - customizing, 155
  - replacing the Front Panel control of, 155
  - running applications from, 155
- pointing to make window active, 171
- Popup Calendar reminder, 274
- pop-up menus
  - displaying, 26, 30, 98
  - for objects, 124, 125
  - Front Panel, 67
  - for subpanels, 69
- PostScript file
  - changing the size of display of, 354
  - displaying, 351
  - displaying in black and white, 352
  - displaying in color, 352
  - paging through, 352
  - printing, 356 to 357
  - reversing page order, 353
  - saving a page as bitmap image, 354
  - viewing a specific page, 352
- preferences, saving File Manager
  - current, 134
- Prev key, 21
- print commands, issuing, 226

- 
- Print dialog box, 225 to 226
  - print jobs
    - canceling, 230
    - definition of, 229
    - determining type in Print Manager
      - display, 233
    - display of in Print Manager, 233
    - displaying, 229
    - displaying properties of, 231
    - finding, 230
    - hiding, 230
    - properties, 231
  - Print Manager
    - determining type of print jobs
      - displayed, 233
    - display of print jobs in, 233
    - displaying message line in, 234
    - printer display in, 233
    - printing using, 225
    - problem flag, 234
    - starting, 227 to 228
    - window, 227
  - Print Manager control, 77
  - print options, setting, 226
  - printer
    - changing the default, 222
    - changing the Front Panel, 232
    - definition of default, 221
    - determining the default, 222
  - Printer control, 73, 77
  - Printer Jobs, 228
    - starting, 229
  - printers
    - changing icon of, 235
    - changing label of, 236
    - display of in Print Manager, 233
    - displaying properties of, 235
  - printing, 356 to 357
    - allowable file types, 222 to 223
    - appointment list, 280
    - Calendar views, 280
    - changing Calendar printer settings, 294
    - document, 263
    - using File Manager, 224
    - through the Front Panel, 223 to 224
    - help topics, 59
    - image, 356 to 357
    - issuing print commands, 226
    - mail attachments, 209
    - mail messages, 207
    - PostScript file, 356 to 357
    - using Print Manager, 225
    - setting options for, 226
    - To Do list, 280
  - privacy, changing Calendar defaults, 288
  - Programs submenu, 28
  - properties
    - of print jobs, 231
  - Properties dialog box, 101, 114, 115, 116
    - opening from command-line, 114
  - pull-down menus, displaying, 25, 30
  - push buttons, 19
- ## Q
- question mark pointer, 35
- ## R
- radio buttons, 20
  - reading mail messages, 178
  - refreshing the display, 28
  - region of screen, taking a snapshot of, 360
  - registering applications, 153
  - registration, user, 146
  - relative path, 94
  - reloading applications, 149
  - reminders
    - appointment, 274
    - changing defaults, 288
    - of group appointment, mailing, 284
  - removable media, 138
    - drag-and-drop behavior, 138
    - viewing files and folders, 139
  - removing
    - files or folders from workspace, 126

---

- Front Panel customizations made through the pop-up menus, 85
- Front Panel customizations made with the Install Icon control, 85
- mailboxes, 205
- menu bar from Terminal window, 313
- scroll bar from Terminal window, 314
- workspaces, 86
- remsh command, 157
- renaming
  - files, 99
  - folders, 99
  - objects, 99
  - workspaces, 18, 69, 370
- renaming workspaces, 86
- replacing controls in Main Panel, 85
- replying to mail messages, 179
- resizing
  - icons, 338
  - a region of an icon, 338
  - windows, 14, 368
- restoring
  - deleted mail messages, 182
  - items in Trash Can, 109
  - menu bar to Terminal window, 313
  - palette, 164
  - scroll bar to Terminal window, 314
  - Text Editor file, 265
  - window icon, 13
  - windows from an icon, 13, 367
- Return key, 3
- reversing page order display, 353
- rlogin command, 157
- Rotate tool, in Image Viewer, 346
- rotating an image, 348
- rotating part of an icon, 337

**S**

- saving
  - Calendar data in a file, 281
  - document to new file, 240
  - document to original file, 241
  - icons, 334
  - icons with new name, 335
  - images, 350
  - incoming or outgoing mail message as text, 181
  - mail attachments, 210
  - mail message as template, 194
- Scale tool, in Image Viewer, 346
- scaling an image, 349
- scheduling
  - appointments, 273
  - appointments using standalone Appointment Editor, 300
  - group appointments, 283
  - To Do items, 277
- screen blanker, settings for, 169
- screen control options in Terminal, 322 to 324
- Screen dialog box, 169 to 171
- screen lock
  - duration before starting, 171
  - enabling, 170
- screen saver, customizing, 169, 170
- screen, taking snapshot of, 360
- scroll bar
  - removing from Terminal window, 314
  - restoring to Terminal window, 314
- scrolling
  - setting in Terminal window, 317
  - window contents, 21
- scrolling window contents, 368
- sdtcm\_admin
  - creating a calendar, 296
- search and replace, in Text Editor, 261
- search scripts, *See* mail search scripts
- searching for mail messages, 182 to 187
- secondary selection, in Text Editor, 246
- selecting
  - an area of an icon, 336
  - backdrop, 167

- 
- check boxes, 20
  - files, 96
  - folders, 96
  - font size, 165, 166
  - icons, 96
  - list items, 22, 369
  - multiple files, 96
  - multiple folders, 96
  - multiple icons, 96
  - multiple objects, 96
  - objects, 96
  - palette, 162
  - radio buttons, 20
  - text, 15, 246
  - a window, 10
  - Selector tool, in Image Viewer, 346
  - sending mail messages in MIME or Sun Mail Tool format, 200
  - session
    - changing startup, 172
    - current, 40, 172
    - determining for each login, 41
    - home, 40, 172
    - language-specific, 375
  - shortcut keys, 25, 364
    - in Text Editor, 249
  - shortcuts, keyboard, Mailer, 216
  - signatures for mail messages
    - adding to specific messages, 198
    - automatically adding to all messages, 198
    - creating, 198
  - size of image, displaying, 345
  - sizes of icons, 334
  - sliders, 19, 21
  - Snapshot
    - hiding dialog box during snap, 361
    - starting, 359
  - snapshot
    - delaying, 361
    - of region, 360
    - of screen, 360
    - of window, 360
  - sort order
    - changing File Manager, 133
    - of objects, 133
  - sorting
    - files and folders, 134
    - mail messages, 179
  - special characters
    - in Terminal, 324 to 325
    - in Text Editor, 245
  - spelling, correcting in Text Editor, 253
  - standalone Appointment Editor, 300
  - starting
    - Application Manager, 143
    - applications in Terminal window, 310
    - Calendar, 268
    - Calendar from command line, 268
    - Command Line Login Mode, 40
    - File Manager, 92
    - home session automatically at login, 41
    - Icon Editor, 328
    - Image Viewer from command line, 342
    - Image Viewer from Front Panel, 342
    - Image Viewer from Workspace Programs menu, 342
    - Mailer, 176
    - new icon, 330
    - Print Manager, 227 to 228
    - Printer Jobs, 229
    - Snapshot, 359
    - Style Manager, 159
    - Terminal, 306 to 309
    - terminal emulator with specific language, 377
    - Text Editor with specific language, 376
  - startup
    - changing session, 172
  - Startup dialog box, 172 to 173
  - status line
    - in Text Editor window, 239
  - Style Manager
    - opening, 159

---

- starting, 6, 159
- Window Behavior setting, 3
- Style Manager control, 73
- subdirectories
  - changing to, 106
- subfolders
  - changing to, 106
- submenu, Programs, 28
- subpanel
  - adding, 84
  - deleting, 84
- subpanels, 64
  - adding, 84
  - deleting, 84
  - displaying, 66
  - moving, 70
  - opening and closing, 66
- Sun Mail Tool format, email in, 200
- symbolic link, creating, 105

## T

- tab groups, 364
- Tab key, 365
- templates
  - creating for mail messages, 194
  - using for mail messages, 194
- Terminal
  - bell options, 317 to 319
  - color control in, 317
  - control characters in, 324 to 325
  - cursor options, 315 to 316
  - entering commands in window, 310
  - Global Options dialog box, 314
  - keyboard options, 320 to 322
  - removing menu bar from window, 313
  - removing scroll bar from window, 314
  - resizing window, 311
  - restoring menu bar to window, 313
  - restoring scroll bar to window, 314
  - running on another system, 311 to 312

- screen control options, 322 to 324
- scroll behavior in, 317
- setting language through, 376
- starting, 306 to 309
- starting applications in window, 310
- starting Icon Editor from, 329
- stopping, 309
- Terminal Options dialog box, 320
- Terminal control, 76
- terminal emulator
  - See also* Terminal
  - changing the default, 325
  - default, 306
  - definition of, 305
  - language-specific, 377
  - running applications from, 155
- Terminal window
  - opening in current directory from File Manager, 107
- text
  - alignment, 263
  - automatic wrapping, 244
  - copying, 251
  - copying and pasting among windows, 15
  - copying in Terminal window, 310
  - cutting and pasting, 251
  - deleting, 24, 250
  - deselecting, 16
  - dragging, 260
  - dropping, 260
  - editing, 237
  - editing in a field, 24
  - entering, 244
  - entering in a field, 23
  - finding in Text Editor, 261
  - justifying, 263
  - pasting, 16
  - pasting in Terminal window, 311
  - selecting, 15, 24, 246
  - selecting characters, 24
  - selecting lines, 24
  - selecting words, 24
- Text Editor
  - closing, 238

- 
- cursor keys, 245
  - drag and drop in, 260
  - editing keys, 248
  - entering text, 244
  - formatting document in, 262, 263
  - Front Panel control, 238
  - menu shortcut keys, 249
  - opening document, 240
  - printing document, 263
  - saving document, 240
  - saving document to new file, 240
  - saving document to original file, 241
  - special characters and, 245
  - Spelling Checker, 253, 259
  - Spelling Checker, customizing
    - dictionaries, 255, 259
  - starting, 238
  - starting with specific language, 376
  - status line, 239
  - UNIX (Emacs) key bindings, 249
  - used in other applications, 265
  - using Undo in, 251
  - window, 239
  - word wrap, 244
  - Wrap To Fit option, 244
  - Text Editor control, 72, 76
  - text fields, 19
  - three-month mini-calendar
    - Calendar Day view, 270
  - time zone, in Calendar, 295
  - title bar, 10
  - To Do items
    - changing, 278
    - deleting, 278
    - inserting, 277
    - marking completed, 278, 279
    - pending, 279
    - scheduling, 277
    - setting due date, 277
  - To Do list
    - displaying, 278
    - printing, 280
  - Tool bar, Calendar, 268
  - tool bar, Calendar, 269
  - Toolbar in Mailer, configuring, 214
  - tools
    - Calendar, 296
  - topic display area, 47
  - topic tree, 47
  - TopShadow, 335
  - Trash Can
    - emptying, 109
    - opening, 109
    - restoring objects from, 109
    - using, 109
  - Trash Can control, 73
  - tree view, in File Manager, 130 to 132
- ## U
- Undo, in Text Editor, 251
  - UNIX key bindings, 249
  - unlocking the display, 33
  - user registration, 146
- ## V
- version 3 Calendar
    - convert to version 4, 298
  - viewing
    - See also* displaying
    - mail attachments, 209
    - mail messages, 178
  - views
    - Calendar, 270
    - controlling File Manager, 129
    - of mailboxes, 188 to 190
- ## W
- Week grid, Calendar Week view, 271
  - Week view
    - Calendar, 271
    - changing time boundaries, 289
    - Week grid, 271
  - width of image, displaying, 345
  - wildcards
    - for finding files, 127

- 
- to search help index, 52
  - Window menu
    - displaying, 26
    - items, 26
    - keyboard usage, 370
  - Window menu button, 10, 12, 26
  - windows
    - bringing forward, 15
    - closing, 12
    - copying and pasting text, 15
    - determining how to display
      - active, 171
    - dragging, 14
    - focus policy for, 171
    - frame controls, 9
    - icon display policy for, 172
    - icons, 4
    - icons, moving, 13
    - icons, restoring, 13
    - moving, 13
    - opening, 11
    - placing in other workspaces, 17, 371
    - policy for activating, 171
    - removing, 12
    - resize border, 10
    - resizing, 14, 368
    - restoring from an icon, 13, 367
    - scroll bar, 21
    - scrolling, 21, 368
    - selecting with keyboard, 367
    - taking a snapshot of, 360
    - title bar, 10
    - turning into an icon, 12, 367
  - word wrap, 244
  - workspace
    - adding, 86
    - deleting, 86
    - renaming, 86
  - workspace backdrop
    - putting file or folder on, 125
    - selecting, 167
  - Workspace menu, 27
  - workspace objects, 8
  - workspace switch, 64, 65
    - customizing, 86
    - customizing controls in, 86 to 89
    - help for, 69
    - switch area of, 68
  - workspaces
    - adding, 86
    - bringing windows forward in, 15
    - changing colors of, 162
    - customizing, 85
    - deleting, 86
    - displaying, 16
    - keyboard navigation, 371
    - placing windows in, 17
    - removing files or folders from, 126
    - removing objects from, 126
    - renaming, 18, 69, 370
  - world access
    - to grant access to anyone, 291, 292
  - Wrap to Fit, turning on and off, 244
- X**
- XLFD, 377
  - XmNinputMethod resource, 380
  - XmNpreeditType resource, 380
  - XMODIFIERS environment variable, 380
  - xmodmap command, 380
- Y**
- Year view, 273